

Mother Brook Condominium Association
One Westinghouse Plaza
Hyde Park, MA 02136
Location: Bldg. A, 3rd floor
Managing Board Meeting Minutes
November 10th, 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), Chris Sage (Maverick Construction) and David Buccelli (APR)

First Realty Management Present: Phil Nieman, Senior Manager/Multiple Sites

Meeting commenced at 9:00 am

1. **Call to Order** – It was noted that a quorum of Trustees was present.
2. **Minutes** – September’s minutes unavailable due to change in Property Manager.
3. **Financial Review** –
 - a) September 2016 (October’s reports not ready at the time of the meeting) – approved by board.
 - b) 2017 Budget – Discussed concerns with telephone expense, landscaping contract and utility reimbursement.
4. **Snow Removal concerns with previous contractor** (Madrona Bros. - invoice issues and damaged two buildings):
 - a) Board members researched average snow fall for Boston Area – 44”.
 - b) Board approved lump sum contract with new contractor, Greener Horizon.
5. **Open Items**
 - a) **Administrative**
 1. Vehicles in Fire Lane – Tow any vehicle in violation, Mike Dorsey will oversee.
 2. Property insurance renewal – Bldg. C Solar Panel were approved.
 - b) **Maintenance**
 1. Water Sub Meters – Working with Colantuoni Brothers for permit issue/pricing.
 2. Electric Meters –Bldg. K / Magic Beans needs its own service. Researching contractors and proposals.
 3. Loading dock lighting – LED upgrade completed by Boustris Electric.
 4. Asphalt repairs – Attorney Mike Merrill reviewing condo docs for repair responsibility.
 5. Property signage – Still have Hamilton Properties info. Research replacement pricing.
 6. Damages to Building K loading dock area – Board approved Majestic Construction Inc. to repair.
6. **New Business:**
 - a) Side building lights – Complete weekly light check throughout community
 - b) Mailboxes at Guard Shack – Check with USPS to move Bldg. A mailboxes to Guard Shack location.
7. The next meeting date is scheduled for Thursday, January 19, 2017 at 9 am
8. **Adjournment:** Meeting adjourned at 10:20 am