

**Mother Brook Condominium Trust
Board of Governors Meeting Minutes
Thursday, March 29th 2018
One Westinghouse Place
Meeting location – Building D- Maverick**

Meeting with USPS: Lorayne Young, Michael Shea, Denise Halliday, Sonny (Postman)

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

First Realty Management: Anthony Susi

Meeting Start: 9:30AM with Postal Agents-

- 2 options presented for correct addressing presented:
 - 1. Apply for “primary” address at each building- For example 1 Westinghouse Plaza, 2 Westinghouse Plaza, 3 Westinghouse Plaza,..... etc. *Not a realistic approach.*
 - Correctly, use “secondary” address. Secondary address has been agreed upon by USPS and Board:

1 Westinghouse Plaza Suite A101
Hyde Park, MA, 02136

Or

1 Westinghouse Plaza Suite D 202
Hyde Park, MA, 02136

- USPS provide a number of example of “incorrect” mailing addresses which cannot be properly filtered by USPS or delivered correctly to owners.
- USPS agreed to allow each building to have their own mailboxes at each building. This is something that had not been permitted in the past. **USPS will now allow each building to have its own mailbox and will make delivery to each building.**
- USPS presented the mailbox types/specs that they would like you to use. Each mail box allows 16 slots. The engraving or labeling needs to reflect the proper address.
- Building D- Maverick = D1 GFTech= D2
- FRM to verify if INCH Construction wishes to have mail delivered. An address should be established regardless.
- Postman should never have a key to the building. Government keys are required to each building. Owners are responsible for installing key box at each building.
- Board Decision: Firm Deadline to provide mailing list. **All owners are required to provide addresses on the shared excel spreadsheet no later than April 15th.**
- **Target date of having all new mailboxes installed by April 30th. Owners must order their own mailbox.**

Board Meeting 10:20 AM-

Minutes – Approve Owners Meeting Minutes January 18, 2018- Motion made to approve: All in favor: Approved as written.

Master Insurance-

- All owners are covered under general liability and D&O Insurance.
- I, L, A, F are considered freestanding buildings and are not covered under the master “property” insurance.

- Master Declaration pages are delivered from Eastern Insurance to mortgage companies because all owners are covered under General Liability, and Directors & Officers. Units covered under “property” insurance are listed by building.
- Building W is freestanding but opted in to master property insurance due to combined coverage with ownership of Building D.
- FRM to explore an estimate for Building A to opt in to Master Insurance. Building A cannot currently opt in due to the January 2016 amendment. However, if the estimate was worth while it may be worth considering steps to allow Building A the option to opt in.

Financials –

- Financial review – December 2017 approx. year-end deficit of \$36,661. This includes projected chargebacks to owners. 2017 deficit discussion- owner chargebacks to be finalized (FRM & Treasurer), wait for the annual review, and let the 2018 operating expenses payout before accounting for the deficit.
- Additional alterations to the water meter chargebacks are required. Board agrees:
 - Charge back unit owners per actual water usage
 - Charge back unit owners the same amount of sewer usage as water usage.
 - Variance over actual usage should be a common area expense. Spreadsheet needs to be adjusted to reflect this: add new line on the breakout- Unit owner % per usage by building + an additional line for common charge.
- Chargebacks-
 1. Adjust water/sewer charges calculations
 2. FRM to provide owners 2017 statement of chargebacks
 3. FRM to provide owners 2018 statement of chargebacks
 4. Send statements to owners along with attached invoices.
 5. Once the chargeback is system is finalized, charge backs will be monthly moving forward.
- FRM contacted Mass Save/Rise to explore energy savings under the program for common area. FRM to provide owners Rise contact information so they can take advantage of the program for their own buildings.
- Security Cameras- FRM to explore options with Vigilease to add additional cameras for common area. Provide contact info to owners if they wish to enhance/install systems for their own buildings.
- **Fire/Alarms – Top priority to get each building off the master panel. Buildings A&K are now complete. Firm deadline to have each building off the master panel by June 1st. Once this is accomplished then the modules can be pulled off each building in one swoop.**
 - Maverick and GFTech have been taking steps to address their buildings. Stearns and Potomoc need to move forward with separating their fire system off the master.
 - Jim McHugh of JB Engineering is the lead engineer on this project.
- Snow Removal- Contract was for 80” flat rate contract. 80” has not been reached to date.
 - FRM is meeting Park to review any damage on the property caused during snow removal.
- Landscaping- Contract has been awarded to Park Landscape. FRM meeting with Park to review Spring cleanup and what is expected for landscape in 2018.
- Fence Installation- At easement nearest school is set to begin once weather permits. Vehicles of abutting neighbors will be towed prior to the start of the project.
- FRM to inform any owners not at the meeting about the mailing initiatives.
- FRM to inform any owners not off the master fire alarm to press them to move the project along in relation to their buildings.
- Owners Portal- FRM has created an owners online portal. Signup/login information has been sent to email by to all owners. The portal is a central site that includes financial statements, meeting minutes, contracts, governing documents, etc.

Meeting Adjourned: 11:15AM.