

**Mother Brook Condominium Association**  
**Meeting Minutes**  
**3.17.2021**

**Trustees In Attendance-**

Pamela Ross, Jessica Sweeney, Mike McNally, Chris Sage, Leny Chertov, Greg Hughes, Patrick Maloney

**First Realty Management-**

Tony Susi

**Meeting Start- 9am**

Reference email 3/10/2021. Recapped all existing utility projects for the Power House: Gas, Water and Sewer, and Electric.

Everyone agreed that each project must be permitted.

**Gas-** Proper planning/notice and work order through N Star. They will need to go through AUL requirements and contact LSP for digging. Notify abutters 48 hours in advance. OK to dig, but must notify contact provided: Sean Dinneen.

**Water and Sewer-**

- Power house is required to pull a permit for the connection.
- Power House ask- for the Association to pay for master site plan for water and sewer.
- Building F will provide the Engineer contact used for Building F. Pat will get a quote. We need a full understanding of the cost and scope of work for a master site plan. Then the Board can decide who is responsible for the cost.

**Electric-** No plans have been provided yet. This is anticipated in the upcoming weeks. Power House will circulate plans for approval.

**AUL-**

- The entire site is in an AUL zone.
- Notice must be posted at the front entrance.
- Circulate AUL to all owners and ensure all owners abide by the guidelines moving forward.
- All future digging will require any owner or common project to abide by the guidelines.

It was a rather productive meeting. Unfortunately, we did not get to the part on the gate. We will need to have further discussion on this. Leny needs the gate open during business to operate. He has no problem closing it at night. However, it seems as though Robert Consalvo wants it closed 24/7.

There seems to have been some sort of agreement in place. What that agreement is, is still unclear. I don't know if it is a written agreement or a handshake deal. Awaiting further information on this.

**Adjournment- 10:02am**

Email: 3/10/2021:

There is a matter that requires the attention and review of the full board. We would like to hold a meeting **Wednesday March 17<sup>th</sup> at 9AM.**

Regarding alterations, exterior improvements, projects that impact common area, and projects that impact abutters the key position of the Association is:

- Provide Plans and Scope of Work for Approval
- Hire Licensed & Insured Contractors
- Pull Necessary Permits
- Provide Notice and Schedule of Work

As it relates to the Power House they have recently requested permission to install gas, water and sewer, and electricity to the building. The Association has requested they go through the process stated above. Below is a summary of the status of these projects:

- Gas-
  - Provided plans.
  - Contacted NSTAR and has a ready work order through the utility company
  - Plans to tap into Gas line adjacent from Building F.
  - Hired a sub contractor of NSTAR for digging in common area, adjacent Building F about 15 ft off The Powerhouse property line (nearest front left side of Powerhouse)
  - They are required to provide 48 hours notice to all abutters/owners that may be impacted: Building F/G, Building D Jess, Building D/W Maverick
  - No interruption to service is anticipated.
  - Easement is required- Provided by Eversource- signed and notarized by Joe Green, and in review by Attorney Merrill.
- Water and Sewer-
  - Exploratory work has been completed.
  - Plan to tap into main water line and branch a new line to the Power House.
  - Main line is approx. 15 off the right side of Power house.- This area is limited common exclusive to Unit 4 (Maverick) and Unit 10 (Power House)
  - Pat and Joe have a contract with a licensed contractor- JRF Corporation
  - Association has requested plans and a permit.
    - Response from Powerhouse- In order to pull a permit they require a water and sewer site plan for the entire facility. It's not as simple as solely providing plans to the connection from the main line to Powerhouse.
  - To this point, we are not aware of any records of a water and sewer plan on file with the Association or BW&S. They may have been lost with Hamilton.
  - I did reach out to Joe DiRienzo, Project Manager for Building F/G. They recently went through the process to acquire and draw plans for their job. The plans were not relevant to the work at the Power House. Point being, they were able to draw plans and pull permits for their water and sewer service. I also inquired about the process and cost. Waiting for more information.
    - Powerhouse feels that if they are required to provide site plans of the entire facility in order to pull permits to install water service, then they should not be responsible for the cost of those plans. They estimate the cost is \$30,000 to \$50,000. They deem that the Association should be required to provide them with site plans.
      - This point needs further opinion from the Board.

- Electric- Plans have not been provided to the Association.

Throughout the Power House improvements project Pam and I have been working with Joe Green and Pat Maloney focusing on the key points listed atop the page as the standard for alterations and improvements. These standards are based on the guidelines in the governing documents and legal counsel from Attorney Merrill. There is very specific language in the governing documents regarding utilities that solely service a unit. Just to state a few:

- The owners have right to utilities,
- The sole cost of maintenance repair and installation shall be on the owner.
- The Association cannot unreasonably withhold or delay,
- All improvements and Alterations must be approved by the Association

In regards to these utility installations we want to be ensured they are installed properly in the best interest of the Association. There has been some back and forth discussion and disagreement from the parties along the way. We would like to review the project and practices with the full board. This way there is no dispute, everyone is on the same page, and there is a clear path to work together so the owners can complete their project.

I can forward additional documentation to review next week. Could you please confirm attendance of this meeting.

Thank you,

**Anthony Susi**

Sr. Portfolio Manager, CPM® | ARM® | CMCA®

First Realty Management Corp., AMO®

P: 617-423-7000 x3763 | F: 617-482-6617

[tsusi@firstrealtymgt.com](mailto:tsusi@firstrealtymgt.com) | [www.firstrealtymgt.com](http://www.firstrealtymgt.com)

***Named 2019 (AMO®) ACCREDITED MANAGEMENT ORGANIZATION of the Year by IREM® Boston Chapter ([Read more...](#))***

***Named 2019 Management Company of the Year by the Community Associations Institute – New England ([Read more](#))***