

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

TUESDAY, JANUARY 9, 1979

The first meeting in 1979 of the Board of Managers was held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 pm on Tuesday, January 9, 1979.

There were present:

Board of Managers

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

Hunneman and Company

Ronald D. Carlson	Building Manager
William D. Nurse	Account Executive

1.1 Minutes

The minutes of the fifteenth meeting in 1978 of the Board of Managers, held on Monday, December 18, 1978 were approved as distributed and placed on file.

1.2 Treasurer's Report

Don Sinclair reported that he met with Bill Nurse on December 21, 1978 and that they discussed how best to present the Condominium's monthly financial results. Hunneman has a completely computerized accounting system that can produce Cash Receipts and Disbursements reports, accrual-type Operating Statements, and Balance Sheets. Their normal format is based on a chart of accounts developed by the federal Housing and Urban Development Authority, but, if desired, they could program the system to print out the figures in the format of the chart of accounts developed in 1978 for the 250 Beacon Condominium Association. Since the HUD chart is even more detailed than the Association chart, there seems no reason not to try it out for a trial period of a couple of months. If the Board finds the reports acceptable, we will switch over officially to the HUD chart; so that comparisons of current and past operations can continue to be easily made, however, the figures for the semi-annual meetings of Unit Owners will be presented in the condensed format that was used in the May, 1978 and November, 1978 Treasurer's Reports.

The figures for December were not available at the meeting because the computer has been "down". It is recognized that it may be a recurring problem to obtain them so early in the month, but it is hoped that, when the new system is running smoothly, they will generally be available in time for the regularly scheduled monthly Board meetings.

(We have just been informed that, as of January 22, 1978, Bill Nurse is no longer with Hunneman and Company and that our new Account Manager is Dick Lundgren. It appears that the figures presented in Minute 15.2 of the December 18, 1978 Board meeting are suspect. They are approximately correct, but it has proved difficult for new people to pinpoint what are presumed to be accounting errors. At this writing, the balance in the Shawmut account, after allowing for outstanding checks, is \$ 10,031.72 as of November 30, 1978. The corresponding figure for the State Street account is \$ 7,655.05. Susan Sprechman, in the Hunneman accounting department, is currently attempting to straighten matters out.)

1.3 Fire-Pipe Service

Don Sinclair reported that he has received a bill from the new Boston Water and Sewer Commission for "fire-pipe service" (water connection for the building sprinkler heads) for the years 1976, 1977, and 1978 in the amount of \$ 555.00. Ron Carlson was asked to obtain a legal opinion as to whether such a retroactive demand is valid.

1.4 Income Taxes

Using the figures presented at the Annual Meeting of Unit Owners on November 21, 1978, Bill Nurse prepared the Association's first income-tax returns as a "tax-exempt homeowner association" qualified under Section 528 of the Internal Revenue Code, and Don Sinclair signed them as Treasurer.

As in previous years, the only component of the Condominium income that is taxable consists of the income from parking-space rental and surplus accumulated from laundry-room charges. Until this year, each Unit Owner was responsible for reporting his/her share for personal income tax; since both the state and federal taxes are now being paid out of Condominium funds, the Unit Owners need no longer report any miscellaneous income derived from the Condominium's operation.

1.5 Eddy's Pay

Through misunderstanding, it appears that, retroactive to November 1, 1978, Eddy has been compensated at a cash pay rate of \$ 2.90 per hour plus his apartment allowance, instead of an equivalent pay rate of \$ 2.90 per hour including his apartment allowance (cf Minute 14.3 of the December 2, 1978 Board meeting).

Several of the Unit Owners have commented, since the December 2 meeting minutes were circulated, that Eddy's pay rate still seemed low. In view of this feeling and the recently announced increase in the minimum wage to \$ 2.90 per hour, it was agreed that it would be preferable to continue Eddy's pay at the higher rate than to roll it back to the earlier level. It can be accommodated within the current budget provision for payroll. It was, therefore, unanimously

VOTED: That Edward Curry's cash pay rate be increased from \$ 91.00 to \$ 116.00 per week, retroactive to November, 1978.

1.6 James Murray

Jim Murray, who has replaced David Cohen as Hunneman's back-up Superintendent, is here on a similar basis but, it is hoped, on longer tenure. It has been agreed (cf Minute 12.4 of the October 16, 1978 Board meeting) that there is really not enough work, on a continuing basis, for two full-time employees but that the Unit Owners wish to have the building covered twenty-four hours a day.

Jim, like David, has the experience and capability to carry out much of the maintenance work in the building without having to call upon outside contractors. Since he is young and strong, he is also able to perform some of the heavy work around the building that is difficult for Eddy to handle.

Hunneman, in consultation with Eddy and Jim, is therefore developing a formal work and coverage schedule that will make it possible to perform all the needed jobs, consistent with full-time coverage of the building, and that will avoid wasteful overlap between the two.

Under this arrangement, which was also the one contemplated for David, it is expected that Jim will be able to devote part of his time to assisting Hunneman with maintenance work in some of their other neighborhood buildings. He will, however, continue to live here and cooperate with Eddy in providing continuous building coverage, and he will perform such heavy tasks as taking out the trash for collection.

His pay, under this arrangement, will be divided, pro rata, among the various buildings in which he is working. It was originally expected that only 40% of David's pay (plus his apartment allowance) would be charged to 250 Beacon Street; the proper percentage for this new situation with Jim Murray will be reviewed, but it should remain in the same ballpark. It is therefore still expected that it will be possible to keep total payroll expenditures safely within budget.

1.7 Personal Work for Unit Owners

Most of Jim Murray's work will be directly related to common-area problems and projects. From time to time, however, Unit Owners may wish to utilize his talents in taking care of small maintenance projects within their Units.

Rather than leave it to the parties involved to make individual financial arrangements, the Board prefers that Jim keep a log of the time that he spends on each private project of this kind and that Hunneman bill the Unit Owner requesting his help at \$ 5.00 per hour for the time actually spent (in twelve-minute segments).

Policy defining private projects, as distinguished from common-area projects, will be established, as necessary, by the Board

of Managers. Basically, the Unit Owner is expected to be responsible for any work that needs to be done within the space bounded by the inside surfaces of the concrete exterior walls, floors, and ceilings of the Unit. Damage to interior paint and plaster from leaks, however, has been deemed a common-area responsibility (cf Minute 15.3 of the December 18, 1978 Board meeting) as has the putting of windows and replacement of sash cords (cf Minute 14.3 of the December 2, 1978 Board meeting). Item 4 of the Master Deed defines precisely the basic Common Area and Facilities.

Both Eddy and Jim will, of course, continue to be available and willing to provide personal help that is not of sufficient magnitude to interfere with their regular work, and the Unit Owners are encouraged to respond with some appropriate tangible recognition of their appreciation for such help, either at the time or at year's end.

1.8 Communication with Superintendents

It was agreed that "beepers" for Jim and Eddy are unnecessary and that any extra charge for this service cannot be justified. An extension telephone will be installed in Eddy's apartment so that either Jim or Eddy will be accessible by telephone (cf Minute 14.14 of the December 2, 1978 Board meeting).

It was also agreed that, in the interest of privacy, the hall of Jim's apartment should not be considered a common area and that he should be entitled to lock his door. At the same time, it was agreed that Eddy should be able to have access to the hall when Jim is not there, since the intercom board is on the wall there.

1.9 Access to Units/Keys

Apropos access to Jim's apartment, Section 4 of Chapter 183A of the General Laws of the Commonwealth of Massachusetts, entitled Condominiums, provides that

"Each unit owner shall be entitled to the exclusive ownership.....of his unit.....provided, however, that:

-
- 2. The organization of unit owners, its agent, or agents shall have access to each unit.....

A general clause, implementing this requirement, is set forth in Article VI, Section 13 of the Condominium By-Laws, and a specific clause relating to extermination of "vermin" in Section 14 of the Condominium Rules and Regulations.

For mutual safety under emergency conditions, it should be possible for the superintendents to get into all areas of the building at any time. Eddy has keys to almost all of them; the Unit Owners are requested to furnish him with any that he is missing.

Hunneman is acting as custodian of the new outside-door keys. Each Unit Owner is entitled to two "free" keys; additional keys may be obtained from Ron Carlson at a charge of \$ 3.00 per key.

1.10 Leaks

The records for this part of Back Bay are in the archives of the Boston Public Library. It is hoped and believed that they include both a diagram of the subterranean drainage system outside the building and the layout of the piping within the building. Ron Carlson has applied for copies, in the expectation that they will be helpful in solving the various drainage and leakage problems that are currently plaguing us.

1.10.1 Drainage

The joints between the walls and the floor of the corridor leading into the building from Back Street have been sealed, which at least inhibits to some extent the entrance of water. However, the brick portion of the east wall of the building carries down three or four feet below grade before resting on the concrete footing, and runoff from the broken sidewalk between the wall and the garage behind 248 Beacon Street continues to seep through the corridor wall, causing the paint to peel.

Although the outer surface of the foundation to the left of the Beacon Street entrance was waterproofed last fall, water has continued to leak into Edith Schwartz's storage area. The downspout from the roof of 248 Beacon Street was debouching within a foot of the north-east corner of the building, and Ron Carlson had an elbow and extension attached to the bottom to divert the flow away from the building. When water continued to enter, the inner surface of the foundation wall ^{was} sealed. While this treatment has been moderately effective, the water has apparently been merely diverted to new areas through which it can enter. Further internal sealing between the walls and floor will be carried out to try to eliminate, or at least minimize, this leakage.

A wall leakage in the Sugdens's apartment (Unit #5) has been found to be caused by water bouncing off the ledge or overflowing the gutter of 248 Beacon Street. To attempt to obtain cooperation in solving these three problems, Dick Bland, Executive Vice President of Hunneman and Company, is writing to the Elden Corporation in Cambridge, which owns 248 Beacon Street.

1.10.2 Plumbing

The most mysterious problem is what is causing the leakage difficulties in the master bedroom of Edith Schwartz's apartment (Unit #15) and the adjacent bathroom of the Ajami's apartment (Unit #12). Repair of a leaking riser in the closet of the Charles/Schaumburg apartment (Unit #21) was originally thought to have eliminated the cause but has not. A hole

has been made through the wall of this same closet in the Schwartz apartment for observation of water drainage from above. However, running the showers in the Smith and Turner apartments (Units #17 and #19) for protracted periods has not caused moisture to accumulate in this area; it will probably be necessary to cut a similar observation hole through the wall of the Schwartz master bedroom, adjacent to the shower, to pinpoint the source of the trouble. The drain in the Schwartz bathtub is stopped up, which may be a contributing factor.

It is vital that the entire plumbing system in the building be put in first-class condition, and Ron Carlson is surveying and evaluating it. All Unit Owners are encouraged to report any trouble that they may have or suspect, either to him directly or to Jim Murray.

1.11 Furnace

Ron Carlson reported the following bids for furnace conversion:

Ace Heating	\$ 3,125
Atlas	2,990
Sherwood	3,262

Not all the bids cover the same work. It was therefore agreed that Mr. Feeney should talk personally to all three bidders, form his own opinion about which proposal seems best from a cost/benefit standpoint, and then meet with the Board to make a presentation. Ron Carlson will convey enough factual information to George Dobbin to enable him to prepare a "spread-sheet" comparison.

In connection with heating, it was mentioned that some Unit Owners have window-mounted air conditioners that have not been taken out for the winter. The air leakage around these units is a prime source of heat loss. In particular, in windows with double-hung sash, an opening to the outside the width of the window and about an inch wide is created when the lower pane is raised. This should be plugged up or, preferably, the unit should be completely removed for the winter so that both the window and the storm window can be closed.

1.12 Condominium Seminar

Dick Bland wrote a letter to the Board, calling attention to an all-day seminar on condominiums, sponsored by the Rental Housing Association, to be held at the Marriott Hotel in Newton on January 18; he and Dick Lundgren will moderate sessions on "Questions and Answers" and "Servicing the Customer" respectively. While the seminar might well be of interest, it seems to be pitched specifically at real-estate owners and management companies; it was therefore agreed that the \$60 registration fee would be an unreasonable expenditure for a Board member to attend.

1.13 Next Meeting

The next regular Board meeting will be held in the Sinclair apartment (Unit #2) on Tuesday, February 13, 1979 at 6:00 pm.

1.14 Adjournment

The meeting adjourned at 8:00 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "D.B. Sinclair".

DBS:dbs

Donald B. Sinclair, Secretary



250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

TUESDAY, FEBRUARY 13, 1979

The second meeting in 1979 of the Board of Managers was held in the apartment of Donald B. Sinclair (Unit #2) at 6:00 PM on Tuesday, February 13, 1979.

Present were:

Board of Managers

George F. Dobbin
Grant Shaumburg
Donald B. Sinclair
Elizabeth I-V. Hunter

President
Vice-President
Clerk/Treasurer

Hunneman & Company

Ronald D. Carlson
Mel Peterson

Building Manager
Area Manager

2.1 Minutes

The minutes of the first meeting of the Board of Managers in 1979 held on Tuesday, January 9, 1979, were approved as distributed and placed on file.

2.2 Treasurer's Report

Don Sinclair stated that he was not happy with the financial information provided by the Hunneman Company thus far. Computer difficulties (see Minute 1.2 of 1-9-79 meeting) and problems with account classification have prevented the Treasurer and the Board from seeing any Cash Receipt and Disbursement reports or Operating Statements since the end of November.

Ron Carlson and Susan Sprechman prepared, by hand, Cash Receipt and Disbursement figures for the months of December and January. These, together with November figures were used by Dan Sinclair to arrive at first quarter figures for comparison to budgeted amounts and presented to the Board. The results are summarized below:

<u>Category</u>	<u>First Quarter Expenses</u>	<u>Budget</u>	<u>Over + Under -</u>
Utilities	\$1,971	\$1,785	+ 186
Heat	4,999	4,000	+ 999
Housekeeping	4,713	3,920	+ 793
Maintenance (exclusive of Special assessment projects)	3,032	3,500	- 468
Administrative	4,788	2,050	+ 2,738
Income Tax	<u>639</u>	<u>188</u>	<u>+ 451</u>
Total	<u>\$20,142</u>	<u>\$15,443</u>	<u>\$+ 4,699</u>

The largest over-budget item falls within the Administrative Category and is represented by insurance for the building which was paid in a lump sum for the entire year. Since the quarterly budget figure was arrived at by dividing the annual premium by four this overage was anticipated and will correct itself as the year goes on. Similarly, budget figures for heat and electricity are not adjusted to reflect the seasonality of cold and shorter daylight hours. The treasurer anticipates that small averages incurred during the winter will be compensated for during the summer.

The area of greatest concern to the Board is the matter of salaries. Currently 250 Beacon Street Condominium Association is paying 100% of Jim Murray's salary which will result in a large overage in the Salary budget if this practice continues. The Board is committed to providing first class service for unit owners, however, there appear to be instances of staff overlap. Ron Carlson will review the current schedule of duties with Jim and Eddie, with an eye to the possibility of reworking Jim's schedule so that a portion of his pay can be picked up by other Hunneman properties in the area.

2.3 Daily Schedule

Ron will post a schedule of the regular duties for Jim and Eddie in the front office so that unit owners will know when individual projects may be scheduled. As mentioned at the previous meeting (minute 1.7), work done for individual unit owners will be logged and billed by Hunneman.



Since their regular duties require that, at times, Jim and Ed be away from the call board and telephone, unit owners are reminded that Hunneman maintains a 24 hour telephone. In the event of emergency unit owners are urged to call 426-4260.

The Board felt that members number should also be kept at hand; they are

Dobbin	267-9159
Sinclair	266-6883
Schaumburg	267-0197
Hunter	267-6227

2.4 Furnace

No firm decision has yet been reached on the matter of converting the heating system from #6 to #2 oil. Conflicting professional opinions, and the lack of comparability among the bids received, dictate further study.

2.5 Leaks: Basement

At this time water leaking into Dr. Schwartz's storage room seems to have been stopped, partly due to a new down spout at 248 Beacon and partly because of sealing and waterproofing of the foundation. However, leaks have increased markedly on the otherside of the basement in the Schaumberg and Sugden store rooms. We will try to remedy the situation. While the overall situation can be improved it should be noted that it is not possible to insure a completely dry basement.

2.6 Leaks - Upstairs - Beacon Street Side

A new and serious leak has developed affecting the front units on the 3rd, 4th, 5th and 6th floors. First evidenced during the heavy rain storm of 3 weeks ago, it appears to have been caused by a build-up of water on the roof of 248 Beacon. When the water level rose above the protective flashing on our adjoining wall the water poured through into 250! The flashing will be inspected and replaced if needed.

Another leak has appeared on the 8th floor in an area recently waterproofed. Allstate, who did the work, will be notified by George Dobbins. They will redo the waterproofing as soon as the weather permits.

2.7 Leaks - Upstairs - Riverside

The leaks in the bathrooms on the 6th, 7th, 8th and 9th floors continue to be a problem which would try the patience of Job. Individual

leaks have been isolated and repaired but others, undetected as yet, continue to keep producing unwanted water. Since the building's plumbing plan has yet to be coaxed out of the Boston Public Library we are approaching the firm of William D. Osenton, Plumbers in Brookline. For years they did work at 250 and it is hoped that their practical experience here can help to get rid of the problem.

2.8 Storm Windows

Storm windows for the Beacon Street side of the building will cost about \$2205 or \$35 each (installed) for the 65 windows which presently have no such protection. Mel Peterson will have a firm bid for the job by the next meeting at which time the Board will make a decision.

2.9 IRS form 1099

Hunneman will prepare and distribute 1099's to those Unit owners who have received interest on their subscriptions to the Building's Special Assessment.

2.10 By-laws and Regulations

The Board is beginning a comprehensive review of 250's by-laws and regulations with a view to either enforcing them or recommending their elimination.

We strongly recommend that each unit owner also review the by-laws and ~~recommend~~ that each unit owner also review the by-laws and regulations, both to insure maximum participation in any changes and to refresh individual memories.

2.11 Bicycles

We seem to have bicycles stored in every stairwell, nook and cranny. Recognizing that life would be simpler for everyone if there could be a bicycle rack, the Board requests that each Unit owner with bicycles fill out the attached form and leave it in the front office before March 13, 1979.

2.12 T.V. Antennas

Dan Sinclair reported that work on the master antennas and the individual connections to it is nearing completion. Repairs to the existing system and connections are being treated as common expense. Anyone who wishes to have a new connection will be charged on an individual basis for the lead from the antenna to their apartment.



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HUNTERMAN

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2.13 Next Meeting

The next regular Board meeting will be held in the Dobbin apartment (Unit #6) on Tuesday, March 20, 1979, at 6:00 PM.

2.14 Adjournment

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Elizabeth I-V. Hunter
Assistant Clerk

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

TUESDAY, MARCH 20, 1979

The third meeting in 1979 of the Board of Managers was held in the apartment of George F. Dobbin (Unit # 6) at 6:00 pm on Tuesday, March 20, 1979.

There were present:

Board of Managers

George F. Dobbin President
Elizabeth I-V. Hunter

Hunneman and Company

Richard Bland Executive Vice President
Ronald D. Carlsen Building Manager
Mel Peterson Area Manager

3.1 Minutes

The minutes of the second meeting of the Board of Managers in 1979 held on Tuesday, February 13, 1979, were approved and, with corrections to typographical errors in minutes 2.2, 2.6, 2.10, and 2.12, were placed on file.

3.2 Treasurer's Report

Expense figures since November 1978 are on the Hunneman computer and the Board approved the results. Common Funds currently on deposit at State Street Bank and The Shawmut Bank will be transferred to Boston Safe Deposit Trust and our bills will be paid by computer generated check, thus eliminating manual check preparation. The Board will maintain control over expenditure by a procedure requiring two Board signatures on the invoices encoded for payment. Excess balances will be invested by Boston Safe in a pooled trust returning higher yields than the present NOW accounts.

3.3 Daily Schedule

The schedule of regular duties for Jim and Eddie has been posted in the front office.

3.4 Furnace

George Dobbin has consulted a second mechanical engineer and the Board's body of knowledge on the relative merits of various means of converting from # 6 to # 2 oil is growing considerably. It will be necessary to consult with the manufacturer of our boiler to determine the best conversion plan. George feels that a decision can be made at the April meeting.

3.5 Leaks - Possibly related to 248 Beacon Street

248 Beacon Street, whose drain pipe has emptied into our basement, on occasion, has been sold by Elden Corp. to the 246 Beacon Realty Trust. Hunneman will contact the new owner concerning both the drain pipe and the drainage from their sidewalk to

to Back Street which causes water to come through the wall of our covered passage leading to Back Street. They will also try to gain access to the 248 Beacon roof to inspect the flashing on our adjoining wall.

3.6 Leaks - Exterior walls - Beacon Street side

As noted in minute 2.6 of the previous meeting there are exterior wall leaks affecting floors seven through three. The location of the leaks in each apartment is being correlated with those above and below in an effort to isolate the source of the problems and fix them once and for all. Unit owners affected are urged to report the exact location of all leaks to Ron Carlsen.

3.7 Leaks - River Side

At this time it is unclear whether all the leaks in the master bathroom plumbing on floors 10, 9, 8 and 7 have been found and corrected. Moisture under the wooden floor in unit 15 caused such severe warping that the wooden floor has been taken up. The floor can not be put down again until the concrete dries. The concrete will dry only when the leak(s) have been stopped.

3.8 Stormwindows

The final price on storm windows for the front of the building is \$39.15 each or \$2,466.45 for 63 windows. No final decision on this expenditure has yet been made.

3.9 Radiators

No regular maintenance check has been made on the individual radiators in each unit. Since individual radiators effect the efficiency of the building's heating system they will be checked over the summer to be sure that they are functioning properly.

3.10 Storage in the Stairwells

Unit owners should be informed that the storage of personal effects, firewood, bicycles or anything else in the stairwells is an unsafe practice which contravenes both the Association's by-laws and the fire laws of the City of Boston.

3.11 Bicycles

So far three unit owners have reported owning a total of eight bicycles. Either these eight machines have reproduced over the winter or the census is not yet complete. The Board would appreciate hearing from any other unit owners who own bicycles. Please give your name, unit number and bicycle count.

3.12 Next Meeting

The next regular Board meeting will be held in the Dobbin apartment (Unit # 6) on Tuesday, April 10, 1979 at 6:00 pm.

3.13 Adjournment

The meeting adjourned at 7:20 pm.

Respectfully submitted,

Elizabeth I-V. Hunter



250 Beacon Condominium Association

Meeting of the Board of Managers

Tuesday, April 10, 1979

The fourth meeting in 1979 of the Board of Managers was held in the apartment of George F. Dobbin (unit #6) at 6:00 p.m. on Tuesday, April 10, 1979.

Those present were:

Board of Managers

George F. Dobbin
Donald B. Sinclair
Elizabeth I.V. Hunter

President
Clerk/Treasurer

Hunneman and Company

Ronald D. Carlson
Thomas Frawley

Building Manager
Vice President/Property Management

4.1 Minutes

The minutes of the third meeting of the Board of Managers in 1979 which was held on Tuesday, March 20, 1979 was approved, and with the corrected spelling of Ron Carlson's name, placed on file.

4.2 Treasurer's Report

Don Sinclair reported that he has received the first print-outs of the Condominium accounts from the Hunneman computer. The figures are not in the format that he developed and the budget figures have not yet been incorporated, but he has been able to reconcile them and deduce how things are going. It will be possible to present the results for the first six months of the 1978-1979 fiscal year at the semi-annual Meeting of Unit Owners on Tuesday, May 8 in the same form as the tabulations at the annual Meetings of Unit Owners last November.

As of the end of March, cash stood at \$17,780.17 and the reserves at \$6900.78 after allowance of \$500.00 for income taxes. Expenditures for the first five months of the 1978-1979 fiscal year have exceeded budget (as computed by multiplying the yearly budget by 5/12) by \$10,794.43.

Approximately half of this deficiency is in the fuel account; expenditures in this category will, of course, decrease during the summer months. Payroll, at this point, exceeds budget by \$647.00.



Expenditures charged to the Special Assessment have exceeded income during the five month period by \$3,106.09. The Special Assessment Reserve, however, should be back in the black by the time of the May meeting, and additional funds from this source of \$9,162.47 will be available during the fiscal half of the 1978-1979 fiscal year to complete the projects that they were intended to finance.

4.3 Daily Schedule

The building was not covered for one day as a result of poor communication between Eddy and Jim concerning compensating time for over-time worked during the blackout. Hunneman will insure that this type of problem will not recur.

Currently, 250 is paying 50% of Jim's salary and the balance of his pay is being provided by Hunneman as he is doing work for them at other properties nearby. It is hoped that this arrangement will help to reduce salary expense at 250 without sacrificing coverage.

4.4 Furnace

We have a boiler made by H.B. Smith Mills, Model 450. This boiler is of the "pork chop" type and is an adaptation of a design originally meant for coal. There is a question as to where the burner should be mounted because of the design. The boiler manufacturer has been contacted re: the best means of adaptation and we await their reply.

Boston Gas has been contacted again concerning the feasibility of heating the building with gas instead of oil as this may be less expensive in the long run.

4.5 Leaks - Possibly related to 248 Beacon Street

Paul Bennett, manager of the 246 Realty Trust which owns 248 Beacon Street will meet with Mel Peterson of Hunneman and the people from All-State roofing to review areas of leaks. There will be a report on this at the next meeting.

4.6 Leaks - Exterior Walls - Beacon Street Side

Correlation of floor by floor leak diagrams is in process.

4.7 Leaks - Riverside

Dr. Schwartz's cement floor has dried and the wood flooring will be raised.

4.8 Storm Windows

It was voted to go ahead with the installation of storm windows for the front of the building. We will find out what it will cost for storm windows on the sides of the building, exclusive of stairwells.

HUNNEMAN

4.9 Radiators

We will look into the possibility of installing Tyco valves on the radiators in the building. These valves are pressure-sensitive and provide more efficient radiator service.

4.10 Bicycles

The number of bicycles in the building is too great to make a bicycle rack, a practical storage solution.

4.11 Basement Storage

Unit Owners are requested not to store belongings in the basement corridors as this is in violation of the fire laws.

4.12 Emergency Preparedness

Formulation of emergency procedures for the building lost momentum - a fact which becomes apparent after the blackout. This matter will be pursued with dispatch. The Board will also investigate the possibility of an auxiliary generator to (1) keep the boilers going (2) provide lights for halls and stairwells and (3) (if its not too expensive) power one elevator.

4.13 Annual Meeting

The Annual meeting of Unit Owners will be held, Tuesday, May 8, 1979 at 6:00 p.m. in Mr. & Mrs. Raben's apartment (Unit 16) 8th Floor Front.

4.14 Next Meeting

The next meeting of the Board of Managers will be held Monday, May 7, 1979 at 6:00 p.m. in George Dobbin's apartment, (Unit 6).

4.15 Adjournment

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Elizabeth I.V. Hunter



250 Beacon Condominium Association

Meeting of the Board of Managers

Monday, May 7, 1979

The fifth meeting in 1979 of the Board of Managers was held in the apartment of George F. Dobbin (Unit #6) at 6:00 p.m. on Monday, May 7, 1979.

Those present were:

Board of Managers

George F. Dobbin
Donald B. Sinclair
Elizabeth I-V. Hunter

President
Clerk/Treasurer

Unit Owner

William F. M. Hicks

5.1 Minutes

The minutes of the fourth meeting of the Board of Managers in 1979 held on Tuesday, April 10, 1979 were not yet available in final form. A vote to approve this minutes will be taken at the next meeting.

5.2 Treasurer's Report

Don Sinclair has prepared and distributed to all unit owners copies of the 6-month Treasurer's Report. This will be discussed in detail at tomorrow night's Special Meeting of Unit Owners.

5.3 Proposed Addition to 244-246 Beacon Street

On Thursday, May 3, 1979, all unit owners received written notice of a hearing before the Back Bay Architectural Commission to be held on May 8, 1979 at which John E. Bennett will petition for a four story addition to 244-246 Beacon Street.

Over the weekend, Mrs. Raben (Unit 16) polled the building and was able to contact 17 (81%) of the 21 unit owners. All were opposed to the proposed addition. The Board asked Bill Hicks to represent the unit owners at the hearing. Bill said that he would.

Bill explained the statute under which the Architectural Commission is empowered to operate. He was able to do some preliminary work on this matter over the weekend but because of the short time before the hearing he recommended that we request a postponement at the hearing.

The Board accepted Bill's strategy recommendation. A summary of this section of the meeting urging attendance at the hearing on Tuesday will be distributed to all unit owners immediately.

5.4 Agenda for the Special Meeting of Unit Owners

The format for the agenda for the Special Meeting of the Unit Owners was discussed and agreed upon.

5.5 Next Meeting

The next meeting of the Board of Managers will be held on Monday, May 14, 1979 at 6:00 p.m. in Don Sinclair's apartment (Unit #2).

Respectfully Submitted,

Elizabeth I-V. Hunter
Assistant Clerk



250 BEACON CONDOMINIUM

Special Meeting of Unit Owners, May 8, 1979

Pursuant to notice dated April 30, 1979.

A Special Meeting of Unit Owners of the 250 Beacon Condominium was held on May 8, 1979 at 6:00 in the Raben's apartment (Unit 16). There being no quorum present, the meeting was adjourned.

At 6:05 p.m. the meeting was called to order by the President, George F. Dobbin, in the Moffie's apartment (Unit 8).

S 1. Roll Call

The Clerk announced that:

"There are present, in person or represented by proxy, 17 Unit Owners, having 8,062 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.

S 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 April 30, 1979 to the door of each of the 21 Units in the building. In addition, there was distributed on April 30, 1979 a list of Unit Owners and their respective Proportionate Interests in Common Areas as of the date of the Meeting.

S 3. Minutes of the Previous Meeting (November 21, 1978)

The minutes of the previous meeting of Unit Owners had been distributed to all. Hearing no request from the floor that they be read in full, the President asked the Clerk to summarize them, which he did. In absence of objection it was unanimously voted:

"That the minutes be approved as distributed and placed on file."

S 4. Reports of the Officers

S 4.1 Treasurer

Don Sinclair had distributed copies of the Treasurer's Report prior to the meeting. (A copy of which is attached to these minutes.) He reported that the Association's records are now on the Hunneman computer which generates timely and accurate reports.



S 4.1 There appears to be sufficient funds in the Special Assessment Reserve to complete the projects for which the money was raised. However, additional projects, such as the removal of paint from the buildings east wall, will require additional funding.

Voted: After discussion, it was unanimously passed that the Special Assessment be continued for another year, from November, 1979, to October 1, 1980 at a rate to be determined but in no case higher than the current one.

At the November Meeting, the Board will make specific recommendations and present proposed projects to the Unit Owners for their consideration.

Unit Owners will shortly be provided with a listing of expenses to be paid by the balance of the Special Assessment fund between now and October, 1979. There being no further discussion, it was unanimously voted:

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

S 4.2 President

George Dobbin reported on the status of various projects in the building:

- 4.2.1 The planned waterproofing of the building has been done and shortly the windows will be caulked and painted.
- 4.2.2 Some leaks on the front of the building appear to be caused by poor flashing between the roof of 246 and our east wall on the Beacon Street side. Allstate has been over to look at the problem and will report back with a bid.
- 4.2.3 Leaks in the plumbing on the river side affecting the top three floors have been fixed and Edith Schwartz's floor which had buckled severely have been fixed.
- 4.2.4 Storm windows have been put on those Beacon Street windows which had none.
- 4.2.5 Several possible plans for converting from #6 to #2 oil are still being considered along with the possibility of converting to gas heat. Serious consideration is also being given to installing new radiator valves which will increase efficiency and provide more uniform heat throughout the building. A two zone control system would be desirable since the Beacon Street units get sun which makes them warmer than the river side ones.



At this point, a letter from the 242 Beacon Street Condominium Trust was distributed to the Unit Owners. The letter urged that attention be given to our peeling yellow east wall. Everyone agreed that this wall presents an eyesore to the neighborhood and it was the sense of the meeting that as soon as there is reasonable assurance that we will not have a nine story wall adjoining it, that this wall should be fixed. There being no further discussion, it was unanimously voted:

That the President's Report be accepted.

S 5. 244-246 Beacon Street Building Plans

At this point, permission was asked of the Unit Owners to discuss the proposed addition to 244-246 Beacon Street.

Bill Hicks was called on to summarize the situation to date, and report on the hearing before the Back Bay Architectural Commission.

John E. Bennett and two other men have purchased 244 and 246 Beacon Street and plan to convert them to condominiums. At the hearing they presented preliminary sketches showing a four story addition to the existing structures and a nine story building to be constructed on the site currently occupied by court yard and garages between the existing structures and Back Street. The nine story construction project was not mentioned in the application.

Other interested parties, besides an 11 person contingent from 250 Beacon were a group from 242 Beacon, the abutter on the other side, and representatives of the Neighborhood Association of Back Bay, The Little City Hall, and the Historic Neighborhoods Foundation.

Because the developers did not have detailed plans and provided no exterior finish samples showing texture colors, etc., the Commission was not able to pass in the project and a continuance was granted.

Recognizing that cooperation with other groups opposed to this project may be desirable but that our interests as a building are unique, a committee was formed to formulate our position and to advise the Board on hiring a lawyer, etc.

The Committee is composed of Bill Hicks, Sandy Tishman, Cynthia Charles, Barbara Riley, Bob Ehrich and Norm Raben.



S 6. Hunneman & Company

George Dobbin called on Dick Bland of Hunneman to make a report on their first six months working with 250 Beacon.

To date, Hunneman has assisted in tracking down leaks, and getting bids on heating system charges. A complaint log has been instituted and the books of the Association are on computer. Projects in process include the plaster repair and painting of stairwells, repair of the doorbells at individual units, and possible replacement of ventilator shaft fans.

After his presentation, Mr. Bland asked for questions and comments from the Unit Owners. As a result of Unit Owner comments, the following will be done:

- * A procedure for authorizing access to units will be instituted.
- * The ivy growing up the front of the building will be taken down and blacktop will be put over the spot where the ivy once grew on to west side of the wall.
- * The new Owners of 246 Beacon Street will be contacted concerning leaks caused by their property in the front and back of our building.
- * Closer attention will be paid to cleaning the halls on each floor and the elevator.
- * The staffing of the building will be reconsidered with a view to provide more efficient service.
- * The principal of 24 hour average was re-affirmed.

S 7. Audit Committee

Maynard Tishman reported that now that the conversion from manual to computerized financial records is complete, the committee will begin its work.

S 8. Emergency Preparedness Committee

The report of the Emergency Preparedness Committee was submitted (a copy is attached).

Some of the recommendations have already been implemented and the Board will consider and act on the remainder.

All Unit Owners are urged to post the last page of the report in an easy to reach place since it contains suggested procedures for specific emergencies and provides space to jot down emergency telephone numbers.



S 9. House and Grounds

Mr. Riley arranged to have a gardener come to get our shrubs and lawn in shape. Later in the season, geraniums will be planted in the tubs.

S 10. Addition to Unit 1B

Miss Raub requested that the matter be kept open for future consideration.

S 11. New Business

In November, the terms of three members of the Board will expire. A nominating committee composed of Ellen Overlan, Convener, Bob Ehrich and Edith Schwartz was appointed.

S 12. Adjournment

At 8:15 p.m., there being no further business to come before the meeting, on motion duly made and seconded: it was voted: to adjourn.

A true record.

Attest:

Elizabeth I-V. Hunter
Assistant Clerk



250 Beacon Condominium Association

Meeting of the Board of Managers

Monday, May 14, 1979

The sixth meeting in 1979 of the Board of Managers of the 250 Beacon Condominium Association was held on Monday, May 14, 1979 at 6:00 in the Sinclairs' apartment (Unit 3).

There were present:

Board of Managers

Donald B. Sinclair
Elizabeth I-V. Hunter

Clerk/Treasurer

Hunneman & Company

Melvin Petersen
Ronald Carlson
Charles F. Saunders

Area Manager
Building Manager

The meeting was called to order at 6:00 by Don Sinclair. George Dobbin telephoned to say that he was unable to attend. He gave his proxy to Don, thereby providing a quorum.

6.1 Minutes

The minutes of the 4th meeting of the Board of Managers held on April 10, 1979 were approved and with typographic corrections, placed on file.

The minutes of the 5th meeting of the Board of Managers held on May 7, 1979 were read and approved. They will be typed and placed on file.

6.2 Treasurer's Report

Since the Nordbloom days, records of the Association have shown common charge payments for one unit as being one month behind. The Unit Owner's cancelled checks, however, show that this was not in fact, the case. Having reviewed the cancelled checks, the Board has authorized Hunneman to pass the required entries to correct this situation.



6.3 New Superintendent

The Board was introduced to Mr. Charles F. Saunders who is a candidate to replace Jim Murray. Mr. Saunders is divorced and has two children who visit him occasionally. He has worked for Hunneman for a total of 8½ years and is currently Resident Superintendent for some properties which Hunneman manages for Radcliffe College. Mr. Saunders possesses superior mechanical skills.

After having spoken with Saunders, the Board decided to follow Hunneman's recommendation and hire him as a replacement for Jim.

6.4 Permission to Enter Individual Units

In order to improve building security for the building, the following procedure has been established for allowing visitors or workmen access to a unit in the owner's absence.

- 1) Visitors or workmen expected to arrive in the owner's absence.

Slips granting permission to enter the unit are in the desk in the office off the lobby. Please fill one out for each individual or firm you wish to be given access to your apartment and deliver the slip(s) to the superintendent on duty.

- 2) Regular cleaning help or other non-residential staff. Please give names to the superintendent so that access may be granted to your unit in your absence. Identification passes will be issued.

6.5 Ventilating Shafts

The fans at the top of the shafts which provide bathroom ventilation are currently non-functional. Within a week, Hess Electric will have looked at the fans. They will submit bids on repairing or replacing them.

6.6. Doorbells

The bells outside the front doors of all units except #1a and #3 are still out of order. The Electrician will be in to work on them this week.

6.7 Front Door

Now that the brass finish handle has been installed on the front door, the scratches on the wood surface will be repaired.

6.8 Smoke Detector

The basement smoke detector is out of order. It goes off on whim. This will be repaired.

6.9 Suit by James R. Helman

250 Beacon is being sued in Small Claims Court by James R. Helman of 246 Beacon Street. The details of the suit are covered in a memorandum by Don Sinclair attached to these minutes.

Don Sinclair, George Dobbin or Bill Hicks who has advised the Board in this matter, will appear to represent the association in Small Claims Court.

It is in the opinion of the Board, that Mr. Helman's case has no merit and there is little cause for concern.

6.10 Common Areas and Individual Units

Based on a study of the Condominium By-Laws and the Master Deed, the Board has determined that repairs to the pipes which are vertical risers- whether for plumbing or heating- shall be considered a common expense.

Faucets, shower heads, mixing valves and kitchen and bathroom fixtures are considered to be a matter for the individual unit owner.

6.11 Clerk

Donald B. Sinclair asked to be relieved of his responsibility as Clerk of the Board. His resignation was accepted with regret. Elizabeth I-V. Hunter was appointed Clerk.

6.12 T. V. Antenna

Dr. Turner has two T. V. antennas on the roof currently.



He has kindly offered to make one available to supplement the building's master system.

6.13 Next Meeting

The next meeting of the Board will be held on Tuesday, June 12, 1979 in Don Sinclair's apartment (Unit 3).

6.14 Adjournment

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Elizabeth I-V. Hunter



250 Beacon Condominium Association
Meeting of the Board of Managers
Saturday, June 9, 1979

The seventh meeting of the Board of Managers of the 250 Beacon Condominium Association was held on Saturday, June 9, 1979 at 2:00 p.m. in the Dobbins' apartment (Unit 6).

There present were:

<u>Board of Managers</u>	George Dobbin	President
	Grant Schaumberg	Vice-President
	Elizabeth I-V. Hunter	Clerk

The meeting was called to order by George Dobbin at 2:00 p.m., the Board having waived notice of the meeting as provided in the By-Laws.

7.1 Minutes

The minutes of the 6th meeting of the Board of Managers held on May 14, 1979 were approved and placed on file.

7.2 Treasurer's Report

Computerized financial statements are not available until the 10th business day of the month, hence the Treasurer's Report was not available.

7.3 New Superintendent

Charlie Saunders began on June 1, and appears to have excellent skills for the job. He is handicapped by a lack of adequate information from Hunneman - no up to date list of vendor numbers was provided, for example. Despite this, he had done well so far and the Board commends the choice.

7.4 Leak in Sinclair Apartment

A serious leak occurred in the Sinclair apartment last week. The ensuing flood has seriously damaged their flooring. The cost of repairing the floor will be assumed, to the extent that it is not covered by insurance, by the Association as a common expense.

7.5 Painting of Window Sashes

Work has finally begun on this project, however, the quality of the job being done is very poor. George Dobbin will contact Mr. Saulnier of All-State, the contractor, and tell him that we will not pay for work done that does not meet contract specifications. He will also require that they open the windows which they painted shut last time.

7.6 Suit by James R. Helman

On May 30th, Bill Hicks and George Dobbin appeared in Small Claims Court representing 250 Beacon Condominium Association in a hearing about Mr. Hellman's T.V. antennae. The Judge decided that we should pay Mr. Hellman \$75.00. George has told Ron Carlson to have the check cut and sent out.

7.7. Proposed Renovations at 244-246 Beacon

Notice has been received that Mr. Bennett and his group have dropped plans to bring the matter before the Architectural Commission, for the moment. However, Bill Hicks and his committee are continuing their work and will present the Board with recommendations for possible action in case the development plan resurfaces.

7.8 Leaks caused by 244-246 Beacon

Mr. Bennett has been contacted by Hunneman and asked to fix the drain at the front of their building, which pours water into our basement. He has also been told about the defective flashing at his roof line, adjoining our building and the drainage problems on back street.

7.9 Peeling Yellow Wall

George Dobbin will investigate the cost of getting the yellow paint off. He advised the Board, however, that there would probably be an additional cost involved since the wall must be waterproofed when the paint comes off.

7.10 Sash Cords

Charlie will begin replacing the broken sash cords in several apartments.

7.11 Next Meeting

Because of the business travel schedules of the Board, the meeting scheduled for Tuesday, June 12, 1979, will have to be cancelled. The Board will keep in touch by telephone and schedule a meeting when a quorum will be present.

7.12 Adjournment

The meeting was adjourned at 3:45 p.m..

Respectfully submitted -

Elizabeth I-V. Hunter
Clerk



250 Beacon Condominium Association

Meeting of the Board of Managers
Tuesday, August 7, 1979

The eighth meeting in 1979 of the Board of Managers of the 250 Beacon Condominium Association was held on Tuesday, August 7, 1979 at 6:00 p.m. in the Hunters' apartment (Unit 4).

There present were:

<u>Board of Managers</u>	George Dobbin	President
	Grant Schaumberg	Vice-President
	Donald B. Sinclair	Treasurer
	Elizabeth I-V. Hunter	Clerk
<u>Hunneman & Company</u>	Melvin Petersen	Area Manager

The meeting was called to order by the President, George Dobbin at 6:00 p.m.

8.1 Minutes

The final draft of the previous meeting was not completed, so approval of the minutes of the seventh meeting of the Board of Managers held on Saturday, June 9, 1979 was deferred until the next meeting.

8.2 Treasurer's Report

Don Sinclair reported that at the end of the month of June, cash on hand was \$10,521.78. Reserve balances were as follows:

Working Capital	\$5,137.81
Special Assessment	(200.54)
Total Reserves:	<u>\$4,937.27</u>

During the month the gain (loss) was as follows:

Common Areas	\$(293.19)
Special Assessment	1,379.37

Resulting in a net gain of \$1,084.18

The Board reviewed the operating budget and expense figures to date. Of primary concern is the cost of fuel which is budgeted at \$16,000. for the year. To date, \$15,500. has been spent. Additionally, inflation has manifested itself in almost every other expense category.

After lengthy analysis of the budget and current and projected income and expense figures, the Board voted to increase common area charges by 25%, effective September 1. The budget for next year will be presented in detail at the annual meeting in November and at that time the Unit Owners will be given an analysis of 1979 expense.

8.3 Lobby Intercom

The intercom system from individual units to the lobby has been working very badly this summer. Since malfunction of the system seriously compromises building security, this matter is of major concern. The system which we have was manufactured by Coach, whose local representative is a firm called Appahauser. Within the next two weeks they are expected to give their evaluation of why we are having the problems which we are, together with recommendations and cost figures for improvement and/or replacement. At the next meeting, Mel Petersen will also report on alternative systems including one put out by the telephone company.

8.4 Unit front door bells

Most individual front door bells still do not work. The problem is that there is no wiring diagram and although the technology exists to trace wires, none of the electricians contacted has the equipment necessary. The Board has looked at non-electric chime arrangements but these really do look rather sleazy. Brass door knockers will be investigated.

8.5 Lobby Ceiling

Paint is coming off the ceiling in the lobby. Liz Hunter recommended Edward Perry Inc. as a firm of painters who would be able to match the paint and do restoration on the plaster mouldings if needed. They will be calling with an estimate next week. The Board will consult by telephone as to the price so that the work can be done before Labor Day.

8.6 Repair of leak damage to Unit Owners walls

Now that exterior waterproofing and flashing repairs have been completed, the restoration on interior walls can begin. Mel Petersen has spoken to the painter and received a price of \$11.50 per hour which was approved by the Board.

8.7 Chimney Leaks

The chimney on the river side is leaking. Hunneman will look into this and come back with repair estimates.

8.8 Dog Houses on Roof

Mel Petersen had some, but not all of the cost estimates for replacing the ventilating fans on the roof. The old fans have been removed and the installation of mushroom fans appears to be the most reasonable solution.

8.9 Windows

After daily nagging by George Dobbin, and Charlie Saunders, Allstate has said that they will come back to unstick the windows that they painted shut.

8.10 Drains at 244-246 Beacon Street

George Dobbin has been in touch with Mr. Bennett who says that he plans to fix the drain which puts water into over basement and to repair the sidewalk which causes leaks in the back of our building.

8.11 Conversion to Gas Heat

The new burner has been ordered and will be delivered in September. We are still trying to get the engineering report from the Gas Company. George Dobbin and Mel Petersen will keep after them.

8.12 Sinclair's Floor

The new floor at the Sinclair's was 2/3 laid when the Board was made aware that the quality of the new floor was not what had been specified. Neither Hunneman nor the Contractor laying the floor was aware of the fact that the wrong wood had been supplied. The cheap flooring will be removed and the proper quality will be relaid by September 15.

8.13 Schwartz Floor

Edith Schwartz's floor is buckling in the bedroom again. Charlie will make test boarings under the warped sections in an effort to find out where the water is coming from.

8.14 Next Meeting

The next meeting of the Board of Managers will be held Tuesday, September 11, 1979 at 6:00 p.m. in the Hunters' apartment (Unit 4).

8.15 Adjournment

The meeting was adjourned at 7:45 p.m.

Respectfully submitted -

Elizabeth I-V. Hunter
Clerk



250 Beacon Condominium Association

Meeting of the Board of Managers
Wednesday, September 12, 1979

The ninth meeting in 1979 of the Board of Managers of the 250 Beacon Condominium Association was held on Wednesday, September 12, 1979 at 9:00 p.m. in the Hunter's apartment (Unit 4).

There present were:

<u>Board of Managers</u>	Grant Schaumberg	Vice-President
	Donald B. Sinclair	Treasurer
	Elizabeth I-V Hunter	Clerk

The meeting was called to order by Grant Schaumberg, Vice-President at 9:00 p.m.

9.1 Walter Sugden

The Board opened its meeting with a moment of silence in memory of Walter Sugden, resident and long time member of the Board of Managers of 250 Beacon Street. The Board wishes to express its sympathy to the Sugden family and to assure them that Walter's wit and perception will be soarily missed.

9.2 Minutes

The minutes of the previous 2 meetings were approved as read and placed on file.

9.3 Treasurer's Report

Don Sinclair reported that, at the end of the month of July, reserves were:

Working Capital	\$7,016.61
Special Assessment	<u>1,290.41</u>
Total	\$8,307.02

Income from common areas was:

Income from common areas was:	\$1,928.81
Special Assessment:	<u>1,440.91</u>
Total:	\$3,369.75

9.4 Insurance

The building is currently covered under a binder pending a comparative analysis of costs between our present company, (Lumberman's Mutual) and another firm (Commerce and Industry). Adecision should be made at the September meeting.

9.5 Schwartz's Floor

The location of the leak which has caused renewed buckling is still being investigated. The shower and the heating pipes are leading contenders, however, no final solution is at hand.

9.6 Sinclair's Floor

The proper quality of flooring has been laid, however, a polyurethane finish was put on. This is the finish which the Sinclair's specifically requested not to have. Don Sinclair said that they would live with the situation because rugs must be laid, etc., so that they can move back this fall.

9.7 Individual Door Bells

There seems to be no way to repair the individual door bells for each apartment because the wires for the system are concealed within our concrete walls and it is all but impossible to trace them. Since some Unit Owners are unaffected by door bell problems and others have brass door knockers, the Board has directed not to take unilateral action on the matter.

William Palmer, an electrician on Newbery Street has successfully wired Grant's door bell to a battery inside the apartment.

Charles Street Hardware has an exclusive selection of brass door knockers.

It was the Board's decision to recommend that each Unit Owner choose the solution which suits his or her needs best. However, Unit Owners choosing to install door knockers are urged to consult with their neighbors to ensure a mutually satisfying aesthetic solution.

9.8. Lobby

The firm of E.K. Perry will be repairing the lobby ceiling and damaged pieces of plaster moulding. Work should begin before the end of the month.

9.9. Next Meeting

The next meeting will be held Wednesday, October 10, 1979 at 6:00 p.m. at the Hunter's apartment (Unit 4).

9.10 Adjournment

The meeting was adjourned at 10:15 p.m.

Respectfully Submitted -

Elizabeth I-V Hunter
Clerk

250 Beacon Condominium Association

Meeting of the Board of Managers
 Wednesday, October 10, 1979

The tenth meeting in 1979 of the Board of Managers of the 250 Beacon Condominium Association was held on Wednesday, October 10, 1979 at 6:00 p.m. in the Hunter's apartment, (Unit 4).

There present were:

Board of Managers

George Dobbin
 Grant Schaumberg
 Donald B. Sinclair
 Elizabeth I-V Hunter

President
 Vice-President
 Treasurer
 Clerk

Hunneman & Company

Melvin Petersen
 Becky Moore

Area Manager
 Admin. Assistant

10.1 Minutes

The minutes of the previous meeting were approved as read. They will be typed and placed on file.

10.2 Treasurer's Report

Don Sinclair has just returned from Canada and the Treasurer's Report for October is not yet complete. The Board reviewed operating figures which show no unexpected trends. Hunneman has been asked to prepare an up to date aging of accounts receivable for the next meeting so that the Board can consider certain problems related to the timely payment of common area charges.

10.3 Leaks on Beacon Street Side

A series of serious leaks on the living room and dining room walls on the Beacon Street side have been corrected by putting a sleeve (60 feet in length) inside a drainage pipe leading down from the roof.

10.4 Interior Repairs from Leaks

With the correction of the leaking problem(10.3) repairs have begun on interior damage caused to several Unit Owners apartments. Work should be completed by the end of the month. One Unit Owners has complained that restoration on the ceiling molding in the dining room was not as it should be. Mel Petersen will contact the plaster man that the Sinclair's used to see if he still has the tool made to duplicate the molding. If so, he will be called in to effect further repairs. The feeling of the Board was that while it is a common expense to repair damage caused by leaks, it should not be a common responsibility to restore interiors to a better condition than they were prior to the leak without the financial assistance of the individual Unit Owners concerned.

10.5 Mrs. Ajami's West Wall

For the past five years the west wall of the Ajami's master bedroom and closet has been peeling and flaking due to dampness. The exterior surface has been examined, repointed and waterproofed repeatedly without providing a lasting solution. George Dobbin is concerned that we may not be able to find the cause of this problem. One possible solution might have to be the construction of a new interior wall 1/2 into the room to provide insulation from the problem. Mr. Moffie has used this solution to prevent cold from penetrating his unit.

10.6 246 Beacon Street

John Bennett has again been contracted and reaffirmed his intention to correct the Beacon Street drainage problem which causes water to pour into our basement via Edith Schwartz's storage room. On the Beech Street side we will work with Bennett to slope his walk away from our foundation so as to drain water out of our basement.

10.7 Basement Leaks 256 Beacon Street Side

The vines growing up on the rear west wall of our building by the 256 parking lot have been removed and the earth has been placktopped to prevent water seeping into our basement.

10.8 Windows Painted Sheet

Charlie Saunders and George Dobbin are calling Allstate on a daily basis to get them to come back and to unstick windows. Their bill for the work will not be paid until the windows are fixed and if the services of a carpenter are required the cost of his labour bill be deducted from the Allstate bill.

10.9 Front Hall

Work on the front hall is still in process. With the completion of plaster repairs, the existing paint colors will be matched.

10.10 Insurance

The Board has chosen the bid of Lumberman's Mutual for the buildings insurance. Their price is a little higher, but we wanted to insure the satisfactory processing of our 2 claims for the Schwartz's and Sinclair's floors. It was felt that changing companies in mid-stream might endanger these claims.

10.11 Schwartz's Floor

Interior steam pipes have been eliminated as a possible cause of leakage. Investigation now centers on the shower pan as a possible cause and the Kennedy's plumber will be contacted since he removed the shower pan in their unit. He can tell us what metal and type he found - hopefully this will provide a solution.

10.12 Conversion to Gas Heat

Word has been received that our new burner, which was due on 9/14/79 should arrive 11/19/79. The delay is due to an order backlog at the factory. Fraiser Engineering will begin work on piping, etc. now so that conversion can be accomplished when the burner arrives.

Our old boiler is useless and will have to be hauled away. This means that the building will be unheated for 24 to 48 hours at the time of conversion. Unit Owners will be notified in advance to minimize inconvenience.

10.13 Roof Fans

Electric mushroom fans and their installation, including new covering, will cost over \$2,000. Mel Petersen has been asked to contact Paul Cohen, developer of 256 Beacon Street to inquire about the wind-driven mushroom fans which he installed.

10.14 Chimneys

Work has not yet begun on repointing the chimneys. Mel was asked to put some pressure on the contractor as this could cause some expensive leaks this winter.

10.15 Intercom

We are still having problems. Mel has been asked to contact the management at 280 Beacon Street where they have a system tied into individual telephones and to report to the Board at the next meeting.

10.16 Peeling Yellow Wall

Work should begin in November.

10.17 Intruders

Within the last week 3 intruders have gained access to the building. In two cases they used the ploy of saying that they had C.O.D. deliveries. All Unit Owners are urged to be careful about admitting deliverymen. If there is any question in your mind, do not let the person into the building and notify Charlie or Eddy at once.

10.18 Front Lawn

The front lawn has been reseeded.

10.19 Annual Meeting

The Annual Meeting of Unit Owners will be held Tuesday, November 13, 1979 at a place to be announced.

10.20 Board Vacancies

With the death of Walter Sugden there exists a vacancy on the Board of Managers. Mr. Sugden's term of office was to have expired in November of 1980. In addition to finding an individual to complete Mr. Sugden's term, the nominating committee will present to the Annual Meeting, candidates for the following terms which expire at the Annual Meeting.

- Donald B. Sinclair - Term expired 11/79
- George F. Dobbin - Term expired 11/79

There remain Grant Schaumberg and Elizabeth I-V Hunter, whose terms expire 11/80.

As constituted at the May meeting of Unit Owners, the nominating committee consists of Ellen Overlan, Bob Erich and Edith Schwartz. Please contact these people with your thoughts.

10.21 Next Meeting

The next meeting of the Board of Managers will be held on Tuesday, October 30, 1979 at 6:00 p.m. in the Hunter's apartment (Unit 4).

10.22 Adjournment

The meeting was adjourned at 7:30 p.m.

Respectfully Submitted -

Elizabeth I-V Hunter
Clerk



250 Beacon Condominium Association

Meeting of the Board of Managers
Tuesday, October 30, 1979

The eleventh meeting of the Board of Managers of the 250 Beacon Condominium Association in 1979 was held on October 30, 1979 in the Hunter's apartment (Unit 4) at 6:00 p.m.

There present were:

<u>Board of Managers</u>	George Dobbin	President
	Grant Schaumberg	Vice-President
	Donald Sinclair	Treasurer
	Elizabeth I-V Hunter	Clerk
<u>Hunneman & Company, Inc.</u>	Mel Petersen	Area Manager
	Becky Moore	Admin. Assistant

The meeting was called to order by George Dobbin, at 6:00 p.m.

11.1 Minutes

The minutes of the previous meeting were read and approved with one substantive correction and several typographical error corrections. Since the minutes had already been distributed, the substantive correction is printed below:

October 10, 1979 - The tenth meeting of the Board of Managers:

10.3 Leaks on Beacon Street Side

A series of serious leaks on the living room and dining room areas on the Beacon Street side have been partially corrected by replacing flashing adjoining 248 Beacon and repairing joints.* (* Some additional leaks caused by holes in the adjoining wall with 248 remain to be fixed.) Closet leaks were topped by putting a sleeve 60 feet in length down a drainpipe from the roof.

11.2 Treasurer's Report

Don Sinclair said that he would present a full analysis of the year's expenses at the annual meeting. Also at that time he will present the budget for the coming year. This budget will provide the basis on which we will be able to decide whether or not another note issue is required.

11.3 President's Report

George Dobbin consulted with the Board on the items to be covered in the President's report at the annual meeting. Items discussed, which will be presented to the Unit Owners included, but were not limited to the following:

- 1.) Status of various capital projects including cost to date and anticipated expenditures.
- 2.) Report of the Audit Committee.
- 3.) Prospect of zone heating.
- 4.) Report of the Emergency Preparedness Committee
 - a) necessity of maintaining clear stairways and back halls.
 - b) fire extinguisher near elevator machine room.
 - c) possible removal of old fire hoses.
 - d) installation of smoke/heat detectors
- 5.) Sewage in basement drains.
- 6.) Conversion from oil to gas heat.

11.4 Stuck Windows

Allstate Roofing came on October 25th and opened the windows which had been painted shut.

11.5 Secret Service

Mel Petersen will contact the head of the Secret Service office in Boston and arrange a meeting with the Board to discuss procedures to facilitate the day to day operations of the building when the Secret Service is here.

11.6 Loading Zone

This building pays \$50. per year to the City to have a loading zone out front. It has been noted that it is almost always occupied by one of four vehicles which, to date, remain unidentified. If we ask the police to ticket cars in the loading zone they will, but since the law states that only vehicles with commercial license plates may use the zone, this will cause inconvenience to residents. Mel Petersen will have stickers printed up which will be stuck on the windows of cars which are chronic loading zone parkers. It is hoped that this will solve the problem.

11.7 Elevator

The interior of the elevator needs repainting. Rather than use the standard paint which we have in the past and which does not stand up well, we will investigate special durable paints. Mel has been asked to contact Ben Soep, a local purveyor of special paint.

11.8 Fire Extinguishers

Unit Owners are encouraged to have fire extinguishers in their units especially in the kitchens.

11.9 Relationship with 248 Beacon Street

Nov 5, 1979

Negotiations with the owners of 246-248 Beacon Street are still in process and it appears that adjoining wall leaks and drainage problems, front and back, will be resolved. However, the owners of 248 still plan to add 2 stories to their building. They have yet to approach the architectural commission, however, the Board feels that we should begin to prepare our opposition to their forthcoming petition.

11.10 Schwartz Floor

Repairs to Edith Schwartz's floor are scheduled to begin in November. There is no longer any evidence of a leak and the cement under the wood floor is dry.

11.11 Showers

Several Unit Owners have had the experience of finding that the drain of the master bedroom shower clogs up when the shower is first used after a period of disuse. Should this occur, please do not use the shower and call Charlie so that the drain pipe can be unstuck. Water collecting on the floor of the shower will spill over the pan under the shower floor tiles and can cause damage to the wooden floors.

11.12 Security

In response to a series of unauthorized entries to the building, the Board authorized a memorandum on security and agreed to have it distributed to all Unit Owners.

11.13 Proposed Sale of Unit

The Board has been notified orally that Linda Raub proposes to sell her unit and has been given to understand that one prospective purchaser would plan to use the unit as an investment to be rented, rather than lived in.

Article 8, Section II of our By-Laws places restrictions on the ability of a unit owner to rent without permission of the Board. The Board would like to hear the Unit Owners opinion on the principal of having units in the building being used as investment properties rather than as residences.

11.14 Annual Meeting

The Annual Meeting will be held in the Hicks-Eastham apartment (Unit 7) at 6:00 p.m. Tuesday, November 13, 1979.

11.15 Next Meeting

The next meeting of the Board of Managers will be held on Monday, November 12, 1979 at 6:00 p.m. in the Hunter's apartment, (Unit 4).

11.16 Adjournment

The meeting was adjourned at 9:45 p.m.

Respectfully Submitted -

Elizabeth I-V Hunter
Clerk

250 Beacon Condominium Association

Meeting of the Board of Managers
Sunday, November 2, 1979

By unanimous consent of the Board, a special meeting of the Board of Managers of the 250 Beacon Condominium Association was held on November 2, 1979, in the Tishman's apartment (unit 14) at 9:00 P.M. There present were:

Elizabeth I-V. Hunter	President
Sandra E. Tishman	Vice President
Donald B. Sinclair	Treasurer
William F.M. Hicks	Asst. Clerk
Grant W. Schaumburg, Jr.	Clerk

The meeting was called to order by Liz Hunter at 9:00 P.M.

Money Market Fund

The sole purpose of the meeting was to discuss the transfer of the working capital of the Association to a money market fund. The Association's funds are presently kept in two bank accounts where they earn interest at the rate of five percent per year. By keeping the money in a money market account, the Association would earn interest at a rate more in line with the present market interest rates (12 to 15 percent per year). There are several money market funds available that offer a high degree of liquidity and safety to the investor. The Board voted unanimously to open an account with the Fidelity Daily Income Trust (FDIT), a money market fund located in Boston. FDIT is one of the largest of the money market funds and maintains a safe and liquid portfolio with a large portion of its assets invested in short term securities of the federal government.

The meeting was adjourned at 9:15 P.M.

Respectfully submitted,

Grant W. Schaumburg, Jr.

Grant W. Schaumburg, Jr.
Clerk

250 Beacon Condominium Association

Meeting of the Board of Managers
Monday, December 3, 1979

The twelfth regular meeting of the Board of Managers of the 250 Beacon Condominium Association was held on Monday, December 3, 1979, at 6:00 p.m. in the Hunter's apartment (Unit 4). Present were:

William F.M. Hicks
Elizabeth I-V. Hunter
Donald B. Sinclair
Grant W. Schaumburg, Jr.
Sandra B. Tishman
Mel Peterson (Hunneman & Co.)
Rebecca Moore " "
Tom Frawley " " .

The meeting was called to order by Grant Schaumburg, Vice-President.

12.1 Election of Officers

The following were nominated and elected as officers of the Board for the coming year:

Elizabeth I-V. Hunter, President
Sandra B. Tishman, Vice-President
Donald B. Sinclair, Treasurer
Grant W. Schaumburg, Jr., Clerk
William F.M. Hicks, Assistant Clerk .

12.2 Minutes

The minutes of the previous meeting were delivered orally by Liz Hunter. They will be submitted in writing at the next meeting.

12.3 Treasurer's Report

Donald Sinclair delivered a brief Treasurer's report indicating that the final year-end figures from Hunneman were received and precisely match his figures.

12.4 Insurance

An issue has arisen as to the extent of coverage of the Condominium insurance, particularly with regard to the water-damaged floors of the Sinclair unit. In general, the Condominium insures damage only up to the "interior finished surface" of each unit; however, it is not clear that this language is interpreted consistently by all insurers. Thus, the insurance of the Condominium Association and insurance of the individual unit owner do not combine to cover the entire damage claim.

A meeting of the adjusters from Liberty Mutual (the Sinclairs' insurer) and Lumbermen's (the Condominium insurer) has been scheduled to resolve this problem.

12.5 Loan

Don Sinclair reported that the loan of \$18,000.00 which was approved at the annual meeting has been fully subscribed. It was restated that this loan is not earmarked for specific expenditures as is the special assessment.

12.6 Money Market Fund

It was reported that as of November 30, 1979, the Association had \$26,491.90 in an account at the State Street Bank and \$1,170.65 in an account at the Shawmut Bank. Hunneman & Co. recommended that we invest these sums in a money market account in order to earn more interest on the balances. (At the special meeting of the Board on December 9, 1979, it was voted to move the money to the Fidelity Daily Income Trust.)

12.7 Schwartz' Floor

It was reported that the floors in the Schwartz unit are being repaired.

12.8 Condominium Charges

There was a general discussion on the subject of the Association policy with respect to the payment of common area charges by unit owners. There is presently a problem with regard to the arrears of a small number of unit owners. A formal policy regarding the collection of common charges will be adopted at a future meeting of the Board. It should be emphasized that the common charges and special assessments are due each month and that those who do not pay on time are in effect subsidized by those who do.

12.9 New Furnace

Don Sinclair reported that the switch to the new furnace is expected to be accomplished within the next week.

12.10 Hunneman & Co.

The Hunneman representatives distributed a list of items for discussion entitled "250 Beacon Street, Management Issues" (Attachment I).

12.11 Unit Owner Work Requests

The issue of work requests by unit owners was discussed thoroughly. At the suggestion of Hunneman & Co. it was agreed to institute a more formal unit owner service request procedure. Hunneman & Co. will distribute a number of "Customer Service Request" forms (attachment II) to each unit owner. Unit owners requiring service of common area facilities should fill out the form, retain the pink copy, and deposit the white and yellow copies in a box which will be located in the lobby office. It is believed that this system will provide for the tighter control of Charlie and Eddy's time.

It was also agreed to amend the policy with regard to personal work (which was previously set forth in minute 1.7 of January 9, 1979) to read

as follows:

The unit owner is expected to be responsible for any work that needs to be done within the space bounded by the inside surfaces of the concrete exterior walls, floors, and ceilings of the units. Damage to interior paint and plaster from leaks, however, has been deemed a common-area responsibility as has the puttying of windows and replacement of sash cords. Both Charlie and Eddy are available and willing to provide personal help that is not of sufficient magnitude to interfere with their regular work. Unit owners should pay at least five dollars per hour to them for personal work.

12.12 Management Time

The issue of "excessive management time" required of Hunneman was discussed briefly. The contract with Hunneman will be reviewed and this issue will be discussed further at the next meeting.

12.13 Administrative Time

It was suggested that a simpler system of monthly billing could reduce the administrative time required of Hunneman. Because bills for common area charges do not change from month to month, Hunneman will prepare a master which can be copied and distributed each month.

Unit owners are reminded to put the stickers (which were distributed earlier in the year) on their payment checks.

12.14 Storm Windows

Unit owners who are in need of one or two storm windows should check with Charlie or Eddy to see if there are any extras in the basement.

12.15 Lock-box

It was agreed that there will be established a "lock-box" for keys to units and that Board members will have keys to the lock-box.

12.16 Secret Service

The Secret Service, which failed to send a representative to the Board meeting, will again be requested to meet with the Board to discuss procedures regarding their presence at 250 Beacon Street.

12.17 Leaks

It was reported that the leak in the Eastham/Hicks unit in the east wall of the dining room has reappeared and is causing new damage to the recently-repaired walls. The owners of 244 Beacon Street have stated their good intentions to repair this leak which originates at their roof.

There is nothing new to report on the problem with leaks along the back wall interface with the adjacent building.

12.18 Yellow Wall

It was determined that Allstate is to be paid in full for their work to date and will proceed with the removal of the yellow paint on the exterior wall.

12.19 T.V. System

There have been several complaints about the T.V. System. Don Sinclair stated that Mr. Bromley has been called and will re-visit the building to check on the system. (Has anyone noticed that television reception is better when Don is in town?)

12.20 Board Meetings

Future meetings of the Board of Managers will be held routinely on the second Wednesday of each month. The next meeting will be on January 9, 1980, in the Hunter unit.

12.21 Adjournment

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

William F.M. Hicks
Grant W. Schaumburg, Jr.