

**Mother Brook Condominium Trust  
Board of Governors Meeting Minutes**

**Thursday, April 18, 2019**

**Meeting location – One Westinghouse Place Building A 3<sup>rd</sup> Floor**

Attendees: Trustees –Unit 1-N/A, Unit 2- N/A, Unit 3 & 5- Greg Hughes & Rebecca Bissonnette, Unit 4- Chris Sage, Unit 6- Pam Ross, Unit 7- Caroline Maloney, Unit 8- Jessica Sweeney, Unit 9- Leny Chertov, Unit 10– N/A  
First Realty Management- Anthony Susi

Meeting Start: 9:10 AM

- February 2019 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Electricity trending over- could just be the billing cycle? (verify).
  - Verizon bill for security system- Verizon charged termination fee for remainder of the contract when it was canceled. Trying to dispute the charge, but have been unsuccessful.
- Legal- Conference Call with Attorney Merrill. Discussion and Q&A of open legal topics including rules and regs amendment, abatement from fire department, and Building A no build amendment.
  - Rules and Regulations/ Fine Structure. Vote was tied at last meeting. Revisited. If the Association does not have a fine provision a lawsuit can be filed against parties not abiding by the docs. Adopted rules and regs make violation more enforceable. Fine structure left out so that board can alter as they see fit.
  - Vote to adopt the rules and regulation amendment- All in favor- unanimously approved.
  - Abatement- Merrill states that the Association is subject to civil, criminal, and fines due to the abatement. Association will need legal representation if court is scheduled.
  - Building A no build-previously approved.
- New & Old Business:
  - Owner status of fire alarm and sprinkler-
    - Ron Jon has contractors hired and permits filed.
    - Potomac is awaiting 3<sup>rd</sup> quote. Will be selecting vendor.
    - Maverick has hired Lookout Security. Filed permits with Boston Fire.
    - Units 3 & 5- Has separated from the master panel. However, building W needs to separate from F.
  - Fire System Abatement- Violation from ISD. Required to provide master plot and owner list. JB Engineering was hired. Need to sign contract for engineering to separate all the panels to completion. Cost is approx. \$22,000. Board request additional proposals from other Alarm Engineers.
  - Discussion of whether or not to maintain Sounder as alarm vendor. Board agrees to maintain Sounder until separation is completed.
  - Maintenance Projects
    - Landscape- Contract with Park renewed. Power sweep is scheduled with Park. Will send out notice of schedule.
    - Asphalt- pothole repairs and catch basin replacement (between D&F). Awaiting quotes and will schedule.
      - Discussion of Capital Projects to do major roadwork replacement. Tabled.

- Underground wires to guard shack- electrical lines have been relocated under ground. Sounder still needs to snake the alarm wire.
  - Security Cameras- quotes received from Arete, Sounder, and Vigilese.
  - Front Entrance- The school and Building A wish to enhance the front entrance by the guardshack. Plan needs to be devised.
  - Loading Dock- cleanliness at trash area has been resolved.
    - Contact Mill Environmental about rebating invoice after spill during special pick up.
  - 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. Tony to work with Mike McNally and USPS to close loop.
- Units 3 &5- Greg and Becca discuss future plans and review renderings. They are creating a clean vanilla shell and trying to attract new tenants for lease. They want to be good neighbors and keep owners informed of their plans.
- Adjournment- 10:50 A.M.