

**Mother Brook Condominium Trust  
Board of Governors Meeting Minutes  
Wednesday August 28, 2019  
Meeting location – One Westinghouse Plaza  
Building D One Source Conference Room**

Attendees: Trustees –Unit 1- Oliver Truog, , Unit 2- NA, Unit 3 & 5- Greg Hughes & Becca, Unit 4- Mike McNally, Unit 6- Pam Ross, Unit 7- Pat Maloney, Unit 8- Jessica Sweeney, Unit 9- Leny Chertov NA, Unit 10– Janice Harrington

First Realty Management- Anthony Susi

Meeting Start: 9:05 A.M.

- June 2019 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Review of the June 2019 Financials Statements.
    - Operating- Variance in utilities both income and expense, 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. Tony able to resolve.
    - Operating with a slight surplus.
    - \$302,772 in reserve account. However, reserve owes operating \$164,984.
- New/Old Business
- Fire Alarms/ Sprinkler-
  - Abatement should be lifted. JB Engineering is hired/under contract as lead engineer for the master contract to separate the fire/sprinkler systems. Each remaining owner must hire their own vendor, which must sub permit through JB Engineering.
  - All present owners review their status.
  - All owners have hired vendors and in permitting process with exception of Potomac. Potomac required to hire a vendor by 9/15 and have permits filed by 9/30 or be subject to fines.
- EV Stations-
  - Building A- owner reviews plan with board. Board ratifies vote to approve.
  - Building C/D- owner reviews plan with board. Board votes to approve.
- Unit 3/5 (High Bay Low Bay)- renovations-
  - Currently no tenants. High Bay is complete. Low Bay is in progress.
  - Process to separate high bay from low bay to two LLC's. Requires an amendment which is in process of legal review between owners attorney and Association counsel Merrill. Legal expenses to be billed back to owners.
- Unit 2 (Magic Beans)- Informed management of possibly fencing off busing area. No further action or update at this time.
- Unit 10 (INCH)-
  - Provides renovation update: Glass replacement, roof, electricity, working on fire sprinkler lines, and considering EV station.
  - Submits request to trench a new sprinkler line from hydrant at front of property to his building. Further plans are required for approval.

- Maintenance Projects-
  - Line Striping- Approved. Park Landscape approx. \$3,200. Scheduled within the next 2 weeks.
  - Loading Docks painting garage bays- CMM Painting approx. \$2,600.
  - 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. Pat requested Northeast be invited to bid.
  - Postal Update/Mailbox install- All unit owners have now installed mailboxes. Proper labeling is required per the instructions which have repeatedly been distributed.
  - Snow Removal contract up for renewal. Park Landscape with a \$2,000 increase. Flat rate with 84" cap. \$58,000 2019 to \$60,000 2020.
- Open Forum
  - Playground- School discusses plans to renovate playground area.
- Adjournment- 10:17 A.M.