

250 Beacon Condominium Association

Meeting of the Board of Managers
Wednesday, January 9, 1980

The first meeting in 1980 of the Board of Managers of the 250 Beacon Condominium Association was held on Wednesday, January 9, 1980, in the Hunter's apartment. Present were:

Board of Managers

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

Hunneman & Co.

Mel Petersen
Rebecca Moore

Secret Service - Peter Grant (Special request to attend)

The meeting was called to order at 6:00 p.m. by Liz Hunter.

1.1 Secret Service

Peter Grant of the U.S. Secret Service met with the Board to discuss the Secret Service protection of Senator Kennedy. Three crews of eight Secret Service men are assigned to protect Senator Kennedy when he is in Boston. These men (plus reporters and the Senator's staff members) account for the numerous individuals who inhabit our lobby at various times.

Secret Service protection is afforded to the Kennedy's only when the Senator is in town; however, if Senator Kennedy wins the nomination for President, it is likely that full-time protection will be provided to his family.

Each agent displays a Secret Service pin on his left lapel and carries wallet identification. Unit Owners are free to request to see the identification papers of any agent. Unit Owners should also feel free to ask agents for assistance in cases where the Secret Service's presence is interfering with the activities of the Unit Owner. Mr. Grant apologized for the inconvenience caused to residents of 250 Beacon Street by the Secret Service.

1.2. Minutes

The minutes of the Special Meeting of the Board of Managers were amended as follows: the date of the meeting was December 9, 1979, rather than November 2, 1979. The minutes of the Special Meeting were then approved as amended and the minutes of the meeting of December 3, 1979 were also approved.

1.3 Treasurer's Report

The figures for December are not available until after the 10th of the month.

Don Sinclair has determined through consultations with Hunneman & Co. that the Condominium Association owes no federal tax; our state taxes equal \$44.08. Our chart of accounts and the accounting system of Hunneman are not yet compatible. Don is working with Hunneman to solve the problem.

1.4 244-246 Beacon Street

The last in a series of stirring rhetorical performances by 250 Beacon Unit Owners has led to a one story cap on any building activity next door. Messrs. Bennett, Ryan, and Smith, who desired much more, were told by the Back Bay Architectural Commission that they can add at most, one story to their buildings. Their hearing has been extended to February 13th, at which time the Commission will entertain plans for a one story addition. The 250 Beacon consensus is that one is better than three, but zero is better than one. Perhaps they will give up and go away.

1.5 Insurance

In the continuing quest to learn which insurance policy covers which damages, Don Sinclair has met with Vincent G. Gannon, the insurance adjuster for the Condominium. A memo regarding this matter is attached and a definitive answer regarding the coverage will be forthcoming.

1.6 Common Charges

The response to the Board's plaintive cries regarding arrearages was positive; Unit Owners who, for one reason or another, have fallen behind in their common charge payment, are bringing their accounts up to date.

The Board will continue to debate the adoption of a definitive policy regarding the collection of common charges. At the next Board meeting Bill Hicks will present a proposal for discussion.

1.7 Furnace

The furnace has been operating improperly; pressure has been low and cycle times erratic. Fraser Engineering has identified two problems which, it is hoped, can be easily solved and will result in the smooth operation of the new furnace.

1.8 Lock Box

The lock box for keys has been installed. Condominium keys for units and for storage areas will be kept in the box and keys to the box will be kept by the custodians and the members of the Board. Access to units and to storage areas will thus be assured in case of a plumbing leak, fire, or other emergency.

1.9 Leaks

Our good neighbors at 246 Beacon Street have not yet delivered on their promises to deal with the leak that plagues the Eastham-Hicks apartment. An ad-hoc committee comprised of Mssrs. Hicks, Dobbin, and Sinclair are going to take whatever action appears likely to produce results.

1.10 Loading Zone

The loading zone in the front of the building is too often used for parking by neighbors, visitors, and others. A system will be initiated in which Charlie will attach a warning to any car parked in the loading zone and will keep a record of the offending vehicle's license number. Future offenses will be dealt with by towing the vehicle. Unit Owners are forewarned that they should use the zone for loading only.

1.11 Storage Space

Unit Owners are not permitted to store their belongings in hallways and other common areas. A drive will begin to identify the owners of items stored in the hallways and basement in order to rid the common areas of private belongings.

1.12 Television System

The response of Bromley, the television antennae installer, to requests for repairs has been poor. Unless this situation improves, another company will be sought to maintain the system.

1.13 Turner Air Conditioners

The Board approved Dr. Turner's request to install three (3) air conditioning units.

1.14 Schaumburg's Cats

The Board approved the Schaumburg's request to have one male and one female cat housed in their unit.

1.15 Hunneman Questionnaire

A questionnaire on "Goals and Objectives" of the building was distributed to each Board member by Hunneman. It was described as being designed to help them serve us better.

1.16 Ed Curry

The Board was informed that Ed Curry wishes to reduce the number of hours he works each week for Social Security purposes. Don Sinclair will discuss the matter further with Ed Curry and report to the Board.

1.17 Next Meeting

The next meeting of the Board of Managers will be held on Wednesday, February 13, 1980 in the Hunter's unit.

1.18 Adjournment

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

Respectfully submitted:

William F. Hicks

Grant W. Schaumburg, Jr.

- Attachments for the record -

250 Beacon Condominium Association

Meeting of the Board of Managers
Wednesday, February 20, 1980

The monthly meeting of the Board of Managers was held on Wednesday, February 20, 1980, in the Hunter's apartment. Present were:

Board of Managers

Elizabeth Hunter, President
Sandra Tishman, Vice President
Donald Sinclair, Treasurer
Grant Schaumburg, Clerk
William Hicks, Asst. Clerk

Hunneman & Co.

Richard Bland, President

The meeting was called to order at 8:00 p.m. by Liz Hunter. The meeting had originally been scheduled for February 13th but the Board unanimously agreed to meet on the 20th instead in order to get the opportunity to discuss management issues with Richard Bland of Hunneman & Co.

1.1 Treasurer's Report

The full treasurer's report was not yet available for the month; however, Don Sinclair noted that the problem of arrearages on monthly common charges has been reduced to more manageable proportions by the payments of some unit owners.

1.2 Minutes

The minutes of the meeting of January 9, 1980, were approved as submitted.

1.3 Hunneman & Co.

The primary purpose of the meeting was to review with Richard Bland the performance of Hunneman & Co. The following topics were discussed: 1) the need for more effective communications among Hunneman, the Board, unit owners, and **superintendents**; 2) the role of Hunneman & Co. in the supervision of work contracted by the Association; 3) the writing and distribution of minutes; 4) billing procedures for common area charges; 5) the installation and maintenance of a lock box for unit keys; 6) accounting discrepancies which have resulted in incorrect payments to Hunneman; 7) the establishment of a new chart of accounts for the Association; 8) the repair of the leak at the juncture of our building and 244 Beacon; and 9) the problem of condominium insurance. The Board presented requests and/or complaints regarding each of these issues. Richard Bland and his staff will attempt during the coming month to either meet the requests or present a management plan designed to solve any longer term problems.

1.4 Insurance

Donald Sinclair is still pursuing the insurance question regarding coverage for water damages to different units.

1.5 Adjournment

The meeting was adjourned at 10:30 p.m. The next meeting will be Wednesday, March 19th, in the Hunter's apartment.

Respectfully submitted,

Grant Schaumburg
William F. Hicks

250 Beacon Condominium Association

Meeting of the Board of Managers

March 19, 1980

The March meeting of the Board of Managers was held on Wednesday, March 19, 1980 in the Hunters unit. Present were:

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

Richard Bland - Hunneman
Charles Curran

Edith Schwartz - Unit Owner
Leslie Dannin - Tenant

1. Leslie Dannin, who is leasing Unit 1B from Lee Humphries, attended the first portion of the meeting at the invitation of the Board of Managers. The Rules and Regulations of the 250 Beacon Street Condominium were discussed and she will be given a copy. She told us she was having trouble with mice. Charlie Saunders is helping with trips.
2. Unit owner Edith Schwartz attended the next portion of the meeting in order to state to the Board her continuing grievance over water damage in her storage area. Discussion of how to proceed on this matter was suspended for consideration later in the meeting with Hunneman representatives.
3. Richard Bland, President of Hunneman and Charles Curran, New Area Representative for Hunneman for 250 Beacon Street attended to discuss Hunneman's proposal for future delivery of management services and other matters affecting the building. A copy of this proposal had been made available to the Board prior to the meeting.
 - 3.1 The Board requested Hunneman to give us some background information on common area charges (including special assessments) for comparable condominiums.
 - 3.2. The work on the cellor wall is proceeding and will soon be completed.
 - 3.3 The problem of mice in several units on the lower floors was discussed. Traps and decon were included, as good as anything we can do. The need for a shed to hold trash in the basement was also discussed.
 - 3.4 Hunneman was to look into the installation of fans to vent bathrooms and the removal of debris from the roof.

- 3.5. It was decided to carry out the Hunneman recommendation to seal the window frame and lower the window well to help correct the problem of water entering Edith Schwartz basement storage area.
- 3.6. It was also decided to clean up the rear area by having the railing repaired and a wire mesh installed to prevent trash and dog dropping build up.
- 3.7. It was decided to engage counsel to take appropriate legal action against 244 Beacon Street, water damage problems.
- 3.8. Relative to delinquent payments of common area charges and special assessments, it was decided to follow Hunneman's recommendations to institute small claims procedures of the notice against unit owners more than 2 months in arrears.
- 3.9. The Hunneman recommendations for structure of 16 Board of Managers was accepted and Liz Hunter made the following area responsibility appointments:
- Maintenance - Sandra Tishman
 - Communications - Grant Schaumburg
 - External - William Hicks
4. The next meeting was scheduled for April 15, 1980 at 8:00 P.M. in the Hunters Unit.
5. The meeting was adjourned at approximately 12:00 midnight.

Respectfully submitted

William Hicks

250 Beacon Condominium Association

Meeting of the Board of Managers

Tuesday, April 15, 1980

The April meeting of the Board of Managers of the 250 Beacon Condominium Association was held on Wednesday, April 9, 1980, in the Hunter's unit. Present were:

Board of Managers

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

Hunneman & Co.

Charles Curran, Property Manager
Richard Bland, President

Also present were Robert P. and Salua J. A. Smith, owners of Unit 17, and their architect Francis D. McGuire.

The meeting was called to order at 8:00 P.M. by Liz Hunter.

1. Renovation of Unit 17

Bob and Salua Smith and their architect, Frank McGuire, presented renovation plans for their unit for the Board's review and approval. The architectural drawings for extensive changes to the Smith's unit were shown to the Board members; the plans for carrying out these changes was explained and discussed.

A motion to approve the plans was made, seconded, and passes. The Board thanks the Smiths for their consideration in presenting their plans for discussion and for their devising a work schedule intended to minimize the disruption to other unit owners.

2. Approval of Minutes

An oral presentation of the minutes of the previous Board meeting was made by Bill Hicks and accepted by the Board. Written minutes will be distributed to unit owners in the near future.

3. President's Report

Liz Hunter reported that communications and working relations with Hunneman & Co. have improved markedly since the presentation by Hunneman of a new management plan for 250 Beacon. The new property manager,

Charlie Curran, is working with Sandy Tishman to improve the execution of a day-to-day management. Evidence of improvement is the list of accomplishments noted below in item 7.

4. Treasurer's Report

Don Sinclair reports that the condominium reserves are consistent with projections. A budget report will be made at the May 14th unit owners meeting.

5. Buidling Leaks

Bill Hicks reported tha the Condominium Association has engaged an attorney, Mr. Bud Corkin, of Davis, Malm and D'Agastine to assist in dealing with the owners of 244 Beacon Street. After several attempts to get Mr. Bennett & Co. (owners of 244 Beacon Street) to assist in the repair of three different leaks that originate on their property the Board determined that legal action was called for. Mr. Corkin and Richard Bland have spoken to Mssrs. Bennett and Smith who admit responsibility for the Beacon Street drainpipe leak that has plagued Edith Schwartz. They are attempting to correct the problem. They have suggested tests to determine the exact origin of the Hicks leak and deny responsibility for the drainage problem in the rear of the building.

Mr. Corkin and Hunneman & Co. will continue to pursue these matters.

6. Superintendents' Schedule

A schedule for the work week of our two superintendents has been formulated by Charlie Curran. The schedule is attached herewith. Please note the times when Eddy and Charlie have time available to assist unit owners with personal chores.

7. Hunneman Report

Charlie Curran reports the following progress toward the accomplishment of 250 Beacon tasks: 1) Loose debris has been cleared off the roof. 2) A fire battle has been purchased to be installed on the door to the roof. This will restrict access to the roof, except in emergencies. 3) Two prices have been obtained for fencing for the small plot of land in the rear of the building. After consultation with the Back Bay Commission regarding the acceptibility of the fencing, we will proceed with installation. 4) Basement drainage tests have failed to detect the source of a wastewater leak near Ed Curry's apartment. Other tests will be made. A lead plug has been installed to prevent the flood tide backup into the basin by Ed's door. 5) Hunneman is moving forward with plans to spot paint the staircases. 6) Batteries for the emergency lighting have been replaced. 7) Poison is being used to attempt to eliminate mice from the building. 8) The brass posts in the lobby were repaired. 9) The exterior yellow wall, which aroused the enmity of neighbors, has been stripped. 10) The continuing Ajami leaks are being investigated. 11) Loose flasing on the sides of the roof has been repaired.

8. Overdue Monthly Fees

The payment of monthly maintenance fees by unit owners has, for the most part, been prompt. This is particularly true since the effort made earlier in the year to notify unit owners of their obligations. There nevertheless remains a problem with regard to the collection of some payments. Accordingly, a motion was made, seconded, and passes by the Board to have Hunneman proceed with the normal collection procedure if payments are not timely. This collection procedure is detailed in the minutes of the last Board meeting and includes the use of collection agency in cases where payments are more than two months in arrears.

9. Building Communications

Unit Owners are requested to use the service request forms for obtaining the services of the superintendents. Follow-up phone calls to Charlie Curran of Hunneman are appropriate if there is a problem with the service request or a special issue that requires discussion.

To communicate general requests, complaints, issues for discussion, etc. to the Board, speak to Grant Schaumburg (267-0197).

10. Insurance

Don Sinclair continues to pursue the insurance claims for 250 damages sustained in our various disasters. It appears that there has been some progress and the hope of a settlement on our claims.

11. T.V. Antenna

Don also continues to be our only hope for decent T. V. reception. He is attempting to pass this duty along to Hunneman who will be assisted by a Bromley repairman.

12. Renting of Units

Reaction to the purchase of Unit 1B for speculative rental has been negative. In response to the desire to maintain the building as an owner-occupied condominium, the Board is drafting a by-law to require a buyer of a unit to live in the unit at least one year before renting. The by-law will be discussed at the meeting of unit owners on May 14th.

13. Unit Owner Meeting

The unit owners meeting for the Spring will be held on May 14th at 6:00 P.M.

14. Back Bay Height Restriction

The proposal to restrict building in the Back Bay to heights of 65 feet or less is being discussed by the Back Bay Commission. The next hearing on the proposal is Wednesday, April 28, 1980, at 9:00 A.M. at City Hall. The support of unit owners by letters to the BRA and the Back Bay Commission and by attendance of the hearing is encouraged by the Board.

15. Next Meeting Date

The next Board Meeting will be May 13th at 8:00 P.M. in the Hunter's unit.

16. Adjournment

The meeting was adjourned at 10:20 P.M.

Respectfully submitted by
Grant Schaumburg and Bill Hicks

250 Beacon Street Condominium Association

Meeting of the Board of Managers

Tuesday, May 13, 1980

The monthly meeting of the Board of Managers of the 250 Beacon Condominium Association was held on Tuesday, May 13, 1980, in the Hunter's apartment. Present were:

Board of Managers

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

Hunneman & Co.

Richard Bland, President
Charlie Curran, Building Manager
Herb Rosenfeld

The meeting was called to order at 8:10 P.M. by Liz Hunter.

1. Superintendents - Recent problems with superintendent performance and coverage are being dealt with by Hunneman & Co. in cooperation with the Board of Managers. Jointly we are endeavoring to assure coverage for the building with increased reliability. Changes necessary to achieve this aim will be discussed at the unit owners meeting.

2. Insurance Claims - Liz Hunter reported that there was a plumbing leak in the Kennedy unit on Sunday which resulted in damages to the units below. Our insurance will cover the damage.

Prior damage to the Moffie unit amounted to \$2,500.00 and a claim for that amount is presently under consideration by the insurance company. (See further discussion in item 5, below.)

3. Building Insurance Assessment - The by-laws of the Condominium require an annual assessment of the building and full insurance coverage in accordance with that assessment. Hunneman & Co. will report to us concerning the necessary procedure and its costs.

4. Special Meeting of Unit Owners - The Board discussed the meeting of unit owners scheduled for Wednesday, May 14th at 6:00 P.M. in the Hunter's apartment. An agenda was proposed by Liz Hunter and discussed by the Board.

5. Insurance Coverage - Herb Rosenfeld of Hunneman & Co. is now

pursuing the issue of our outstanding insurance claims that resulted from water damages. The insurance company will assuredly pay a portion of the costs of repair; the Board and Hunneman & Co. are attempting to secure the largest amount feasible within the bounds of the insurance policy.

As stated above, our insurance now provides more completely for damages that are deemed common area responsibilities. In the future the Board, after consultation with Hunneman & Co., will present a suggested insurance approach for unit owners that will further guarantee that the coverage stipulated for in our by-laws and the coverage acquired by unit owners are together sufficient to provide for all contingencies.

6. Noise Arbitration - Two unit owners appeared before the Board to discuss a problem of noise. The unit owner who complained about the noise and the unit owner from whose apartment the noise originated discussed the matter amicably and are working toward a solution.

7. 244 Beacon Street Leaks - In order to ascertain the source of the leaks at the front of the juncture of 244 and 250 Beacon Street, Allstate Co. will perform a test in the presence of a representative from both buildings. This test should take place shortly. In addition, 250 Beacon St. is pursuing the matter of the leaks at the rear of the building (which was caused by improper 244 Beacon drainage) through the attorney, Mr. Corkin, hired for this purpose.

8. Gardening - Charlie Curran in conjunction with Barbara Riley are securing the proper gardening services for 250 Beacon Street. They will contract with a local gardening firm to provide the gardening that we need.

9. T. V. Antenna - Hunneman & Co. is attempting to find a solution to the problem of maintaining the television antenna and are discussing the matter with a couple of qualified companies.

10. Financial Situation - The financial situation of the Condominium is weak, due in large part to unpaid insurance claims. At the unit owners meeting, we discussed possible short and long term approaches to resolving our financial difficulties.

11. Next Meeting - The next meeting of the Board will be on Wednesday, June 11, 1980, in the Hunter's apartment.

12. Adjournment - The meeting was adjourned at 9:50 P.M.

Grant Schaumburg
William Hicks

250 Beacon Street Condominium Association

Special Meeting of Unit Owners - May 14, 1980

Pursuant to a notice dated May 7, 1980, the annual special meeting of unit owners of the 250 Beacon Street Condominium Association was held May 14, 1980, at 6:00 P.M. at the residence of Robert D. and Elizabeth I. V. Hunter, Unit 4, 250 Beacon Street, Boston, Massachusetts.

The meeting was called to order at 6:12 P.M. by Liz Hunter, President of the Board of Managers.

1. Roll Call - The Clerk announced, "There are present, in person and/or represented by proxy, unit owners having 7,807 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. Minutes of the Annual Meeting - The minutes of the November, 1979, annual meeting of unit owners were approved as distributed by a unanimous vote of unit owners.

3. Treasurer's Report - Don Sinclair, Treasurer, submitted a report in writing (see attachment and discussed some important issues.

At present the Condominium is experiencing a cash flow problem due to significant payments for the repair of numerous instances of water damages. We are awaiting the resolution of a controversy regarding the insurance for those damages; unless the insurance payment is forthcoming in the near future, the Condominium will need an infusion of cash from unit owners. The Board will keep unit owners advised in this matter.

The insurance controversy has to do with the gap in coverage between the general condominium insurance and the insurance of individual unit owners. A waiver is available to condominiums to assure that they are covered in accordance with by-laws of the condominium. We now have this waiver and are properly covered. However, due to the errors of our insurance agency, Frank B. Hall & Co., we were not covered until March 18th of this year. We have filed a claim to recover the damages from Frank B. Hall or from the insurer, and should be receiving money from them soon. Herb Rosenfeld of Hunneman & Co. is now pursuing this matter for us.

The Board of Managers will report to unit owners at some date in the future regarding the recommended coverage for individual unit owners.

It was moved and unanimously voted to accept the Treasurer's report.

4. President's Report - Liz Hunter reported the following:

A. The 244 Beacon Street leaks affecting 250 Beacon Street are still present. Legal action (reported below) is being taken in order to resolve the problem.

- B. The yellow wall has been peeled.
- C. The window well in the front of the building is repaired.
- D. The debris has been removed from the roof.
- E. An alarm has been installed on the door leading to the roof. Entry to the roof will be restricted in order to comply with fire department and insurance recommendations.
- F. Much interior work has been completed on leak damages.
- G. Loose flashing on the roof has been repaired.
- H. The main burner of the heating system has been replaced by one that uses gas or No. 2 oil. We are presently burning gas.
- I. The incinerator has been removed from the basement.
- J. Hunneman is in the process of obtaining bids for the conversion of our hot water system to one that functions independently from the main heating system.
- K. The Board met with the Secret Service and established mutually agreeable guidelines for their operations at 250 Beacon Street.
- L. Hunneman & Co. has submitted a planning document for 250 Beacon. We have installed Charles Curran as the new building manager, and have, in general, improved working relations with the Board and the unit owners.
- M. The superintendent's phone number is 267-4741. Please call this number instead of relying on the intercom buzzer. The buzzer does not ring in Ed Curry's apartment, but the telephone does.

In case of no response, call Hunneman & Co. at 426-4260 and ask for Charlie Curran.
- N. The Board is organized as follows: Don Sinclair is in Charge of financial matters, Sandy Tishman deals with superintendent and service request questions, Bill Hicks is in charge of external relations, e.g. with our attorney or the neighborhood association, and Grant Schaumburg handles internal building problems, such as complaints regarding excessive noise. Please contact these people for assistance in pursuing any of your concerns.
- O. The Hunneman survey of the building, which was made as a part of the planning document referred to above, indicates probable 250 Beacon capital expenditures of almost \$140,000 will be necessary over the next five or six years. This equals approximately \$23,000 per year and is in excess of the \$17,000 now collected for the special assessment. The special assessment will therefore continue and may be increased in the future. The questions of whether to continue calling this amount a "special assessment" or merely to add it to the common charges will be resolved after a study of the tax consequences of the two alternatives.

P. A comparative analysis of common charges of condominiums will be distributed in November at the annual meeting.

Q. Robert P. and Salua Smith presented to the Board plans to extensively remodel their unit. The plans were approved by the Board and assurances were given that the work would take place in conformity to the rules of the Condominium.

R. In response to the report of the president requests were voiced to remove the last bit of the yellow paint from the edge of the wall, beautify the newly fenced plot in the rear of the building, put a lock on the inside rear screen door, and report parking violators who park at the hydrant nearest to the building. These matters were referred to Charlie Curran for action.

5. 244 Beacon Street leaks - Bill Hicks reported on the action taken to deal with the leaks originating at the common wall of 244 and 250 Beacon Street. The Board obtained legal representation in order to induce John Bennett and the other owners of 244 Beacon Street to repair leaks in our building which originate at 244 Beacon Street. Our lawyer for this matter is Bud Corkin of Davis, Malin & D'Agostine.

A test is being scheduled to determine the cause of one of the remaining two leaks. This test will be observed by representatives from both 250 Beacon Street and 244 Beacon Street and should resolve the question of responsibility.

We will continue to work toward the resolution of this problem.

6. Zoning Change - Sandy Tishman reported that, spurred by the audacious attempt of John Bennett & friends to construct a high-rise at 244 Beacon Street, The Back Bay Neighborhood Association filed a petition to the BRA Zoning Commission for a 65-foot height restriction on all new buildings. The BRA Committee that reviews these matters proposed that the restriction to 65 feet be adopted along with other more stringent measures. This committee meets tomorrow and if all goes as expected will make their recommendations to the Zoning Commission soon. At the Zoning Commission meeting, the participation of interested unit owners is recommended.

7. Roof Deck - A unit owner proposed that we add a roof deck to 250 Beacon Street. The Board will discuss this proposal and report at the November meeting.

8. Nominating Committee - Three Board members complete their terms in November. A motion was made, seconded, and unanimously passed to choose two new members for three-year terms and one for a one-year term.

Nominations were made and voted for a nominating committee. The unit owners elected to the committee are: George Dobbin, Norm Raben, Jane Sugden, and Ellen Raub (alternate).

9. Rental of Units - A reminder was given regarding the rental

of condominium units. A unit owner may only sell or lease a unit after giving the right of first refusal to the Condominium Association. This right is only available for a one year period - beyond that the Board may decline to give permission to lease. This by-law is intended to discourage the purchase of units for income or speculative purposes.

10. Annual Meeting - The annual meeting of the Condominium Association will be held 6:00 P.M., November 20, 1980, in the Smith's unit, 8th floor rear.

11. Adjournment - The meeting was adjourned at 7:44 P.M.

Respectfully submitted by

Grant Schaumburg and Bill Hicks.

250 BEACON STREET CONDOMINIUM ASSOCIATION

Meeting of the Board of Managers

Wednesday, June 11, 1980

The regular meeting of the Board of Managers of the 250 Beacon Street Condominium Association was held on Wednesday, June 11, 1980 at 8:00 P.M. in the Hunter's apartment (Unit 4). Present were:

Elizabeth I-V. Hunter, President
Sandra B. Tishman, Vice President
Donald B. Sinclair, Treasurer
Grant W. Schaumburg, Jr., Clerk
William F. M. Hicks, Asst. Clerk
Charles Curran, Hunneman Investment Management Corp.

The meeting was called to order at 8:13 P.M. by Liz Hunter.

1. Treasurer's Report

As discussed in the special meeting of unit owners in May, the cash reserves of the condominium association are very low due to the payment of repairs for water damages. The insurance settlement for those damages is still under negotiation; because the condominium association is not budgeted to deal with special problems such as water damages, we are in need of cash to maintain the building operations. Consequently, the Board voted to authorize the borrowing of up to \$20,000. from unit owners to be repaid in full on December 31, 1980, with 12 percent per year simple interest.

By the meeting of unit owners in November, the insurance issue and the other items affecting the condominium budget will be clarified sufficiently to allow the Board to present a proposal regarding the budget and finances for the following year. As stated at the May meeting, we anticipate increases in expenses and also believe the condominium should build a reserve for future anticipated and unanticipated major expenses.

2. Plumbing

The renovations in the Smith unit have provided an opportunity to view the water and waste pipes. The (not surprising) conclusion from this plumbing inspection is that the plumbing is getting old and will require attention over the next few years. As work is done in units, we will replace drains and brass water pipes where advisable. Replacement of portions of the existing system will be done on a more systematic basis if the need becomes apparent.

3. Lights

The lobby and building electricity was turned off on Monday due to the non-payment of our condominium Boston Edison bills. The bills were not processed properly by Charlie Saunders (who has been replaced by a new superintendent), but the power was quickly restored due to the efforts of Charlie Curran.

4. Building Leaks

The water test at 244 Beacon revealed that the Hicks leak originated from a leaking baseboard radiator on the 5th floor of 250 Beacon Street. We will repair the leak.

We will continue to pursue 244 Beacon Street regarding the drainage problem at the rear of the building.

Other leaks originating from the exterior walls are in evidence in the Ajami, Schwartz, and Moffie units and will be repaired as soon as the source of the leak is indentified.

5. Insurance

The building insurance is up for renewal in July. The by-laws call for insurance of the building for its full market value. Accordingly, the Board has contracted with Hunneman & Co. for an appraisal to determine the building value and will negotiate with two more insurance companies for coverage once the appraisal is completed.

6. Superintendent

Tom Fahey has replaced Charlie Saunders as the new building superintendent.

7. Back Bay Development

The zoning commission of the BRA will meet in med-July to consider changes to Back Bay building regulations. The changes under consideration include a 65-foot height restriction and a one-story addition limit. Sandy Tishman has been following this and will keep us informed regarding the need for public participation.

8. Water Heater

It is advisable to divorce the water heater from the rest of our building heating system so that the entire system does not require fuel during the summer months. We are obtaining estimates for the cost of installation of a separate hot water system. An initial quote from Fraser Co. was \$4,700.00 plus tax for two 85 gallon water heaters.

9. Adjournment

The next meeting of the Board will be Tuesday, July 8, 1980, at 8:00 P.M. The meeting was adjourned at 11:00 P.M.

Respectfully submitted,

Grant Schaumburg
Clerk

HUNNEMAN INVESTMENT MANAGEMENT CORPORATION

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250 Beacon Condominium Association**Meeting of the Board of Managers**

July 8, 1980

The July meeting of the Board of Managers was held on Tuesday, July 8, 1980, in the Tishman's unit. Present were:

Sandra B. Tishman, Vice President
Donald B. Sinclair, Treasurer
Grant W. Schaumburg, Jr., Clerk
William F.M. Hicks, Asst. Clerk

Richard Bland, Hunneman & Company
Charles Curran, Hunneman & Company

1. Minutes

The minutes of the four previous meetings were approved with some corrections. Due to a misunderstanding, the minutes of these meetings had not been distributed to unit owners until earlier in the week. This is the reason that several sets of minutes were distributed at one time.

2. Treasurer's Report

We have raised \$20,000 through the loan announced after the last board meeting. This will solve our cash flow problems until we can deal with the budget in November.

3. Insurance Claim

We have, with the assistance of Hunneman & Company, presented the details of our insurance claim to Frank B. Hall Company. Frank B. Hall says that the building was not covered for the water damages at issue. We contend that it was through their error that we were not covered and, accordingly, are pursuing the claim against them through an attorney.

4. Insurance Coverage

We are obtaining bids for insurance coverage and will insure the building for its full value in accordance with the Condominium by-laws. Hunneman & Company has appraised the building and estimates its value at \$2.8 million.

5. Building Report

Several matters were discussed regarding the operation and maintenance of the building: 1) The leak in the rear wall and the drainage problem from 244 Beacon still exists, as do efforts to stop the flow. We are pursuing the matter with the owners of 244 Beacon and intend to correct the problem with or without their cooperation. 2) The

renovations to the Smith's apartment (unit 17) are nearing completion. 3) Tom Fahey, our new superintendent, will move into the building this weekend. We would appreciate comments and suggestions regarding his work. 4) A bid for the removal of the oil boiler has been obtained and the work will proceed. 5) Bids for the installation of a new hot water heating system are being reviewed. Hunneman & Company will attempt to determine the best engineering approach in consultation with the contractors. 6) Fire extinguishers have been purchased and will be installed in the stairwells near the electric meters. 7) Richard Bland of Hunneman extended an invitation to the Board to send two representatives to 4 meetings on Condominium management and government to be held in Newton beginning in September. 8) Ralph Parks, of 220 Marlborough Street, is doing the gardening at the front of 250 Beacon. We are contracting Gallup Brothers Landscaping Co., for the clean-up of the plot in the rear of the building. 9) The front door will be painted soon and a locking screen door will be added to the rear interior door in the basement.

6. Overnight Guests

It is the responsibility of unit owners, not the building superintendents, to admit guests to the building unless prior arrangements have been made with Ed or Tom. This is particularly true of late-hour arrivals since the outer door is closed after midnight. A letter regarding this policy will be distributed to unit owners.

7. Ed Curry

The efforts of Ed Curry during the superintendent transition period have been extensive and are appreciated by the Board. A suitable gift will be made to him to recognize his contribution to the building.

Respectfully submitted,

Grant W. Schaumburg, Jr., Clerk

250 Beacon Condominium Association
Meeting of the Board of Managers
Wednesday, August 13, 1980

The August meeting of the Board of Managers was held on Wednesday, August 13, 1980, in the Hunter unit. Present were:

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

Mark Lippolt, Hunneman & Co.
Charles Corkin and Gary Matsko, Davis, Malm & D'Agostine (attorneys).

Liz Hunter called the meeting to order at 8:02 p.m.

1. Meetings of prior meeting.

The minutes of the meeting of the Board of Managers in July were accepted with one addition: "The next meeting of the Board will be at 8:00 p.m. in the Hunter unit."

2. Unit sale

Unit 1B owned by Lee Humphries is for sale with an asking price of \$53,000.

3. Building insurance

Liberty Mutual Insurance Company has sold the Association an insurance policy to cover 100% of the replacement value of the building, \$2,275,000. The cost of \$3,885 is slightly lower than our previous premium with Lumberman's. The policy also covers liability claims against the Condominium. If you have occasion to make a claim for damages to your apartment or for other reasons, you must submit the claim in writing with copies to both Hunneman & Co. and the Board of Managers.

4. Insurance claims

The Association's attempt to recover damages from our former insurance agent, Frank B. Hall & Co., continue. Messrs. Corkin and Matsko reviewed their legal efforts with the Board and obtained information necessary to make final a demand letter to be sent Frank B. Hall & Co. The demand letter will be followed by negotiations or legal action as appropriate.

5. Schwartz basement damage

Edith Schwartz's personal property was damaged due to the leak in the basement originating from the drain at 244 Beacon Street. The leak has been repaired and the question arose as to how to recover the damages. It is the opinion of Mr. Corkin that Dr. Schwartz should look first to her own insurance carrier to recover damages.

6. Building report

The keys have been replaced again due to the theft of a set of keys. The policy of the Condominium is to provide two keys for each unit at no charge; all additional keys are provided for three dollars each. This policy was reaffirmed by the Board on the grounds that the cost of the keys is an expenditure directly related to the number of people in a unit.

The elevator will be repainted shortly.

A unit owner complained recently about the building cleaning services and the request for better cleaning has been conveyed to Hunneman & Co. Comments and requests regarding building services can be conveyed via the service request forms, or by phoning Charles Curran at Hunneman or Grant Schaumburg (267-0197).

7. Treasurer's report

The Board briefly discussed preliminary budget estimates for the coming fiscal year. The next meeting will be largely devoted to the consideration of the budget. It is clear at this time that there will be an assessment in the Fall in order to restore the working capital to a reasonable level. To date we have relied on loans from unit owners to provide the funds necessary to meet extraordinary expenses; we will discuss the possibility of changing this situation.

8. Comparative condominium expenses

Hunneman & Co. have obtained a comparative listing of expenses for 250 Beacon Street and two other condominiums: 81 Beacon Street (40,000 square feet, 10 units) and the Copley Condominium (70,000 square feet, 72 units). A review of the various cost elements leads to the conclusion that the costs of 250 Beacon Street are generally in line with the costs of the other two condominiums.

9. Unit owners meeting

The annual meeting of unit owners will be held on November 19th. The time and place will be formally announced in October.

10. Next meeting

The next meeting of the Board of Managers will be Wednesday, September 10, 1980, in the Hunter unit.

The meeting was adjourned at 10:08 p.m.

Respectfully submitted,

Grant W. Schaumburg, Jr., Clerk

HUNNEMAN

250 BEACON CONDOMINIUM ASSOCIATION

MEETING OF THE BOARD OF MANAGERS

SEPTEMBER 10, 1980

The September meeting of the Board of Managers was held on Wednesday, September 10, 1980, in the Hunter's unit. Present were:

Elizabeth J.V. Hunter, President
Sandra B. Tishman, Vice President
Donald B. Sinclair, Treasurer
William F.M. Hicks, Assistant Clerk

Richard Bland, Hunneman & Comapny
Mark L. Lippolt, Hunneman & Company

Liz Hunter called the meeting to order at 8:00 p.m.

1. Minutes

The minutes of the August 13, 1980 meeting were approved with one change: Item 3, line 3 - change \$3885. to \$4200.

2. Treasurer's Report

There was extensive discussion of the Budget proposal submitted by Hunneman for our consideration for the next fiscal year. Several line items were changed. There will be further discussion at the next meeting, prior to making final recommendations to the Unit Owners in November.

3. Special Assessment

It was unanimously approved to order a special assesement due December 1, 1980, in the amount of \$22,700. This assessment will repay outstanding loans from Unit Owners and accrued interest thereon.

4. Unit Sale

It was noted that a proposed sale of Unit 1B, by Lee Humphreys had fallen through.

5. 246-248 Beacon Street

Sandra Tishman reported that an application for a building permit for the Penthouse was under consideration, but the Zoning Committee has not acted on it.

6. Basement Clean-up

It was voted to issue a notice with ultimatum that all property in the basement hallways must be removed.

7. Next Meeting

The next meeting will be on Wednesday, October 22, 1980, at 8:00 p.m. in the Hunter's unit.

Respectfully submitted,

William F.M. Hicks
Assistant Clerk

250 Beacon Street Condominium Association

Meeting of the Board of Managers
Wednesday, October 22, 1980

The monthly meeting of the Board of Managers was held on Wednesday, October 22, 1980, in the Hunter apartment. Present were:

Board of Managers

Elizabeth I.V. Hunter, President
Sandra B. Tishman, Vice President
Donald B. Sinclair, Treasurer
Grant W. Schaumburg, Jr., Clerk

Hunneman & Co.

Charlie Curran, Building Manager
Mark Lippolt, Accountant

The meeting was called to order at 8:10 p.m. by Liz Hunter.

1. Minutes - The minutes of the previous meeting will be read at the November meeting.
2. Treasurer's Report and Budget - A preliminary budget for the next fiscal year has been prepared by Hunneman & Co. Don Sinclair will review the figures and present a full budget report at the November 19th annual meeting of unit owners. The preliminary budget is approximately fifteen percent higher than expenditures in the current year.
3. New Unit Owner - Joan Lambert purchased Unit 1B from Lee Humphries and has moved to 250 Beacon Street.
4. Insurance Claim - The Association attorneys are pursuing the insurance claim against Frank B. Hall. They have prepared a demand letter detailing our claims for damages plus interest and will present the letter to Frank B. Hall & Co.
5. Exterior Repairs - Allstate Company has presented a bid for scraping the joints and caulking the west river side wall of 250 Beacon. This wall leaks in several locations and has cracks in the mortar that could lead to further leaks.
6. Annual Meeting - The annual meeting of the owners of 250 Beacon Street will be held in the Fishman's unit, seventh floor, on Wednesday, November 19th at 6:00 p.m.
7. Nominating Committee
The nominating committee will be requested to discuss their nominees of the Board of Managers at the next meeting of the Board of Managers. They will nominate replacements for Don Sinclair, Liz Hunter, and Grant Schaumburg at the annual meeting.

8. Hunneman & Co. - Charlie Curran reviewed a list of building improvements completed by Hunneman & Co. during this year. He will discuss the list at the annual meeting.

9. Deliveries - Deliveries to the building have in some cases resulted in damages in the front hall and elevator. In cases where such damage is possible, the delivery should be made via the rear door and service elevator. The superintendents will attempt to divert deliveries to the rear of the building in all such cases.

10. Basement Removal - Hunneman & Co. has removed all unclaimed items from basement hallways. During the next month, all items owned by unit owners must be removed from the common areas or they will also be discarded. Charlie Curran will announce the schedule for this activity.

11. Next Meeting - The next meeting of the Board of Managers will be Wednesday, November 12th in the Hunter unit.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Grant W. Schaumburg, Jr., Clerk

250 Beacon Street Condominium Association

Meeting of the Board of Managers
Wednesday, November 12, 1980

The monthly meeting of the Board of Managers was held on Wednesday, November 12, 1980, in the Hunter apartment. Present were:

Board of Managers

Elizabeth I.V. Hunter, President
Sandra B. Tishman, Vice President
Donald B. Sinclair, Treasurer
Grant W. Schaumburg, Jr., Clerk
William F.M. Hicks, Ass't. Clerk

Hunneman & Co.

Charles Curran, Building Manager
Mark Lippolt, Accountant

The meeting was called to order at 8:05 p.m. by Liz Hunter.

1. Minutes - The minutes of the September and October board meetings were approved.

2. Treasurer's Report - As of October 31 the condominium reserves showed a negative balance of \$19,572.62. This negative balance will be eliminated by the December 1 unit owners assessment. A complete report of condominium financial conditions will be distributed in conjunction with the annual meeting of unit owners.

3. Insurance Claim - The attached demand letter has been submitted to Frank B. Hall & Co. in accordance with our insurance claims against that company. No response has been received from Frank B. Hall & Co. and our attorneys anticipate the necessity of a suit in order to recover the damages.

4. Exterior Repairs - Allstate Company is currently repairing leaks and caulking joints on the west wall of the building. Upon completion of that work, all of the cement window sills of the building will be inspected and repaired.

5. Nominations for the Board - The nominating committee, under the leadership of Jane Sugden, has recommended that the three vacancies on the Board of Managers be filled by Norm Raben, Bob Ehrich, and Liz Hunter. Norm and Bob would take three-year terms and Liz would serve an additional one-year term in order to provide continuity to the board. These nominations, and any others that unit owners would like to advance, will be voted on at the annual meeting.

6. Heating System - Tom Fahey is surveying the building for faulty radiator valves and is making repairs where necessary. If you have leaky or non-operational valves that he has failed to identify, please let Tom and Charlie Curran know.

Grant Schaumburg will be in charge of the settings for the heating system for the foreseeable future. Please advise him of any problems with the amount of heat your unit receives.

7. Smoke Detectors - Smoke detectors will be required for all condominium units and public halls as of January 1, 1981. Hunneman & Co. has obtained an estimate of \$1,800 for the installation of smoke detectors in our public hallways and basement. Each unit owner will be responsible for purchasing a smoke detector for his unit; at the annual meeting we will discuss the possibility of buying the detectors as a group in order to save money.

8. Deliveries - The board discussed the problem of deliveries mentioned in last month's minutes. An attempt to avoid damages to the lobby steps through the use of a stair ramp is under consideration.

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

Respectfully submitted,

Grant W. Schaumburg, Jr.
Clerk

250 BEACON CONDOMINIUM

Minutes of the Annual Meeting of the Unit Owners

Held November 19, 1980

1. Pursuant to the attached notice, the Annual Meeting was called to order at 6:07 p.m., November 19, 1980, in the residence of Maynard and Sandra Tishman by President, Elizabeth I.V. Hunter, upon being informed by the Assistant Clerk following a roll call that there were present in person or by proxy a majority of Unit Owners.
2. The Assistant Clerk provided proof of notice of the meeting (copy appended).
3. It was agreed to waive reading of the minutes of the previous meeting which had been distributed. The minutes were approved as written.
4. Donald Sinclair presented a brief synopsis of the Treasurer's Report which had been distributed prior to the meeting. There was a question as to what are the major items in capital budget needs and Saul Moffie suggested we discuss getting a price for roof repairs from Dwyer Roofing. There was a question on prepayments relative to monthly payments. Those who had prepaid the December special assessment are shown as having prepaid monthly as well, but this will all balance out after December.

The Treasurer's Report and Budget for the fiscal year ending October 31, 1981 was approved.

5. Elizabeth I.V. Hunter presented the President's Report.
 1. We will probably need to sue in order to recover on various claims against Frank B. Hall. A motion to authorize the Board to act on advise of counsel was approved.
 2. A notice was distributed showing what the Master Policy covers and what individual unit owner's insurance should cover (copy appended).
 3. It was announced that All State is now fixing the west wall problems. Window sills are being cracked and these will be repaired to prevent wall damage over and under windows. This should cost about two to three thousand per year. In response to a question we will ask Hunneman to survey the window wood paint situation.

4. The maintenance list of accomplishments over the past year (copy appended) was briefly discussed.
5. It was pointed out that we will need to install smoke detectors in the common areas and that each unit should also have them. Hunneman will inquire as to how many unit owners want so that we can bulk purchase. Unit owners will have to pay for their own.
6. The subject of chimney sweeping was discussed and Hunneman will further look into the question.
7. There was a brief discussion of the TV antenna and reception on the Beacon Street side was poor for some units. Hunneman will have this looked into.
8. Unit owners were reminded to use the Task Request Forms whenever reporting a problem or wishing for some work to be done.

The President's Report was accepted.

6. Maynard Tishman delivered the report of the Audit Committee which was accepted.
7. The Report of the Yard Commibtee given by Barbara Riley was accepted.
8. Jane Sugden presented the Report of the Nominating Committee which recommended Elizabeth I.V. Hunter be reelected to a one-year term and that Norman Ruben and Robert Ehrich be elected to three year terms. The report was accepted, nominations closed and the above recommended elections approved by voice vote.
9. The Unit owners formally welcomed Joan Lambert to the building.
10. Richard Bland of Hunneman made a brief statement expressing the Company's continued interest and appreciation in working with us.
11. The matter of oxygen tank deliveries was discussed with attention focussed on the need for ramps to wheel bulky objects up over the steps. It was decided to build a removable ramp while keeping pressure on the delivery company to be responsible.
12. The unit owners payed a resolution of thanks and appreciation for Donald Sinclair and Grant Schaumburg, retiring members of the Board.
13. On the matter of heat, Grant Schaumburg will be regulating the timer based on the need to keep the top floor adequately supplied. This should assure that all have enough heat.
14. In response to a question Elizabeth Hunter reported that the front hall rug had essentially disintegrated while being dry-cleaned. The Board will consider a replacement.

15. There was general discussion of what our policy should be relative to enforcing and policing the Loading Zone in front of the building. A motion that we strictly enforce did not carry on a tie vote. Hunneman will poll all unit owners in an effort to resolve the question.
16. The question of putting up a roof deck was raised, but it was agreed to postpone discussion for a future meeting.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted

William F. M. Hicks,
Assistant Clerk

M I N U T E S

MEETING OF THE BOARD OF MANAGERS

250 Beacon Condominium

December 17, 1980

The meeting was called to order at 8:07 p.m. The minutes of the November meeting were read and approved as read.

1. Election of officers: The Board elected officers as follows:

President - Elizabeth I.V. Hunter

Vice President - Sandra Tishman

Treasurer - Norm Raben

Clerk - William Hicks

Asst. Clerk - Robert Ehrich

2. There was general discussion of our cash flow and spending plan for the fiscal year. Norm Raben will meet with Hunneman to further review.
3. It was reported that work at the west wall, now suspended, will start up shortly. Repairs to the cement window sills is next on the schedule.

It was determined to further review the problem of windows needing repairs with the unit owners in May.

4. Hunneman will contact any late payers who have questions on the December bills.
5. The results of the loading zone poll will be tabulated by Hunneman and discussed at the next meeting.
6. The Board authorized clerk, William Hicks, to approve, with suitable provisions, the request of Grant and Cynthia Schaumburg to transfer title to their unit to a realty trust.
7. It was reported that 260 Beacon Street would like to organize a "block committee" to patrol Bank Street. Norm Raben will further investigate.
8. It was agreed to reimburse George Dobbin for the Christmas tree in the lobby.
9. The next meeting is scheduled for Monday, January 19, 1981 at 8:00 p.m. in the Hunter unit.

Respectfully submitted,

William Hicks