

**Mother Brook Condominium Trust
Board of Governors Meeting Minutes
Thursday January 9, 2020
Meeting location – One Westinghouse Plaza
Building A 4th Floor Conference Room**

Attendees: Trustees –Unit 1- Oliver Truog, Unit 2- Isaac Judd, Unit 3 & 5- Greg Hughes, Unit 4- Chris Sage, Unit 6- Pam Ross, Unit 7- Pat Maloney, Unit 8- Mark Edwards, Unit 9- Leny Chertov, Unit 10– N/A

First Realty Management- Anthony Susi

Meeting Start: 9:10 A.M.

- October 2019 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
 - Owner chargebacks haven't been charged since October. Need to check with Jessica.
 - Review of November 2019 Financials Statements.
 - Major Variance- +/- \$2,000
 - Utilities Income/expense- accrued
 - 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.
- Fire Alarms/Sprinklers
 - Maverick is trying to connect their alarm vendor Luke Tripp together with Jim McHugh. Luke filed permit then withdrew. JB Engineering reported the batteries were not in compliance but there was no further comment of specifications.
 - D Ron Jon is held up on the fire separation wall. The wall between D Ron Jon and D Maverick has no record of a permit or built to code. Fire Department is requiring a permit before further progress.
 - Potomac has hired Encore. Encore has filed permits.
 - Tony will try to coordinate a meeting with Jim McHugh onsite or at minimum arrange a conference call.
 - There is still an abatement on the property. Jim McHugh provided monthly status reports to BFD to avoid further penalty.
 - Sounder is charging 4 hour minimum to any building not under contract.
- EV Stations-
 - Building A- Building C/D- Update provided. Still in progress. Owners will inform management of the next phases of the project.
- Unit 3/5 (High Bay Low Bay)-
 - Greg provides renovations update. A GC has been hired and will be working on site. At least a few weeks out before construction begins.
 - Amendment to separate high bay from low bay to form two LLC's requires an amendment. Legal review of both parties is completed. Attorney Merrill wanted the board to be made aware of the parking spaces. Present board had no issues with the proposed site plan and parking spaces.

- Board has approved the amendment and signed. To be recorded. Tony will provide to Merrill.
- Unit 10 (INCH)-
 - Not in attendance. Last conversation included bringing sprinkler line to building. Working on best means of bringing electrical to the building.
- Unit 8 Solar Panels- Mark Edwards provides update.
 - Roof repairs needed to install solar panels in progress.
 - Installation of solar panels planned for the spring.
 - Vent on the roof needs to be fixed continues to be a disturbance to the residents at The Lofts.
- Maintenance Projects-
 - Security Camera's- Northeast reduced estimate by \$5,000+. The contract is executed to replace the camera system. Payment of 50% deposit to purchase materials was provided. There's been delays with weather and holidays. However, project should begin any day now.
 - Hydrant replacement- received notice of violation from ISD about the hydrant between F and Inch. Bid out between Colantouni and Hydratech. Approx. \$10,000 ea. Hired Hydratech to fix and satisfy the violation... complete.
 - Snow Removal- discussion of snow storage locations.
 - Mail- USPS is now delivering to the new mail boxes for those that are in compliance.
- Open Forum
 - Explore installing an Amazon packaging system. Tony to research and arrange meeting onsite.
 - Asphalt- Tony to provide owners all recorded site plans. Board to review areas to be replaced and phase out. Work in conjunction with Renovations to Building F and Inch.
 - Need to have central parking area between C, D, F, Inch area surveyed. Area needs to be blacked out and striped properly according to the recorded parkin plan.
 - Address immediate pot holes that are form. Tony will have maintenance fill with cold patch until the Spring.
- Adjournment- 10:20 A.M.