

QUARTERLY NEWSLETTER

250 BEACON CONDOMINIUM ASSOCIATION

FEBRUARY 12, 1975

Budgetary Information

1. Enclosed is a copy of the 1974-1975 budget which was revised in September of 1974. As you can see, we are almost exactly on target with one month to go.
2. Also enclosed is the six months budget which will start March 1, 1975. We do not expect any increase in the present common charges for this next six month segment unless fuel (and therefore, electricity) charges fluctuate, or other unforeseen problems arise.

This budget will be discussed at our next meeting.

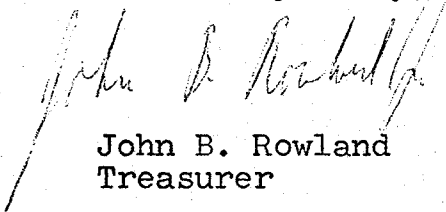
Items of Interest to be Discussed at Our Next Meeting

1. Many people would like to improve the appearance of the elevator. Costs are being looked into and will be presented.
2. Of the four units that have become available two are sold, one is close to agreement and one is still available. An average 8% increase of sale price over purchase price was realized on those units sold. We appear to possess a highly marketable investment.
3. Enclosed is a letter from a heating consultant. Reid and I met with him, and he impressed us as being quite knowledgeable.

Personal Opinions - I feel that recommendation A. has merit. Higher pressure would apparently\* reduce burn time by delivering the heat throughout the building faster, and thus reduce fuel consumption. As for B and C, I feel that Joe and Eddy are excellent thermostats and can more readily respond to personal appeal than a Heatimer. I also feel that radiators are a individual responsibility unless the Condominium acts as a whole to accomplish work. Please bring your opinions to the next meeting. This work would require a separate assessment.

4. Leaks have appeared in the laundry room. This means that the roof above would have to be re-tarred at a cost of about \$300 - \$400, which should be covered by our repair budget.
5. It has been observed that the wall by the inner back door (on the open side of the air shaft) is easily accessible by people entering the back of 246 Beacon Street. This affects the security of the inner back door (none too strong at best) and the first floor rear unit. Bids are being requested for a 6 foot security fence but will be in the vicinity of \$500. This will be discussed.
6. Our next meeting will be on Thursday, May 22, at a time and place to be announced.

Yours very truly,



John B. Rowland  
Treasurer

2/5/75

250 BEACON CONDOMINIUMESTIMATED ANNUAL COMMON CHARGES

	3/1/74 - 2/28/75 (12) MONTHS <u>BUDGET</u>	3/1/74 - 1/31/75 (11) MONTHS <u>ACTUAL</u>
Payment for Superintendents	\$ 16,000.00	\$ 14,549.36
Electricity - Common Areas	3,300.00	2,947.84
Gas - Common Areas	225.00	273.43
Water	515.00	-0-
Fuel	10,500.00	9,174.73
Cleaning Supplies	350.00	480.36
Uniforms	310.00	259.25
Repairs & Maintenance	7,500.00	6,975.15
Grounds Expense	650.00	466.69
Management Fee	9,000.00	8,250.00
Telephone	250.00	248.88
Insurance	2,000.00	2,256.00
Sewer Use Charge	200.00	-0-
Miscellaneous	<u>1,000.00</u>	<u>806.16</u>
TOTAL	<u>\$ 51,800.00</u>	<u>\$ 46,687.85</u>

2/10/75

250 BEACON CONDOMINIUM

ESTIMATED CASH EXPENDITURES - COMMON CHARGES

Six Month Period  
3/1/75 - 8/31/75

Payment for Superintendents	\$ 8,000.
Electricity	2,000.
Gas	100.
Water	300.
Fuel	4,200.
Supplies	250.
Uniforms	150.
Repairs & Maintenance	4,000.
Grounds	400.
Management Fee	4,500.
Telephone	125.
Insurance ( 1 year premium)	2,000.
Sewer Use Charge	200.
Miscellaneous	<u>500.</u>
	TOTAL \$ 26,725.
Less - Parking & Laundry Income	<u>925.</u>
NET CASH BUDGET	<u><u>\$ 25,800.</u></u>

RJF:jmb

# SELTZER & CO., INC.

Algonquin 4-5488 - 9

SPECIALISTS IN HEATING EQUIPMENT

125 HARVARD AVENUE, ALLSTON, MASSACHUSETTS 02134

January 7, 1975

Nordblom Co.  
50 Congress St.  
Boston, Mass.  
Att: Mr. Reid Morrison

re: 250 Beacon Street Building

Gentlemen:

Confirming our conversation last week we make the following recommendations to improve the heating and reduce its cost at your building located at 250 Beacon Street, Boston.

A) At the present time you are using a steam assisted trap to return the condensed steam (from the radiators) to the two boilers. This system was designed particularly for coal burning with low steam pressure usually less than one pound. You presently operate the boiler intermittently using oil as a fuel with the steam pressure varying, say one pound to five pounds. This oil burner system will operate more efficiently with the use of an open receiver tank with a motor operated pump to return the condensed steam to the boiler. Under this arrangement steam on each cycle will be delivered at the higher pressure to the distant radiators as well as to the near radiators on a more equal basis thus balancing the heating of the building.

In addition to supplying you with a new one hundred gallon receiver tank and boiler return pump, we propose to furnish each boiler with a liquid level control system. We will accomplish this by installing a liquid control sensor on the gauge glass which in turn operates the pump so as to maintain the level on the boiler within a  $\frac{1}{2}$  inch at all times. This improved control of the water level in the boiler will improve the steaming of your boiler.

Our price for the boiler return tank with its automatic water feeder, boiler return pump and liquid level control for both boilers will be ONE THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$1,380.00).

B) We further propose the installation of a Heatimer Outside Weather Control which will operate the oil burner in the following fashion. It can be set to provide heat at any predetermined outside temperature so that, for instance, it will give you heat when the temperature outside drops below 60°F. It will then cycle the operation of the oil burner in accordance with the difference in temperature between the outside sensor and the desired inside temperature of the building. Roughly this means that at 35° outside the burner cycle will be 30 minutes on and 30 minutes off. At 0° outside the burner will operate continuously.

Our price for the outside weather control will be FOUR HUNDRED EIGHTY-FIVE DOLLARS (\$485.00).

# SELTZER & CO., INC.

ALgonquin 4-5/88 . 9

SPECIALISTS IN HEATING EQUIPMENT

125 HARVARD AVENUE, ALLSTON, MASSACHUSETTS 02134

page 2.

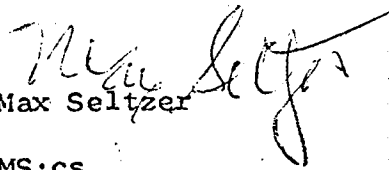
You have a good 2 pipe trap system which functions very well when equipment is in good operative condition. On the outlet of each radiator is a trap which is open when the radiator is cold but closes when the radiator is hot to keep the steam within the radiator. If the valve or the seat becomes scored or has dirt over the seat so it will not close there will be faulty operation of the system. We recommend that all the traps be properly cleaned replacing such parts as may require same. This work we will do on a stock and labor basis which we approximate will be ONE THOUSAND DOLLARS (\$1,000.00).

Our experience has indicated that this type of renovation pays handsome dividends to the owner and yields much more comfortable operating conditions.

Thank you for the opportunity of submitting this quotation and we will be happy to give you any additional information upon your request.

Very truly yours,

SELTZER & CO., INC.

  
Max Seltzer

MS:cs

ACCEPTED:

BY \_\_\_\_\_ \$1,380.00 (boiler return tank...)  
BY \_\_\_\_\_ \$485.00 (outside weather control)  
BY \_\_\_\_\_ approximately \$1,000.00 (cleaning of traps...)  
DATE \_\_\_\_\_ 19 \_\_\_\_\_

QUARTERLY NEWSLETTER

250 BEACON CONDOMINIUM ASSOCIATION

MAY 14, 1975

Please note - our Spring meeting has been changed to Wednesday, May 21, at 5:30. My February newsletter said Thursday, May 22.

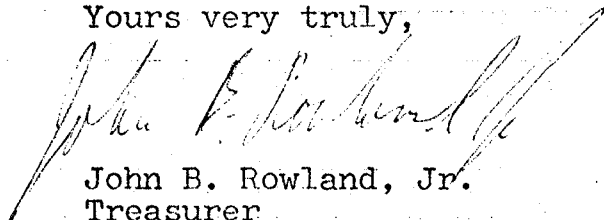
Budgetary Information

1. Enclosed is the twelve month budget of 3/74 to 2/75 and the actual expenditures for that period. Also, the 6 month budget 3/75 to 8/75 including the two months actual expenditures.
2. Please call me if you have any questions on these figures that will require research or special information to be brought to the meeting.
3. Insurance Coverages
  - a. Fire \$1,300,000
  - b. Boiler & Machinery 100,000
  - c. Liability & Property 1,000,000

Items for Discussion at the Meeting

1. Change of date of the Spring meeting. Some people feel that attendance might be better.
2. The intercom does not work very well. Some people feel that a change for security reasons may be in order.
3. Repairs to the roof may be necessary, requiring a special assessment.
4. Special elevator fittings to eliminate the view of the elevator shaft and the exterior of the cab could be installed for \$365. Possible color or finish changes.

Yours very truly,



John B. Rowland, Jr.  
Treasurer

250 BEACON CONDOMINIUM

Notice of Annual Meeting of Unit Owners  
to be Held May 21, 1975

Notice is hereby given that the Annual Meeting of Unit Owners of 250 Beacon Condominium (the "Condominium") will be held at the residence of Selma B. Ajami, Unit 12, 250 Beacon Street, Boston, Massachusetts on May 21, 1975 at 5:30 P.M. EST for the purpose of transacting such business of the Condominium as may properly come before said meeting or any adjournment or adjournments thereof.

Unit Owners of record as of May 2, 1975 will be entitled to notice of and may vote at said meeting.

All Unit Owners are extended a cordial invitation to attend this meeting.

By Order of the Board of Managers

John E. Ryan  
Clerk

WHETHER OR NOT YOU EXPECT TO ATTEND THE MEETING,  
PLEASE COMPLETE, DATE AND SIGN THE ENCLOSED PROXY AND MAIL IT  
PROMPTLY IN THE ENCLOSED ENVELOPE IN ORDER TO ASSURE REPRESENTA-  
TION OF YOUR SHARES. NO POSTAGE NEED BE AFFIXED IF MAILED IN  
THE UNITED STATES.



PROXY

250 BEACON CONDOMINIUM

PROXY

595  
1219

Proxy for the Annual Meeting of Unit Owners  
to be Held May 21, 1975

The undersigned, having received notice of the meeting and the Board of Managers' proxy statement therefor, and revoking all prior proxies, hereby appoint(s) Robert C. Nordblom and John B. Rowland, and either of them, attorneys or attorney of the undersigned (with full power of substitution in them and either of them) for and in the name(s) of the undersigned to attend the Annual Meeting of Unit Owners of 250 Beacon Condominium (the "Condominium") to be held at the residence of Selma B. Ajami, Unit 12, 250 Beacon Street, Boston, Massachusetts on May 21, 1975 at 5:30 P.M. EST and any adjourned sessions thereof, and there to vote and act upon any matters which may properly come before the meeting, or any adjourned session thereof, in respect of the undersigned's ownership of a Unit in the Condominium with all the powers the undersigned would possess if personally present.

Dated: \_\_\_\_\_, 1975 .....

.....  
(Signature(s) of Unit Owner)

\_\_\_\_\_  
Proportionate interest in  
Condominium

Please sign name as it appears on Unit Deed. If title is in more than one name, all should sign.

PLEASE SIGN AND RETURN IMMEDIATELY

QUARTERLY NEWSLETTER

250 BEACON CONDOMINIUM ASSOCIATION

AUGUST 20, 1975

BUDGETARY INFORMATION

1. Attached is our five months actual expenditures and one month projection to round out our six months (3/1/75 to 8/31/75) budget. You will observe a cost over-run of about \$1800 detailed as follows:

- a. \$800 - During Mr. Sheridan's and Mr. Curry's recent illness, extra personnel had to be hired and paid substantial overtime to cover normal duties. This figure includes the regular superintendent salary less Workmen's Compensation.
- b. \$775 - Legal fees incurred during the last year and a half. (Hale and Dorr has been advised to bill us every six months in the future)
- c. \$200 - Antenna system purchase as voted.

*What for?*

This overage will be absorbed by the cash reserve which we had available at the beginning of the budget period (3/1/75). As a result we find ourselves starting the new budget period with zero cash reserves.

2. Attached is the estimated budget for the next six months - 9/1/75 to 2/28/76. An increase in the common charges is necessary because of greater projected expenditures in the following areas.

- \$2800 a. Fuel and electricity - heavier use of both during the winter season and an almost certain increase in the cost of crude oil.
- \$1000 b. Payroll - after our last experience with illness, it was felt that an increase in our estimates will cover any future health problems.
- \$1000 c. Repair - because of periodic leaks in the southeast wall of the building we will probably have to seal a good portion of the surface. Unit owner George Dobbin is being consulted in the matter.

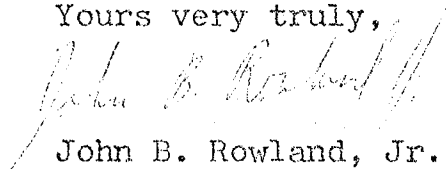
Please remember that although common charge increases are distasteful, nobody makes any money from it. This is our money and if it is unspent we can lower the charges for the next budget period. This increase is simply a reflection of our best estimate of future expenses. It should also be noted that no increase was deemed necessary for the first six months, and that the winter season is the heavy consumption time for fuel and electricity.

3. Unit owner Fred Church has taken over the insurance for the condominium and the first yearly bill reflects a savings of about \$200. (Thanks for at least one piece of good news, Fred)

#### GENERAL INTEREST

1. Our next semi-annual meeting of the Association will take place on Thursday, November 20, 1975. Unit owner Frank Antonsanti will be our host. The time will be announced later.
2. Unit Owner George Dobbin and his roofing specialists inspected our roof and feel that it is sound for 2 to 3 years. (Thanks for more good news, George)
3. Unit 1-A on the first floor is for sale at \$27,000. If anyone uncovers interest in this area please contact Reid Morrison.
4. Attached is a formal proposal by the New England Telephone Company for a new front door answering service (the present one being inoperative at this writing). Please read it and be prepared to discuss the issue at our November meeting.
5. Please call me if you have any questions about this newsletter.

Yours very truly,

  
John B. Rowland, Jr.  
Treasurer

8/20/75

250 BEACON CONDOMINIUM

ESTIMATED CASH EXPENDITURES -- COMMON CHARGES

Six Month Period

9/1/75 - 2/28/76

Payment for Superintendents .....	\$ 9,000.
Electricity .....	2,500.
Gas .....	100.
Water and Sewer .....	450.
Fuel .....	6,500.
Supplies .....	250.
Uniforms .....	150.
Repairs and Maintenance .....	5,000.
Grounds and Snow Removal .....	400.
Management Fee .....	4,500.
Telephone .....	125.
Insurance - Annual Premium \$2,067.00 less cancellation and refund from old policy \$1,167. est. ....	900.
Legal and Professional .....	300.
Miscellaneous .....	500.
	<hr/>
	TOTAL \$30,675.
Less - Parking and Laundry Income	<u>675.</u>
NET CASH BUDGET	<u>\$30,000.</u>

RJF:jmb

8/20/75

250 BEACON CONDOMINIUM

<u>PAYROLL:</u>	5 months actual cost through July		\$ 7,258.76
	Est. for August		<u>~ 2,000.00</u>
		Total	<u>\$ 9,258.76</u>
<u>LEGAL:</u>	Hale & Dorr 3/5/74 through 5/31/75		<u>\$ 775.00</u>
<u>T.V. ANTENNA</u>	(Not provided for in Budget)		<u>\$ 200.00</u>
<u>ESTIMATED OVERRUN:</u>	6 months Budget 3/1/75 - 8/31/75		\$ 2,000./\$3,000.
<u>BUDGET:</u>	6 months to 8/31/75	\$25,800.00	
* <u>ACTUAL:</u>	5 months expenditure	<u>24,129.43</u>	
	Balance	<u>\$ 1,670.57</u>	
* Cash Expenditure per July 31, 1975 Statement			\$23,706.54
Deduct - Accounts Payable 2/28/75			<u>1,455.62</u>
Balance			\$22,250.92
Add - Accounts Payable 7/31/75			<u>1,878.51</u>
ACTUAL 5 MONTHS EXPENSES	3/1/75 - 7/31/75		<u>\$24,129.43</u>

RJF:jmb

## QUARTERLY NEWSLETTER

250 BEACON CONDOMINIUM ASSOCIATION

NOVEMBER 12, 1975

### BUDGETARY INFORMATION

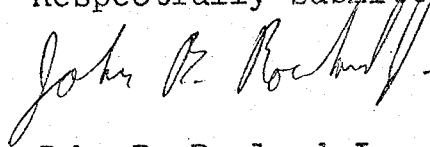
1. My last newsletter had the 5 month statement ending 7-31-75. To complete our records I have the completed 6 month statement ending 8-31-75.
2. For your information I attach the cash expenditure for September and October as measured against the present six month budget. No real indications can be drawn from this at the present time.
3. The fiscal year-to-date (8 months) statement shows a cash overage of about \$2300 not including the insurance refund of about \$1100. Although \$3400 is a lot of money, we still have the heavy fuel use season to get through and a sizable building repair bill to vote on (see below).

### GENERAL INFORMATION

1. Reid Morrison has secured two bids for sealing the south-east wall of the building which is leaking in at least two places. Unit owner George Dobbin suggests acceptance of a \$2150 bid over the \$3325 bid. Russ Fogelin and I feel that this expense can be covered by our present funds because of our excellent cash position. However, in the event of high fuel consumption or other unexpected costs we might have to experience a special assessment to balance the budget later on in the season. Please be prepared to discuss and vote on this issue.
2. I would like to remind the unit owners that it is customary in condominiums to pay a fair fee to superintendents who perform services for the benefit of only one unit. This is usually paid at the time the service is rendered and is separate from the voluntary Christmas present.
3. Please be prepared to discuss and vote on the New England Telephone Company proposal for their door answering service described in my August newsletter.

4. Several unit owners have been experiencing problems with their television reception. Our television consultant, Mr. James Farmer, says that we have severe antenna deterioration due to the placement of the antenna so close to the burning fuel of the chimney. He advises a new antenna, brackets, transformer and a ten foot extension support tube to ensure a long life to the new antenna. The total cost would be about \$135.
5. In answer to several questions about the condominium liability relating to our superintendents, the following information should clarify the situation. The superintendents are employed by Nordblum Co. and are fully covered by that organization in terms of medical, disability and life insurance. The only question remaining is how long the condominium would carry a temporary superintendent as apposed to hiring a permanent one. This would be resolved by a vote of the condominium owners. Thus, we have no liability. Only the salaries of permanent or temporary superintendents.
6. If you have any questions that will require research into records or compilation of figures for the annual meeting on November 20th, please let me know ahead of time so that I can have the appropriate material ready.

Respectfully submitted,



John B. Rowland Jr.,  
Treasurer

10/15/75

250 BEACON CONDOMINIUM  
INCOME AND EXPENSES  
FOR THE SIX MONTHS PERIOD  
MARCH 1, 1975 - AUGUST 31, 1975

CASH - BEGINNING BALANCE

Working Capital Provided by Unit Owners	\$ 6,301.80	
Prepaid Common Area & Parking Charges	1,017.00	
Excess Receipts Over Disbursements for the Period Ending 2/28/75	<u>5,723.64</u>	\$13,042.44
Less - Payables on hand 2/28/75		<u>1,455.62</u>

Adjusted Cash Balance 2/28/75 \$11,586.82

CASH RECEIPTS - CURRENT - 3/1/75 - 8/31/75

Common Area Charges	\$25,003.02	
Parking Income	600.00	
Other Income - Laundry	<u>---</u>	25,603.02
		<u>37,189.84</u>

COMMON AREA EXPENSES - 3/1/75 - 8/31/75

Payment to <del>Sponsor</del> <sup>?</sup> for Resident Superintendent's Maintenance of Common Areas	\$ 8,877.34	
Electricity	1,768.88	
Gas	155.01	
Fuel	3,989.22	
Water & Sewer	450.00	
Supplies	68.42	
Uniforms	156.00	
Repairs & Maintenance (See Breakdown)	3,647.81	
Grounds Expense	313.44	
Management Fee	4,500.00	
Telephone	130.05	
Insurance	4,455.00	
Legal & Professional Fees	775.00	
Equipment (TV Antenna)	200.00	
Miscellaneous:		
Telephone Answering Service	\$177.60	
Permits	63.00	
Miscellaneous	<u>62.17</u>	
	<u>302.77</u>	29,788.94

CASH BALANCE - August 31, 1975 \$ 7,400.90

ANALYSIS OF REPAIRS & MAINTENANCE

Heating	\$ 744.75	Building Interior	430.98
Elevators	1,759.50	Electrical	192.57
Plumbing	12.00	Miscellaneous	<u>-0-</u>
Building Exterior	508.01		
			\$3,647.81



250 BEACON CONDOMINIUMANALYSIS OF CASH EXPENDITURES - COMMON CHARGES

	<u>Six Months</u> <u>9/1/75 - 2/28/76</u> <u>Budget</u>	<u>Sept. &amp; Oct. '75</u> <u>Cash Expenditures</u>
Payment for Superintendents ,.....	\$ 9,000.00	\$ 3,060.60
Electricity .....	2,500.00	584.84
Gas .....	100.00	81.94
Water and Sewer Charge .....	450.00	-0-
Fuel .....	6,500.00	967.01
Supplies .....	250.00	.70
Uniforms .....	150.00	24.00
Repairs and Maintenance .....	5,000.00	2,475.49
Grounds .....	400.00	108.50
Management Fee .....	4,500.00	1,500.00
Telephone .....	125.00	42.56
Insurance .....	900.00	69.00
Legal and Professional Fees .....	300.00	-0-
Miscellaneous .....	<u>500.00</u>	<u>59.20</u>
TOTAL	\$30,675.00	\$ 8,973.84
Less - Parking and Laundry Income	<u>675.00</u>	<u>240.00</u>
NET CASH BUDGET	<u><u>\$30,000.00</u></u>	<u><u>\$ 8,733.84</u></u>

250 BEACON CONDOMINIUM  
CASH RECEIPTS AND DISBURSEMENTS  
FOR THE EIGHT MONTHS  
MARCH 1, 1975 - OCTOBER 31, 1975

CASH - BEGINNING BALANCE

Working Capital Provided Initially by Unit Owners	\$ 6,301.80	
Prepaid Common Area & Parking Charges 2/28/75	1,017.00	
Excess Receipts Over Disbursements for the Period Ending 2/28/75	5,723.64	\$13,042.44
Less - Payables on Hand 2/28/75		1,455.62
Adjusted Cash Balance 2/28/75		11,586.82

CASH RECEIPTS - CURRENT - 3/1/75 - 10/31/75

Common Area Charges	\$35,003.04	
Parking Income	840.00	
Other Income - Laundry	-0-	\$35,843.04
		\$47,429.86

CASH EXPENDITURES - COMMON AREAS - 3/1/75 - 10/31/75

Payment to Sponsor for Resident Superintendents Maintenance of Common Areas	\$11,937.94	
Electricity	2,353.72	
Gas	236.95	
Fuel	4,956.23	
Water and Sewer	450.00	
Supplies	69.12	
Uniforms	180.00	
Repairs and Maintenance (See Breakdown)	6,123.30	
Grounds Expense	421.94	
Management Fee	6,000.00	
Telephone	172.61	
Insurance	4,524.00	
Legal and Professional Fees	775.00	
Equipment (TV Antenna)	200.00	
Miscellaneous:		
Telephone Answering Service	\$236.80	
Permits	63.00	
Miscellaneous	62.17	38,762.78
		\$ 8,667.08

CASH BALANCE - October 31, 1975

ANALYSIS OF REPAIRS AND MAINTENANCE

Heating	\$1,316.45	Building Interior	430.98
Elevators	2,867.42	Electrical	538.11
Plumbing	12.00	Miscellaneous	-
Building Exterior	958.34		\$6,123.30

/jmb

250 BEACON CONDOMINIUM

ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE

OCTOBER 31, 1975

ACCOUNTS RECEIVABLE

- 0 -

PREPAID COMMON CHARGES

- 0 -

PREPAID PARKING

- 0 -

ACCOUNTS PAYABLE

- 0 -

250 BEACON CONDOMINIUMESTIMATED CASH EXPENDITURES - COMMON CHARGES

Six Month Period  
3/1/75 - 8/31/75

	<u>Budget</u>	<u>Actual</u>
Payment for Superintendents .....	\$ 8,000.	\$ 8,877.34
Electricity .....	2,000.	1,768.88
Gas .....	100.	155.01
Water .....	300.	450.00
Fuel .....	4,200.	3,989.22
Supplies .....	250.	68.42
Uniforms .....	150.	156.00
Repairs & Maintenance .....	4,000.	3,647.81
Grounds .....	400.	313.44
Management Fee .....	4,500.	4,500.00
Telephone .....	125.	130.05
Insurance .....	2,000.	4,455.00 *
Sewer Use Charge .....	200.	-0-
Legal & Professional Fees .....	-0-	775.00
Miscellaneous .....	500.	502.77
TOTAL	<u>\$26,725.</u>	<u>\$29,788.94</u>
Less - Parking & Laundry Income	<u>925.</u>	<u>600.00</u>
NET CASH BUDGET	<u>\$25,800.</u>	<u>\$29,188.94</u>

\* Refund Re: Cancellation of previous policy due in the estimated amount of \$1,167.00. Insurance is prepaid until July 23, 1976.