

**Mother Brook Condominium Trust  
Board of Governors Meeting Minutes  
Thursday October 24, 2019  
Meeting location – One Westinghouse Plaza  
Building D Board Room**

Attendees: Trustees –Unit 1- Oliver Truog, Unit 2- NA, Unit 3 & 5- Greg Hughes, Unit 4- Mike McNally & Chris Sage, Unit 6- Pam Ross, Unit 7- Pat Maloney, Unit 8- Jessica Sweeney, Unit 9- NA, Unit 10– N/A

First Realty Management- Anthony Susi

Meeting Start: 9:15 A.M.

- August Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Review of September 2019 Financials Statements.
    - Major Variance- +/- \$2,000
      - Utilities Income/expense- accrued
      - Other professional fees- Tony to check GL
      - Repairs Service- maintenance time trending over from OT/projects
      - Repairs General- no major repairs
      - Snow Removal- cushion for contingencies not used. No extra snow removal expenses.
  - 2020 Budget- Reviewed 2020 Proposed Budget operating and capital. Discussed major changes from 2019-2020 as presented in management report:
    - i. Variance from 2019 to 2020 operating:
    - ii. Common Area increase 3%
    - iii. Utilities Income/Expense
    - iv. Reduce other professional fees by \$1,000 (Fire alarm engineering moved to reserve budget)
    - v. FRM Management Fee- 1% increase (normally 3% but suggested a reduced increase for 2020 due to unexpected insurance increases).
    - vi. Property insurance excess policy- Increased from \$26,530 to \$6,894 (28% increase)
    - vii. FRM Maintenance- rate increase (discussion of time allocation)
    - viii. Reduce maint supply
    - ix. Camera increased- anticipate maintenance or monthly fees after installation.
    - x. Painting- suggest fire hydrants be painted.
    - xi. Security is WIFI-New contract with Comcast.
    - xii. Snow removal- \$2,000 increase.

Reserve Budget-

- xiii. Suggested projects 2020- Major Asphalt replacement, Security Cameras, Signage, Alarm system separation.
- xiv. FRM supervision fee 6% plus hours for major capital projects.

Insurance premiums-

FRM 2020 staff rates-

**Approved 2020 Budget at a 3% increase**

- New/Old Business
  - Fire Alarms/ Sprinkler-

- All present owners review their status.
- Tony provides update on Potomac status
- EV Stations-
  - Building A- Building C/D- Both projects previously approved. Present owners provide plans and update.
- Unit 3/5 (High Bay Low Bay)- Greg provides renovations update.
  - 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.
  - Board has approved the amendment but need to sign and record.
- Unit 10 (INCH)-
  - Not in attendance. Still working on bringing sprinkler line to building. Working on best means of bringing electrical to the building.
- Maintenance Projects-
  - Line Striping- complete
  - Loading Docks painting garage bays- CMM Painting approx. \$2,600-completed.
  - Security Cameras- Board reviews quotes from Arete and Northeast. Leaning towards Northeast because Pat and Mike have both had success with him in the past. Tony to go back to Northeast and see about reducing price.
  - Hydrant flushing- completed by Encore. Issues with some hydrants having a magnetic key. In review. Hydrant between F and Inch needs to be replaced. Received a violation from ISD. In process of seeing who is responsible for hydrant. Estimates approx. \$10,000 to estimate and replace.
  - Postal Update/Mailbox install- Building A provided notice they are renovating the lobby and will not permit packages to be received as of 11/1. Post office informed. Owners have been distributed post office requirements.
  - Snow Removal Contract- approved. \$60,000 (\$2,000 increase) 84" cap.
- Open Forum
  - Playground- School discusses plans to renovate playground area. Oliver request a meeting to review the project following board meeting.
  - Potomac requested via email to install a vestibule. -previously approved.
  - Unit 8- Jessica presents plans to install solar panels. Approved.
- Adjournment- 10:30 A.M.