

**Mother Brook Condominium Trust  
Board of Governors Meeting Minutes  
Thursday, November 29, 2018  
Meeting location – One Westinghouse Place Building A 3<sup>rd</sup> Floor**

Attendees: Trustees –Unit 1-Chris Collins, Unit 2- N/A, Unit 3 & 5- Greg Hughes, Unit 4- Mike McNally, Unit 6- Pam Ross, Unit 7- Caroline Maloney, Unit 8- Ron Wiley & Jessica Sweeney, Unit 9- Leny Chertov, Unit 10– N/A  
First Realty Management- Anthony Susi,

Meeting Start: 9:15 AM

- September 2018 Meeting Minutes- Motion made to approve the minutes as written: All in favor- Approved.
- Financial Review-
  - Reviewed October 2018 Financials- Operating at a deficit mainly due to water/sewer charges. Minor deficit and surplus in other line items. Discussed in further detail in budget review.
  - Owner Chargebacks- 2017 chargebacks have been applied with exception of submeter installation to buildings F hi, F low, D- Mav, W. Kevin Karlberg is in review of invoice but has agreed to resolve his portion. Maverick to be submitted invoice and chargeback.
  - One of the Boston Water and Sewer meters was estimating use not reading actual. This was addressed following the first water shut off to the property. BWS has since issued a \$15,000 credit. Water and Sewer charges are trending back towards projections. During the second water shut off both meters read no usage during the shut off time period.
- 2019 Budget- Draft presented and discussed with a line by line review. Edits made: 1. Increase legal to \$10,000 to account for legal review of governing docs and amendments. 2. Reduce alarm maintenance to \$2,500 to account for owner chargebacks. 3. Reduce replacement reserve funding to \$112,500. With edits made increase remains at 6%. Motion made to approve the 2019 budget with a 6% increase: All in favor- Approved.
  - Capital projects- major road work replacement, relocate underground/replace wires to guard shack, signage replacement, and camera system.
- Amendments-Votes-
  - Unit 7 Request to amend “no build”- Revisited from last meeting. New owners of units 3 & 5 need to review information before a vote can be held. Chris Collins notes the school will abstain from voting but expresses consent to lift “no build.” Motion tabled until Units 3 & 5 review.
  - Rules and Regs/Fine Structure Amendment- draft/outline of a rules and regs policy presented. Instead of incorporating rules and regs to existing docs, change of approach to consult Attorney Merrill to rewrite docs and incorporate rules and regs in this process.
- Postal Update/Mailbox install- Owners discuss the status of the mailbox orders and installation.
  - All unit owners have now installed mailboxes.
  - Additional labeling is required per the instructions of Mike McNally’s email to all owners. Mike’s email needs to be resent to owners. Owners need to follow the instructions and submit in order for USPS to initiate new delivery.
- Fire Alarm/Sprinklers- Owners discuss status of separating alarm and sprinklers to their own buildings.
  - Ron Jon has completed plans and in permitting. Out to bid on contractors.
  - Maverick has completed plans and in permitting. Held up with engineering/permitting.
  - Building E- Leny has drawings completed and in permitting. Out to bid on contractors.

- Building F- (Hyde Park Industrial/ Westinghouse LLC)-New owners are in early stages of process to separate.
  - The Board is firmly pressing the above owners to complete their separation. Once remaining owners are completed the Association can move forward with finalizing the full separation from the master.
- Road work-
  - Proposals from Park and T&K presented for options on The Lofts parking area (concrete section). Option 1- catch basin installation approved.
  - Long term (larger sections) discussed as 2019 capital projects.
- Fence- verbal assurances at ISD it will be approved but it is still caught up on some bureaucratic details on submissions. Chris Collins to follow up.
- Low Hanging Wires- Proceed with putting the wires under ground by the guard shack. Trench needs to be dug from telephone pole to guard shack and conduit laid. Electrical and alarm lines need to be run.
  - “Eversource contractors”/ Feeney Bros. are responsible for damage caused during gas line replacement. FRM has requested they do the excavation to the guard shack at no cost to make up for the damage. Elder Electric and Sounder are coordinated to run the lines.
  - Maverick Construction will provide a quote and potentially do the work instead.
  - Work to be scheduled December 21<sup>st</sup> – January 1<sup>st</sup> during school vacation.
- Snow Removal- Park Landscape awarded 2019 snow removal contract.
  - All owners need to sacrifice space for snow storage. Owners each to provide a point of contact during snow storms (to move vehicles, etc.)
  - FRM & Park scheduled to review snow storage locations. New snow storage location map to be distributed to owners.
- Unit 10 Construction and Approval Process- Inch has only been authorized to do exploratory work on the existing sewer line. No further construction, renovations, or alterations have been approved by the board. FRM has delivered the stages and approval process for further construction. All plans must be submitted by Inch and approved by the board.
  - Attorney Merrill to review the governing docs as it pertains to unit 10 as land/structure, future construction, and change in beneficial interest.
- Open Discussion-
  - Security Cameras- Time to upgrade the system. Consider for 2019 capital project. FRM to receive multiple quotes for full replacement. Also, receive estimates for a new camera that can read license plates to be located at main entrance.
  - Electric Vehicle Stations- Discussed by Mike McNally/Maverick. Redistribute information to all owners for consideration.
  - Greg Hughes- New representative of units 3 & 5. Introductions made and discusses potential plans in regards to Units 3 & 5 under new ownership.
  - Attorney Merrill to review all “buildable space” on the property.

Meeting Adjourned: 10:45 AM

#### **Action List-**

- 1. Post September Meeting Minutes.**
- 2. Allocate 2017 submeter installation invoice F hi F low D & W**
- 3. Distribute 2019 Budget**
- 4. Provide owners of 3 & 5 information regarding amendment to lift “no build”. Call for a vote via email once new owners have reviewed information.**
- 5. Consult Attorney Merrill to:**
  - a. Rewrite Governing Docs**
  - b. Incorporate rules and regulations**
  - c. Review Unit 10**
  - d. Review buildable space**
- 6. Reissue email for mailbox instructions. Submit pictures to USPS.**
- 7. Continue to follow up on status of alarm/sprinkler separation.**
- 8. Contract Park for option 1- Catch basin installation at Lofts parking lot.**
- 9. Follow up on status of fence installation with ISD.**
- 10. Obtain estimate from Maverick to run underground wires to guardshack. Choose contractor/best process. Other option Elder Electric/ Feeney Bros. Work scheduled 12/21- January 1<sup>st</sup>.**
- 11. Meet to review snow removal with Park. Issue new snow Map. Obtain point of contact during snow removal from each owner.**
- 12. Obtain full plans from INCH for work at Unit 10.**
- 13. Proposals for new security system and camera that reads license plates for main entrance.**
- 14. Reissue information on electric vehicle stations**