

250 BEACON CONDOMINIUM

MEETING OF THE BOARD OF MANAGERS

Monday, January 9, 1978

The first meeting of the Board of Managers in 1978 was held in the apartment of George F. Dobbin (Unit #6) at 6:00 P.M. on Monday, January 9, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V Hunter	

George F. Dobbin called the meeting to order at 6:05 P.M.

1.0 Meeting with the Ad Hoc Committee of Unit Owners

At the request of the members of the Ad Hoc Committee, a meeting at which to discuss ~~program~~^{progress} was deferred until more unit owner viewpoints have been solicited. Don Sinclair reported that, as a unit owner, he has already been interviewed by Norman Raben and Ellen Overlan for the Ad Hoc Committee. One of several questions that they put to him was whether he feels that substantial knowledge about the building should reside within the Board of Managers itself or whether the Board should depend for such expertise upon an outside management firm. His reply was that, as an individual, he favors developing substantial basic knowledge within the Board of Managers itself.

An informal poll of those members of the Board of Managers present showed unanimous agreement with this viewpoint. In this connection, it was agreed that the Board needs a coordinated appraisal of the state of the building, including such items as boilers, plumbing, elevators and roofs. George Dobbin will follow up on this.

1.1 Minutes of the Previous Meeting.

The Secretary apologized for the error that crept into the previous minutes, noting the errata sheet and the subsequent reissue of Page 3 that was circulated to all unit owners. The minutes, as corrected, were approved and placed on file. It is intended, as a

matter of policy, that the minutes of the monthly Board of Managers ^{meetings} be distributed to all unit owners on a regular basis.

1.2 Treasurer's Report.

The Treasurer reported that the Board of Managers will be supplied, as a matter of standard practice, with a monthly Operating Statement in sufficient detail to make it possible to monitor outlays versus budget allowances. It is not intended that these Operating Statements be distributed to all unit owners on a regular basis, but copies will be available at all times in the office off the lobby of 250 Beacon Street for any unit owner who wishes to look at them.

1.3 Budget Period.

Article VI, Section 1 of the By-Laws as amended at the November 1, 1976 Annual Meeting specifies that the fiscal year of the Condominium shall be March 1 to the last day of February, but the budget period, at present, comprises two six-month periods, from March 1 to August 31 and from September 1 to February 28. The six-month periods have created considerable confusion and misunderstanding; a twelve-month budget period would make year-to-year comparisons easier. If a six-month review of operations is desired, a special meeting of the unit owners can be called for that purpose.

The best time for the Annual Meeting appears to be a date falling within the first two weeks of November. Most unit owners are then in residence, and the holiday season has not yet created scheduling problems. A six-month review meeting would then fall in early May, another time of year when most unit owners are in residence. The Treasurer recommended that the budget period be changed to the twelve-month period from November 1 to October 31.

It was, therefore, VOTED that

The Annual Meeting be scheduled on a regular basis for early November and the budgetary period be established as the twelve-month period from November 1 to October 31.

The Treasurer was instructed to determine what By-Law changes are required, if any, to reconcile the Budget Period, the date of the Annual Meeting, and the Fiscal Year. The Treasurer expressed his desire, in this regard, to be able to present to the unit owners at the close of the fiscal year, a conventional balance sheet and operating statement. It may be desirable to change the fiscal year again to coincide with the budget period, and he will explore this subject with Mr. Rousseau in the light of corporation law.

1.4 Bank Accounts/Fidelity Bonds.

The Treasurer noted that, in accordance with Article IV, Section 7 of the Condominium By-Laws, he "shall, in general, perform all the duties incident to the office of Treasurer of a stock corporation organized under the Business Corporation Law of the Commonwealth of Massachusetts." In this capacity, he proposes to review, with the Nordblom Company, present arrangements for the segregation of the condominium's funds from those of the management company, what banking arrangements currently exist, who is empowered to write checks, in what amounts, on condominium accounts, and what bonding arrangements are in place. He will report his findings at the next Board meeting, with recommendations for desirable changes in policies and procedures.

1.5 Performance Bonds.

In further reference to alterations by unit owners (Minutes of the Board Meeting of Monday, December 12, 1977), it was suggested that, before issuing prior written consent in future, the Board require a Performance Bond from any unit owner planning to make structural changes to assure that funds be available to cover any damage to other units ~~at~~ common elements that may result. (Article II, Section 2 (k) of the By-Laws.).

1.6 Assistant Clerk.

Don Sinclair reported that he has met with Russ Fogelin of the Nordblom Company to discuss his duties as Treasurer and that he has made an appointment with John Rousseau of Hale and Dorr to discuss his duties as Clerk. In reference to the latter, he noted that it is desirable to have someone always available to sign, for the Board of Managers, documents relative to transfer of ownership. Since he will only be available for such duties one or two days per month during the summer, he recommended that the Board of Managers appoint an Assistant Clerk as a backup.

Upon receiving her agreement to serve in such capacity, the Board Members present VOTED unanimously that

Elizabeth I-V Hunter be, and hereby is, appointed Assistant Clerk of 250 Beacon Condominium.

1.7 Maintenance Fund.

Liz Hunter led further discussion on this topic, which was introduced in Minute 8 of the December 12 Board meeting, but no conclusion was reached as to whether the creation of such a fund should be recommended to the unit owners. As matters stand, there

is a regular budget item for maintenance included in the common area charges, and extraordinary items, principally for waterproofing the external walls of the building, have been financed through Special Assessments levied upon the unit owners.

"Working Capital", in the amount of \$6,301.80, was paid into a common reserve fund by the original purchasers of the condominium units and serves as a small "working capital" anchor to windward. If a larger maintenance, or sinking fund should be deemed desirable, this reserve fund, which is already in place, could be expanded to appropriate size. Participation in such a fund by the unit owners, as is now the case, would be in accordance with the ratios tabulated in the column "Proportionate Interest in Common Areas and Facilities" in Schedule A of Master Deed 250 Beacon Condominium; when a condominium unit changes hands, the amount currently allocated to that unit would pass from the old owner to the new, along with the other assets and would be taken into pro rata consideration in the selling price.

Viewed in this light, such a fund becomes effectively "forced savings" which may or may not be seen by a unit owner as the most desirable usage of his or her discretionary income. The initial creation of the fund would presumably be financed by lump-sum cash contributions, either derived from the liquidation of other investments or raised through borrowings by individual unit owners, perhaps under second mortgages. It would then, presumably, be maintained by monthly contributions at an agreed-upon level sufficient to absorb the shocks generated by such major maintenance projects as new roofs. While the fund could undoubtedly be put out at interest, it would seem unlikely that this income could be spared ordinary income tax.

1.8 Exclusive Listing.

Dissatisfaction has been expressed by several unit owners with the provisions of Article VIII, Section 11 of the Condominium By-Laws, which state that: "So long as Nordblom Management Company is active as Managing Agent of the Condominium under the provisions of Section 3 of Article 11 of these By-Laws, no unit owner shall employ any other broker for the sale of a unit without first listing such unit for sale with Nordblom Management Company, or an affiliate thereof under an exclusive brokerage agreement for a period of not less than sixty (60) days". This section can be rendered void either by a change with the By-Laws or by a change in the management company.

1.9 By-Laws.

It was noted that not all unit owners have copies of the By-Laws, which were incorporated in the booklet 250 Beacon Street Boston Condominium Presentation. This booklet is no longer in print, but any unit owner desiring a copy may obtain one from the Clerk (Don Sinclair).

1.10 Unit Listings.

Recently, in the interest of aesthetics, the unit listings posted in the outer lobby were reproduced in uniform style. Unfortunately, the owners' names were coupled with the legal numbers of their units, which convey no information about their whereabouts in the building. One unit owner has since changed his listing unilaterally to specify its location. It was agreed that either the location of the unit should be specified (e.g. 1-R, 2-F, etc.) or that only the owner's name should be listed. In the latter case, anyone entering the building would need to depend upon the supplementary listing in the glass case by the elevator. This is currently in a somewhat dishevelled condition and should be refurbished. George Dobbin agreed to take care of the listing in the outer lobby, and Grant Schaumburg volunteered to spruce up the listing by the elevator.

1.11 Next Meeting.

It was agreed that, in future, Board meetings would be held regularly on the second Tuesday in the month. The next meeting will, therefore, be held on Tuesday, February 7 at 6:00 P.M. in the Dobbins' apartment (Unit #6).

1.12 Adjournment.

The meeting adjourned at 8:00 P.M.

Respectfully submitted

Donald B. Sinclair, Secretary

250 BEACON CONDOMINIUM

MEETING OF THE BOARD OF MANAGERS

Tuesday, February 7, 1978

The second meeting of the Board of Managers in 1978 was held in the apartment of George F. Dobbin (Unit #6) at 6:00 P.M. on Tuesday, February 7, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V. Hunter	
Walter J. Sugden	

2.0 Messrs. Raben, Hicks and Tishman, representing the Ad Hoc Committee of Unit Owners were present to discuss, informally, the results of their survey of the Unit Owners. Mr. Raben acted as Spokesman for the group, summarizing the survey's results which will be presented in writing to the members of the Board as soon as the snow emergency allows access to secretarial services. Mr. Raben cited the cohesiveness of spirit within the building and the remarkable unanimity of opinion on principal issues. After general discussion and an expression of the Board's thanks and appreciation, the representatives of Ad Hoc Committee left. The Board will discuss the results of the survey in detail at the next meeting.

2.1 Minutes of the Previous Meeting

It was noted that "program" in line 2 of minute 1.0 should read "progress" and that on the last line, the word "meeting" should be inserted after "Board of Managers". With these corrections, the Minutes of the Meeting on Monday, January 9, 1978 were approved and placed on file.

2.2 Treasurer's Report

The Treasurer called attention to the Cash Operating Statement for the period of September 1, 1977 to January 31, 1978. This statement is now being submitted monthly by the Nordblom Company to the Board of Managers, as mentioned in Minute 1.2 of the January 9, 1978 meeting. The total cash expenditure remains within budgetary limits and the report was approved and placed on file.

2.3 The Responsibilities of Clerk and Treasurer

Don Sinclair reported that he had called upon John F. Rousseau, Jr., Lawyer of Hale and Dorr and upon Russell J. Fogelin,

Executive Vice President/Treasurer of Nordblom Management Company, Inc., to discuss his duties as Clerk and Treasurer of 250 Beacon Condominium. He explained to both gentlemen that, as he sees it, the Condominium management is now in transition from its earlier status as a spin-off from Nordblom to autonomous existence. It therefore seems particularly import at this time that the officers of the Board of Managers be Unit Owners.

2.3.1. Clerk (Interview with John Rousseau)

In discussion with Mr. Rousseau, who has served in the immediate past as Clerk, Mr. Sinclair inquired how Mr. Rousseau had been compensated, since Article IV, Section 9 of the Condominium By-Laws states that "no officer shall receive any compensation from the Condominium for acting as such."

Mr. Rousseau's reply was that he had been "wearing two hats", one as Clerk and one as Counsel. He had made no charge for acting as Clerk, the duties of which were not onerous, and had received normal fees for such legal services as he had rendered as Counsel.

Mr. Sinclair, in response, expressed the hope that he would continue to act as Counsel and that he would continue to provide the backup that he is sure he will need in performing his duties as Clerk. Mr. Rousseau agreed that he would be glad to do so.

Mr. Rousseau, in the immediate past, has acted as custodian of the Condominium records, which consist principally of the minutes of meetings of the Unit Owners and relevant proxies. It was agreed that he would continue to hold all such documents but that he would prepare copies of the minutes and any other records that he believes would be of interest to the Unit Owners for filing at the Condominium office.

Article I, Section 4 of the Condominium By-Laws specifies that "the office of the Condominium and of the Board of Managers shall be located at 50 Congress Street, Boston, Massachusetts", and Mr. Rousseau agreed that this is no longer appropriate. It is, therefore, proposed that this By-Law be amended to specify the location at 250 Beacon Street and that the office off the front lobby be used as the Condominium office.

Mr. Sinclair mentioned that the Board of Managers has voted that the Annual Meeting shall be scheduled on a regular basis for early November and that the budgetary period shall be established as the twelve-month period from November 1 to October 31 (Minute 1.3 of the January 9, 1978 meeting of the Board of Managers). Mr. Rousseau agreed that this seems a desirable change and that the fiscal year should be changed to coincide with the budgetary period. Article VI, Section 1 of the Condominium By-Laws originally stated that the fiscal year of the Condominium shall be the calendar year. This section was amended at the November 1, 1976 Annual Meeting of Unit Owners to read that the fiscal year shall be the fiscal period March 1 through the last day of the next succeeding

February. It is proposed that this By-Law be amended again to bring the budgetary period and the fiscal year into consonance.

Mr. Rousseau pointed out that in accordance with Article XII, Section I the Condominium By-Laws may be amended by a 75% vote of all the Unit Owners at a meeting called for that purpose. If a meeting is not called, a mail ballot can be used, but the action requires a unanimous vote of all Unit Owners. It is his opinion that the two amendments discussed above are sufficiently non-controversial that it is probably worth while to attempt to secure a unanimous vote by mail.

2.3.2 Treasurer (Interview with Russ Fogelin)

Mr. Fogelin was originally Treasurer of the Condominium, but John Rowland and George Dobbin have since held that office. His responses to various questions follow:

The Nordblom Management Company is privately held by the Nordbloms. The officers are:

Robert Nordblom, Chairman of the Board
Rodger P. Nordblom, President
Russell J. Fogelin, Executive Vice President/Treasurer
June Bogosian, Clerk

The Nordblom Company is interested in residential management contracts; while not particularly profitable, they help to carry the overhead.

The funds of 250 Beacon Condominium are segregated and deposited in a checking account at The First National Bank of Boston, held in the name of 250 Beacon Condominium Association Management. The account pays no interest. Two signatures are required on all checks, but both are currently at Nordblom (neither John Rowland nor George Dobbin wished to add their signatures). As a matter of policy, Nordblom employees cannot authorize expenditures in excess of the budget, any such expenditure requires specific approval by the Board of Managers.

The books of the Condominium comprise a Kardex file containing an individual card for each unit and under one binder, a Cash Receipts section and Cash Disbursements section, in which are entered in longhand and include all Condominium transactions.

Mr. Sinclair inspected these books and presented Mr. Fogelin with a Chart of Accounts that he had prepared, based upon the nomenclature used in the Nordblom accounts submitted to the Unit Owners over the past five years but grouped and organized in such form as to be suitable for use with a computer. Mr. Fogelin expressed interest and retained a copy for study.

The accounting currently in use is done on a cash basis. The proposed Chart of Accounts, on the other hand also comprises capital accounts that could be used in preparing a year-end balance sheet, which would require accrual accounting. Mr.

Fogelin volunteered to make a stab at preparing such a balance sheet, but shares Mr. Rousseau's opinion that treating the Condominium like a corporation might expose it to taxation as such.

With respect to taxation, he mentioned that 987 Memorial Drive, in Cambridge, which is also their building, does, in fact, file tax returns. They backed into this status by putting their reserve into a savings bank, which paid interest and reported the resultant Condominium income to the tax authorities as "1099 income". 250 Beacon has a parallel situation in the Parking Income, which has so far been passed through to the Unit Owners to be entered on their individual income tax returns as Miscellaneous Income. The status of Condominiums as taxable entities is apparently, at the moment, moot. There may, however, be advantages to the Unit Owners in having the Condominium pay taxes. The Treasurer of 987 Memorial Drive is a Mr. John B. Tillson and Mr. Sinclair has an appointment with him to discuss their experience.

2.4 Extension of Nordblom Contract

The Treasurer reported that he had discussed with Mr. Fogelin the possibility of extending the present contract for a few months to take the pressure off the Ad Hoc Committee for a recommendation by the end of February. He agreed that it would probably be everybody's advantage to be able to think through what is wanted in a thorough and unhurried manner and that he would take up the proposal with Nordblom Management.

He has now made a concrete proposal that the present contract be extended through the new budget period, ending on October 31. A proviso in this offer is that "unless on or before sixty (60) days prior to October 31, 1978 either party shall notify the other in writing of an intention to terminate this agreement, the contract will automatically renew for an additional twelve (12) month period." This provision means that a final decision about the management contract must be made before the end of August.

After discussion, it was agreed that the six month grace period is sufficiently beneficial to warrant acceptance of the proposed extension, and it was therefore VOTED that:

The extension of the existing Management Contract outlined in Mr. Fogelin's letter of January 20, 1978 to Dr. Donald B. Sinclair be, and hereby is, accepted.

2.5 Exclusive Listing

Article VIII, Section 11 of the Condominium By-Laws grants the Nordblom Management Company exclusive brokerage rights in the sale of any unit for a period of not less than sixty days (of Minute 1.8 of the January 9, 1978 Board of Managers Meeting).

The Treasurer discussed this provision with both Mr. Rousseau and Mr. Fogelin. Mr. Rousseau pointed out that it was less restrictive than might at first appear, since it refers only to the use of a broker and presents no impediment to the private sale of a Unit by the owner. Mr. Fogelin said that the provision was not important to Nordblom and

that he had already written a letter to another Condominium voluntarily withdrawing it exclusive listing rights.

At the Treasurer's request, he wrote a similar letter, addressed to him under date of January 26, 1978 and copies of this letter have now been distributed to all Unit Owners. This matter will be included in the mail ballot for By-Law changes (Minute 2.3.1 of these minutes).

2.6 Preliminary Budget

The Nordblom Management Company submitted a budget for the period from March 1, 1978 to October 31, 1978 which would bring the Condominium accounting into consonance with the new twelve-month budget period commencing November 1, 1978. The Treasurer noted that it is presented in the format of the suggested Chart of Accounts described under Minute 2.3.2 above. A copy is attached to these minutes.

The Treasurer noted the following comparisons of monthly costs with those of the previous six-month period:

Utilities: Substantially unchanged.

Heating: Down 42%.

Housekeeping Costs: Up 6%.

Maintenance: Down 20%.

Overhead: Up 45%.

Miscellaneous: Up 150%.

Total: Down 6%.

Heating is down because the budget period includes the summer months, rather than winter.

Maintenance is down because the previous budget included a \$1,500. for cleaning the limestone front of the building.

Overhead is up because the budget includes a \$2,850. item for insurance. The Management Fee is unchanged, but the content is slightly different.

Miscellaneous includes items for postage and office supplies and services which were previously included in the Management Fee, which is therefore up 3%.

The Treasurer recommended that the Board adopt the budget as submitted but that it study all its constituent items in depth during the next six months as an important element in developing the consensus position of the Unit Owners regarding the choice of a managing company.

After discussion, it was VOTED that:

The Board of Managers hereby accepts and adopts the Estimated Cash Expenditures proposed by the Nordblom Management Company under the date of January 1, 1978 for the eight-month period from March 1, 1978 through October 31, 1978.

2.7 Check Signing

Currently, checks on the Condominium account require two signatures (both of Nordblom employees) the By-Laws require that those empowered to sign checks be bonded. Don Sinclair agreed to investigate whether, in fact, this was the case. Also the Board plans to review the procedure for the authorization of payment for expense items.

2.8 Emergency Preparedness

In light of the snow storms this winter, and today's power failure, the Board felt that definite steps should be taken to set up emergency procedures for the building, including such items as:

- 1) A list of Unit Owners with telephone numbers and facilities available, such as a gas stove.
- 2) An evacuation plan, including assigned responsibility for checking that other Unit Owners are able to leave the building.
- 3) Improved emergency lighting in stairways, the basement, and other public areas.

It was agreed that George Dobbin would appoint such a committee.

2.9 Next Meeting

The next meeting will be held on Tuesday, March 14 at 6:00 P.M. in the Dobbins' apartment (Unit 6).

2.10 Adjournment

The meeting adjourned at 8:30 P.M.

Respectfully Submitted

Donald B. Sinclair,
Secretary

250 BEACON CONDOMINIUM
MEETING OF THE BOARD OF MANAGERS
TUESDAY, MARCH 14, 1978

The third meeting of the Board of Managers in 1978 was held in the apartment of George F. Dobbin (Unit #6) at 6:00 P.M. on Tuesday, March 14, 1978.

There were present:

Board of Managers

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V Hunter	
Walter J. Sugden	

Guest

Richard M. Hutchinson	Property Manager
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3.1 Minutes of the Previous Meeting

The third paragraph from the bottom on page 3 has been corrected to read:

"The books of the Condominium comprise a Kardex file containing an individual card for each unit and, under ^{one} ~~our~~ binder, a Cash Receipts section and Cash Disbursements section, in which are entered, in longhand, all Condominium transations."

With this change, the minutes of the meeting on Tuesday, February 7, 1978 were approved and placed on file.

3.2 Treasurer's Report

The Treasurer reported that he has been working on the balance sheets and operating statements, presented on a double-entry accrual basis and intended to supplement the Cash Operating Statements prepared by the Nordblom Company. He passed out pro-forma copies of a January 31, 1978

balance sheet and cumulative operating statements covering the periods September 1, 1977 to January 31, 1978 and September 1, 1977 to February 28, 1978. He asked the Board members to look these over and tell him, at the next meeting, if they find them helpful.

He then presented the Cash Operating Statements for the period September 1, 1977 to February 28, 1978, prepared by the Nordblom Company.

In connection with this report, Dick Hutchinson noted that the sum of \$3,659.85 was listed as accounts payable, and he referred to his memorandum of March 9, 1978 to the Board of Managers, which set forth the specific maintenance bills involved. These bills, which all arrived at the end of the six-month budget period, are mostly for maintenance jobs, \$2,500. representing emergency maintenance to the plumbing and heating system. They push the total expenditures for that period over the budget figure of \$36,000. by \$2,019.39.

In accordance with the terms of the contract between the Condominium and the Nordblom Management Company, the Board of Managers was consulted prior to authorization of the excess expenditures. The actual cost of emergency repairs was not known at that time. The plumbing bills have not been approved by the property manager pending additional explanatory information. George Dobbin volunteered to review these bills with Dick Hutchinson prior to payment.

It was noted that the adjusted cash balance stands as \$7,100.07 as of February 28, 1978, even if the entire payment of \$3,659.85 is made, and that this amount may be considered as made up of the cash component of the Working Capital Reserve in the sum of \$6,755.73, up slightly from the original amount of \$6,301.80, and a Special Assessment Reserve of \$344.34.

It was also noted that the monthly common-area charges have automatically dropped because the eight-month budget, which was adopted at the previous meeting, covers the summer months, when utility and heating costs are reduced. Future budgets will be established on a twelve-month basis, which will eliminate seasonal fluctuations. It was suggested that it might be wise to maintain the charges at the previous level, in order to build up the reserves more quickly, but this proposal was temporarily shelved, pending thorough study of the individual budget items and the future mode of operation of the condominium. It is hoped that some savings may be effected as a result of this review. The cash operating statement was approved and placed on file.

3.3 Filing with Land Court

Liz Hunter reported that, in the absence of Don Sinclair and in her capacity as Assistant Clerk, she had filed with the Suffolk Registry District of the Land Court a Certificate recording the By-Law amendment adopted at the Annual Meeting on November 28, 1977, which changed the membership of the Board of Managers from three to five. It also reported the election of Grant W. Schaumburg, Jr. and Donald B. Sinclair as the fourth and fifth members and the election of Elizabeth I-V Hunter to replace Robert C. Nordblom.

She noted that John F. Rousseau, Jr., who drew up the Certificate, now wishes to resign as counsel to the Condominium since he represents the Nordblom Company and senses the possibility of a future conflict of interest.

3.4 By-Law Changes

She also secured from John Rousseau a letter requesting approval of the three By-Law changes described in the minutes of the Board of Managers

meeting on Tuesday, February 7, 1978 (Minutes 2.3.1 and 2.5). Copies will be distributed to all Unit Owners, with a covering letter pointing out that unanimous approval is needed if a vote is not to be put off until the amendments can be brought before a formal meeting of the Unit Owners.

3.5 Eddy and Joe

Dick Hutchinson, in a memorandum to the Board of Managers dated March 4, 1978, relayed the information that both Eddy Curry and Joe Sheridan have indicated that they wish to retire.

Since receiving this memorandum, Don Sinclair reported that Eddy had called upon him and said that he did not really wish to retire at this time but that he wished to cut down his hours of work by taking time off on weekends. His wishes, in this respect, had been discussed earlier at the Special Meeting of the Unit Owners held on June 2, 1977, and the Unit Owners, at that time, had unanimously agreed that "every effort should be made to convince him to remain" and that "interviews with prospective part-time help should be started". Since then, part-time help had, in fact, been obtained but the individual hired had developed medical problems that caused him to leave.

Dick Hutchinson reported that he has not been able to find appropriate part-time help, citing the problems of finding trustworthy candidates and the quality of the superintendents' living accommodations here.

Don Sinclair commented, in reference to the latter, that Eddy proposes that someone be hired to work from 12:00 noon to mid-night, Saturdays and Sundays, and that they not be required to stay overnight. Eddy would thereby reduce his present work week by 24 hours, and he would be willing to accept a pro-rata pay cut to bring his income down to a level that would make it possible to receive some Social Security benefits.

Relative to Joe and Eddy's quarters, the rumor that they are required to pay for them was mentioned. Dick Hutchinson, in reply, said that it probably arose from the fact that, although the provision of living quarters under current tax law does not need to be considered as income to the recipients for income-tax purposes, it does for Social Security purposes. Joe and Eddy therefore have a small sum deducted from their salaries as part of their social-security tax. The apartments themselves are provided free.

It was suggested that the best sources of part-time help would be retired individuals and students, and Grant Schaumburg reported that he had been very successful in finding students to fill all kinds of jobs, from unskilled to highly skilled. He offered to provide Dick Hutchinson with names of the various student employment agencies which he has used.

Dick Hutchinson reported that Joe seems serious about retiring, that he has written a letter to Mr. & Mrs. Nordblom about it, but that he has not proposed a definite date.

It was generally agreed that a holding operation seems best, at the moment, pending resolution of the future-management mechanism. Grant Schaumburg will therefore start the process of developing a slate of student candidates to be interviewed for the part-time job after being screened by Dick Hutchinson. Don Sinclair will speak to Joe about staying on until a new mode of operation has been worked out.

3.6 Awning

The awning over the front sidewalk was badly damaged by falling ice this winter, and it must be replaced. There have been fairly strong feelings expressed by Unit Owners - both pro and con - about the current black-and-white stripes. A problem has certainly been deposit of grime, and it was semi-facetiously proposed that what is needed is "contrasting

soot colors". Liz Hunter volunteered to look into the matter, calling upon her husband for aesthetic advice. She will inquire about the kind of fabric that is best adapted for this service and whether wooden or metal reinforcement to protect against falling ice is practical and economical; she proposes to obtain three quotations from different suppliers.

3.7 Directories

In response to a question from Dick Hutchinson, it was agreed that the listing in the outer vestibule should contain only the names of the Unit Owners, without reference to the geographical location of their apartments or their legal numbers. It was noted that the inside listing beside the elevators is now readable, with white lettering, and that all the Unit Owners are listed with floor designations except, at their request, the Kennedys.

3.8 Next Meeting

This was a short meeting, because of other commitments by Board members. It was therefore agreed that an additional meeting should be called, before the next regular meeting, specifically to discuss the recommendations of the ad hoc subcommittee.

The next meeting will therefore be held at 6:00 P.M. on Tuesday, March 28, 1978 at the Schaumburg/Charles apartment (Unit 2¹/₀).

3.9 Adjournment

The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Donald B. Sinclair
Secretary

250 BEACON CONDOMINIUM

MEETING OF THE BOARD OF MANAGERS

TUESDAY, APRIL 11, 1978

The fifth meeting of the Board of Managers in 1978 was held in the apartment of Robert D. Hunter (Unit #4) at 6:00 p.m. on Tuesday, April 11, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V. Hunter	

5.0 Mrs. Walter J. Sugden

The Board of Managers VOTED, unanimously, to extend official condolences through this Minute to Walter J. Sugden upon the loss of his wife, Mildred Gillies Sugden, who died, after a long illness, on Sunday, April 9th. Don Sinclair offered to represent the Board at the funeral on Wednesday, April 12th, and Liz Hunter volunteered to select flowers to be sent to the Sugden's Unit on Thursday morning as a personal token of the Board's esteem and sympathy.

5.1 Minutes

The minutes of the meeting held on Tuesday, March 14, 1978 were approved and placed on file.

The minutes of the meeting held on Tuesday, March 28, 1978 were in the process of being typed. They will be presented for approval at the next Board meeting.

5.2 Treasurer's Report

It was noted that the first sentence of the final paragraph of the covering letter that went out to Unit Owners with the Cash Operating Statement for the period from September 1, 1977 to February 28, 1978 should read:

"The present eight-month budget has been distributed; starting next November 1st, the budget will be prepared on a twelve-month basis to coincide with the new fiscal year."

The Operating Statement for March was not yet available; it will be presented for approval at the next Board meeting. The Treasurer distributed copies of a letter to Russ Fogelin, requesting that he prepare Operating Statements and Balance Sheets to be available for distribution at the Special Meeting of Unit Owners in May. Past records will be re-stated in terms of the new fiscal year so that Unit Owners can make meaningful comparisons of year-to-year costs.

The Treasurer reported that he has obtained from the Nordblom Company the insurance file for study. As required by Article VI, Section 17 of the Condominium By-Laws, the policy now in force is written in the amount of \$1,990,000. to cover 100% of the estimated replacement cost of the building. It is currently carried by American Motorist Insurance Company, a member of the Kemper group, and the agent is Frank B. Hall and Co. of Massachusetts, Inc. The Treasurer will solicit bids from additional companies on a new policy to become effective on July 23, 1978, when the current policy lapses. He noted that the By-Law specifically requires the Board of Managers to "obtain at least annually an independent appraisal of the full replacement value of the Property. . . .without deduction for depreciation". The most recent appraisal was made on December 6, 1976.

5.3 Amendments to the By-Laws

Five of the Unit Owners have yet to respond to the request for approval of the By-Law changes, which went out on March 21, 1978. Unless approvals are received from all the Unit Owners, the amendments will have to be brought up for vote at the May meeting of Unit Owners.

5.4 Part-Time Help

Firth Griffith, a student at Harvard College, has been hired on a part-time basis to relieve Eddy Curry. He will be on duty from noon to midnight on Saturday and Sunday, and Eddy will be here from midnight to noon.

5.5 Security

Dick Hutchinson has obtained a quotation of \$275. for four door locks and sixty keys, in accordance with the requirements set forth in Minute 4.5.3 of the March 28, 1978 meeting of the Board of Managers. The possibility of a less costly solution will be investigated before this item is put before the Unit Owners at the May meeting.

5.6 Management

The bulk of the meeting was devoted to a discussion of the type of management that seems best adapted to meeting the needs and desires of the Unit Owners as currently understood.

There seems little doubt that we should seek, as a replacement for Joe, a responsible handyman, skilled in the mechanical trades. If an individual could be found who was also sufficiently well rounded in other areas, he might be able to carry out the responsibilities now assumed by the Property Manager. Under these circumstances, the higher compensation that such a man would undoubtedly require might be offset to some extent by eliminating the cost of a Property Manager.

As noted in Minute 4.5.1 of the Minutes of the March 28, 1978 meeting of the Board of Managers, the level of cost that the Unit Owners are willing to assume must be decided at the May meeting of the Unit Owners. It seems improbable, however, that the present twenty-four-hour coverage, provided by two live-in superintendents, can be continued after Joe leaves. On a

yearly basis, as an example of the potential costs involved, the present part-time help to relieve Eddy will, alone, increase the bill for wages by nearly \$2,000.

In approaching potential management companies for bids, the Board of Managers must obviously explore a range of possibilities, extending from delegation of all operating responsibilities, with the Board providing only policy guidance, to contracting out specific areas of work, with the Board, itself, assuming the top-level management function. Don Sinclair agreed to draft, for consideration at the next meeting of the Board of Managers, a letter outlining a range of options, which might go out as an invitation to bid.

The Ad Hoc Committee of Unit Owners has had an invaluable opportunity to determine, first-hand, the needs and wishes of the Unit Owners. It was therefore agreed that a representative of that Committee should be asked to sit with the Board of Managers when it interviews management firms expressing an interest in assuming a management job for the Condominium.

5.7 Special Meeting of Unit Owners

Article III, Section 4 of the By-Laws states that formal notice of any meeting of the Unit Owners shall be mailed "at least seven (7) but not more than fifteen (15) days prior to such meeting". In order to give Unit Owners more time to plan their attendance, however, it was agreed these Minutes should provide informal notice that the best time to hold the Special Meeting of Unit Owners now appears to be Tuesday, May 16, 1978 at 6:00 p.m. Mr. and Mrs. Maynard S. Tishman have offered to make their apartment (Unit #14) available as the meeting place.

5.8 Next Meeting of the Board of Managers

The next meeting will be held on Tuesday, May 2, 1978 in the Sinclair's apartment (Unit #2) at 6:00 p.m.

5.9 Adjournment

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Donald B. Sinclair
Secretary

250 BEACON CONDOMINIUM

MEETING OF THE BOARD OF MANAGERS

TUESDAY, MAY 2, 1978

The sixth meeting of the Board of Managers in 1978 was held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 p.m. on Tuesday, May 2, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V. Hunter	
Walter J. Sugden	

Guest:

Saul E. Moffie (for Minute 6.0)

6.0 Unit Owner's Complaint and Suggestions

At his request, Mr. Moffie (Unit #8) was given an opportunity to register with the Board the following complaint and suggestions:

6.0.1

6.01 Knocking Radiator Pipes

Mr. Moffie has recently been seriously ill, and he finds that banging sounds, which appear to be coming from the radiator in the rear bedroom, are disturbing his sleep.

The banging to which he refers was first apparent last year, after the installation of the new receiver tank and pump (cf Minute 4.52). It was very loud at that time, and Ace Heating Service, Inc., which installed the system, was called in to correct it. It was believed that, in fact, the problem had been solved. tp

During this winter, however, the heating system was switched over from the "old" boiler to the "new" one (we have two interconnected boilers, either of which can be used to heat the entire building), and banging again commenced.

The new banging is much lower in intensity than it was originally, but it is still objectionable. It has been theorized that the original banging was a "water hammer", which has been eliminated, and that the present banging is caused by mechanical movement of the pipes, arising from expansion and contraction with the heating cycles.

"Bernie" Green, owner of Ace Heating Service, Inc., is apparently the key man in getting it to work properly. Mr. Moffie knows him and respects his work, and he offered to call him and help put the pressure on him. George Dobbin is following the matter up.

6.0.2

~~6.02~~ Fire Hoses

The condition of the fire hoses was discussed. They have been inspected visually and appear to be in good shape. They will be checked out with the insurance company.

6.0.3

~~6.03~~ Drainage at Back Street Door

There is no drain at the bottom of the steps leading down to the entrance door. Water collecting there must run down the corridor to the areaway outside the building door to find an outlet. It was suggested that the entryway be raised to the level of the top of the bottom step and that a plastic drain pipe be installed to carry the water from a drain installed in it along the corridor to the present areaway drain.

Making this change would involve raising the Back Street door by the same amount, which would create different problems. The step down to the corridor level would still be required, but it would now be necessary to move it inside where it might create a safety hazard. At the same time, the transom window over the door would have to be eliminated and the door frame, which is steel-covered, would have to be altered.

6.0.4

~~6.04~~ Water Runoff from 248 Beacon Street

The walkway between 248 Beacon Street's garage and the 250 Beacon Street wall has no drainage system, and the concrete is broken and settled. The grade level is above the level at which the 250 Beacon Street brickwork begins, and the runoff seeps through the wall into the corridor that runs between the Back Street door and the areaway outside the building door; the wall is spalling badly along the corridor wall.

The company that owns 248 Beacon Street - the Elden Corporation in Cambridge - has been generally uncooperative, and it seems unlikely that they will voluntarily correct this situation. At the same time, since the problem is on their property, we can do nothing to solve it without their permission. The Board will attempt to come to some agreement but it seems likely that we shall either have to pick up the tab or institute legal proceedings.

6.0.5

~~6.05~~ Wall Switch in Basement Storage Area

When entering the corridor that leads to the several basement storage areas, one has to grope for a pull-type switch to turn on a light. There should be a wall switch, and George Dobbin volunteered to install one personally.

6.0.6

~~6.06~~ Awning

Liz Hunter reported that the awning will be replaced within the next ten days with a new one in green and gray stripes, at a cost of under \$500.

6.0.7

~~6.07~~ Grounds

It was agreed that the grounds should be spruced up and kept in good shape.

6.0.8

~~6.08~~ Water Leaks in Storage Areas

The storage areas at the front of the building are flooded when it rains heavily. It was suggested that the front lawn should be graded to slope away from the building, but this does not seem to be practical.

It appears that what should be done is to dig down on the outside and coat the walls with a bituminous treatment to a depth of about 36 inches. The inside of the walls should then be sealed with a cement coating. A Virginia Creeper vine, whose roots are contributing to the problem, should be uprooted and removed. The present wood sashes should be replaced with metal sash. A maximum cost of \$1,500 for the necessary work is estimated.

6.0.9

~~6.09~~ Living Quarters in the Basement

The possibility of obtaining the services of a live-in couple was raised again, and the question of adequate living quarters discussed. It is still the opinion of the Board of Managers that, among other things, space considerations preclude the development of a suitable apartment, but the possibility remains open.

6.1 Minutes

The last sentence of the third paragraph of Minute 4.2 should refer to "....Article III, Section 4 of the By-Laws", and the first subheading under Minute 4.5 should be numbered 4.5.1. With these corrections, the minutes of the meeting held on March 14, 1978 were approved and placed on file.

The minutes of the meeting held on March 28, 1978 were in the process of being typed. They will be presented for approval at the next Board meeting

6.2 Treasurer's Report

The Treasurer passed out copies of an Operating Statement for the month of March, prepared on an accrual basis, a Balance Sheet as of March 31, 1978, and a detailed Cash Receipts and Disbursements report, prepared on a cash basis and cumulative for the budget period. These will be prepared by the Nordblom Company and submitted monthly to the Board of Managers for their guidance.

These reports disclosed a Common Area net income for the month of \$321.00 and a Special Assessment net income of \$1,416.67. As of March 31, 1978, the Working Capital Reserve stood at \$8,195.80 and the Special Assessment Reserve at \$1,761.01. The reports were approved and placed on file.

6.3 Notice of Special Meeting of Unit Owners

In his capacity as Clerk, Don Sinclair presented copies of the Notice of Meeting and Proxy forms for the May 16, 1978 meeting. These were approved.

6.4 Management

Don Sinclair reported that he has been working on a letter to go out as an invitation to bid, but that it was not yet in final form. He passed out copies of the present contract with the Nordblom Company for study.

6.5 Window Washing

George Dobbin passed out copies of a quotation for window washing. It will be discussed at the May 16th meeting.

6.6 Waterproofing

George Dobbin passed out copies of a letter inviting bids on waterproofing the exterior walls. The quotations received will be discussed at the May 16th meeting.

6.7 Unit #15 (Helen L. Newman)

Mrs. Newman is selling her apartment. The transaction is being handled for her by

Mr. John W. J. Hobbs, Jr.
Senior Trust Officer
New England Merchants National Bank
28 State Street
Boston, Massachusetts 02106
Telephone: 742-4000, ext. 2497

Mr. Hobbs would be happy to hear from any Unit Owner who has either an interest in purchasing the apartment or a prospective purchaser in mind.

6.8 Next Meeting of the Board of Managers

The next meeting will be held on ^eTuesday, June 13, 1978 in the Dobbin's^{al} Apartment (unit #6) at 6:00 p.m.

6.9 Adjournment

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Donald B. Sinclair
Secretary

250 BEACON CONDOMINIUM ASSOCIATION

SPECIAL MEETING OF UNIT OWNERS

TUESDAY, MAY 16, 1978

Pursuant to notice dated May 3, 1978, a Special Meeting of the 250 Beacon Condominium was held in the apartment of Maynard S. Tishman (Unit #14), 250 Beacon Street, Boston, Massachusetts.

George F. Dobbin, President, called the meeting to order at 6:20 pm.

1. Roll Call

The Clerk made the following announcement:

"There are present, in person or represented by proxy, 18 Unit Owners, having 8,645 votes out of a total of 10,000. This is a majority of the Unit Owners, as defined by Article IV, Section 8 of the Condominium By-Laws, and constitutes a quorum."

The President thereupon declared the meeting to be legally constituted and in session.

(Later in the meeting, after late-comers had arrived, the Clerk reported that, in person and by proxy, all the Unit Owners were represented.)

2. Proof of Notice of Meeting

The Clerk, following earlier practice, will place on file a notarized affidavit certifying that the Notice of the meeting was mailed on May 4, 1978 to an attached list of Unit Owners.

3. Minutes of Previous Meeting

The President made the following statement:

"You have all received copies of the minutes of the previous meeting. Unless I hear a call from the floor that they be read in full, I shall ask the Clerk to summarize them.....Hearing none, I so call upon him."

The Clerk thereupon summarized the Minutes of the Annual Meeting of Unit Owners held on Monday, November 28, 1977 and called attention to the discrepancy between the need expressed therein for \$17,000 (to repoint and waterproof wall areas identified as #3, #5, and #9, and to caulk and paint the windows in those areas) and the supporting vote to authorize a Special Assessment in the amount of \$16,000. He pointed out that the discrepancy arose from confusion at the time of the

meeting about the availability of funds held in reserve and asked for a vote increasing the the total amount of the Special Assessment to \$17,000; he also pointed out that the monthly installments levied upon the Unit Owners so far have been calculated on this larger amount.

Upon motion duly made and seconded, it was then unanimously

VOTED: That the amount of the Special Assessment voted at the previous meeting be increased from \$16,000 to \$17,000.

The President then asked for any other comments or corrections. Hearing none, he asked that the minutes be approved as modified and placed on file.

Upon motion duly made and seconded, it was then unanimously

VOTED: That the minutes of the Annual Meeting of Unit Owners held on Monday, November 28, 1977, as modified by the previous vote, be approved and placed on file.

4. Reports of Officers

4.1 Treasurer

4.1.1 Treasurer's Report

The Treasurer referred to the Treasurer's Report dated May 15, 1978, which was distributed on that date. He apologized for not making it available earlier and asked for comments from the Unit Owners. Hearing none, he added the following remarks:

"I should probably issue here a caveat relative to the comments that I made in the cover sheet with respect to the general health of the reserve accounts. My remarks were intended to refer only to the normal Common-Area expenses. I have been asked if there is any reason to expect that the Common-Area charges will increase as a result of actions taken at this meeting. My answer has been no. The Special-Assessment situation, however, is something else again. It will be discussed later. I think it probable that we can go along at the present level of monthly charges until the Annual Meeting in November, but I must express my own doubt that the total monthly charges can be lowered at that time from what we are now paying, that is from the sum of today's Common-Area and Special-Assessment charges."

Upon motion duly made and seconded, it was then unanimously VOTED: That the Treasurer's Report dated May 15, 1978 be approved and placed on file.

4.1.2 Qualification of 250 Beacon Condominium Association as a Tax-Exempt Organization

The Treasurer referred to the items listed under Section 1 of the Notice of the meeting and commented that item a) had already been taken care of by an earlier vote.

He said that he considered the other items, identified as b) through e), to be interrelated and asked that they be voted upon as a package.

It was thereupon duly moved and seconded that the items referred to be approved.

In discussion, the Treasurer made the following presentation:

"Section 528 of the Internal Revenue Code specifically recognizes housing associations as tax-exempt organizations, and both the IRS and the Commonwealth have special tax-reporting forms. The basic philosophy, as expressed by the Congress in the Tax Reform Act of 1976, is that the owner of a Condominium Unit should be treated, from a tax standpoint, in the same way as the owner of a house.

If we elect to qualify under Section 528, we are taxed only on activities that are not directly related to the operation and maintenance of the building. Thus, the Parking and Laundry-Room Revenues would be taxable, as they are now, the only difference being that the Association would pay the tax instead of the individual Unit Owners.

Up to this point, no Association funds have been placed in interest-bearing accounts because it has been feared that the Association might be treated as a corporation providing services, particularly by the Commonwealth, if it were perceived as receiving '1099 interest' that was routinely reported to the tax authorities. This fear, so far as I have been able to find out, is unwarranted, and I would like to put our reserves into NOW accounts, which are available for not-for-profit organizations at two Boston commercial banks.

The basic fiscal requirements that must be met to qualify under Section 528 are that the Association must derive at least 60% of its receipts from Common-Area and Special-Assessment charges and that at least 90% of its expenditures must go for "acquisition, construction, management, maintenance, and care of Association property". Qualifying would enable the Association to put by up to 10% of its annual expenditures (including additions to reserves), without tax liability other than tax on the interest earned. Even if no attempt is made to amass a sizable sinking fund, it would seem prudent to allow the reserves to grow enough to stay ahead of inflation."

There was no further discussion, and it was unanimously

VOTED: That the Board of Managers take the necessary actions to implement: transfer of \$2,489 from Working-Capital Reserve to Special-Assessment Reserve

qualification of 250 Beacon Condominium Association as a tax-exempt organization under Section 528 of the Internal Revenue Code

opening a separate interest-bearing bank account for the Special-Assessment Reserve

changing the present bank account from a non-interest-bearing checking account to an interest-bearing NOW account.

4.2 President

4.2.1 Window Washing

The President noted that the Condominium By-Laws state that "the washing of exterior glass shall be made by the Board and shall be charged to all the Unit Owners as a common expense". Since the By-Laws were originally adopted, several apartments have replaced movable sash with fixed picture windows, the outside surfaces of which can only be washed from external scaffolding.

After discussion, it was agreed that it is no longer appropriate to wash windows as a common expense.

Upon motion duly made and seconded, it was then unanimously

VOTED: That the words "...and the washing of exterior glass..." be deleted from Section VI, Article 8(b) of the By-Laws of 250 Beacon Condominium and that any such washing be recognized as an individual responsibility of each Unit Owner.

4.2.2 Emergency-Preparedness Committee

It is agreed that there is a need for an in-house group of people who will be responsible for establishing, maintaining, and implementing plans and programs to cope with disasters of various kinds. The fire between 256 Beacon Street and Eddy Curry's apartment two years ago and the seventeen-hour loss of electric power caused by this February's blizzard were cited as examples.

Responsibility for notifying people of problems, plans for emergency evacuation, and lending helping hands where needed are proper activities for a Unit Owners' committee. It was generally agreed that we are, in fact, a community and that we are responsible for each other.

It was suggested that such a committee should look into such things as the condition and availability of fire hoses and the adequacy of emergency-lighting facilities and to make recommendations to the Board of Managers.

The President appointed Grant W. Schaumburg, Jr. as Chairman of a standing Emergency-Preparedness Committee; Susan M. Eastham and Norman Raben volunteered to serve with him.

4.2.3 Waterproofing of Exterior Walls

The President passed out tabulations of bids received for the work discussed at the November 28, 1977 Annual Meeting, which run \$3,000 to \$4,000 higher than was estimated at that time. He pointed out that we have not been able to proceed with any of this work as yet because we have not accumulated sufficient cash to do it on even a partial basis; the entire \$17,000 called for in the current Special Assessment will not be available until December. It therefore seems that some of the work may have to be postponed until next year.

It was mentioned that some of the work already done does not seem to have been completely successful; in fact, problems may remain in Area #2 (Unit #18-Ehrich), Area #8 (Units #15 and #12-Newman and Ajami), and Area #6 (Units #10, #6, #4, #2-Kennedy, Dobbin, Hunter, and Sinclair). It was questioned whether, with this in mind, the complete job, as envisaged, would actually cure the problem. In discussion, it was pointed out that a brick wall moves and that, in consequence, cracks sometimes develop after they have been thought to be eliminated. The characteristics of the mortar used are therefore critical with respect to flexibility and sealing power. It is sometimes

necessary to do some parts of a water-proofing job more than once before it can be considered successful, and none can be considered permanent. Many of the Condominium Units have plaster applied directly to the inside surfaces of the outer walls, and this plaster is directly exposed to moisture seeping through. The problem of peeling paint can be, and in other Units, has been cured by "furring out inside dry wall", that is by creating a false wall of plaster board, with an air space between it and the outer wall of the building.

Other leaks than those previously discussed are occurring in the elevator "dog house" on the roof and through the basement walls into the storage cubicles on the Beacon Street end of the building. The leaks in the elevator dog house can probably be taken care of within the Common-Area Maintenance budget, but a cure for the the basement leakage will probably run about \$1,500, and this item should be included with the others to be paid for by Special Assessments. The leakage problem in the wall of the corridor leading into the building from the outer Back Street door is a special problem because it involves 248 Beacon Street, the management of which has been notably uncooperative.

Despite the various uncertainties, there was considerable support among the Unit Owners for going ahead right away with all the work described, instead of doing it in installments, and the possibility of borrowing the money to do it now was discussed. The Association itself does not have sufficient assets to be a good credit risk for a bank, but it was suggested that the Board consider the possibility of borrowing the necessary funds from Unit Owners, either as loans or prepaid assessments.

4.2.4 Long-Term Maintenance

The President reported that he has been working on an assessment of the future needs for building maintenance but that it is an involved and complex problem and that he has not yet been able to put together a comprehensive plan, complete with timetable and projected costs. He then discussed briefly the following elements of such a plan, which he has so far considered:

4.2.4.1 Elevator

The elevator operates with very little down time, and a second elevator is available during such periods. Normal service continues under an "Oil and Grease" contract with Beckwith Elevator.

4.2.4.2 Plumbing

Considerable repairing of leaks in domestic cold and hot water lines was required over the past six months. These leaks occurred mostly on the Beacon Street end of the building, from the first to the seventh floor. Incidental to these repairs was patching of damaged walls and ceilings.

4.2.4.3 Furnace

The older boiler is showing signs of age, and one section is leaking. We can bypass this section and get by ok. Piping to this boiler developed leaks and was replaced this spring.

Two motors on the condensate-return system burned out and were replaced. Although out of warranty, we expect to come to an agreement with Ace Heating Service, Inc. to share the cost.

Hammering developed at the newer boiler when it was put into service. Ace Heating Service has returned several times in an attempt to solve this. The noise has been reduced, and we will continue to follow up.

The numerous problems with our heating system suggest that we should hire a mechanical engineer to make a study of the system and advise us about possible remedies.

The Board is currently exploring the cost of converting the burners from #6 to #2 oil. A conversion could produce:

- a) A decrease in maintenance cost
- b) Elimination of the cost of pre-heating
- c) Elimination of re-bricking fire boxes
- d) A saving in fuel consumption

The conversion cost, including new burners, would be in the neighborhood of \$4,500.

We should also look at the possibility of converting to gas.

We are now using our boilers in the summer solely to produce domestic hot water. This is not only extremely inefficient but makes the boiler room and the surrounding areas uncomfortably hot.

4.2.4.4 Electrical System

The wiring throughout the building is generally quite good. When funds permit, we should rewire the basement lighting.

4.2.4.5 Roof

The roofs are in fair shape; we should be able to get by with occasional patching for the time being.

5. Report of Board of Managers

5.1 New Locks and Keys

The Board recommends that the locks on the four doors opening on Beacon Street and Back Street be changed to a type having keys that can only be replicated at the factory. The cost of making this change and supplying about 60 keys is about \$275. After discussion, on motion duly made and seconded, it was unanimously

VOTED: To change the locks on the four entrance doors to a type having keys that can only be replicated at the factory, at a cost of approximately \$275.

5.2 Outer-Door Closing Hour

This item, which was listed as number 3 b) on the Meeting Notice, was not taken up at the meeting. It was, however, informally agreed by the Board members, after the meeting, that, on an experimental basis

- a) the Back Street outer door will not be bolted from the inside until 11:00 pm
- b) the Beacon Street outer door will remain open until 11:00 pm during the week
- c) the Beacon Street outer door will remain open until midnight on Saturday and Sunday, when Firth Griffith leaves.

6. Report of Committees

6.1 Ad Hoc Subcommittee of Unit Owners

The report of the Sub-Committee, which was established at the Annual Meeting on November 28, 1977, was received by the Board and taken up at its March 28, 1978 meeting. Its recommendations about what management services should be supplied to meet the needs and desires of the Unit Owners have been most helpful in guiding the Board in its subsequent deliberations. To take ad-

vantage of the Subcommittee members' unique first-hand knowledge of the Unit Owners' interests, the Board has agreed to ask them to designate a representative to sit with the Board when it interviews management firms that have expressed interest in assuming a management role for the Condominium.

7. Unfinished Business

7.1 Amendments

The President made the following announcement relative to the amendments that were submitted to the Unit Owners for mail votes on March 21, 1978:

"The Clerk informs me that he has received positive responses from all the Unit Owners by mail and that, therefore, the amendments relating to the location of the Condominium office, the elimination of any requirement that Nordblom be involved in the sale of any Unit, and the establishment of the new fiscal year have been unanimously approved."

7.2 Future Management

There was a lengthy discussion of the direction that should be followed in future, and the following salient points emerged:

a) A substantial majority of the Unit Owners, if not all, agree that, whatever arrangement is finally adopted, the resident superintendent should be an employee of the Condominium Association.

With this in mind, the Board of Managers was encouraged to start looking immediately for a replacement for Joe Sheridan, to be available by August 1.

b) Some hope was expressed that it might be possible to hire a couple. Whether or not this can be accomplished, the Unit Owners in attendance at the meeting were strongly in favor of improving the quality of the basement accommodations. The cost of putting Joe's apartment in good shape was estimated, by a Unit Owner, at \$2,000.

c) It was recognized that there are basically three levels of management that must be considered:

The Board of Managers is responsible for setting the direction but cannot, in general, play an active day-to-day role. Its function is administrative.

There must be an individual who can deal with contractors and make decisions consonant with the guidelines and rules established by the Board of Managers. His function is executive.

There must be an individual in residence who can interact directly with the Unit Owners and carry on the necessary day-to-day activities that are needed to keep the building going. His function is operative.

d) It is possible, even if unlikely, that we can find a single individual who can (and will) do both the second and third jobs. If he can be found, he will need to be very well paid. Probably the most important requirement is that he be skilled in the mechanical trades.

e) The Board of Managers cannot do both the first and second jobs. No matter what talents the members may bring to the Board, they cannot always be available on short notice.

f) Accounting and secretarial services can be readily obtained on an hourly basis. What is more difficult to obtain is experience with maintenance problems, how to solve them, and whom to call upon for help when needed.

It was agreed that another Special Meeting of Unit Owners will be needed before we can come to a final decision about the management system of the future; it will have to be held during July, in order to meet the ninety-day deadline of the Nordblom contract. The best date appears to be Tuesday, July 11, 1978 at 6:00 pm.

8. Adjournment

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

VOTED: To adjourn.

A true record.

Attest

W.B. Sinclair

Donald B. Sinclair, Clerk

250 BEACON CONDOMINIUM ASSOCIATION
SPECIAL MEETING OF BOARD OF MANAGERS

THURSDAY, MAY 25, 1978

The seventh meeting of the Board of Managers in 1978 was a special meeting, called by telephone on three days' notice and held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 pm on Thursday, May 25, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V. Hunter	Assistant Clerk

Walter J. Sugden was unable to attend because of a last-minute conflict.

7.1 New Bank Accounts

Pursuant to the vote taken at the May 16, 1978 Special Meeting of Unit Owners, the Treasurer reported that he had made preliminary arrangements with the Shawmut Bank of Boston, N.A. and the State Street Bank and Trust Company to open NOW accounts.

The Shawmut account, which will be used for the regular Common-Area expenditures, replaces the present account at the First National Bank of Boston; it will be located at the Fairfield-Boylston Branch (799 Boylston Street). The State Street account will be used for the Special-Assessment expenditures; it will be located at the Copley Square Branch (587 Boylston Street).

It was agreed that, in accordance with the provisions of Article IV, Section 8 of the By-Laws, checks issued on both accounts will all be approved and signed by two members of the Board of Managers.

The accounts will be opened on June 1, 1978 by deposit of checks drawn upon the present First National account, which will be closed out. The Nordblom Management Company, following current practice, will make out future checks on the new accounts and, unless experience dictates a different method of operation, will present them for approval and signature twice a month.

The monthly checks from Unit Owners will be deposited in the Shawmut account, and the portion that represents Special Assessments will be transferred, about the middle of the month, by a single check, drawn upon the Shawmut account. Any pre-payments or delinquencies will be reflected in the Shawmut account.

7.2 Association Promissory Notes

The Treasurer presented for discussion a memorandum dated May 24, 1978, which supplemented his memorandum of May 19, 1978 on borrowing to finance major maintenance programs. It was approved for distribution to all Unit Owners, with an attached ballot seeking expressions of approval or disapproval and willingness to participate.

7.3 Future Management

It was agreed that the Board of Managers cannot "go it alone" without the assistance of either a very broad-gauge resident superintendent or an experienced property manager. Such a property manager should have daily contact with the superintendent and maintain good communication with the Board of Managers; he should have extensive practical understanding of the mechanical trades and be able to evaluate the capabilities and quality of work of contractors as well as the appropriateness of their prices; and he should know when to make unilateral decisions and when to consult with the Board of Managers. Don Sinclair was urged to complete, as soon as possible, his "letter to go out as an invitation to bid".

7.4 Next Meeting

The next regular meeting will be held, as previously announced, on Tuesday, June 13, 1978 at 6:00 pm in the apartment of George F. Dobbin (Unit #6).

7.5 Adjournment

The meeting adjourned at 7:30 pm.

Respectfully submitted,



DBS:dbs

Donald B. Sinclair, Secretary

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF BOARD OF MANAGERS

Tuesday, June 13, 1978

The eighth meeting of the Board of Managers in 1978 was held in the apartment of George F. Dobbin (Unit # 6) at 6:00 P.M. on Tuesday, June 13, 1978.

There were present:

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

8.1 Minutes

The minutes of the May 2, 1978 meeting of the Board of Managers were hurriedly typed by one of the members of the Board of Managers, in order to be available for distribution to the Unit Owners well in advance of the May 16, 1978 Special Meeting of Unit Owners, and they were not proofread. They contained a number of typographical errors, but it was agreed that they did not contribute to misunderstanding, and they were approved as distributed and placed on file.

The minutes of the May 25, 1978 Special Meeting of the Board of Managers were also approved and placed on file.

8.2 Treasurer's Report

The monthly figures for May were prepared by the Nordblom Company and distributed to the Board of Managers. They are available for inspection by any Unit Owner through any member of the Board of Managers, but it is currently planned to distribute them to all Unit Owners only at six-month intervals, at the time of the Annual Meeting of Unit Owners in November and the Special Meeting of Unit Owners in May.

As of the end of May, the cash balance was \$13,155.26; the common area net income was \$907.13, and the total reserves were \$13,652.68.

8.3 Promissory Notes

The Treasurer reported that in response to his memoranda of May 19 and 26, he received (in his capacity as Clerk) 11 ballots expressing approval of his suggested loan

program and no negative votes.

Eight Unit Owners offered to take up the loan in the following amounts:

<u>No. Unit Owners</u>	<u>Amounts</u>	<u>Total</u>
1	\$4,000.	\$ 4,000.
2	3,000.	6,000.
3	2,000.	6,000.
<u>2</u>	<u>1,000.</u>	<u>2,000.</u>
8		\$18,000.

One Unit Owner asked to be reimbursed quarterly; the others followed the proposed monthly repayment schedule. Promissory notes were made out accordingly and the deal was consummated.

8.4 New Bank Accounts

The Treasurer reported that Dick Hutchinson, Property Manager, accompanied him when he opened the two NOW bank accounts on Thursday morning, June 1.

The State Street account was opened in the amount of \$23,083.35 * ; the Shawmut account was opened in the amount of \$6,071.91. It was noted that the latter amount is \$229.89 less than the original working capital reserve of \$6,301.80; however, when one adds the accounts receivable and the prepaid insurance (assets) and subtracts the accounts payable (liabilities), one arrives at a figure of \$6,569.33 for the actual working capital reserve, a figure \$267.53 in the black. It is expected that the working capital reserve will increase further during the summer months.

The check books are being turned over to the Nordblom Company, which will be responsible for making out the checks, and the monthly bank statements will go first to the Nordblom Company before being reviewed by the Treasurer.

8.5 Prospectus for Future Management

Don Sinclair presented what has previously been referred to as a "letter to go out as an invitation to bid". Now entitled a Prospectus, it is a six-page document describing the building, its history, the nature of its management, and the desires of its inhabitants. A copy is appended to these minutes.

* One check for \$2,000. had not yet been received from a Unit Owner. It has now been deposited, bringing the total amount to \$25,083.35.

8.6 Future Management

A copy of the Prospectus referred to in the previous minutes has been given to the Nordblom Management Company for their early study.

Other possible candidates for the management job have begun to surface. The Board of Managers is not anxious to interview large numbers, on a "fishing expedition" basis. It was therefore agreed that, at least at first, priority attention would be given to companies or individuals that already knew something about the building or that came with very high recommendations from sources deemed reliable by Board Members.

One such individual is Peter Scully, who manages 1010 Memorial Drive and 221 Mount Auburn Street in Cambridge, and 180 Beacon Street and 282 Beacon Street in Boston. He is interested and has been given a copy of the Prospectus for study. Grant Schaumburg has talked to him on a couple of occasions, and Don Sinclair has met with him and Grant for a brief chat.

Linnell & Company, well known to George Dobbin, has also expressed interest; he will see that they get a copy of the Prospectus.

Ralph E. Bailey, who knows the building well, has expressed interest and will receive a copy of the Prospectus.

Hunneman & Company, Inc. has written to George Dobbin, expressing interest. Although it is a large company and does not seem to fit the pattern that the Board currently envisages, they will also receive a copy of the Prospectus.

Norman Raben has agreed to sit down with the Board, as a representative of the Unit Owners' Ad Hoc Committee, when it begins serious discussions with potential management companies but will not be available for the next couple of weeks.

Candidates for the management job will be encouraged to submit proposals that they believe will comport with the conditions outlined in the Prospectus, recognizing the particular interests and requirements of the Unit Owners.

The Board Members will welcome any information or opinions of Unit Owners about the potential candidates noted above. They will also appreciate any suggestions of candidates about whom the Unit Owners have personal knowledge and about whom they are enthusiastic.

Minute 7.2 of the May 16 Special Meeting of Unit Owners erred in stating that there is a "ninety day deadline" in the present Nordblom contract extension. It is actually sixty days, and a final decision about future management need, therefore, only be reached before August 31, 1978 rather than July 31. It was, nevertheless, agreed that the Special Meeting of Unit Owners now scheduled for July 11, 1978, should not be rescheduled.

8.7 Security

It was agreed to go ahead with the replacement of the present four outside locks with Medeco SKYlocks, at a cost of about \$275.00. Each Unit Owner will automatically receive two keys; additional keys will be available, on request, and will be registered on a security listing. They cannot be replicated by the key cutting shops scattered about town.

8.8 Maintenance

George Dobbin reported that he had received the following comparative estimates for heating by # 6 oil, # 2 oil, and gas from Boston Gas: \$14,000./year, \$16,500./year and \$22,000./year. Our actual experience for the period March 1, 1977 - February 28, 1978 was a cost of \$13,110.95 for the # 6 oil. It is clear that the use of gas is not, at the moment, an economical solution. He has, however, received advice from three separate sources that the incidental savings from a switch to # 2 fuel oil will more than compensate for the differential of \$2,500. between the cost of the # 6 and # 2 oil. It was, therefore, agreed to go ahead with the necessary modifications of the burners, provided that the older of the two boilers is, upon inspection, determined to be in satisfactory condition.

Now that the \$18,000. loan is in place, he proposes to go ahead immediately with the waterproofing work, giving first priority to old leaks that have apparently not yet been cured.

8.9 Emergency Protection Committee

Grant Schaumburg reported that this committee is developing a list of recommendations for consideration by the Board of Managers.

8.10 House and Garden Committee

It has been reported that the man who used to do the outside work died since last year. Firth Griffith mowed the grass a couple of times, but otherwise there had been no work done on the grounds.

A group of Unit Owners, with encouragement from the Board of Managers, seized the initiative and set up an informal committee under the chairmanship of Barbara Riley (Unit # 20) to tidy up the yard, trim the hedge, and plant flowers in the two urns by the front door. The work was carried out over the weekend by two gardeners engaged by Mrs. Riley at a cost of \$62.00; this bill was approved by the Board as an appropriate charge against the budget for Grounds.

It was agreed that this committee should also become a formal standing committee and that it should prepare recommendations for consideration by the Board of Managers.

8.11 Ash Tray

It was reported that several Unit Owners object to the ash tray that has been installed by the elevator on the ground floor. It is suggested that it be replaced by a modest floor stand in the corner to the right of the elevator door.

8.12 Firth Griffith

Dick Hutchinson reports that Firth Griffith has accepted a fellowship and that he is interviewing candidates to replace him.

8.13 Special Meeting of Unit Owners

Grant Schaumburg and Cynthia Charles (Unit # 21) have agreed to host the Special Meeting of Unit Owners to be held on Tuesday, July 11 at 6:00 P.M. A formal notice, in accordance with the By-Laws, will be sent out two weeks before that date.

8.14 Adjournment

The meeting was adjourned at 7:45 P.M.

Respectfully submitted,

D. B. Sinclair, Secretary

250 BEACON CONDOMINIUM ASSOCIATION

SPECIAL MEETING OF UNIT OWNERS

TUESDAY, JULY 11, 1978

Pursuant to notice dated June 26, 1978, a Special Meeting of the 250 Beacon Condominium was held in the apartment of Grant W. Schaumburg, Jr. and Cynthia T. Charles (Unit # 21), 250 Beacon Street, Boston, Massachusetts.

George F. Dobbin, President, called the meeting to order at 6:15 P.M.

1. Roll Call

The Clerk made the following announcement:

"There are present, in person or represented by proxy, 18 Unit Owners, leaving 8,861 votes out of a total of 10,000. This is a majority of the Unit Owners, as defined by Article IV, Section 8 of the Condominium By-Laws and constitutes a quorum."

The President thereupon declared the meeting to be legally constituted and in session.

2. Proof of Notice of Meeting

The Assistant Clerk, following earlier practice, will place on file a notarized affidavit certifying that the notice of the meeting was delivered on June 26, 1978, to the door of each of the twenty-one Units in the building.

3. Minutes of Previous Meeting

The President made the following statement:

"You have all received copies of the minutes of the previous meeting. Unless I hear a call from the floor that they be read in full, I shall ask the Clerk to summarize them.....Hearing none, I so call upon him".

The Clerk thereupon noted that he had discovered no errors or omissions, and the President asked for any comments or corrections by Unit Owners. Hearing none, he asked that the minutes be approved and placed on file.

Upon motion duly made and seconded, it was then unanimously

VOTED: That the minutes of the Special Meeting of Unit Owners held on Tuesday, May 16, 1978 be approved and placed on file.

4. Reports of Officers

4.1 Treasurer

4.1.1 Treasurer's Report

The Treasurer expressed his regret that the financial results for June had not yet been received and that he was therefore unable to present an up-to-date report.

4.1.2 Promissory Notes

The Treasurer noted that, in the minutes of the June 13, 1978 meeting of the Board of Managers, it was reported that the \$18,000. loan was successfully consummated.

These minutes were received by the members of the Board of Managers just prior to the meeting and will be distributed to all the Unit Owners as soon as copies can be prepared.

4.1.3 Bank Accounts

The new NOW accounts have been opened and are in use. This is also reported in the minutes of the June 13, 1978 meeting of the Board of Managers.

4.1.4 Insurance

Competitive bids for the insurance of the building from Frank B. Hall and Liberty Mutual are now in hand and are being studied prior to the policy renewal on July 23, 1978 (cf Minute 5.2 of the April 11, 1978 meeting of the Board of Managers).

4.2 President

4.2.1 Contract for Exterior Work

The President reported that he has let a contract to Allstate Roofing for all the needed waterproofing in the amount of \$16,940. and that the work will commence in about ten days. It includes "pick up work" on old leaks. Painting and putting the windows in Areas # 3, 5 and 9 will be done at an additional cost of \$11. per window; Unit Owners will be notified when their windows are to be done so that they can remove storm sash.

4.2.2 New Locks

As reported in Minute 8.7 of the June 13, 1978 meeting of the Board of Managers, we are going ahead with the installation of Medico SKYlock cylinders. In addition, however, it seems advisable to replace or rebuild the entire lock mechanism on the inner front door, which is badly worn. A replacement will cost about \$250. and rebuilding about \$150.; a decision about which alternative to adopt has not yet been reached.

It was suggested by a Unit Owner that the screen door for the inner front door be equipped with the same lock and covered with sturdy wire mesh so that the front lobby can be adequately and safely aired during hot weather. This suggestion will also be considered.

4.2.3 Change from # 6 to # 2 Oil

No contract has been let as yet. Before proceeding further, we may find it to our advantage to have an expert analysis of the entire system.

5. Report of Board of Managers

There were no specific recommendations by the Board of Managers.

6. Reports of Committees

6.1 Emergency Preparedness Committee

Grant Schaumburg reported that this committee has met and is preparing recommendations to the Board of Managers with respect to security, fire, snow, loss of power, stocks of emergency supplies, etc. In particular, he noted that a representative of the Fire Department is coming in next week to go over the building with Norman Raben. The minutes of the meeting are appended to these minutes.

6.2 House and Grounds Committee

Mrs. Riley took the lead in sprucing up the front yard and urns by the front door (cf Minute 8.10 of the June 13, 1978 meeting of the Board of Managers). It was agreed that her informal committee should be recognized as a standing committee, and she agreed to recommend to the Board of Managers a program of grounds maintenance with cost estimates for budgetary control.

7. Unfinished Business

7.1 New Management

In his capacity as Clerk, Don Sinclair again apologized for not getting the minutes of the June 13, 1978 meeting of the Board of Managers into the hands

of the Unit Owners before the meeting. Minute 8.6 of those minutes summarizes the current status of the search for candidates for the job of manager, and the six page Prospectus appended thereto outlines what we are now receiving under the Nordblom contract and what we believe we should look for in the future. In order to set the stage for the ensuing discussion, he read aloud the last page and a half of this Prospectus, devoted to "Future Management".

It was pointed out that the Board has considered what the members believe to be all the viewpoints expressed by the Unit Owners and must now weigh conflicting requirements, one against the other, to arrive at the best possible compromise. Before doing so, however, the Board would like, once again, to sound out the sentiments of the group to make sure that they properly appreciate them. The Unit Owners present were therefore encouraged to express their views as succinctly as possible. Some salient points that were brought out follow:

1. We should hire the best superintendent we can get. He is the key to successful management.
2. We should have a live-in superintendent who can be on call at any time, if needed.
3. If we start with a good superintendent, we might dispense with a Property Manager until it is clear that we need one.
4. We should not expect too much of the Board of Managers. We need an outside manager; the superintendent, no matter how good, is not enough.
5. The current weekend help is not receiving sufficient direction. There should be more supervision, or at least a good job description.

After considerable discussion of these topics, upon motion duly made and seconded, it was unanimously

VOTED: That the Unit Owners present wish to have twenty-four hour coverage by a live-in superintendent.

Upon motion duly made and seconded, it was also unanimously

VOTED: That the Unit Owners present wish to express their confidence in the Board of Managers.

7.2 Joe Sheridan

Joe Sheridan is retiring on July 31, 1978, after nearly fifty years at 250 Beacon Street.

Upon motion duly made and seconded, it was unanimously

VOTED: That the Unit Owners express their appreciation to Joseph Sheridan for his

long service and their best wishes for many more years of well deserved leisure.

George Dobbin, as President, was requested to prepare an official document expressing these sentiments and to present it to Joe.

Rather than collect a purse from all the Unit Owners for Joe, it was agreed that individual Unit Owners should make directly whatever monetary contributions they feel are appropriate to their particular relationships with him.

7.3 Mrs. Newman's Apartment

Mrs. Newman's apartment (Unit # 15) has been sold to Edith R. Schwartz of 92 Francis Street, Brookline, Massachusetts.

8. New Business

8.1 T.V. Antenna

At the Annual Meeting of Unit Owners, held on November 20, 1975, it was voted that the Board of Managers be authorized "to install a new antenna system for the Condominium". It now appears that this antenna is not giving adequate service to several Unit Owners.

Don Sinclair offered to study this situation and make recommendations for changes that would provide better signals. He pointed out, however, that he would not be able to undertake this task until his return from Canada in October. None of the Unit Owners present indicated that this schedule was unsatisfactory, and he will follow up at that time.

8.2 Assessments

A Unit Owner expressed the opinion that the assessments of the several Units for tax purposes are too high. It was therefore agreed that comparisons with assessments of neighboring properties should be obtained and that petitions for abatement should be initiated, if warranted. Liz Hunter agreed to follow up this matter.

9. Adjournment

At 7:40 P.M., there being no further business, on motion duly made and seconded, it was

VOTED: To adjourn.

A true record.

Attest:

D. B. Sinclair, Clerk

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF BOARD OF MANAGERS

Tuesday, August 8, 1978

The ninth meeting of the Board of Managers in 1978 was held in the apartment of Elizabeth I-V Hunter (Unit # 4) at 5:45 P.M. on Tuesday, August 8, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer-Clerk
Elizabeth I-V Hunter	
Walter J. Sugden	

Guest: Richard M. Hutchinson Property Manager
(for Minute 9.0)

9.0 Discussion with Richard Hutchinson

Dick Hutchinson expressed his feeling that there has recently been a problem of inadequate communication with the Board of Managers, particularly with respect to coverage of the building and that he wished to discuss several matters with the Board.

9.0.1 Resident Superintendents

The current situation was reviewed for Don Sinclair, who has been in Canada for the past month. Joe Sheridan, as expected, left as of the end of July; Eddy Curry has had to leave for two or three weeks because his sister in England is seriously ill; and the part-time replacement had to leave unexpectedly because his mother had a heart attack.

The net result of these calamities was that the building was suddenly left without coverage except for what the members of the Board of Managers could supply.

Dick Hutchinson, who had not expected to be called upon, because he understood that the Board was seeking its own employee as resident superintendent, produced a candidate on short notice. He emphasized that, under the circumstances, the Nordblom Company could not pursue its customary painstaking study of the candidates' qualifications, and, in fact, the members of the Board who were available at that time, decided that he was not suitable for consideration as a long-term employee.

Peter Scully, who is one of the candidates for the job of managing the Condominium *, was fortunately in a position to supply an individual who could provide temporary part-time coverage. Bob Simonelli is currently assuming this responsibility, as his employee, on loan.

In response to a question from Dick, the Board agreed that he should continue to provide all the services expected of a Property Manager except the selection of a new superintendent. The Board is interviewing candidates and expects to choose one shortly. In view of the fact that the current fill-in superintendent is actually an employee of a different management company, the Board will also assume the responsibility of supervising his activities for the present.

9.0.2 Joe's Apartment

The Board is particularly anxious to get at the job of fixing up Joe's apartment to be reasonably attractive to a potential superintendent. Joe, however, took the key with him when he left, and he is understood to be in Atlanta; the master key does not fit his lock. George Dobbin will get a locksmith to open it.

9.0.3 Front Door

The outer front door is, at present, being left open at all times, since there is nobody on duty at night and therefore, no way for someone coming to the door to communicate with anyone in the building except by talking over the intercom to one of the Unit Owners. (It has also been pointed out that in the hot, humid weather, the door sticks so severely that, once closed, it can hardly be opened).

9.0.4 New Locks

In response to a question about why it has taken so long to get action on the new locks that were approved at the May 16, 1978 Special Meeting of Unit Owners, George Dobbin said that he has been looking into the question of whether it will be necessary to rebuild the latch assembly on the inner front door or whether a new one will be aesthetically satisfactory.

It was noted, however, that if the screen door is to be fitted with the new lock, it will be necessary to provide a stout wire-mesh guard over the screening to provide at least some deterrent to anyone wishing to break in. (It is intended that the inner front door only be left open during the hot weather to provide some ventilation and cooling during the day. The lock on the screen door would prevent unauthorized entry during those times when no one is in the front hall). It was estimated that providing really secure guarding for the door might cost as much as \$100. but it would not seem necessary to do more than make it difficult to get in quickly and unobtrusively; a "refrigerator-shelf" type of mesh would seem to be adequate, at less cost, but some reservations were expressed about aesthetics. Dick will look into what can be done.

* cf: Minute 8.6 of the Meeting of the Board of Managers held on Tuesday, June 13, 1978.

9.0.5 Telephone Answering Service

Now that Joe has gone, and a new regime is being set up, it is a good time to reexamine past practices to see if they are now appropriate. The need for a telephone answering service was agreed to have disappeared, and Dick was asked to have it discontinued.

9.0.6 T.V. Antenna

The T. V. antenna, which was reported down on the roof two months ago is still down. It is believed to belong to one of the Unit Owners.

Don Sinclair reiterated his intention to study the entire T. V. reception problem when he returns in October and to survey the needs and wishes of the Unit Owners with respect to the common antenna system.

9.0.7 Nordblom Contract

Dick was asked why Nordblom has not, as yet, made a proposal about future management. It was pointed out that the Nordblom people have been kept fully informed about everything that has been done and said relative to the management question, and that, in fact, they received, as a courtesy, the first copy of the "Prospectus".

Apparently this has been one of the areas in which they have felt that there was some confusion about what the Board expected of them. They will, as a result of this direct request, make a specific proposal.

At this point, Dick Hutchinson left the meeting.

9.1 Minutes

The minutes of the June 13, 1978 meeting of the Board of Managers were approved and placed on file.

9.2 Treasurer's Report

The monthly figures for June and July were prepared by the Nordblom Company and distributed to the Board of Managers.

The Treasurer noted that the July balance sheet did not include, as an asset item, a figure for Prepaid Insurance. This is because the insurance is being carried on a binder from Frank B. Hall, pending a decision about the carrier for the coming year. The August balance sheet will show the proper figure.

He also noted that the figures for Interest Received for the June and July operating statements were incomplete. This is apparently because the statement periods for the Shawmut and State Street accounts do not end at the end of the calendar months. He has arranged

for the statements to go first to the Nordblom Company but has not yet received them for subsequent review. He will discuss with Nordblom how best to rectify the problem.

With the above comments noted, the reports for June and July were approved and placed on file.

As of the end of July, the cash balance was \$35,694.44; the reported common area net income was \$8,715.84, and the reported total reserves were \$26,978.60.

9.3 Insurance

The Treasurer reported that the present insurance carried (American Motorists) has bid substantially lower for next year's insurance than Liberty Mutual. Liberty Mutual has asked for an opportunity to review their quotation, but it seems unlikely that they can submit a competitive bid. In the absence of the Treasurer, the President will make the final recommendation.

9.4 Choice of Management Company

As mentioned in Minute 9.0.7, the Nordblom Company will make a proposal in accordance with the "Prospectus", a copy of which was attached as an appendix to the minutes of the June 13, 1978 meeting of the Board of Managers. The current contract between the Nordblom Company and 250 Beacon Condominium Association will be automatically extended for another year, commencing November 1, 1978, unless the Board notifies Nordblom before August 31, 1978, in writing, that it wishes to terminate.

The other candidates under serious consideration at this time are:

Hunneman and Company, Inc.
John Codman, Jr.
Peter Scully

Ralph E. Bailey, it is understood, has put himself out of the picture by deciding to go out of business on his own and join the Dolben Company. No proposal has yet been received from Linnell and Company.

It was agreed that, if possible, representatives of these several candidates would be invited to meet Don Sinclair during his current four-day visit to Boston. The Board will, thereafter, invite Norm Raben, as a representative of the Unit Owners' Ad Hoc Committee, to participate in their subsequent meetings leading to a final selection of next year's management company.

9.5 Alleged Misrepresentation of Building Condition

Grant Schaumburg reported that one of the Unit Owners is still interested in pursuing the possibility of recovering some or all of the recent exterior maintenance costs that have been paid for by the Unit Owners through special assessments.

This matter was previously discussed by the Board of Managers at its meeting on Tuesday, March 28, 1978 (Minute 4.3) and, after further consideration, it reaffirmed its earlier position that any action should be undertaken by individual Unit Owners who feel that they have been personally damaged. It was suggested that any such Unit Owner or Unit Owners seek legal advice about possible recovery of damages under the consumer protection laws through either an individual or class-action suit.

9.6 Enlargement of Unit # 1-B

Linda Raub (Unit # 1-B) has written to the Board, requesting that consideration be given to possible enlargement of her Unit by building over the roof that now exists at the first-floor level between 250 and 248 Beacon Street.

The Board will give this suggestion consideration but notes the following impediments:

1. Any addition would have to be separated from 248 Beacon Street. The Elden Company, which owns 248 Beacon Street, would not even permit the iron fence on the rear-areaway parapet (which was erected by 250 Beacon for security reasons) to touch its building, let alone be attached to it.
2. Any addition to the floor area of Unit # 1-B would necessitate amendments to the Master Deed and By-Laws to take account of changes in the fractional ownership of the Common Area relative to all the other Units.
3. Any such changes would probably require reassessment of the building and reapportionment of the real estate taxes among all the Units.

9.7 Assessments

Grant Schaumburg reported that he has been in contact with Mr. Hirsch Freed, who is knowledgeable about assessment levels in the Back Bay area, and he will follow up the suggestions made by a Unit Owner at the July 11, 1978 Special Meeting of the Unit Owners (Minute 8) that the Board determine whether the Unit Owners are being equitably taxed.

9.8 Next Meeting

The next meeting of the Board of Managers will be held on Tuesday, September 12, 1978 at 6:00 P.M. in the apartment of Donald B. Sinclair (Unit # 2).

9.9 Adjournment

The Hunters kindly provided dinner for the Board so that the meeting could run on for the time needed to consider the long agenda. The meeting consequently lasted through dinner and adjourned at 9:40 P.M. with expressions of thanks from the other Board members to their hosts for their hospitality.

Respectfully submitted,

Donald B. Sinclair, Secretary

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF MANAGERS
250 BEACON CONDOMINIUM

Pursuant to Article II, Section 10 of the By-Laws of the 250 Beacon Condominium, the members of the Board of Managers waived notice of the Special Meeting of the Board, called by the President, George Dobbin, on August 23, 1978, as prescribed by Section 9 of said Article. The meeting was held in Unit 4 at 5:45 P.M.

Present, in person or by proxi, were George Dobbin, President; Grant Schaumburg, Jr., Vice President; Donald Sinclair, Clerk/Treasurer; Elizabeth I-V. Hunter, Assistant Clerk.

Sl.1 In response to numerous complaints made to the Board it was unananimously voted that:

Any member of the Board be and hereby is authorized to give notice to the owner of unit 15 that said unit owner has allowed a nuisance on the property and has further allowed a use and practice which is a source of annoyance to the Residents of 250 Beacon Street, namely the conducting of repairs, addition, alterations and improvements to the Unit in question after normal working hours. In reference to this violation of the By-Laws, the Board specifically sites Paragraph 6 of the Rules and Regulations, "No Unit Owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Unit Owners."

S1.2 It was unanimously voted that:

Notices of the violations stated above shall be delivered in writing, together with a copy of these resolutions, to the Unit Owner, or in her absence, to her family, servants, employees, agents, visitors or liscensees.

S1.3 It was unanimously voted that:

The Board shall levy a fine of \$5 per day, as provided for in the By-Laws for each violation, beginning on the day upon which notice is served as stipulated in minute S1.2 above, and continuing until the violations have been discontinued and the Unit Owner of Unit 15 has returned to full compliance with the By-Laws and Rules and Regulations of the Condominium as determined by the Board.

There being no further business, the meefing was adjourned at 6:30 P.M.


Elizabeth I-V. Hunter

Assistant Clerk

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

TUESDAY, SEPTEMBER 13, 1978

The eleventh meeting of the Board of Managers in 1978 was held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 P.M. on Tuesday, September 13, 1978.

There were present:

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Treasurer/Clerk
Elizabeth I-V Hunter	

11.1 Minutes

The minutes of the ninth and tenth meetings of the Board of Managers in 1978 (August 8 and August 23) were approved and placed on file.

It was noted that the tenth was an Ad Hoc Special Meeting and that the minutes of that meeting were numbered S 1.1, S 1.2, and S 1.3.

11.2 Treasurer's Report

The Treasurer noted that, in minute 9.2 of the August 8, 1978 meeting of the Board of Managers, the reported figures for common-area net income and total reserves were incorrect. They should be, respectively, \$1,288.90 and \$18,386.44.

For the month of August, the reported common-area net income was \$1,086.82, and the reported total reserves were \$21,001.94.

The significance of these figures is that: (a) Income from the common-area charges continues to exceed budgeted expenses, as predicted; the working-capital reserve has, therefore, climbed to \$9,462.39, and (b) No substantial special-assessment expenditures have yet been made; the special-assessment reserve has, therefore, climbed to \$11,539.55. The \$18,000.00 loan which was floated on June 1, is being paid off monthly and now stands at \$16,222.24. The total available for maintenance projects from these two sources currently amounts to approximately \$27,000.00.

The report for August was approved and placed on file.

11.3 Management Company

The President reported that Hunneman & Company, Inc. was the low bidder among the candidates listed in minute 9.4 of the August 8, 1978 Board of Managers meeting and has been chosen to manage the Condominium for the coming year.

11.4 Superintendent

Several candidates for superintendent have been interviewed, but none meeting all the requirements set by the Board of Managers has yet appeared. These are:

1. The candidate should have demonstrated skills in the mechanical trades of sufficient degree that he can personally take care of minor heating, plumbing, and electrical problems.
2. The candidate should provide coverage of the building on Saturday and Sunday from noon to midnight so that Eddie can take these times off without leaving the building uncovered.

It was agreed that Hunneman should be involved in the search at this stage. It was noted that the Unit Owners have strongly supported an arrangement whereby any live-in superintendents should be employees of the Condominium Association rather than the management company. George Dobbin has spoken to Russell Fogelin of the Nordblom Company with respect to Eddie Curry, who is currently a Nordblom employee, and Mr. Fogelin has expressed his willingness to see Eddie transferred to our payroll when Nordblom ceases to manage the building.

The rejuvenation work on Joe's apartment and some minor improvements in Eddie's are proceeding under the direction of Saul Moffie (Unit # 8). It is expected that both can be made substantially more useful and attractive.

11.5 Front Door Locks

Medeco Sky-Lock keys have been received, and the new locks will be installed as soon as they arrive. The keys cannot be duplicated, so that their distribution can be carefully controlled.

In the meantime, the latch mechanism on the inner front door has been found inadequate. Despite several attempts to readjust it, it can be forced by shaking the door, so that one can enter the building without a key. It was agreed that, in the interest of security, the latch mechanism should be replaced immediately.

11.6 Boilers

The old boiler has serious leaks, and George Dobbin has been advised that it is not a satisfactory solution to cut off the faulty sections. Bernie Green of Ace Engineering

has expressed his willingness to replace them at a cost of approximately \$3,000.00, and it was agreed that the Board would authorize such an expenditure for this purpose.

With both boilers in operating condition, the conversion to more efficient burners using # 2 oil can go ahead, and we can retain complete standby capability.

11.7 Elevator

It was noted that the passenger elevator is again in grubby condition, and Liz Hunter was authorized to go ahead with repainting it. She is also looking into an improved floor covering.

11.8 Enlargement of Unit # 1-B

The Board agreed that any unit enlargement, such as that proposed in minute 9.6 of the August 8, 1978 Board of Managers Meeting, should be considered and voted upon by all the Unit Owners, since it would affect everyone in the building. It was, therefore, agreed that the proposal would be placed on the agenda for the Unit Owners' Annual Meeting in early November. It was noted that there are other impediments, not listed in minute 9.6. The change in the common area would necessitate revisions of Unit Owners' deeds and mortgages. Also, an expansion of Unit # 1-B would automatically require an increase in the building insurance. Depending upon how the fractional ownership of the common-areas were rearranged, such an increase would be paid for, to a greater or lesser extent, by all the Unit Owners.

11.9 East Wall

George Dobbin reported that the source of the leak in the west wall is believed to have been discovered, and it is being patched.

Peggy S. Blitz, Chairman of the Trustees of 242 Beacon Street Condominium Trust, and Harry Olins, Chairman of the Trustees of 236 Beacon Street Condominium Trust, have written a joint letter to the Board of Managers complaining about the appearance of the yellow paint on this wall and asking whether the peeling paint could not be stripped in the process of making repairs.

Liz Hunter will answer this letter, stating that there is no money in the budget for such cosmetic work but expressing the willingness of the Board to include discussion of the subject as an agenda item for the next Unit Owner's meeting in November.

11.10 Insurance

The President reported that the building insurance for the year ending July, 1979 has been awarded to American Motorists, through Frank B. Hall, at a price of \$3,318.00.

11.11 Next Meeting

The next meeting of the Board of Managers will be held on Tuesday, October 10 at 6:00 P.M. in the apartment of Donald B. Sinclair (Unit # 2).

11.12 Adjournment

The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Donald B. Sinclair
Secretary

250 BEACON CONDOMINIUM ASSOCIATION

Meeting of the Board of Managers

Monday, October 16, 1978

The adjourned twelfth meeting in 1978 of the Board of Managers was held in the apartment of Donald B. Sinclair (Unit #2) at 4:30 pm on Monday, October 16, 1978. The meeting was originally scheduled for 6:00 pm on Tuesday, October 10, 1978 but, in the absence of a quorum, was adjourned to the later date.

There were present:

Board of Managers

George F. Dobbin	President
Donald B. Sinclair	Clerk/Treasurer
Elizabeth I-V. Hunter	
Walter J. Sugden	

Guest

Charles Woodard	Account Executive (Hunneman & Co)
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12.1 Minutes

The minutes of the eleventh meeting in 1978 of the Board of Managers, held on Tuesday, September 13, 1978, were approved and placed on file.

12.2 Treasurer's Report

A loss of \$ 207.83 in the Common-Area Net Income and a positive adjustment in the August Insurance Expense combined to reduce the Working-Capital Reserve to \$ 9,259.81 as of September 30, 1978.

The expense of renovating Joe's apartment, in the amount of \$ 4,372.54, was paid off during September. Of this amount, a portion was charged to Common-Area Costs and was largely responsible for the loss noted above.

The remainder was charged to Costs Chargeable to Special Assessments; together with a partial payment to Allstate Roofing and Waterproofing Corporation for the work in progress it produced a loss in the Special-Assessment Net Income of \$ 9,238.40 and a reduction in the Special-Assessment Reserve to \$ 2,301.50.

The Treasurer pointed out that the Special-Assessment Reserve will shortly begin to show a deficit, as the maintenance work progresses, and will not move back into surplus until the \$ 18,000 loan is paid back a year from now. The cash position, however, will remain safely in the black throughout the period; it currently stands at \$ 27,846.27.

The report for September was approved and placed on file.

12.3 Budget

Charles Woodard, our Account Executive from Hunneman and Co., took part in a first-cut run-through on the 1979 budget.

Recent budgets have been established on a partial-year basis. The most recent, in fact, covered the eight-month period ending on October 31, the end of our new fiscal year. The new budget will cover the twelve-month period that corresponds to the next fiscal year beginning on November 1, 1978.

It is hoped and expected that the new budget can be brought in at a figure below the present one and that, accordingly, the monthly common-area expenses will be reduced from those of the immediate past. However, since we shall have a new management setup and since comparisons with previous expense patterns cannot be made on a strict one-for-one basis, the Board plans to maintain the monthly common-area charges paid by the Unit Owners at the present level, with the objective of retaining a small contingency fund.

Article VI, Section 1, of the Condominium By-Laws places the responsibility of establishing the budget and determining the common-area charges upon the Board of Managers. Nevertheless, because of the importance of these actions to all the Unit Owners, the Board intends to present the budget in detail at the Annual Meeting of Unit Owners so that it can be thoroughly discussed before it is adopted.

As a matter of policy, where doubt exists about the amount to be budgeted for any specific item, the Board is selecting the high end of the probable range. As an example, although it is hoped that shifting from number six to number two heating oil will reduce costs through increased efficiency, the budget figure for fuel has been based upon continued usage of number six.

12.4 Superintendent

No superintendent to replace Joe Sheridan has yet been hired. Eddie Curry is holding down the fort with part-time help over the weekend from Tom Gilooley.

The Board of Managers has now come to the conclusion that there is really not enough work, on a continuing basis, for two full-time employees. A part-time individual who could provide the services outlined in Minute 11.4 of the September 13 Board Meeting would round out a team, with Eddie, that would be able to meet the Condominium's needs.

Hunneman expects to provide such an individual, and it has been suggested that he use Joe's apartment as living quarters. Such an arrangement would have the advantages of minimizing cost and assuring building coverage in an emergency. If he were to

handle more than one building, however, it would seem probable that he would need to be a Hunneman, rather than a Condominium, employee.

12.5 Annual Meeting of Unit Owners

The best date for the Annual Meeting appears to be Monday, November 12, 1978. An official notice and agenda will be distributed to the Unit Owners in accordance with the time-table and rules set forth in Article III, Section 4 of the Condominium By-Laws.

12.6 Next Meeting

The next meeting of the Board of Managers will be held in the Sinclair's apartment (Unit #2) on Monday, October 30, at 7:30 pm.

12.7 Adjournment

The meeting adjourned at 6:00 pm.

Respectfully submitted,



Donald B. Sinclair, Secretary

DBS:dbs

250 BEACON CONDOMINIUM ASSOCIATION

Meeting of the Board of Managers

Monday, October 30, 1978

The thirteenth meeting in 1978 of the Board of Managers was held in the apartment of Donald B. Sinclair (Unit #2) at 7:30 pm on Monday, October 30, 1978.

There were present:

George F. Dobbin	President
Donald B. Sinclair	Clerk/Treasurer
Elizabeth I-V. Hunter	
Walter J. Sugden	

13.1 Minutes

The minutes of the twelfth meeting in 1978 of the Board of Managers, held on Monday, October 16, 1978, were approved and placed on file.

13.2 Treasurer's Report

Don Sinclair reported that William D. Nurse has replaced Charles F. Woodard, Jr. as our Account Executive at Hunneman and Company, and that he and George Dobbin met with Messrs. Nurse and Carlson on Saturday morning, October 28, 1978 to review the proposed 1979 budget.

He also reported that Richard Bland, Vice President and Executive Manager, Thomas Frawley, Vice President for Operations, and Ronald D. Carlson, Property Manager, all of Hunneman and Company, visited the building this morning (October 30, 1978). He gave them a short guided tour, calling their attention, in particular, to problems relating to:

- TV antennas on the roof
- Leaks in the dog-houses on the roof
- Drainage from neighboring buildings
- Sump pumps and possible sewage backup into pit outside Eddy's apartment
- Oil burners and boiler leaks
- Heating of domestic hot water

13.3 Enlargement of Unit #1B

The impediments to enlarging a Condominium Unit, which were noted in Minute 9.6 of the Board of Managers' meeting of August 8, 1978 and Minute 11.8 of its meeting of September 13, 1978 were reviewed. No vote was taken, since it had previously been agreed that the matter was of sufficient importance that it should be considered and voted upon by all the Unit Owners.

In view of Linda Raub's letter of October 19, 1978 to all the Unit Owners, however, it was agreed that the Board of Managers should also make known the position of its members, and Don Sinclair was asked to write a memorandum expressing their unanimous opposition and explaining the reasons for taking this position.

13.4 Annual Meeting of Unit Owners

It was originally planned to call the Annual Meeting of Unit Owners for Monday, November 13, 1978. Various conflicts, however, make it desirable to put it off for another week. It was therefore decided to hold it on Tuesday, November 21, 1978, and Don Sinclair, in his capacity as Clerk, was authorized to prepare and distribute an official notice to the Unit Owners.

13.5 Adjournment

The meeting adjourned, sine die, at 8:30 pm.

Respectfully submitted,



Donald B. Sinclair, Secretary

DBS:dbs

250 BEACON CONDOMINIUM

ANNUAL MEETING OF UNIT OWNERS

TUESDAY, NOVEMBER 21, 1978

Pursuant to notice dated November 11, 1978, the Annual Meeting of the 250 Beacon Condominium was held in the apartment of Robert P. Smith and Salua J. Aboud Smith (Unit #17) at 250 Beacon Street, Boston, Massachusetts.

In the absence of the President, who was delayed in returning from Philadelphia by bad weather, Donald B. Sinclair, in his capacity as Clerk, called the meeting to order at 6:05 pm.

1. Roll Call

The Clerk announced that:

"There are present, in person or represented by proxy, 20 Unit Owners, having 9,476 votes out of a total of 10,000. This is a majority of the Unit Owners, as defined by Article IV, Section 8 of the Condominium By-Laws, and constitutes a quorum."

He thereupon declared the meeting to be legally constituted and in session.

2. Proof of Notice of Meeting

The Clerk, following earlier practice, will place on file a notarized affidavit, certifying that the Notice of the Meeting was delivered on November 11, 1978 to the door of each of the 21 Units in the building. In addition, there was distributed on November 21, 1978 a list of Unit Owners and their respective Proportionate Interests in Common Areas as of the date of the Meeting.

3. Minutes of Previous Meeting

It was noted that complete minutes of the Special Meeting of Unit Owners, held on Tuesday, July 11, 1978, were distributed some months ago. The Clerk asked if there were any corrections or additions and, hearing none, asked if reading them could be omitted. In the absence of objection, it was unanimously

VOTED: That the minutes of the July 11, 1978 Special Meeting of Unit Owners be approved as distributed and placed on file.

4. Reports of Officers

4.1 Treasurer

4.1.1 Results for the 1977-1978 Fiscal Year

Donald B. Sinclair, in his capacity as Treasurer, noted that a Cash Receipts and Disbursements Report for the eight-month period commencing on March 1, 1978 and

ending on October 31, 1978 was prepared and distributed directly to the Unit Owners by the Nordblom Company. In the Treasurer's Report, dated November 18, 1978, he has supplemented this Nordblom report with comparative Operating Statements and Balance Sheets for the past three years.

He commented that the closing bank balances shown in the Nordblom report do not agree with the bank statements themselves and that he had found it necessary to adjust some expenditure figures before entering them in the Operating Statements to bring the most recent Balance Sheet into consonance with the bank records. As corrected, the figures in the November 18 report do reconcile, and he believes that Hunneman and Company can start off with a clean slate by using them.

4.1.2 1978-1979 Budget/Capital Budgeting

Adjacent columns in the Operating Statement report compare expenditures for the 1977-1978 fiscal year with corresponding budgeted amounts; the Treasurer pointed out that the actual net income was \$ 5,564.16 versus a budget figure of \$ 375.00. He added that a detailed budget sheet for fiscal 1978-1979 is also appended to the Report and asked for comment or discussion on any of the figures.

Questions and answers were:

Q: Why was the Special-Assessment net income budgeted at zero?

A: This was a pro forma figure. The assessment was intended to cover expected costs, with no provision for addition to surplus.

Q: Why is there such a large difference between the Housekeeping budgets for 1978 and 1979?

A: The budget allowance for 1977-1978 was apparently excessive, in view of the actual expenditure, which was \$ 4,195.54 lower. The budget for 1978-1979 has been set still lower because it is expected that adding a second part-time, rather than full-time, superintendent will provide all the backup needed for Eddy Curry.

Q: What kind of expenses are charged to Maintenance - Building Interior?

A: A substantial part of these expenditures has

gone for the repair of damage in the Units caused by water leakage. It is expected that the costs charged to this account will decrease markedly as the maintenance program now being carried out with Special-Assessment funds becomes effective. The Maintenance budget for 1978-1979 was held at the 1977-1978 expenditure level, however, pending assurance that the expected savings will actually materialize.

Q: Is it realistic to budget for the indicated surplus?

A: Yes, on a short-term basis. When one considers long-haul capital requirements, however, one is faced with many uncertainties. Major maintenance items should undoubtedly be paid for by Special Assessments and should be anticipated well in advance. Hunneman and Company is experienced in preparing long-range capital budgets and will develop one for 250 Beacon Condominium in cooperation with the Board of Managers.

Q: In view of the budgeted surpluses, will the Common-Area Charges be reduced?

A: The Board has considered it essential to maintain a conservative stance, both because we are faced with uncertainties during the transition from one management company to another and because of inflationary pressures, particularly on the price of fuel. As indicated by the budget proposal, it is not intended to lower the Common-Area Charges, but, if the Unit Owners feel strongly about it, the Board can seek to make cuts.

4.1.3 Policy Regarding Common-Area Charges, Special Assessments and Reserves

The response to the last question listed above led to general discussion among the Unit Owners, the consensus being that it would be unwise to lower the Common-Area Charges at this time. A more controversial question seemed to be whether or not the current Special Assessment should be continued for another year at the same rate. Had there, in fact, been any vote of the Unit Owners authorizing this?

The Treasurer said no, that there had not been a vote specifically authorizing such an extension but that the loan program, which was embarked upon in June, 1978, had been predicated upon it. The last specific vote, at the Annual Meeting of Unit Owners held on

November 28, 1977 was:

"to authorize a Special Assessment in the amount of \$ 16,000 to be spread equally over twelve (12) months commencing January 1, 1978....."

This vote was amended at the Special Meeting of Unit Owners on May 16, 1978 by a vote that

".....the amount of the Special Assessment be increased from \$ 16,000 to \$ 17,000."

He noted that, in preliminary discussion of future budgets, he had "suggested that it might be wise to maintain the charges at the previous level, in order to build up the reserves more quickly....." (cf Minute 3.3 of the March 14, 1978 Board meeting). In his presentation at the Special Meeting of Unit Owners, held on May 16, 1978, he expressed his opinion that "I think it probable that we can go along at the present level of monthly charges until the Annual Meeting in November, but I must express my own doubt that the total monthly charges can be lowered at that time from what we are now paying, that is from the sum of today's Common-Area and Special-Assessment charges."

In his memorandum of May 19, 1978, proposing a loan program for financing major maintenance projects, he commented that:

"If we assume that it is to our mutual advantage to hold the monthly charges at today's level through next year, we could still collect another \$ 17,000. \$ 13,000 of this could be collected as another Special Assessment, which, when added to this year's \$ 17,000, would produce the required \$ 30,000."

His memorandum of May 24, 1978 stressed the importance of endorsement by all the Unit Owners or, failing that, a favorable vote of at least 75% at the Special Meeting of Unit Owners on July 11, 1978. No negative votes were recorded as a result of the ballot that he distributed with his May 24, 1978 memorandum.* The loan was therefore floated on June 1, 1978, and no vote was considered necessary at the Special Meeting of Unit Owners relative to extending the Special Assessment for another year.

It was noted that Article VI, Section 1 of the Condominium By-Laws empowers the Board to set both the Common-Area Charges and Special Assessments without specific authorization of the Unit Owners. Since the question about propriety had been raised, it was pro-

* One Unit Owner originally voted no but changed the vote to yes when informed that there were no other negative votes.

posed that an enabling vote be recorded and it was, without dissent

VOTED: That the Special Assessment in effect during calendar year 1978 be extended for an additional ten months to October 31, 1978 at the present monthly rate.

Commenting upon the October 31, 1978 Balance Sheet, the Treasurer noted that the decrease from the previous year in the Working-Capital Reserve arose from the \$ 2,489.00 transfer to the Special-Assessment Reserve authorized by vote at the May 16, 1978 Special Meeting of Unit Owners, rather than a net loss in the Common-Area Net Income. The Current Liabilities were abnormally high at year's end because the Condominium insurance was being temporarily carried on a "binder" and the premium had not yet been paid (Accounts Payable), and most of the Condominium loan remains to be paid off (Notes Payable). The Taxes Payable item appears for the first time but will be a continuing entry, now that the Condominium Association has qualified as a tax-exempt housing association under Section 528 of the Internal Revenue Code.

There being no further discussion, it was, without dissent

VOTED: That the Treasurer's Report be accepted and placed on file.

4.2 President

4.2.1 Introductions

George F. Dobbin arrived during the discussion of fiscal affairs and, as President, assumed the chair.

His first official action was to introduce and welcome Dr. Edith R. Schwartz, who has purchased Unit #15 from Mrs. Newman. He then noted that Hunneman and Company are now our new management agents and introduced the following representatives, who were in attendance:

Richard Lundgren - Vice President (Marketing)
Thomas Frawley - Vice President (Operations)
William Nurse - Vice President, Account Executive
Ronald Carlson - Building Manager

Dick Lundgren, as Hunneman spokesman, expressed his pleasure that the Company has been selected and described the functions of the personnel assigned to the 250 Beacon account. Bill Nurse will be the account ex-

ecutive. Tom Frawley will be the maintenance resource and will oversee the preparation of a long-term capital budget, and Ron Carlson will be the contact man.

4.2.2 Waterproofing

The waterproofing of exterior walls has been basically completed, but any further leaks will be individually corrected if they occur. Any waterproofing spray that has collected on windows will be cleaned off when the sash is painted.

The soil has been dug away from the basement wall fronting on Beacon Street, and the area exposed has been waterproofed. This treatment, however, has turned out to be a palliative only. Additional work will be carried out to try to improve the situation further, but it seems unlikely that the cellar can ever be made completely dry. Unit Owners are advised to put anything that might be damaged by direct contact with water up on palleting and to recognize that the storage area, as a whole, is damp.

4.2.3 Heating System

No contract has yet been let for the conversion from #6 to #2 fuel oil. Present plans call for a new burner to be mounted in the upper chamber of the "new" furnace. The present burner will then be converted to burn #2 oil and be used to replace the present burner in the lower chamber of the "old" furnace, which will be fixed up just enough to serve as a backup, if needed.

4.2.4 Drainage

Water is not only coming into the cellar area from the Beacon Street side but from the west side, adjacent to 256 Beacon Street. It is also seeping into the corridor that leads into the building from Back Street. Hunneman will be in touch with both the Eldin Corporation, which owns 248 Beacon Street, and Paul Cohen, who owns 256 Beacon Street, regarding cooperative efforts to eliminate these drainage problems.

4.2.5 Superintendent

At the President's request, Tom Frawley reviewed the current situation regarding a part-time resident superintendent to assist Eddy and handle some maintenance jobs. David Cohen, who is the present incumbent, has adequate skills but is apparently lacking in tact. He will be replaced but will remain in the building and be more visible until an appropriate replacement has been identified. The new man will probably be older and more experienced but will possibly be less skilled.

It is recognized that, whatever arrangement is finally made, the Unit Owners wish to have a twenty-four-hour presence in the building.

4.2.6 Audit Committee

Article X, Section 1, of the Condominium By-Laws originally required that the annual report of receipts and disbursements be certified by an independent public accountant. An amendment, voted at the Annual Meeting of Unit Owners on November 1, 1976, eliminated this requirement, but it still seems desirable that the books be audited by a group other than the Board of Managers.

At the request of the President, it was, therefore, unanimously

VOTED: That an Audit Committee of Unit Owners be established as a standing committee.

William F. M. Hicks and Maynard S. Tishman volunteered to serve as members for the fiscal year 1978-1979 and were appointed by the President. The Treasurer offered his assistance as an ex-officio resource person.

5. Report of Board of Managers

There were no specific recommendations by the Board of Managers.

6. Reports of Committees

6.1 Emergency-Preparedness Committee

Grant Schaumburg, Chairman, reported that Norman Raben has met with the fire department to obtain recommendations about emergency evacuation, fire alarms, etc. The Committee will evaluate and interpret the raw data and present formal proposals to the Board of Managers.

6.2 House and Grounds Committee

Barbara Riley, Chairman, reported that she plans to find appropriate plantings for the stone urns by the front door and have them in by December 1.

The Sinclairs reported that they will again provide a Christmas tree for the front lobby and invited any and all Unit Owners to participate in trimming it.

The Hunneman representatives asked the Committee to select a wreath for the front door, which they will pay for. They also reported that they have gardeners available if needed by the Committee.

7. Addition to Unit #1-B

Linda Raub, owner of Unit #1-B, said that she thought it unfair of the Board to distribute their memorandum of November 19, 1978, which expressed their opposition to her proposal, only two days before the meeting.

Don Sinclair, who wrote it, apologized for its timing but explained that the press of Condominium and personal business had made it impossible for him to get at it sooner. He commented that it basically reviewed the impediments that had already been outlined in the minutes of the Board meetings held on August 8 and September 13, 1978. The only new ones mentioned were the problems of laundry-room and front-lobby ventilation.

In view of Linda's objection that the timing left her no time to respond adequately, it was agreed that the proposal should be put by for discussion and decision at the Special Meeting of Unit Owners to be held in May, 1979. It was suggested that she work with the Board in the interim, while preparing her presentation.

8. TV Master Antenna/Distribution System

Don Sinclair reported that he had received a quotation from Bromley Electronics just an hour before the meeting on a Master Antenna/Distribution System that would provide uniformly first-class reception for any number of TV sets in all Units. He said that he had spent a couple of hours going over the proposed system with Peter Bromley and that it represented the most advanced technology.

Unfortunately, at \$ 7,268.92, it also represents the costliest. He regrets that such a system was not installed in the building at the time it was converted to a condominium, when the cost would probably have been easily absorbed in the price of each Unit. Today, however, the expenditure of such a sum would probably not be viewed with much enthusiasm by the Unit Owners, and he does not recommend it.

The present hodge-podge installation, however, is not at all satisfactory and must, at a minimum, be cleaned up. He will study what should be done and submit a full report to the Unit Owners in the next couple of months.

9. East Wall (Peeling Paint)

The September 6, 1978 memorandum from Peggy S. Blitz and Harry Olins, respective Chairmen of the 242 Beacon and 236 Beacon Condominium Trusts, was discussed briefly.

It was agreed that Liz Hunter's reply of September 13, 1978 described the current situation very well and that there is, at present, no sentiment among the Unit Owners to spend money on

purely cosmetic projects until the fundamental maintenance problems have been solved. The matter will be taken up again at next year's Annual Meeting of Unit Owners.

10. Unfinished Business

10.1 Superintendents' Apartments

Joe's apartment has been fixed up, and some improvements have been made in Eddy's. Carpet will be laid in both. The President expressed appreciation for Saul Moffie's supervision of the work at no cost to the Condominium.

10.2 Assessments

At the July 11, 1978 Special Meeting of Unit Owners it was suggested that assessments for tax purposes might be too high. Grant Schaumburg has since spoken to Hirsh Freed, a lawyer who specializes in property taxation, and was advised that there is virtually no chance of securing an abatement, the property now being assessed at 23% of market value.

10.3 Painting

Contracts are outstanding for painting of window frames and sash on the river side of the building and in the two "wasp waists" (Areas #3, 9, and 5), but no work has yet been done. It will probably wait until spring.

11. New Business

11.1 Laundry Room

It was suggested that the old washing machines and dryers be disposed of and that the clothesline be replaced with plastic lines that are easily wiped off.

11.2 Loading Zone

A Unit Owner complained that there is nearly always somebody parked in the loading zone in front of the building, especially at night, and suggested that the Board ask that it be better policed.

11.3 Car Thefts

A Unit Owner suggested that the Board write letters to the police, the MDC, and the mayor, expressing concern about car thefts and vandalism.

11.4 Back Street

A Unit Owner suggested that the Board seek to to have a one-way sign erected at the Massachusetts Avenue end of Back Street to reduce the amount of traffic cutting through to Storrow Drive.

11.5 Beacon Street Windows

The Erichs (Unit #18) and Barbara Riley (Unit #20) reported that the sash of their windows on Beacon Street are in serious need of putty and paint.

12. Adjournment

At 8:55 pm, there being no further business to come before the meeting, on motion duly made and seconded, it was

VOTED: To adjourn, sine die.

A true record.

Attest:

Donald B. Sinclair

Donald B. Sinclair, Clerk

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

SATURDAY, DECEMBER 2, 1978

The fourteenth meeting in 1978 of the Board of Managers, called by written notice dated and distributed on November 28, 1978, was held in the apartment of Donald B. Sinclair (Unit #2) at 10:00 am on Saturday, December 2, 1978.

There were present:

Board of Managers

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Clerk/Treasurer
Elizabeth I-V. Hunter	

Hunneman and Company

Ronald D. Carlson	Building Manager
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14.1 Minutes

The minutes of the thirteenth meeting in 1978 of the Board of Managers, held on Monday, October 30, 1978, were approved as distributed and placed on file.

The minutes of the Annual Meeting of Unit Owners, held on Tuesday, November 21, 1978, have not yet been completed.

14.2 Treasurer's Report

The Treasurer discussed his memorandum to Hunneman and Company, dated November 27, 1978, which sets forth in detail how the Condominium accounting is currently being handled. He invited comments or suggestions from the Board members; there being none, the memorandum was approved for transmittal.

14.3 Eddy's Pay

Don Sinclair reported that Eddy had expressed to him some dissatisfaction with his remuneration and that he, George Dobbin, and Grant Schaumburg had sat down with him to explore and attempt to solve his problems.

It was recalled that, last March, Eddy had expressed a wish to cut down his hours of work and had said that he would be willing to accept a pro-rata pay cut to bring his income down to a level that would make it possible for him to receive some Social Security benefits (cf Minute 3.5 of the March 14, 1978 Board of Managers' meeting). Dick Hutchinson, then Property Manager for the Nordblom Company, sought and reached an agreement with Eddy

along these lines, which he reported in a memorandum to Don Sinclair, dated April 20, 1978. Under its terms, Eddy would be paid \$ 77.00 per week (\$ 4,004.00 per year) plus his apartment allowance of \$ 25.00 per week (\$ 1,300.00 per year) for a forty-hour work week.

Since Joe Sheridan's departure at the end of July, Eddy has been working enhanced, rather than reduced, hours and has been compensated for them as overtime. His income has, therefore, far exceeded the amount that can be earned without reducing to zero one's Social Security benefits for this calendar year. With a second man now available, his work week has again been cut back to forty hours, with a substantial decrease in pay.

It was the group's unanimous opinion that his current hourly rate is inadequate, and Eddy agreed that the question of Social Security benefits should not be factor in determining what he should be paid. A suggested increase in pay to \$ 91.00 per week (\$ 4,732.00 per year) plus his apartment allowance of \$ 25.00 per week (\$ 1,300.00 per year) would yield a gross hourly rate of \$ 2.90 for a forty-hour work week, which would be more in keeping with today's pay standards. This would be acceptable to Eddy, and Ron Carlson expressed his confidence that such a change would be entirely agreeable to Hunneman and Company.

It was, therefore, unanimously

VOTED: That Edward Curry's cash pay rate be increased from \$ 77.00 to \$ 91.00 per week, retroactive to November 1, 1978.

Eddy had also raised the question of overtime pay for extra hours worked during the first two weeks in November, and Don Sinclair reported that he has asked Eddy to prepare a statement of overtime hours worked during that period. He has not yet produced it.

It was agreed that a clear understanding of what constitutes working hours and overtime hours is needed, and Ron Carlson outlined Hunneman's policies in this respect. They are:

1. Working hours are those during which scheduled tasks are carried out. The standard work week is forty hours.
2. Hours spent in the building on call are regarded as part of the job and are not compensated.
3. If overtime hours are worked in any given week, they are to be balanced by time off in subsequent weeks.
4. If, under emergency conditions, scheduled overtime hours cannot be balanced by subsequent time off, they are paid for at time-and-a-half.

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

MONDAY, DECEMBER 18, 1978

The fifteenth meeting in 1978 of the Board of Managers was held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 pm on Monday, December 18, 1978.

There were present:

Board of Managers

George F. Dobbin	President
Grant W. Schaumburg, Jr.	Vice President
Donald B. Sinclair	Clerk/Treasurer
Elizabeth I-V. Hunter	

Hunneman and Company

William D. Nurse	Account Executive
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15.1 Minutes

The minutes of the fourteenth meeting in 1978 of the Board of Managers, held on Saturday, December 2, 1978, were approved as distributed and placed on file.

15.2 Treasurer's Report

Bill Nurse attended the meeting in place of Ron Carlson, who was ill. He reported net common-area income of \$ 271.19 and net special-assessment loss of \$ 9,072.38 for the month of November. The Working-Capital Reserve therefore increased from \$ 12,130.11, as of October 31, 1978 to \$ 12,401.30 as of November 30, 1978. The Special-Assessment Reserve, as predicted, went negative, from \$ 3,505.21, as of October 31, 1978 to a deficit of (\$ 5,567.17) as of November 30, 1978.

He noted that he was, at the moment, unable to make the balance sheet come out properly. (After the meeting, it was discovered that he had relied on the final Nordblom Cash Receipts and Disbursements Report for the October 31, 1978 bank balances, which were incorrect. Substituting the accrual figures distributed with the Treasurer's Report of November 18, 1978, which were correct, brought everything into line.)

15.3 Leaks

The leak in the roof over the Charles/Schaumburg apartment (Unit #21) was fixed by David Cohen, who sealed the flashing around the ventilator-shaft dog-house. There was, however, some skepticism about the permanence of this solution, and it was agreed that the problem should be looked at by a roofing contractor. Tom Frawley will have Allstate Roofing examine it and, at

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the same time, go over the roofs above the laundry room and Eddy's apartment and prepare quotations on repairing the leaks.

The leak that caused the damage in the Hunter's apartment (Unit #4) is believed to be stopped, and the damage itself should now be repaired.

As a matter of policy, it has already been agreed that repair of damage to a Unit from water leakage is properly chargeable as a common expense. To assure proper control of expenditures arising from such repair, it was further agreed that a Unit Owner seeking repair should first report the problem to Ron Carlson, who will assess it and recommend a solution, utilizing the services either of a Hunneman employee or an external contractor. If the Unit Owner is not satisfied with this solution, or wishes to have more extensive work carried out at a higher price, he/she may make other arrangements. The Board of Managers will then compensate him/her for such work up to a maximum equal to the cost estimated for the Hunneman solution. Ron Carlson will help locate good workmen and coordinate the work, if requested.

It was reported that the leak in Edith Schwartz's apartment (Unit #15), which was believed to have been fixed, has not. It was agreed that this should be attended to at once.

15.4 Door Closing

The closing device on the screen door continues to give problems. David Cohen spent considerable time making adjustments, oiling the various parts, and replacing the door hinges, but the door still hangs up without latching into place.

The heavy inner door was reported to be having a similar problem, and it was suggested that both doors may need stronger door-closing devices. (Since the meeting, oiling the inner-door mechanisms has apparently cured the difficulty.)

15.5 Stairwells

David Cohen patched the plaster in the back stairwells. They now need sanding and painting.

15.6 Elevator Floor

Ron Carlson has samples of Solarian flooring material. Liz Hunter will select an appropriate color and pattern.

15.7 Furnace

Tom Frawley has consulted a Mr. Feeney, who was Chief Engineer for Boston Edison, about the furnace conversion. He recommends that we continue firing through the lower opening. George Dobbin, however, commented that we were informed that we could obtain higher efficiency by shifting to the upper opening and that, unless we can obtain such higher efficiency, there seems no way to pay the higher price for No.2 oil. This whole subject needs further consideration and discussion.

15.8 Minutes of the Annual Meeting

Don Sinclair asked Bill Nurse and Liz Hunter, both of whom took notes at the Annual Meeting of Unit Owners, to give them to him. He will write them up in proper form as soon as he can find the time.

15.9 Communication between Hunneman and the Board of Managers

It was noted that the Board of Managers has been, in effect, running the show for some time and that the Unit Owners expect the members to be well informed about what goes on in the building.

It is therefore important, particularly during this time of transition, that they have a voice in setting priorities, that they know the superintendents' work schedules, and that they be knowledgeable about what jobs are being and have been done. It was agreed that Hunneman would see that a maintenance log is kept and that a report is available once a month.

15.10 Storm Windows

Apparently not all the Units on the Beacon Street side of the building have storm windows. It was proposed that new storm windows be purchased for that side of the building and that the old ones be used for replacement of any that are broken or missing on the river side.

This would be quite expensive. It was suggested that, alternatively, the existing storm windows be inventoried and quotations obtained for replacements of any found missing.

15.11 Next Meeting

The next regular meeting of the Board of Managers will be held in the Sinclairs' apartment (Unit #2) at 6:00 pm on Tuesday, January 9, 1979.

15.12 Adjournment

The meeting adjourned at 8:00 pm.

Respectfully submitted



Donald B. Sinclair, Secretary