

Approved
Not Approved

PROPERTY NAME: Brookline Garden Condominium

TYPE OF MEETING: Board of Trustees Meeting

DATE OF MEETING: September 11, 2002

MINUTES

TRUSTEES ATTENDING FOR THE BROOKLINE GARDEN: Roger Meyers, Jeff Paige and Mitch Drucker.

TRUSTEES ABSENT: Ramin Ghafari

A QUORUM WAS PRESENT.

ATTENDING FOR THE DARTMOUTH GROUP: John Del Vecchio and Kathie Johnston

HOMEOWNER'S ATTENDING: Geoff Ryan

SECRETARY'S REPORT:

The minutes of the August 8, 2002 Meeting were approved as amended.

The following revisions were made:

- 2 minor changes by Secretary
- changes requested by Carl Mascott

Roger Meyers introduced Geoff Ryan to the Board. Geoff has experience in corporate law and finance.

TREASURER'S REPORT:

The August Report was presented by Roger Meyers. Major variances were identified and discussed in the following categories:

- questions to the \$1,250.00 gas bill
- \$11,437 surplus for month
- payroll adjusted to 25% (from 33%) = \$1,000.00 adjustment
- questions as to next year's Management Fees
John will look into any increase

Other comments were made as follows:

- page 22, Verizon bill for Joe's phone is \$115.76
John will look into personal calls
- discussed bonus for Joe at end of year
- discussed tax bill on 2 Units owned by Association - why so high
- \$150.00 parking fee – is space still rented?
- Jeff questioned difference interest at different banks

No delinquencies.

MANAGER'S REPORT:

Kathie Johnston presented the Manager's Report. The following items were discussed:

- A. Financials
 - 1. Budget review
 - 2. Roger signed check to TDG for Reserve Account on payment for Capital Reserve Study
 - 3. Year-end audit done by Keane, Chive, & Co
- B. Exterior Maintenance
 - 1. Town waiting for test results.
Kathie will call until she finds something out
Joe is looking into gutting out #19-7
 - 2. Trash removal contract signed
 - 3. Only 1 snow removal proposal so far – Joe has worked with Tony Rego in past
 - 4. 2 quotes received for catch basin clean-out
Kathie will see if higher bidder will match lower price
- C. Interior Maintenance
 - 1. NECT – project has not started as of today's date – Resident contacted Town to complain
Kathie will contact Town for more information and Town specifications
Roger will draft a letter to ***** – if obstruction of heating system will increase costs, he will be responsible – discussed install sensors in his Unit to see what the temperature actually is
Will look into insulation of boiler room for heat and noise
Larry from NECT wants engineering statement from Town stating heating system will work out
Trustees voted and approved to use company that did Reserve Study
Kathie to keep track of extra expenses due to owner interference with project
- D. Annual Meeting
Wednesday, December 4, 2002 – Trustee Election

NEW BUSINESS:

Roger nominated Geoff to Board of Trustees. **The Board voted and approved.**

CORRESPONDENCE:

- will waive late fee on Unit Owner: 1st time in years
- will not waive once a year as suggested
- will sent letter explaining late fee policy
- will send copy of amended minutes to Carl

NEXT MEETING: October 9, 2002

TIME: 7:00 PM

LOCATION: Meeting room #21

VOTE TO ADJOURN: The meeting adjourned at 9:30 PM.

Respectfully submitted by: Mitch Drucker

Attested by: _____