

**Mother Brook Condominium Association**  
**One Westinghouse Plaza**  
**Hyde Park, MA 02136**  
**Location: Bldg. D**  
**Managing Board Meeting Minutes**  
**Thursday, September 14, 2017**

**Owners in Attendance:** Pamela Ross (The Lofts at Westinghouse), Chris Collins (Academy of Pacific Rim Charter School), Patrick Maloney (Building A), Kevin Karlberg (James F. Stearns Co.), Ron (CF Tech)

**First Realty Management Present:** Phil Nieman, Regional Manager, Anthony Susi, Portfolio Manager, Rob Annello, Maintenance Superintendent.

- Call to order: 9:10 am
- Meeting Minutes – Approved Owners Meeting minutes June 1<sup>st</sup> 2017 - **Minor corrections emailed to the trustees on 9/14/2017.**
- Financials – Financial review – July 2017 reports – Approved
- Maintenance projects– Rob Annello discussed status of
  - Caution/height needs to be posted for low hanging wires at the guard shack. Needs to meet code. Pole off the guard shack may need to be raised.
  - Entrance sign needs an upgrade. Board and First Realty to meet with sign company to obtain estimates on new sign.
  - The temporary telephone pole needs to be removed and wires secured to permanent pole.
  - Guard Shack renovations- First Realty has received a bid for renovations. Waiting on bids from other vendors.
- New/Old business:
  - Notice was received from NSTAR to replace 75 electric meters. First Realty to follow up on notice.
  - Mail- Issues with mail deliveries from post office. Mail is being mixed up at multiple stops including Building D, K/E, F, A. Four total stops. First Realty to contact post master.
  - Trash has been a problem in the busing area from the tenants of Magic Bean. Isaac the owner of Magic Bean, needs to be contacted with a 30 day warning to clean up the area. First Realty Maintenance time to clean the area needs to be billed back to owner.
  - Parking Lots/Line Striping- T&K Asphalt has been contracted to line-stripe the common area. Change to the line stripe plans for Building A and front entrance were submitted and discussed by Patrick Maloney and Chris Collins. These plans include blacking out the existing lines and restriping the area to add more spaces as the site plan in the governing documents entail. First Realty to obtain change order cost from T&K or credit price to not do that area. Patrick requested to use his own line striping vendor for that area if approved by Board at the expense of Building A and the School. The credit would for the total project from T&K would go back to the Association.
  - 2018 Budget- First Draft will be presented by First Realty and discussed at the next Board Meeting.
- Water Billings — Project completed as of August 2017. Billing of per usage of each building is scheduled to begin as of the meter readings on September 21<sup>st</sup> 2017. First Realty Maintenance will

conduct meter readings to coincide with the billing cycle. Minol USA has been hired to calculate usage per building for \$150 a month.

- Separate fire alarm systems required for all the companies —Need to get additional proposals and clear scope of work.
  - Electrical Meters- Building K needs to be on its own dedicated meter. First Realty has meetings scheduled with PNG Energy and Elder Electric.
  - Landscape and Snow Removal Contracts- scope of work needs to be reviewed. Patrick Maloney owns a Landscape and snow removal company and has requested permission to bid on the contract.
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- The next meeting date is scheduled for October 12<sup>th</sup> at 9am.
  - Last election needs to be recorded and officers updated.
  - Adjournment- Meeting Adjourned: Time **10:32am**