

NEWSLETTER

250 BEACON CONDOMINIUM ASSOCIATION

APRIL, 1976

First, as many of you have noted, those things that were voted never seemed to get done. I believe that we have taken appropriate steps to prevent this from happening in the future. Most of the credit for this goes to the members of the "House Committee", made up of George Dobbin, Cynthia Charles, Don Sinclair and Grant Schaumburg. Many thanks for being a tremendous help.

I hope to make this advisory group a permanent part of the operating structure of the Condominium.

Now to business:

1. Security

- a) The intercom is being fixed. The manufacturers representative and Don Sinclair feel that an adjustment to each unit's intercom telephone is needed. The total cost will be about \$200. I authorized this because it is so closely connected with our security.
- b) Grant Schaumburg will present a total security recommendation at our next meeting.
- c) All four outer door locks have been changed (cost - \$80.) by Grant.
- d) A person will be in attendance at the front door for six hours a day (Monday to Saturday) at a cost of about \$21./month/unit to relieve Joe and Eddie of this responsibility during their working hours.
- e) The outer front door is to be closed at all times !!!
- f) PLEASE DO NOT LET ANYBODY INTO THE BUILDING THAT YOU DO NOT KNOW EITHER BY OPENING THE DOOR OR USING THE INTERCOM DOOR RELEASE.
- g) Additional security locks on the individual unit doors are recommended.

2. Bids for cleaning our windows will be available soon, and anybody wishing to take advantage of this will be able to sign up.
3. I have held up installation of the sight guard on the first floor because of intense unit owner disinterest and will ask for a revote next meeting.
4. Our next meeting will be held on Thursday, May 20th. Time and place to be announced.
5. Several people have asked me about adding flexibility to the date of the fall meeting. Hopefully, we can all agree upon this at the May meeting.

6. Financial

Attached are the financial statements for the past budget period (9/1/75 to 2/29/76) and the estimated budget for the next six months (8/1/76 to 8/31/76). This budget does not include any construction or security reserve.

Please call me if you have any questions about these Statements before the May meeting.

7. George Dobbin has investigated the repair needs of the common areas of the building and has established the criteria for bids. He is sending out bids for the south and east faces and will be ready to explain his findings in terms of priorities and costs at our next meeting.
8. George Dobbin has investigated the heating system for our building. Attached are his findings which should be discussed at the meeting.
9. Cynthia Charles has taken responsibility for the bench and the front door planters. The bench is being recovered, and the planters will have plants when the weather moderates enough to allow them to survive.
10. It was noted at the last meeting that the parking revenues on the last two financial statements did not agree. Attached is the 3/1/75 to 8/31/75 statement which shows prepaid charges where indicated, including \$120. of prepaid parking. Thus, the two parking charges were not equal because of prepayment.
11. I feel that four "Newsletters" per year no longer makes sense in view of the increased communications that have been realized and especially with the installation of the House Committee. Two "Newsletters", one before each meeting, should be sufficient unless special issues arise. Your comments would be appreciated.

12. Reid is having bids prepared on wall carpeting for the elevator. Feasibility and price will be ready for discussion at the meeting.
13. A steel L-Bar has been placed on the rear outer door to prevent unauthorized entrance.
14. The insurance company recommends that all fire system sprinkler heads over 50 years old be replaced. Bids are being prepared and will be ready for discussion at the next meeting.
15. All fire extinguishers have been checked and recharged, and one had to be replaced.
16. Several instances of taxis being called after 11:00 P.M. have occurred where the driver woke the superintendent to reach the intercom. I think it is fair enough to ask all people who call cabs after 11:00 P.M. to wait for them by the front door.
17. The House Committee will be preparing an agenda for the next meeting. If anybody has suggestions, please speak to myself or a member of the Committee before the meeting. This will allow us to prepare recommendations and also help expedite the completion of Condominium business. My telephone number is 267-2449.

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	<i># 120 of prepaid parking included</i>
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 Sponsor 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>
		<u>29,788.94</u>

CASH BALANCE - August 31, 1975\$ 7,400.90ANALYSIS OF REPAIRS & MAINTENANCE

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

NORDBLOM COMPANY • BOSTON, MASSACHUSETTS 02109

3/8/76

250 BEACON CONDOMINIUMCASH STATEMENT FOR THE PERIODSEPTEMBER 1, 1975 Thru FEBRUARY 29, 1976

Cash - Beginning Balance 9/1/75:

Working Capital	\$ 6,301.80
Excess Receipts Over Disbursements as of 9/1/75	<u>1,099.10</u>

Cash Balance as of 9/1/75 \$ 7,400.90

Add - Cash Receipts 9/1/75 - 2/29/76:

Common Area Charges (6 months)	\$30,000.02
Parking Income (6 months)	720.00
Prepaid Common Area Charges (Ajami)	<u>540.00</u>

Total	<u>31,260.02</u>
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\$38,660.92

Deduct - Cash Expenditures 9/1/75 - 2/29/76:

Payment for Superintendents	\$ 9,214.65
Electricity	1,817.80
Gas	257.92
Water and Sewer Charge	259.50
Fuel	6,516.46
Supplies	32.77
Uniforms	139.35
Repairs & Maintenance	4,802.23
Grounds	183.85
Management Fee	4,500.00
Telephone	137.22
Insurance	(1,304.00)
Legal and Professional Fees	338.00
Miscellaneous	484.93
Insurance Claim	<u>1,332.97</u>

28,713.65

CASH - ENDING BALANCE 2/29/76

\$ 9,947.27

3/8/76

250 BEACON CONDOMINIUMANALYSIS OF CASH EXPENDITURES - COMMON CHARGES

	<u>Six Months</u> <u>9/1/75 - 2/29/76</u> <u>Budget</u>	<u>Six Months</u> <u>9/1/75 - 2/29/76</u> <u>Cash Expenditures</u>
Payment for Superintendents	\$ 9,000.00	\$ 9,214.65
Electricity	2,500.00	1,817.80
Gas	100.00	257.92
Water and Sewer Charge	450.00	259.50
Fuel	6,500.00	6,516.46
Supplies	250.00	32.77
Uniforms	150.00	139.35
Repairs and Maintenance	5,000.00	4,802.23
Grounds	400.00	183.85
Management Fee	4,500.00	4,500.00
Telephone	125.00	137.22
Insurance	900.00	(1,304.00)
Insurance Claim	-0-	1,332.97
Legal and Professional Fees	300.00	338.00
Miscellaneous	<u>500.00</u>	<u>484.93</u>
TOTAL	\$30,675.00	\$28,713.65
Less - Parking Income	<u>675.00</u>	<u>720.00</u>
NET CASH BUDGET	<u><u>\$30,000.00</u></u>	<u><u>\$27,993.65</u></u>

3/9/76

250 BEACON CONDOMINIUMESTIMATED NET CASH EXPENDITURES - COMMON CHARGESSix Month PeriodMarch 1, 1976 Thru August 31, 1976

Payment to Superintendents		\$ 9,500.00
Electricity		1,800.00
Gas		200.00
Water and Sewer Charge		450.00
Fuel		4,000.00
Supplies		100.00
Uniforms		165.00
Repairs and Maintenance (General)		5,000.00
Repairs and Maintenance (Walls and Roof)		1,500.00
Repairs and Maintenance (Heating)		800.00
Grounds		400.00
Management Fee		4,500.00
Telephone		140.00
Insurance		2,258.00
Legal and Professional Fees		350.00
Security Personnel (4 months)		2,200.00
Miscellaneous		<u>462.47</u>
		\$33,825.47
Less - Excess Receipts Over Disbursements as of 2/29/76	\$3,105.47	
Parking Income 3/1/76 - 8/31/76	<u>720.00</u>	<u>3,825.47</u>
NET CASH BUDGET		<u><u>\$30,000.00</u></u>

GEORGE F. DOBBIN

Consultant for Construction

Room 901

150 CAUSEWAY STREET

BOSTON, MASS. 02114

TELEPHONE: (617) 523-0176

(617) 227-8710

Report to the Unit Owners

Re: Heating Problem

At the request of the Association, I have had a professional Mechanical Engineer, Francis J. Linehan, Jr. examine our heating system in the light of individual problems many have experienced.

Mr. Linehan and I visited the Condominium and spent time examining the boilers and associated controls and discussing the operation with Mr. Sheridan. We then toured several units including the 10th floor ones.

Simply put, his findings are:

Part A.

1. The steam control is being manually controlled by the Superintendent. This control is very subjective and cannot be relied on to provide the constant heat value and pressure required at all floors.
2. One tendency involved is to provide high and fairly constant heat on very cold days which is fairly acceptable.

A second tendency is to set the controls too low in milder weather which results in insufficient heat to the upper floors.

Recommendation:

To remedy this, which is the first part of our problem, Mr. Linehan recommends installation of a "Heat-Timer", which at one boiler pressure setting, time pulses the on/off period of burner operation providing accurate even periods of burn time.

Overall control would be by an exterior thermostat. We now would have sufficient heat equally distributed to all floors.

Actual installation will require the, Heat-Timer, throw-over switch for the two burners, new secondary air modulating damper motor and linkages for low fire burner start-up. Estimated Cost \$900.00.

Part B.

With heat properly distributed, we turn to the problem of the individual units.

The unit owners can opt to retain their present control, a manually controlled valve, with no further expense.

The unit owner can chose to employ self-contained thermostatic valves to replace the existing ones on one or more radiators or zones which will closely control heat at this point.

Each unit varies as to type and configuration of radiation but these valves are available to meet all conditions.

Cost of these valves and installation will vary in each unit. Cost of the valve itself is in the \$50.00 range over the counter.

This should provide us with a satisfactory system with minimal outlay.

On an on going basis, we should consider for the future:

1. Change to a more modern, more efficient, better controlled system using an open receiver with a pump to return condensate.

Approx. Cost \$1,400

2. Change to a modern jet burner using #2 oil in Lieu of #6 to improve efficiency and cut down on maintenance.

Approx. Cost \$3,500

George F. Dolbin

250 BEACON CONDOMINIUM
SPECIAL MEETING OF UNIT OWNERS
HELD ON MAY 20, 1976

A meeting of the Condominium Association (the "Association") unit owners was held in Unit 7 at 250 Beacon Street, Boston, Massachusetts at 6 p.m., Thursday, May 20, 1976, pursuant to notice.

There were in attendance either in person or by proxy unit owners representing 9,833 out of a possible 10,000 votes, thereby constituting a quorum of the Association.

The President, Robert C. Nordblom, called the meeting to order. The acting clerk certified that notice was sent to each unit owner. Treasurer John Rowland explained the wisdom of a proposed amendment to Art, II of the Bylaws which would permit action by the Board of Managers without a meeting but with unanimous written consent. On a motion made and seconded, this amendment was accepted by the owners.

Also voted approval were:

- 1.) the building security proposal to cost about \$1,146. (10 window grills and one back air well fence);
- 2.) replacement of fire sprinkler heads (about 120 at total cost of about \$438.); and
- 3.) the heat timer and distribution system (about \$2,300.) (see attached)

After discussing the topic of the masonry weatherproofing timetable prepared by George Dobbin, it was voted to spread the work over four years with the first (1976) segment to cost about \$7,700. Total estimated four-year cost: \$23,000.00.

In addition, a unanimous vote of appreciation was passed for George Dobbin's excellent work in analyzing and preparing the weatherproofing report.

They voted a special assessment on the above approved projects, one half of the estimated amount to be due and payable by July 1, 1976 and the balance of the actual expenses to be billed on or about September or October.

The owners voted against installing any sight guards or wall carpeting in the elevator. They voted to seek at least two bids for the scraping, caulking and painting of all windows, sash, frame and trim on every floor.

Manager Morrison was asked to meet with the Ehrichs when they meet with a specialist on electric beam burglar alarm systems.

There being no further business to be conducted, upon motion duly made and seconded, it was unanimously voted to adjourn.

Adjourned

Attest:

Reid Morrison

Reid B. Morrison
Acting for Clerk John F. Rousseau, Esq.

Minutes of Meeting, October 7, 1976

Board of Managers, 250 Beacon Condominium

The Board--Robert Nordblom, President, and Walter Sugden, Vice President--convened at 4:20 p.m. in the Nordblom Unit (#19) at 250 Beacon Street. Also present were unit owner George F. Dobbin and property manager Reid Morrison (designated Clerk Pro Tem to record these minutes).

President Nordblom announced that member John B. Rowland, Jr. had resigned from the Board and as its Treasurer. His resignation was accepted and George Dobbin was elected to fill the unexpired term on the Board and as its Treasurer.

Nordblom stated that the total cost of work for various building improvement projects (approved by unit owners May 20th) amounted to \$11,803.75. The Board then decided that the 21 unit owners will now be billed based on their percentage factor for the balance of \$6,803.75 since \$5,000.00 was assessed and prepaid for by the unit owners in July. Nordblom said the climbing vines on the Beacon Street elevation were partly removed in order to do the work authorized at the May meeting and soon were entirely removed so that the limestone facade could be cleaned and waterproofed. He said at least two competitive bids would be presented at the next annual meeting.

After discussion it was decided to have the annual meeting on Monday, November 1, 1976. This decision was made in order to have time before cold weather to clean the stone work in the Beacon Street elevation, if so voted by the unit owners.

The Board discussed the financial statement of the past six weeks and the proposed budget for the next six months, copies of which will be sent to unit owners. The Board said the November 1st annual meeting will also:

1. elect a unit owner to a 3-year term on the Board;
2. Consider amending the By-Laws to allow annual meetings to be held within 60 days of the anniversary of the first annual meeting.

There being no further business to come before this meeting, upon motion duly made and seconded, it was unanimously Voted: to Adjourn.

Adjourned
A True Record

Attest:


Clerk Pro Tem

250 BEACON CONDOMINIUM ASSOCIATION

- I. The last Unit Owners' meeting was held on May 20, 1976. At that time, the Unit Owners voted approval of the following projects:

- | | |
|--|-----------------|
| 1. Building security improvements (window bar grating and an inside airwell steel fence); | Cost: \$ 885.15 |
| 2. Replacement of all old fire sprinkler heads; | Cost: 529.60 |
| 3. Installation of a new heat timer/distribution system for the boilers; | Cost: 2,300.00 |
| 4. Masonry weatherproofing on south elevation (outer east wall of kitchen and dining room), plus scraping and painting of front facade window frames and fascia. | |

This item represents the most expense, amounting to: 8,198.00

The total cost of the work referred to above amounted to \$11,803.75. Accordingly, the 21 Unit Owners will now be billed based on their percentage factor for the balance of \$6,803.75 since \$5,000.00 was assessed and prepaid for by the Unit Owners in July. The climbing vines on the Beacon Street elevation were partly removed in order to do the work which was authorized at the May, 1976 Unit Owners' meeting and eventually were entirely removed in preparation to have the limestone area cleaned and waterproofed. Competitive bids for this work will be available and presented at the annual meeting.

- II. In September, John B. Rowland, Jr., resigned from the Board of Managers and as its Treasurer. The remaining Board members, Robert Nordblom and Walter Sugden, accepted his resignation and appointed George F. Dobbin to fill his unexpired term on the Board and as its Treasurer.

III. Attached are:

1. Statement of Cash Receipts and Disbursements for the six-month period (3/1/76 - 8/30/76).
2. Analysis of Cash Expenditures (3/1/76 - 8/31/76).
3. Budget for Period 9/1/76 - 2/28/77.

IV. At the annual meeting, which is scheduled to be held on November 1st, you will be asked to discuss and act on the following items:

- A.) That Section 1 of Article III of the By-Laws be and hereby is amended so as to read in its entirety: (75% of Common Interest needed)

"SECTION. Annual Meetings. Within thirty (30) days after title to 80% of the units has been conveyed or one (1) year following the date of conveyance of the first unit, whichever is sooner, the Sponsor shall call the first annual Unit Owners' meeting. Thereafter, annual meetings shall be held within sixty (60) days of the anniversary of such date in each succeeding year, as the Board of Managers shall instruct the Clerk to designate in the notice of the meeting. At such meetings, members of the Board of Managers shall be elected by ballot of the Unit Owners in accordance with the requirements of Article II of these By-Laws. The Unit Owners may also transact such other business of the Condominium as may properly come before them."

- B.) The election of a Unit Owner to the Board of Managers for a three (3) year term. Your Board is pleased to report that Mr. Walter Sugden has expressed his willingness to remain as a member of the Board of Managers for the next term.

V. You will receive soon the official notice of the annual meeting, which will be held in Unit # 6 (Third Floor Rear) (Owners: George and Kathy Dobbin) at 6:00 P.M., Monday, November 1st, 1976.

VI. Please notify any of the Board members if you have any questions or want to add a topic to the annual meeting agenda. Thanks

THE BOARD OF MANAGERS

250 BEACON CONDOMINIUM
CASH RECEIPTS AND DISBURSEMENTS
FOR THE SIX MONTHS OF
MARCH 1, 1976 - AUGUST 31, 1976

CASH - BEGINNING BALANCE

Working Capital Provided by Unit Owners	\$ 6,301.80	
Excess Receipts Over Disbursements for Period Ending 2/29/76	3,105.47	
Prepaid Common Area Charge (Ajami for Mar. 1976)	<u>540.00</u>	\$ 9,947.27

CASH RECEIPTS - CURRENT 3/1/76 - 8/31/76

Common Area Charges	\$29,459.50	
Special Assessment to Unit Owners	5,000.00	
Parking Income	720.00	
Other Income - Laundry	13.87	
Insurance Claim Recovery	<u>1,335.70</u>	<u>36,529.07</u>
		\$46,476.34

CASH EXPENDITURES - COMMON AREAS 3/1/76 - 8/31/76

Payment to Sponsor for Resident Superintendent's Maintenance of Common Areas	\$10,439.72	
Electricity	1,865.16	
Gas	224.24	
Fuel	3,836.18	
Water and Sewer	687.00	
Supplies	231.11	
Uniforms	181.95	
Repairs and Maintenance (See Breakdown)	6,512.36	
Grounds Expense	259.30	
Management Fee	4,500.00	
Telephone	144.91	
Security Personnel	1,810.59	
Insurance	2,258.00	
Legal and Professional Fees	150.00	
Miscellaneous:		
Telephone Answering Service	\$206.10	
Permits	65.00	
Miscellaneous	<u>11.09</u>	<u>33,382.71</u>

CASH BALANCE - August 31, 1976

\$13,093.63

250 BEACON CONDOMINIUMESTIMATED NET CASH EXPENDITURES - COMMON CHARGESSix Month PeriodSeptember 1, 1976 Thru February 28, 1977

Payment to Superintendents.....		\$10,500.00
Electricity		2,500.00
Gas		250.00
Water and Sewer Charge		600.00
Fuel		8,000.00
Supplies		200.00
Uniforms		165.00
Repairs and Maintenance (General)		6,000.00
Grounds (Snow Removal)		200.00
Management Fee		4,500.00
Telephone		150.00
Legal and Professional Fees		250.00
Miscellaneous		<u>611.58</u>
		\$33,926.58
Less - Excess Common Area Receipts Over Disbursements as of 8/31/76	\$3,206.58	
Parking Income 9/1/76 - 2/28/77	<u>720.00</u>	<u>3,926.58</u>
NET CASH BUDGET		<u><u>\$30,000.00</u></u>

250 BEACON CONDOMINIUM

ANALYSIS OF CASH EXPENDITURES - COMMON CHARGES

FOR SIX MONTH PERIOD - 3/1/76 to 8/31/76

Payment to Superintendents		\$10,439.72
Electricity		1,865.16
Gas		224.24
Water and Sewer Charge		687.00
Fuel		3,836.18
Supplies.....		231.11
Uniforms		181.95
Repairs and Maintenance		5,097.61
Repairs and Maintenance (Special Assessment per 5/20/76 Meeting)		1,414.75
Grounds		259.30
Management Fee		4,500.00
Telephone		144.91
Insurance		2,258.00
Legal and Professional Fees		150.00
Security Personnel		1,810.59
Miscellaneous		<u>282.19</u>
	TOTAL	\$33,382.71
Less - Excess Common Area Receipts Over Disbursements as of 2/29/76	\$3,105.47	
Parking Income (3/1/76 - 8/31/76)	720.00	
Laundry Income (3/1/76 - 8/31/76)	13.87	
Insurance Claim	<u>1,335.70</u>	<u>5,175.04</u>
Net Expenditures March thru August 1976 Subject to Common Area Charges		<u><u>\$28,207.67</u></u>

SUMMARY

Common Area Charges Collected March thru August 1976	\$29,999.50
Special Assessment Collected July 1976	<u>5,000.00</u>
Total	\$34,999.50
Deduct - Actual Net Expenditures per above statement	<u>28,207.67</u>
Balance	\$ 6,791.83
Add - Initial Working Capital	<u>6,301.80</u>
<u>CASH BALANCE AS OF 8/31/76</u>	<u><u>\$13,093.63</u></u>