

Mother Brook Condominium Trust
Board of Governors Meeting Minutes
Thursday, July 19th 2018
Meeting location – One Westinghouse Place Building A 3rd Floor

Attendees: Trustees –Pam Ross, Chris Collins, Pat Maloney/Caroline Maloney, Jessica Sweeney, Mike McNally, Leny Chertov, Kevin Karlberg
First Realty Management- Anthony Susi, Sheila Spellman

Meeting Start: 9:15 AM

- May Meeting Minutes- All in favor- Approved as written
- Postal Update/Mailbox install- Owners discuss the status of the mailbox orders and installation.
 - All unit owners have now installed mailboxes.
 - Addresses and Building number need to be listed on the mailboxes.
 - Post Office/Address Commission needs to be contacted.- Addresses need to be updated and lock system needs to be install by USPS.
 - Mike McNally to follow up with USPS (include Tony on correspondence).
- Fire Alarm/Sprinklers- Owners discuss status of separating alarm and sprinklers to their own buildings. F, D, and E are still in progress.
 - Building D- (Maverick and Ron Jon) plans completed and status is with permitting.
 - Ron Jon has completed plans and has filed with Fire Dept. not the city for permitting.
 - Ron Jon required to file permit within 60 days or subject to fines.
 - Maverick has filed permit with City of Boston, no permit released yet.
 - Building E- Leny has drawings completed and has also filed with the City of Boston.
 - Building F- (Hyde Park Industrial/ Westinghouse LLC)- is on the process of P&S agreement and cannot move forward until sale is complete or falls through. The new buyers are fully aware of the requirement to separate. Should know status by Mid-August.
- Board discussion- need to implement fine structure and enforcement for those who do not comply with rules of the property. FRM to draft fine structure notice.
- Fire Hydrant near F- someone installed a spigot on the fire hydrant nearest F building. Spigot must be removed however, valve is broken. Safety issue for BFD. Hydrant needs to be replaced. Hydro flushing- should be completed bi-annually. Estimate from Colantouni is approx. \$10,000 to replace hydrant. It is believed INCH may have installed spigot. Contact INCH to see if they installed it and if spigot can be removed.
- Quote for leak detection- \$2,500 a day
- Road work-
 - Proposals from T&K for asphalt repairs and drainage throughout the property.
 - Obtain estimates for replacement of asphalt along tracks (Mav) and concrete parking area (Lofts).
 - Once additional quotes received, complete priority work, and budget the rest accordingly.
- Fence- Park Landscape expects permit to be issued any day.
- Common Area – Trash and junk
 - Busing area- over grown brush, trash, and junk. Area needs to be maintained if visible in common area or it should be fenced off- Contact Isaac/Magic Beans
 - Junk King- Overflowed Dumpster and junk in the corner by the E/Tires- needs to be cleaned up. Contact Ron Jon/Jessica.
 - Mini tote- in rented parking spaces. Trash blowing everywhere. Contact Ron Jon/ Jessica.
 - Dumpster belonging to W Building- Shattered Glass all around dumpster. McNally made aware.
 - INCH- bunch of junk in front of the building. Needs to be removed. Contact INCH/ Janice.
- Financial Review
 - June Financials- review and discussion of current financial reports.
 - Owner Chargebacks- Water meter chargebacks were being calculated to 100% of the usage. An adjustment was made to add common water for variance. Owners are charged actual usage per

building. The variance is a common area expense. The amount of variance was not fully budgeted. It was anticipated that usage would balance income vs expense. This is not the case because there is a significant common area usage. Common water charges is 3 times the metered usage.

- June Financials reflect owner chargebacks. You will see the charges and invoices with the next statement. Utility Chargebacks are also included.
- There is a big deficit do to the water/sewer charge backs.

- **Schedule a water shut off at each building. August 3rd between 4-7PM.** Test the meters while the water is shut off to determine if there is a leak. This is the first course of action, before paying for a leak search.
- Election of Officers-
 - Motion to vote Pam Ross as Chair of the Board- all in favor- unanimously approved.
 - Motion to vote Jessica Sweeney as Treasurer- all in favor- unanimously approved.
 - Motion to vote Pat Maloney as Secretary- all in favor- unanimously approved.
- Open Forum (misc. items, etc.) –
 - Caroline Maloney- request insurance quote for Building A. FRM provide a questionnaire with building info that needs to be provided to the insurance company in order to receive a quote.
 - School and Building A got flooded during heavy rains. FRM to schedule Colantouni for storm drain cleaning.
 - Pat Maloney- owns the area of land fence in across from the Guard Shack. He is considering building sub-storage in this location. This is a no build zone in the governing docs. If it is possible to build, the governing docs would need to be amended in order for that area to be buildable. Pat has requested a vote of all owners- to allow for amendment of the docs for this are to be buildable.

Meeting Adjourned: 10:42 AM

Action List-

- 1) Mike McNally to contact USPS and include Tony on correspondence.
- 2) Fine Structure (draft for board approval) and to rules and regulations and inform all owners.
 - a. Verbal Notice
 - b. Written Notice #1
 - c. Written Notice #2 w/ fine
 - d. Those fined have ability to appeal within 60 days
- 3) Check with INCH regarding history of spigot installed on fire hydrant. The valve is broken and cannot shut off water.
- 4) Reschedule T&K for additional proposals
- 5) Trash/Junk-
 - a. Provide notice to-
 - i. Isaac
 - ii. Jessica
 - iii. INCH/Janice
 - iv. Maverick/McNally has been made aware.
- 6) **NOTICE of Water Shut OFF- August 3rd 4:00-7:00 P.M**
- 7) Owners to Cast Vote on lifting the “no build” for Pat Maloney’s property.