

61 Alder Street Condominium Trust  
Meeting Notes

**Date: January 18, 2023**

Participants: Brendan O'Brine, Susanna Kittredge, Megan Ray, Diana Burmistovich, Adam Hanson

Annual Trustees/Homeowners Meeting

Rats:

Still evidence of them. Diana will provide exterminator's contact info to Adam who will follow up about a rat hole/nest outside his door.

Parking:

- difficult for Diana. Ask city for new entrance on Lowell street?
- A car parks in No Parking space at the corner. Police told Diana that we should call them if we see someone in that illegal space.
- Parking will get harder with snowfall - narrows margins and makes slipperier. Brendan will think about it.

Account:

Current balance: \$3,192.62

Building insurance paid for year

Basement entrance:

Concern about how to get large items in and out.

Possible solutions:

- Bulkhead
- Widen existing door
- Get new stairs going down from back entrances of #3 or #4
- Make stair down from near front door alongside #4's stairs (include soundproofing for wall between stairwell and Megan's bedroom)

Possible unit renovations

- Brendan & Susanna may look into contractor to bump out attic roof

Unit numbers update

- Updated with city
- Not updated with gas co

Security Cameras

- Peeper has not been seen since initial incident in November
- We'd need to get an electrician to run a wire to porch, or find battery operated system
- Putting camera in Diana's window won't work because of angle and glare

Plumbing issue in basement (kitchen pipe from "59A" is dripping)

- Adam says Nick at NKY Property Services is good

Electrician to avoid:

- Cranny Electric

Action Items:

- Adam will call exterminator to follow up on rats' nest
- Brendan will work on solving the parking problem, esp w snow
- Adam will look up info for contractor who did work on his kitchen
- Brendan will look into contractors for basement stair project
- Brendan and Susanna will look into opening up driveway on Lowell
- Diana will check with National Grid about unit numbers (she is getting double billed)
- Diana or Susanna will look into cameras and email the group with quotes (Adam has a camera, but it needs to be plugged in. Diana will try it in window)

**Date: November 11, 2022**

Adam got bill for master insurance. Will pay whole amount of \$2703 out of the HOA fund. Covers policy period of Dec13, 2022-Dec 13, 2023.

Proposes 2 cameras, one on each major porch. Pay for the camera, then a couple bucks a month for data storage. Get one with light or night vision component? Diana can look into installation. Share cloud account for data storage OR micro SD card. Proposed light option: LED light that turns on when it gets dark out. We will all research cameras and follow up on group chat.

**Date: January 24, 2022**

Participants: Brendan O'Brine, Adam Hanson, Diana Burmistovich, Megan Ray Susanna Kittredge

BUSINESS

Current balance in HOA bank account: \$3667.95

Item: login info for Vermont Mutual master insurance is now in the folder.

Item: Dehumidifier for basement: Mason's dehumidifier distributor did not come through for the dehumidifier included in their quote for \$2000. Dehumidifiers available at Lowe's for \$1500-\$1700. Should be able to pump out through washing machine outflow. Mass Save \$30 rebate. There may be cheaper ones available. Want to make sure it's not one that needs to be emptied. All units paid to HOA fund for WHOLE foundation repair estimate including \$2000 for humidifier. Once we get the new dehumidifier, folks can take the difference out of their next payments.

Item Snow plow: \$140 for the plowing earlier in the month. Susanna and Brendan paid. Will take it out of next HOA payment.

Item: Adam is due a refund for what he put up front for the deposit for the foundation work. He will pull \$946 from the HOA.

Item: Rat traps Susanna will look at alternatives to poison traps for rats and mice.

Item: rebuild of back stairs/deck etc. Improvement of access to basement and 2nd floor units. Diana raises concern about how it would affect lighting in her bathroom. Tabled pending further research.

Item: Brendan and Susanna moving storage unit to less damp corner. Agreed.

**Date: July 19, 2021**

Participants: Brendan O'Brine, Adam Hanson, Diana Burmistovich, Susanna Kittredge

**BUSINESS**

Brendan/Susanna, Adam, and Current HOA fund are fronting the \$ for the foundation repair (per last meeting's notes)

Current HOA funds: \$3000

Unit 1 (Diana): \$1445.11

U2 (Megan): \$1444.03

U3 (Adam) : \$1942.39

U4 (Brendan/Susanna): \$1943.07

Megan and Diana will pay their portions into the HOA in a few installments. Susanna will create a spreadsheet to help track these payments, once final cost is known (just in case there are any surprises with the foundation work).

Foundation repair to be completed Aug 23-24 by A1 Foundation Crack Repair

Storage units need to be cleared out by this date.

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**Date: June 1, 2021**

Participants: Brendan O'Brine, Megan Ray, Adam Hanson, Diana, Susanna Kittredge

BUSINESS

Mason quotes are about to expire for repointing basement.

- Done Right Services said they offer financing, but turns out it's not available to HOAs
  - A1 quote seems best. Does not include sealant/waterproofing, but that could be put in later.
    - Does not include debris removal. Will be put in bin pending better basement access in future
- \$4888 deposit; Condo assoc will cover \$3000; Brendan and Susanna can front \$1888. Adam will front the final payment when work is done.

The balance will be paid through special assessment on condo association fees. To be determined at a later date.

Several members would like to look into renovating the basement door or putting into a bulkhead. Tentative discussion ensued about turning one of the back doors into a basement staircase and create second story or third story porch. To be tabled for later.

Condo law research

- We should have a designated repair contact on HOA
- We should have something in our bylaws about how repairs are handled.

Adam is considering Air BnBing his unit. HOA has no problems with this.

**Date: April 20, 2021**

Time: 6:30pm

Participants: Brendan O'Brine, Megan Ray, Meghan Robertson, Adam Hanson, Diane (?)

Resources: Foundation Quote Summary Presentation (Brendan O'Brine, April 20, 2021) ("Presentation")

BUSINESS

Review and discussion of quotes for foundation repair

DECISIONS:

- HOA will select one of the four contractors in the Presentation (but not Creative Masonry) to repair the foundation over the current winter, between 6 and 12 months from now.
- HOA will save money until then, and pay as much as possible out-of-pocket.

--HOA will finance the remainder of the costs. Details on how to do this are still To Be Determined.

#### To-Do

Brendan:

- Call A1 and ask if they offer financing
- Call Done Right and ask if their proposed repairs will manage heavy storms/rainwater
- Ask both if they can work over the above timeframe.

**Date: March 29, 2021**

Time: 6:30 pm

Participants: Susanna Kittredge, Brendan O'Brine, Megan Ray, Meghan Robertson, Adam Hanson

Instead of creating a special assessment for the bay window roof repair, we'll all pay prorated (per apartment size) portion into the HOA to pay for the roof repairs, bay gutters, and drainpipe. Brendan will do the calculation.

Car parking: Brendan will provide chalk for Adam to sketch out new parking spaces.

Brendan/Adam will start looking into basement repointing/resealing quote, as well as basement stairs and bulkhead.

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**Date: March 22, 2021**

Time: 6:30 pm

Participants: Susanna Kittredge, Brendan O'Brine, Megan Ray, Meghan Robertson, Adam Hanson

Three roof quotes (see spreadsheet)

Brendan suspicious of lowest quote (Mass Roofing)

Meghan Robertson says from experience, low quote is not an issue; work is guaranteed and waranteed.

Meghan will get more references from Mass Roofing, we will reconvene same time next week.

Additional items:

- Adam will draw up diagram for proposal to change parking space orientation
- Meghan bought new fluorescent bulbs for the basement. Adam will replace them.

61 Alder Street Condominium Trust  
Annual Trustees Meeting and Homeowners Meeting Notes

**Date: January 12, 2021**

7:00pm Present: Susanna Kittredge, Brendan O'Brine, Megan Ray, Meghan Robertson, Adam Hanson

Cap general reserve special assessment at \$20,000.

Monthly fees to stay the same except when superseded by activation of previous agreement about monthly fees to cover roof repair.

Reviewed recent transactions in condo association account. Current balance is \$3926.13

Discussed foundation repointing/sealing. Wait another year or two.

Post in basement - Meghan Robertson will check with her realtor who knows local carpenters/contractors.

61 Alder Street Condominium Trust  
Meeting Notes

**Date: September 28, 2020**

Time: 6:00 pm

Participants: Susanna Kittredge, Brendan O'Brine, Megan Ray, Meghan Robertson, Adam Hanson

Meghan Robertson coming home from NC mid-October. Needs to fix some stuff in condo then list within next few months. Establish HOA fee before listing.

Repairs: bay roofs immediate due to potential for water damage; other items can wait.

Additional repairs for further down the line:

Seal foundation

Gutters - cleaning and spot repairs

New landscaping

New post (small?)

New basement entry/stairs

Repair driveway

Brendan has proposed special assessment for the bay roofs. New total fees would be:

Unit 1 \$200.50

Unit 2 \$200.41

Uni5 3 \$269.50

Unit 4 \$269.59

This adds an additional \$500/month above basic expenses of master insurance, water/sewer, electricity, taxes, landscaping/snow removal as special assessment to pay for bay roofs.

Reassessed in about 6 mos.

Brendan will type up an official agreement to these fees and send over email.

New fees will not go into effect until contractor is retained for roof repair.

Brendan will call contractors.

**Date: September 21, 2020**

Time: 5:45pm

In attendance: Brendan O'Brine, Susanna Kittredge, Adam Hanson, Megan Ray (left early)

Gutters + bay roofs = \$16000

Gutters only \$10,000+

Bay roofs ~\$6000

Brendan will find out how much for just the roofs.

Foundation re-pointed: Approx \$6000-\$8000.

M. Ray is getting landscaping quote tonight for better drainage.

We agreed to put off gutter replacement for now and focus on bay roofs. We can look into repairing leaking spot on gutter and/or getting gutters cleaned.

Bay/dormer roof payment options (total cost estimated at \$6000):

We can each put in  $\frac{1}{4}$  of total cost

We can use the ~\$2000 that's in the HOA account and each contribute  $\frac{1}{4}$  of the remaining cost.

Adam has offered to front some of the money for members not able to contribute full share now, and set up a repayment plan with said members.

Brendan will send a message with a specific proposal soon.

Master Insurance is currently paid in full through this calendar year. A renewal notice will go to Adam. From looking at my mortgage statement, it appears that some of escrow is earmarked for Insurance (Susanna). Others would probably have to look at their own statements to confirm same for all. Insurance agent was unable to tell me how it was paid.

**Date: August 24, 2020**

Time: 6:00pm

In attendance: Megan Ray, Meghan Robertson, Susanna Kittredge, Brendan O'Brine, Adam Hanson

Notes taken by Susanna Kittredge

Still need to get quotes for

- roofs (Adam/Brendan)

- new post to better support split beam (Brendan/Susanna)

- leaky basement

  - Brendan notes that roof/gutter work may also improve basement leaking (Brendan will get quote)

  - rock drainage near house? -- Megan Robinson will ask our landscapers

  - Move plantings away from house to reduce roots wicking

Megan Ray's inspector suggested:

- installation of sump pump and peripheral drainage?

- Stair and partition walls should be pressure treated wood

- masonry needs repointing

Susanna/Brendan will check how master insurance is paid (through escrow?)

New HOA fees with reserve fund, authorized by the trustees, starting Sept. 1

Unit 1: \$136.51

Unit 2: \$136.45

Unit 3: \$183.49

Unit 4: \$183.55

The trustees authorize the homeowners to deduct from their HOA fees reimbursements for services previously paid from personal accounts such as landscaping, recording fee for Trust certificate, etc.

**Date: July 27, 2020**

Time: 5:45pm

In attendance: Susanna Kittredge, Brendan O'Brine, Megan Ray, Adam Hanson

Notes taken by Susanna Kittredge

Auto pay set up for bills - Megan will get Eversource bill on autopay, and look into auto-pay for water bill.



Brendan or Susanna will check if Master Insurance can be auto-paid or whether it comes out of escrow.

Adam's check of \$1067 to insurance was repaid to HOA as overpayment. Adam will reimburse himself.

Each unit can auto pay HOA fees to account

Pay out of account to reimburse expenses (rather than taking it out of monthly fees)

Annual insurance \$2122 (not 2160); corrected in spreadsheet

Repairs:

Brendan working on quote for pillar in basement, and moisture control/leaking in basement

Adam- getting quote for dormer roofs

Susanna to revise condo fees based on %s in condo docs (not square footage from building plan), and corrected annual insurance cost

Additional proposal for Add in \$100 max per unit to add to reserve. Come up with a couple different proposals

Special assessments (eventually) for specific repairs will be on top of that.

Not sure which units' furnaces are heating foyers; we won't worry about it.

Mouse sightings continue in units 3 and 4.

**Date: July 15, 2020**

Time: 8pm

Present: Brendan O'Brine, Adam Hanson, Megan Ray

Notes taken by: Brendan O'Brine.

Business: All three attendees consented to the following:

1. Adopted monthly HOA fees at the following rates, effective July 1:
  - Unit 1: \$87.00
  - Unit 2: \$85.00
  - Unit 3: \$137
  - Unit 4: \$132

Adjustment for in-kind contributions to building upkeep was discussed but not ratified.  
This will be discussed at a future meeting.

Discussion: Future meetings should discuss/decide on:

- Extra amount to seed HOA bank account
- 1-time adjustment for in-kind contributions to date.
- Set up auto-debit for condo expenses
- Fixing the gambrel roofs and basement.

The meeting adjourned at the conclusion of the above business and discussions.

## **Meeting Notes 6/22/20 - 61 Alder Street Home Owners Association**

- Megan will pay utilities until bank account is established and thereafter we can make automatic payments from account. Megan will get reimbursed for initial payments.
- Adam has paid master insurance and will get reimbursed once bank account established.
- Landscaping every 3 weeks. Meghan has paid for first installment, to be reimbursed from bank account.
- Not clear if everyone's Master insurance was paid into escrow or paid to DJ. Megan and Meghan think they paid directly to DJ. Susanna and Brendan may have paid into escrow.
- Keep fees pro-rated per square footage of apartment
- Brendan has updated spreadsheet with current estimated costs.
- Susanna and Adam will work on crunching numbers to come up with each person's monthly fee.
- Susanna will print and send around bank docs tonight or tomorrow.

Meeting will be recurring every 2 weeks. (Next mtg for July 6?)

## Meeting Notes 6/02/20 - 61 Alder Street Home Owners Association

Adam will look into opening small business account for HOA  
Rockland Trust suggested as bank.

Question: Does anyone currently owe anything to HOA, or should we just start with a clean slate? We want to make sure contributions so far have been equitable.

- Topic tabled until budget can be worked out.

### Budget items under investigation

- Common Utilities (water, electric)
  - Issue - Utilities don't have new ownership and address/unit @ info from city.
  - Megan Ray will clarify with city what needs to be done, and sort things out with utilities, including possibly splitting water by unit. (Susanna can help as needed)
- Master Insurance
  - Brendan has contacted master insurance co to figure out how much we owe
- Landscaping
  - Meghan Robinson will ask neighbors about their rates for mowing (and pruning?)
  - Susanna will pull weeds
  - Additional mowing options
    - Buy a mower and mow ourselves or hire teenager/task rabbit - Problem of where to store mower
    - Buy a weed-wacker and store in basement

### Trash and recycle bins

- Bins are communal
- In future, we may be able to get another bin from Waltham, if bins get too full.
- Susanna to confirm that recycling is collected weekly

Ants and mice have been seen in upper floor units. Deterred from Unit 4 with mint sachets and ant bait traps

Rat traps should be replaced at some point.

Next meeting 6/16 7PM