

**Mother Brook Condominium Association  
One Westinghouse Plaza  
Hyde Park, MA 02136  
Location: Bldg. A  
Managing Board Meeting Minutes  
Thursday, November 16, 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), Chris Sage (Maverick Construction), Isaac Judd (Magic Beans), Leny Chertov (Potomoc),f Kevin Karlberg (Sterns)

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

- Call to order: 9:30 am
- Meeting Minutes – Motion made to approve Owners Meeting Minutes October 12, 2017 – Motion Approved
- Financials – Financial review – October 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.
  - Motion- Water meter readings will be billed back to the owner based on actual usage per the meter readings. Any variance on the billings per usage will be a common area charge based on beneficial interest. – All in favor- motion approved.
- Electrical Meters-
  - Building K has taken action to submeter the electric use to the building. Invoices of the completed work were provided as proof. The electrical invoice at the loading dock has decreased since this action was taken.
  - Additional testing at the main electrical panel in the loading dock needs to be completed. Chris Sage will schedule Galway Electric to meet with Chris Sage, Jess Sweeney, Isaac Judd, and First Realty Management to test the breakers and separate the meter readings per building.
- Fire Alarm Systems- Follow up on alarm panels building A & K. Both buildings have been separated from the master panel. Jim McHugh should be consulted to represent the Association in the full separation of the master panel.
  - Motion made to require all owners to be separated from the master panel by June 1<sup>st</sup> 2018- all in favor – motion approved.

- Signage- proposal and design plans for the main entrance sign replacements are in process by Signorama. First Realty has met with Signarama onsite to discuss the project. Awaiting proposal and design plans.
- Guard shack- There are 3 corresponding matters at the guard shack: interior repairs/waterproofing, the low hanging electrical lines, and discussion of installing a centralized mailbox. Estimates for all 3 projects total approx. \$30,000. A decision needs to be made as to if the mailbox will be installed at the guard shack prior to a decision being made on the other projects. Board has requested guard shack matters be put on hold until a determination on the mailing issues at the property and installation of a new box has been made.
  - Discussion of mailing addresses, delivery, and installation of new mailboxes. Working with post office and address commissioner to improve on system.
- Linestriping- Patrick Maloney and Chris Collins have designed plans to restripe parking lot in front of Buildings A and B. They will absorb the cost and hire their own linestriping vendor for the project. This proposal has been approved by the Board. T&K will linestripe the remainder of the common area as originally proposed. T&K will credit back a portion of the original cost to account for the work that will be completed separately in front of Buildings A and B.
- Officers certificate to record owners and trustees created and signed by Board at meeting. First Realty to deliver to attorney to be recorded at the registry of deeds upon completion.
- Discussion of easement to property nearest the school. Plans presented by Patrick Maloney and Chris Collins to move back the gate to the street entrance and add a fence at the abutting property. First Realty to send notice to abutting neighbors to move their vehicles from Motherbrook property and inform them of the anticipated installation of the fence.
- Snow Removal Contract- Association agrees to hire Park Landscape as the contractor for the 2017-2018 season. First Realty to prepare contract and provide 30 day written notice to Greener Horizons.
- 2018 Budget Review- Discussion of the 2018 proposed draft budget presented with a 1% decrease in operating cost. Motion made to re-allocate -1% and increase the reserve contribution by 1%. Hence, keeping the 2018 condo fees the same as 2017- Motion approved by the majority of the board.
  - Final draft of 2018 budget presented to the board on November 28<sup>th</sup> 2017 citing a 2% increase. Majority of the Board approved the 2018 Budget with a 2% increase on November 29<sup>th</sup> 2017.
- 2018 Capital Projects- Potential 2018 planned capital improvements proposed in 2018 budget include: Electrical rewiring, guard shack related projects, fence installation at easement (nearest school), signage replacement, fire alarm related projects.
- Adjournment- Meeting Adjourned: Time **11:09am.**