

**Mother Brook Condominium Trust
Board of Governors Meeting Minutes
Thursday, January 18th 2018
One Westinghouse Place
Meeting location – Building A 3rd Floor**

Attendees: Trustees – Pamela Ross (The Lofts at Westinghouse), Chris Collins (Academy of Pacific Rim Charter School), Patrick Maloney & Caroline Maloney (Building A), Jessica Sweeney (GF Tech), Chris Sage (Maverick Construction), Eli Gurock (Magic Beans), Leny Chertov (Potomoc)

First Realty Management: Anthony Susi

Minutes – Approve Owners Meeting Minutes November 16, 2017- Motion made to approve: All in favor: Approved (with edit to typo)

Financials –

- Financial review – November 2017 financial reports
- 2016 Deficit- Motion: Make a one-time transfer from Reserve Funds to Operating Funds to make up the 2016 Deficit of \$52,736.
- 2017 Bill Backs/ Deficit- Discussion of 2017 invoices that need to be charged back to owners including fire alarm/sprinkler, water & sewer, electrical/loading dock. Decision made to hold bill backs for 60 days (until next meeting) for further review.
- Alarm/Sprinkler- need to be verified by owners before charging accounts
- Water sub-meter billing- Further review of calculations is required before charging back owners. Owners need opportunity to verify usage.
- Electrical sub-metering billing- It has been determined that there is a submeter in Unit 8 that ties to the loading dock. Moving forward this meter will be regularly read, deducted from the loading dock electric bill, and charged back accordingly.

New and Old business:

- Energy Audit/LED replacement- First Realty is to explore options for Mass Save programs. Need to verify which exterior lights belong to the Association and which lights belong to Eversource.
- Fire alarm systems – Discussion of the present problems with the fire alarms. Even when fire alarm related matter occurs at a specific building the master alarm goes off and needs to be reset by Sounder. Goal is for all owners to be off the master panel by June 1st 2018.
- Fire Sprinkler Systems- Buildings A, K, W each had fire sprinkler pipe burst during the arctic freeze. Fire Department requires annual fire sprinkler inspection. Sounder controls the master alarm until the Sprinkler system is resolved. The Sprinkler Company is required to fix the problem within a required period of time so that the alarm system can be back online. Otherwise fines and fire-watch could be required by FD. It's important that the sprinkler company responds in a timely matter. Owners to provide a list of Alarm and Sprinkler vendors per building.
- Insurance- Fire Sprinkler pipe burst at Building A. Building A is not covered under the master policy insurance due to an amendment made in January 2016 removing "free standing" buildings from the master insurance. The free standing buildings are considered I, L, A, and F. There was discussion of the history that led to the amendment. Building A Owners (Patrick & Caroline Maloney) did not purchase until August 2017. They expressed their concerns about not being aware of the amendment and not being insured under the master policy insurance. Owners state that during the purchasing of Building A, Eastern Insurance delivered the insurance certificate to their mortgage company. First Realty is to determine why this was done.
- Snow Removal- discussion of the snow removal process. All owners need to accommodate certain space for snow removal in order to have an effective program.

- Signage –Estimates and design plans provided from Signarama. Clear scope of work and rendering needs to be scheduled to further pursue a new entrance sign. New signage needs to be evaluated throughout the property including stop signs.
- Guard Shack- On hold
- Mailing addresses/mailbox- Patrick Maloney is working on scheduling a meeting with the USPS and Address committee.
- Fencing/easement- certified mailing delivered to abutters. Proceed with new fencing at easement when weather permits. Park Landscape awarded contract.
- 2018 Meeting Schedule- Set for every other month on the 3rd Thursday of the month. Annual Meeting to be held in June.
- 2018 Projects and Objectives- Capital Projects to be considered in 2018. Resolving issues with master fire alarm and owner charge backs is top priority in 2018.

Meeting Adjourned: 11:18AM.