

**Mother Brook Condominium Trust**  
**Board of Governors Meeting Minutes**  
**Thursday, February 14, 2019**  
**Meeting location – One Westinghouse Place Building A 3<sup>rd</sup> Floor**

Attendees: Trustees –Unit 1-Scott Schertz, Unit 2- N/A, Unit 3 & 5- Greg Hughes, Unit 4- Chris Sage, Unit 6- Pam Ross, Unit 7- Allison Rosenthal & Jeff Raia, Unit 8- Jessica Sweeney, Unit 9- Leny Chertov, Unit 10– N/A  
First Realty Management- Anthony Susi

Meeting Start: 9:15 AM

- November 2018 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Reviewed December 2018 Financials- Operating at a \$45,000 deficit with majority due to water/sewer overages & owner chargeback.
  - Reviewed variance report-line by line. Detailed description for any variance +/- \$2,000.
  - Owner Chargebacks- All final 2018 owner chargebacks reflect on March Statements.
- Legal Review Governing Docs
  - Legal Review of Unit 10 Inch Construction completed by Attorney Merrill. In correlation, Merrill reviewed owner responsibility vs Board regulation. Documents are available to review upon request.
  - Pam (Chair) and Tony (Management) had a conference call with Merrill to discuss legal concerns on 1/18. Governing Documents cannot be rewritten. However, amendments can be recorded. Merrill can organize and bound all recorded documents.
- Amendments-Votes-
  - Adoption of Rules and Regs/Fine Structure Amendment- was presented to all owner to review and vote. **Motion made: vote to approve amendment for rules & regulations and fine structure. Vote 3-3 tied.** Decision to allow owners more time to review the amendment and recast the vote.
  - Unit 7 Request to amend “no build”- Revisited from prior meeting. Owners of Units 3 &5 have had time to review. The Academy of Pacific Rim cast a vote via email. **Motion made: vote to approve amendment lifting language of “no build area” as it pertains to Building A. Vote 6-1. Motion Approved.** Attorney Merrill to prepare documentation.
- New & Old Business:
  - Postal Update/Mailbox install- All unit owners have now installed mailboxes. Proper labeling is required per the instructions of Mike McNally’s email to all owners.
  - Fire Alarm/Sprinklers- Owners discuss status of separating alarm and sprinklers to their own buildings.
    - Ron Jon needs to separate the Sprinkler system from Maverick.
    - Potomac is waiting on additional proposals. Sounder is too expensive.
    - Maverick is close to receiving a permit for the alarm system.
    - Owners of Units 3 & 5 are working with Norel to separate and are nearing completion.
    - Tony will send out additional sprinkler vendor contacts to Leny and Jess.
    - Board continues to express urgency with owners to complete separation of fire prevention systems.
  - Road work-Sink between D & F reported by Maverick is an emergency repaired. Currently, coned off and Park will repair it as soon as possible.

- Low Hanging Wires- Contractors could not get contract for December school vacation. Project is scheduled for next week. Elder is doing electric work, Sounder is required to move the alarm lines, and Eversource contractor is doing excavation work.
- Snow Removal- Storage snow mound in front of Building D has become a problem. The mound needs to be distributed to other areas. Jeff from Park is in agreement it is a short term relocation. They will store the snow in other locations moving forward.
- Security Cameras- Acquiring quotes for new cameras, enhancements, to existing system, and license plate reader. Quotes received from Arete and Sounder. Vigilese has been invited to bid. Proposals need to be apples to apples.
- Main Sprinkler Line Burst Unit 10- Inch was excavating within the building. They hit an underground fire sprinkler line. Inch repair the sprinkler line at their own expense. Significant water was lost. Seek to charge back INCH for cost of water/sewer for that time period.
- Incident Report Building E- Sewerage line specific to Building E backup up. Upon further investigation the line was broken and needed repair. Leny hired contractors and made the repair at his own expense. Leny inquired about insurance coverage. FRM discussed this with Eastern Insurance. We were advised that because there was no ensuing property damage from the broken pipe there is no coverage under the Master Property policy. A record only claim was entered in their system and a claim will not be filed with the carrier. Leny explained the repair and the prior history to the Board. Management will consult Attorney Merrill to determine whether the repair is the responsibility of the owner or Association.
- Open Forum-
  - Owners of Building A and the Academy of the Pacific Rim request improvements to be made at the front entrance to the property. Including signage, crosswalks, paint/line striping, and deterrents for speeding. Plan to address when the weather permits.
- Adjournment- 10:27 A.M.