

**Mother Brook Condominium Association  
One Westinghouse Plaza  
Hyde Park, MA 02136  
Location: Bldg. A  
Managing Board Meeting Minutes  
Thursday, October 12, 2017**

**Owners in Attendance:** Pamela Ross (The Lofts at Westinghouse), Chris Collins (Academy of Pacific Rim Charter School), Patrick Maloney (Building A), Jessica Sweeney (GF Tech), Ron Wiley GF Tech), Chris Sage (Maverick Construction)

**First Realty Management Present:** Phil Nieman- Regional Manager, Anthony Susi- Portfolio Manager

- Call to order: 9:12 am
- Meeting Minutes – Motion made to approve Owners Meeting Minutes September 14, 2017 – Motion Approved
- Financials – Financial review – August 2017 reports – Approved
  - Water billing has not been billed back to owners. First Realty maintenance needs access to each building on the 21<sup>st</sup> of the month to record meter readings. All meters must be read in order to bill back the owners. Last meter reading maintenance was not able to access W Building which has since been resolved.
- Create officers certificate to record owners and trustees.
- Electrical Meters-
  - Review invoices to see what charges are coming from which meters. Check the meters to see where the power is applied to each building.
  - Inform Magic Beans they have 30days to submeter the electricity. If they do not comply then the Association will do the work and back charge.
  - Contractors such as Elder backing away from projects due to permitting issues and getting the city involved. Suggestion of electrical engineers to map our electrical lines and determine usage for each property and common area.
- Follow up on alarm panels building A & K. Suggest Sounder or use of their own vendor.
- Hire Feldman to complete land survey on easement nearest the school. Board Approved to move forward.
- Send notice to abutting residents to move their vehicles off Mother Brook Property and that a fence will be going up. Once survey is completed, obtain estimates to move gate to the street entrance and fence off property line on abutting side.

- Explore options for new signage at front entrance. Explore two new entrance signs: one being a map of the property and two being a directory of businesses on interchangeable slots. Compile a list of maximum amounts of business needed for interchangeable slots at each property.
- Estimate was obtained by Elder Electric for approximately \$12,000 to put the electrical lines at the guard shack underground. This would eliminate the risk of low hanging wires and tension/further damage on the roof. Board approved to move forward with project.
- Guard shack- First Realty met with post master to see if a mail box could be installed at the guard shack. The mailbox delivery would need to be inside. Installing a rear loading mailbox is best suggestion. This way residents could pickup/drop off from the outside and mailman could deliver inside. The master alarm panel is located within the guard shack and there are code requirements that need to be researched further.
  - This is being researched in conjunction with required repairs from water damage in the guard shack. The roof has been repaired and there is no active leaking. However, there is still damage to studs, insulation, drywall, flooring, etc. First Realty needs to determine a clear scope of work for the installation of mailboxes, repairs, waterproofing, and code requirements with the alarm panel.
- Each owner needs to establish a true mailing address with the post office. Tenants are marking their addresses down improperly causing delivery issues from the post office. The Lofts and Maverick were able to have success. Building A was recently having problems and was able to get it resolved. In the case of Building A, the proper addresses are to be: 1 Westinghouse plaza Suite A101 and on from there. The postmaster does not want any reference to building #.
- Linestriping is under contract with T&K Asphalt. Patrick Maloney of Building A, requested to hire his own linestripers at his own expense to blackout and restripe all the spaces in front of his building. The Board has approved this request. T&K will credit back that portion of the job and complete the rest of the property.
- In addition, Chris Collins of the Charter School, requested to review and enhance the curbing and crosswalks at the front entrance nearest the guard shack. Entrance is in need of enhancement. It can be a madhouse with all the kids and a liability concern. School will pay for 2/3 of the cost and Association will pay for the rest if the cost is reasonable. Chris will review project and obtain pricing with Park Properties.
- There is no parking along fence bordering the train tracks. Management was informed by the fire department this must be kept clear and parking is restricted.
- Pam Ross reported trucks idling overnight. Police were called. It is a safety hazard and overnight idling is illegal. Signs to be ordered and posted for “no idling.”

- Landscaping and Snow Removal Contracts- Discussion of quality of current vendor Greener Horizons. Owner of Building A Patrick Maloney, has a company Park Landscape and Snow Removal and would like to submit a bid as long as the board does not have a problem and sees no conflict of interest. Greener Horizons is on a renewing contract, but Association could exercise 30day opt. Park will submit a proposal and Board will decide.
- Follow up on 30days notice to Isaac concerning tenants trash in busing area. Trash notice involves tenants dumping trash when the buses return, health hazard concerns with exposed barrel drums, and rats nesting, in junk/debris. The deadline is approaching.
- Chris Collins reports access issues with internet and security cameras. First Realty to provide security camera information.
- PIV valve broken in front of W building that ties to sprinkler system. FRM maintenance exploring repair.
- Some updates on budget which will be reviewed for approval at next meeting: insurance savings, utility charges, management fees, water bill back. Majority vote will need to approve the budget.
- Adjournment- Meeting Adjourned: Time **10:51am.**