

MEETING OF BOARD OF MANAGERS

250 BEACON STREET CONDOMINIUM

Wednesday, June 1, 1977

A meeting of the Board of Managers of the 250 Beacon Street Condominium was held at Robert C. Nordblom's residence (Unit # 19) on Wednesday, June 1, 1977. Also in attendance at the meeting were Donald Sinclair and Grant Schaumburg, Jr. Minutes of the meeting were kept by Mr. Nordblom.

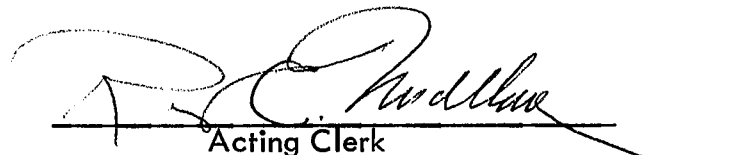
A full discussion of the operation of the Condominium was held, particularly that having to do with waterproofing, and it was decided that at the June 2, 1977 Unit Owners' Meeting, Mr. George F. Dobbin would suggest a plan for doing the building which would involve an expenditure of \$6,000. during the 1977 period. (Mr. Dobbin is one of the members of the Board of Managers).

A discussion was held with reference to enlarging the Board of Managers, and it was proposed that at the November annual meeting, a By-Laws change be made to accommodate this. It was also suggested that there may be other By-Laws changes to be made, and this should be studied.

It was suggested that there be a change in the Nordblom supervisory personnel of the property, and this was agreed to.

There being no further business to discuss, it was

VOTED: To adjourn.


Acting Clerk

250 BEACON CONDOMINIUM ASSOCIATION

Minutes of Special Meeting of Unit Owners
Held June 2, 1977

Pursuant to Notice dated May 23, 1977, the annual meeting of the 250 Beacon Condominium, was held at the residence of Mrs. Barbara C. Riley, in Unit # 20, 250 Beacon Street, Boston, Massachusetts, at 6:00 P.M., June 2, 1977. There were in attendance, either in person or by proxy, 8,944 out of a possible 10,000 votes, thereby constituting a quorum of the Association, said attendance constituting 89.44% in common interest of all Unit Owners.

The President, Robert C. Nordblom, called the meeting to order and acted as Chairman of the meeting. The Chairman asked whether or not the Unit Owners wished to have the minutes of the meeting held on November 1, 1976 read, and it was unanimously agreed that this was not necessary.

The Chairman then advised the Unit Owners that the Board of Managers had met on June 1, 1977 and discussed the advisability of having the By-Laws amended in order to increase the number of Board members from three (3) to five (5). After discussion, it was agreed that at the annual meeting in November, 1977 this would be officially acted upon. However, in the meantime, on an informal basis, nomination of Donald B. Sinclair and Grant W. Schaumburg, Jr. were made and seconded. The Unit Owners unanimously elected both Mr. Sinclair and Mr. Schaumburg to the Board of Managers.

The Chairman next distributed to the Unit Owners the detailed operating statements for the three month period ending May 31, 1977, and the comparative statement with the budget for the six month period, February 1, 1977 through August 31, 1977, and after discussion, it was unanimously approved.

At this time, Mr. Nordblom turned to the discussion of the waterproofing operation to date and called upon Mr. George F. Dobbin to give his report and recommendations for additional assessments in order to continue this program. Mr. Dobbin described the work which had been completed, namely Areas # 1, # 2 and # 8 as shown on the memo and sketch which he gave to each Unit Owner. This work to date had cost \$10,475. and he recommended that the Areas # 4, # 4 A and # 6 be scheduled for completion during the next few months, at an estimated cost of \$5,975. After discussion by the Owners, upon motion duly made and seconded, it was

VOTED: Approved by all Unit Owners present totaling 8,462 votes and a vote by proxy from Mr. and Mrs. John O. Gawne against the proposal, totaling 482 votes.

The matter of raising the funds for the foregoing waterproofing was discussed, and it was unanimously agreed by all Owners present to have a "Special Assessment" of \$2,000. each month for three (3) months to be paid by Unit Owners during July, August and September, totaling \$6,000.

At this point, a Unit Owner brought up the cleaning of the front of the building where the ivy had been removed last fall. After discussion, it was unanimously agreed that the cleaning should be done this summer at an approximate cost of \$1,500.

and that the next budget for the six month period beginning on September 1, 1977 be adjusted to provide the necessary funds.

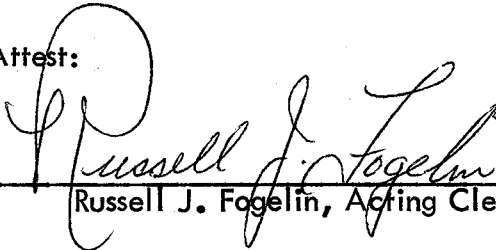
Mr. Nordblom next discussed the retirement of Superintendent Ed Curry on September 1, 1977 and explained that Mr. Curry was willing to continue working for up to approximately 24 hours per week, have every weekend off and not make more than \$3,000. per year. After discussion in detail of this situation, all the Unit Owners agreed that they were most anxious to keep Mr. Curry and that every effort should be made to convince him to remain and at the same time, interviews with prospective part-time help should be started.

There being no further business, upon motion duly made and seconded, it was unanimously

VOTED: To adjourn.

A true record.

Attest:



Russell J. Fogelin, Acting Clerk

250 BEACON CONDOMINIUM ASSOCIATION
MINUTES OF ANNUAL MEETING OF UNIT OWNERS

HELD ON MONDAY, NOVEMBER 28, 1977

Pursuant to Notice dated November 18, 1977, the Annual Meeting of the 250 Beacon Condominium Association was held at the residence of Mr. & Mrs. Robert D. Hunter in Unit # 4, 250 Beacon Street, Boston, Massachusetts, at 6:00 o'clock P.M., November 28, 1977.

There were in attendance, either in person or by proxy, 9,002 out of a possible 10,000 votes, thereby constituting a quorum of the Association, said attendance constituting 90.02% in common interest of all Unit Owners.

The Treasurer, George F. Dobbin, called the meeting to order and acted as Chairman. The Chairman asked whether or not the Unit Owners wished to have the minutes of the meeting held on June 2, 1977 read, and it was unanimously agreed that this was not necessary.

Mr. Dobbin then noted that it was suggested that the Board of Managers be increased to five (5) members. Upon motion duly made and seconded, it was unanimously

VOTED: That Article II of the By-Laws be amended as follows:

Notwithstanding anything to the contrary contained in these By-Laws, the number of Managers which shall constitute the whole Board of Managers is hereby changed from three to five, the fourth and fifth of which Managers shall be elected initially for two and three-year terms, respectively. Thereafter, their respective successors shall be elected for three-year terms.

It was pointed out by the Chairman that Donald B. Sinclair and Grant W. Schaumburg, Jr., had been serving the Board of Managers in an advisory capacity since their informal election at the June 2, 1977 Special Meeting of Unit Owners.

Upon motion duly made and seconded, it was unanimously

VOTED: That Donald B. Sinclair and Grant W. Schaumburg, Jr. be and they hereby are elected to serve as members of the Board of Managers for terms of two and three years respectively, commencing November 28, 1977.

The Chairman also reported that Robert C. Nordblom had resigned as a member of the Board of Managers and that the Board of Managers had accepted his resignation.

Upon motion duly made and seconded, it was unanimously

VOTED: That Elizabeth I-V Hunter be and she hereby is elected to serve as a member of the Board of Managers for a term of three years and three months, commencing November 28, 1977.

Mr. Dobbin then discussed the waterproofing operation to date and gave him recommendations for additional work. * Mr. Dobbin distributed a sketch to the Unit Owners which identified areas 3, 5 and 9 as the remaining areas requiring maintenance. He estimated the total cost to repaint and waterproof, as well as caulk and paint the windows in these areas, to be \$17,000. During the ensuing discussion of how to budget this expenditure, it was pointed out that the roof will probably need to be refurbished within the next two years or so. It was also pointed out that a reserve fund for major maintenance should be established after the current maintenance problems are corrected.

Upon motion duly made and seconded, it was unanimously

VOTED: To authorize a "Special Assessment" in the amount of \$16,000. to be spread equally

* See Attached Breakdown of Special Assessment Authorized, Assessments Charged and Expenditures.

over twelve (12) months commencing January 1, 1978 to enable the Board of Managers to contract for the repainting, waterproofing, caulking and painting of areas 3, 5, and 9 during the 1978 calendar year.

The meeting was then opened to general discussion.

At the request of a Unit Owner, Mr. Hutchinson discussed the services provided by the Nordblom Management Company under the terms of the Management Contract between 250 Beacon Condominium and the Nordblom Management Company. During the ensuing discussion, Mr. Dobbin stated that the Management Contract with the Nordblom Management Company expires at the end of February, 1978. A Unit Owner suggested that a committee be formed to determine what management services were desired by the Unit Owners on a whole and to report their findings and recommendations to the Board of Managers. Unit Owners Raben, Smith, Hicks, Tishman and Overlan volunteered to serve on the committee.

It was felt that it would be appropriate to ratify actions taken to date by the Board of Managers, and upon motion duly made and seconded, it was unanimously

VOTED: That all actions taken to date by the Board of Managers with respect to pending improvements and annual reports, budgets, assessments based thereon are hereby approved, ratified and confirmed in all respects.

There being no further business to be discussed, upon motion duly made and seconded, it was unanimously

VOTED: To adjourn.

A true record.

Attest: Richard M. Hutchinson
Richard M. Hutchinson, Acting Clerk

250 BEACON CONDOMINIUM

MEETING OF THE BOARD OF MANAGERS

Monday, December 12, 1977

The first meeting of the Board of Managers since the expansion of its membership to five was held in the apartment of George F. Dobbin (Unit # 6) at 6:00 P.M. on Monday, December 12, 1977.

There were present: George F. Dobbin, Elizabeth I-V Hunter, Grant W. Schaumburg, Jr., Donald B. Sinclair, and Walter J. Sugden. Pending the election of new officers, George Dobbin, the Treasurer, acted as Chairman.

1. Election of Officers: By unanimous agreement, the following were elected to the offices specified in Article IV of the Condominium By-Laws:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice-President
Donald B. Sinclair	Clerk and Treasurer

2. Alterations by Unit Owners: Although the passenger elevator was only recently repainted and furnished with a new rug, it has been sufficiently abused that it is again in need of refurbishing. The damage has apparently resulted from its use as a freight elevator in connection with recent moving in and out, and it was pointed out that the cost of repairing such damage, in accordance with Article 6, Section 8 of the Condominium By-Laws is the responsibility of the Unit Owner involved. In fairness to all the Unit Owners who depend upon the elevator for personal transportation, it was emphasized that the passenger elevator should only be used for transporting materials when the freight elevator is not large enough to handle them. If the passenger elevator must be used, there are padded wall coverings available from the Superintendent that can

be installed to protect the paint, and the rug can be easily taken up and replaced. When major reconstruction activities generate large quantities of plaster, lath, etc. it is desirable to use an external chute to dispose of them rather than either elevator.

In connection with such activities, it was also emphasized that as a matter of courtesy to the other Unit Owners, noisy operations should only be carried on during regular working hours, and the passenger elevator should not be tied up for extended periods.

3. Meeting Schedule: It was agreed that it would be desirable for the Board of Managers to meet monthly, and Don Sinclair requested that, if possible, such meetings be scheduled on or near the second Wednesday of the month, since he will be in Boston on those days throughout the year.

The present management contract with the Nordblom Management Company expires at the end of February, 1978, and the Board of Managers will then be faced with a decision either to renew the contract or select another management company. It was, therefore, agreed that a meeting with the Ad Hoc Committee established at the November 28, 1977 meeting of Unit Owners should be arranged early in January to hear about progress in arriving at suggested requirements and criteria. January 9th was suggested as a suitable date, and Liz Hunter will follow-up to see if this is agreeable.

As a factor to be taken into account when considering renewal of the management contract with the Nordblom Management Company, it was noted that Eddie and Joe are Nordblom employees.

4. Snow Removal: George Dobbin reported that he had received a letter from a Mr. Freedman of 256 Beacon Street suggesting that the Managers of the buildings between Dartmouth and Exeter Streets consider a joint purchase of a snow blower, which could be used to clear the sidewalk along the entire block. As those who were here last year are

aware, some parts of the sidewalk were cleared and some were not, and passage was dangerous and difficult for the whole winter period. Joe and Eddie are no longer young men, and it was agreed that they should not be asked to shovel heavy snow. Don Sinclair agreed to look into the matter of snow removal and report back with a recommendation. It was also noted that although Back Street is a so-called fire lane and is supposed to be kept clear by the City, it was not adequately plowed last year. Don Sinclair agreed to check up on the M. D. C.'s responsibility in this regard.

5. Elevator: It was agreed that the condition of the passenger elevator demanded immediate attention, and Liz Hunter volunteered to see that it is repainted and that the floor covering is replaced.

6. Lighting: Grant Schaumburg reported that the lighting of the names in the outer lobby is unsatisfactory. Don Sinclair added that, although there are three spotlights on the back of the building, only two of them have been working for several months. Grant Schaumburg volunteered to follow up on these items. It has also been noted that the sconces in the lobby do not work, presumably because the bulbs are burned out.

7. Locks: The locks on both the inner and outer door of the lobby have been giving sporadic trouble, presumably because they are worn and have demanded frequent tinkering. George Dobbin agreed to look into the condition of the outer lock, and Don Sinclair agreed to do the same for the inner lock. (The inner door, on recent occasions, has been found to close but not latch, so that it could be opened simply by pushing).

8. Maintenance Fund: The desirability of "smoothing out" payments for building maintenance was discussed. There will, for instance, be a need to resurface the roof in the not-too-distant future, and the creating of a sinking fund, from which money for such projects could be drawn when needed might be preferable to levying "pay-as-you-go" assessments to cover such "big-ticket" items. Liz Hunter agreed to research this topic for further discussion, with special attention to the questions of how the fund would be financed, how individual participation and

commitment to it by the Unit Owner would be determined and how obligations could be passed on from present Owners to new Owners upon transfer of title.

9. Next Meeting: It was proposed that there be a meeting of the Board of Managers with the Ad Hoc Sub-Committee on criteria for selection of a management firm on Monday, January 9, 1978, at 6:00 P.M. in the apartment of George F. Dobbin (Unit # 6), to be followed by the regular monthly meeting of the Board of Managers.

10. Adjournment: The meeting was adjourned at approximately 8:15 P.M.

Respectfully submitted,

Donald B. Sinclair

Donald B. Sinclair, Secretary