

**Mother Brook Condominium Trust  
Board of Governors Meeting Minutes  
Wednesday June 19, 2019  
Meeting location – One Westinghouse Place Building A 3<sup>rd</sup> Floor**

Attendees: Trustees –Unit 1- Spencer Blasdale, Oliver Truog, & Scott Schertz, Unit 2- Isaac Judd, Unit 3 & 5- Greg Hughes, Unit 4- Chris Sage, Unit 6- Pam Ross, Unit 7- Pat Maloney, Unit 8- Jessica Sweeney, Unit 9- Leny Chertov (not present), Unit 10– Janice Harrington

First Realty Management- Anthony Susi

Meeting Start: 8:30 A.M.

- April 2019 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Review of the May 2019 Financials Statements.
    - Operating- Electricity trending over budget, water and sewer is under budget, FRM Maintenance slightly over budget for OT and emergencies, snow removal under budget due to no additional cost beyond contract.
    - Verizon bill for security system- Verizon charged termination fee for remainder of the contract when it was canceled. Still trying to dispute the charge.
    - \$2,500 projected surplus to date.
    - \$293,000 in reserve account. However, reserve owes operating \$176,000.
  - 2018 Tax returns- approved and signed
- Legal-
  - Abatement- Still pending due to fire system out of code. 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.
  - JB Engineering- Proposal originally \$22,000. Tony negotiated down to \$17,500. Board votes to hire JB Engineering for engineer to oversee separation of alarms systems- Approved.
- Maintenance Projects-
  - Asphalt repairs—Pot hole repairs and catch basin replacement completed on 6/10 by Park Landscape.
  - Line Striping- Park Landscape to provide estimate. FRM will send notice once confirmed and scheduled.
  - Security Cameras- quotes received from Arete, Sounder, and Vigilese. Board votes to replace security cameras- analog to digital system, license plate reader, and add additional cameras. Approved.
    - Rebid so that each vendors quotes are comparable.
  - 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 met Postal Office and Address commission. Will provide owner's notes and instructions from meeting.
- Building A- Historic Advisor's- Pat Maloney is exploring options for considering his building historic. Seeing if other owners are interested in making their buildings historic or the entire Association. Possible benefit is tax credits. Some concerns may be stipulations on construction and renovations. Pat will circulate information.

- Units 3 &5-
  - Painting- Exterior colors are temporary until tenant is established.
  - Separation of Low Bay and High Bay- Greg Hughes presents plan to separate the bays and have a drive through to the back parking lot. Board in favor- Approved as presented.
- Unit 10- Janice discusses renovation plans.
  - Plans to bring domestic water to building- approved. Plans to install valve for flow test- approved.
  - Plans to run telephone poles across the property to building- not approved. Electric must be underground as is the rest of that area. Must find another means to bring power to building.
- Open Forum
  - New members of the board introduce themselves.
  - Discussion of school's dumpster in the loading dock.
  - Playground- Announces plans to renovate playground area.
  - Garage bay doors- project to paint same color as the dark gray at Units 3/5.
  - Jessica announces Mark Edwards is the new owner.
- Adjournment- 10:04 A.M.