

Mother Brook Condominium Association
One Westinghouse Plaza
Hyde Park, MA 02136
Potomac Electric Corp. Conference Room
Managing Board Meeting
May 12, 2016

Owners Present: Pamela Ross (The Lofts at Westinghouse), Kevin Karlberg (James F. Stearns Co.), Majid Pourshadi (Westinghouse Realty Trust), Jessica Sweeney (Ronjon Realty), Leny Chertov (Potomac Electric), Chris Collins (APR)

Also Present: Laurie Ouellette (First Realty Mgt. Corp.), Jan Brandin (FRM), Bob Morelli (FRM), Keith Buchanan (Sounder Systems), James McHugh (JB Engineering)

Meeting was called to order at 8:05 AM.

I. Call to Order – it was noted that a quorum of members was present.

II. Fire/Sprinkler Alarm Update – Keith Buchanan and Jim McHugh were present for the first hour of the meeting to speak regarding the existing fire alarm/sprinkler project. Attached is a summarized spreadsheet of each unit's status with notes for items to be completed.

- A. All sprinkler inspections within the past (12) months need to be forwarded to FRM for record.
- B. JB Engineering to submit proposals for Bldgs E & K design.
- C. Sounder will be forwarding all permits from Bldg K
- D. Unit 8 sprinkler system can be split; horns tied to Maverick's unit need to be split
- E. Previous deficiencies in Units 3 and 5 identified by Clarion have not been addressed to date
- F. Bldg W currently on Bldg F's panel
- G. See attached Excel spreadsheet for further details

III. Minutes

Draft minutes from March 24 meeting were approved. (Pam Ross motioned; Majid Pourshadi seconded the motion.)

IV. Review of Financials YTD 2015

- March, 2016 Financial Statements reviewed; a positive year-to-date variance of 28,768 exists due to snow removal payments being made in April. 2015 excess funds approved to move to reserve account.

V. Open Items

A. Administrative

1. The installation of solar panels to the roof of Building C was approved online; Pam Ross requests approval for (2) storage containers on site for the duration of the project estimated to be 2-3 mos. Majid Pourshadi motions to approve, Jessica Sweeney seconds the motion
2. Previous nominations for a Managing Board Secretary were declined by board members; FRM will record minutes for a fee of \$50 to be paid to employee preparing the minutes; unanimously approved by Board
3. Laurie Ouellette contacted both the Boston Police (District E-18) and Fire Departments for the Hyde Park district regarding removal of boats and vehicles in fire lane. FD said to call police regarding ticketing and towing. PD dispatch to send unit. It was suggested to contact Sgt. Manning of Readville division and note the hazard to the neighborhood community; Laurie to follow up.
4. FRM has successfully converted accounting software packages utilized and added options for condominium fee payments; Majid Pourshadi questioned the availability and method for the option of designating a fixed monthly amount for auto-withdrawal. Kate Mellion, Assistant Property Manager, will respond to him and others with questions about the new process

B. Maintenance

1. JB Engineering and Sounder Systems attended meeting to review progress of fire alarm/sprinkler system compliance project; details above and attached
2. Quote from BSI Engineering presented for the water meter project design; due to cost, it was voted to award the project to Colantuoni Bros. subsequent to the vendor breaking out costs per unit
3. Pam Ross met with Eversource regarding LED lighting options for limited common area loading dock; (2) additional quotes requested for breakout of electric meters (Jim Sisk to provide a reference.)
4. Per Attorney Merrill's letter, asphalt paving of the limited common area is the responsibility of the Association, which is disputed amongst the managing board members; Board requested that property plans be given to Mike Merrill to clarify access points; Mike McNally has filed plans regarding roadways; Leny Chertov suggested that the board should meet without FRM for decision; Jan Brandin notes the legal requirement per the condo docs of the Managing Board to maintain the property; (3) options presented by Bob Morelli were discussed but item is tabled due to absences of Mike McNally and Isaac Judd.
5. Laurie Ouellette to contact John Walsh of WB Incorporated to update signs in front of building to include a map and building directions; Tenant signs attached to the chain link fencing have been removed; Jessica Sweeney requested a stop sign be reinstalled on light post upon exiting the property
6. A new air conditioner was installed in the guard shack for the security camera equipment; Vigilease is replacing two existing cameras plus providing information regarding individual unit accessibility.
7. Pam Ross requested FRM maintenance staff to remove broken pavers along railroad tracks; Laurie to forward T&K quote for a Cape Cod berm to board members

VI. Damages to Building K loading dock area submitted to Master Policy Insurance; Emergency remediation services plus quote from Majestic Construction Inc. for repairs do not exceed the insurance deductible; (2) additional quotes are being obtained and forwarded to the board for selection and approval of the work to be completed

VII. The next meeting date is scheduled for Thursday, June 30, 9 a.m. @ APR

VIII. Adjournment:

Meeting adjourned at 10:25 A.M.