

Greenbrook II Condominium Association  
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Annual Meeting Minutes

The Greenbrook II Condominium Association held its annual meeting by Zoom at 7:00 pm on Monday, March 24, 2025.

Board Members in attendance: Paula Flaherty, President; Julie Murphy, Vice President; Mary Walsh, Secretary; Mitchell Stern, Treasurer; Liz Malkin, Board Member.

President Paula Flaherty opened the meeting. She introduced Seth Barnett, our lawyer, who announced that we did not have a quorum after all ballots were received by his law firm. As a result, there are no changes to the Board.

Paula announced that the gas meter project was successfully completed within the anticipated budget of \$160,000. Gas meters were installed on each of our buildings so that we are now in compliance with the gas company's new mandate, and we are no longer tied into Greenbrook's meter. We have successfully eliminated the need to spend money going forward for ongoing expenses for the monitoring of our meters by a consulting firm or hire an individual to perform this work.

A moment of silence was held in honor of Beverly Brogna, the resident who lost her life in the fire that originated in her unit on October 24, 2024.

Jannette Rowsell, Property Manager, provided details about that fire that ravaged three units and one that incurred heavy smoke damage. There was a lot of speculation about the cause of the fire. The fire Marshall determined that the fire started in a microwave that was plugged into the wall. The microwave was not being used at the time so it could have been a faulty plug or outlet. Unit 59 Greenbrook had extensive damage to the ceiling and the second floor which will require a structural engineer. Units 61 and 67 Greenbrook had extensive water and smoke damage. Most of the personal belongings in these three units were destroyed and the units remain uninhabitable.

The Board hired a private adjuster on behalf of the Association to oversee and negotiate the complex insurance claims process. The private adjuster will be paid for with association funds. At this time, we do not have any definitive charges that the association will be responsible for paying, but we anticipate that there will be some charges incurred. Any amount paid will be coming from the reserve account.

We are now in the process of working with an engineer to determine what is required to repair the main beam and brickwork. The roof repair is also a matter of focus at this time. Half of the roof will be replaced in the near future.

Jannette reminded all residents that they are responsible for maintaining the inside of their units. If an electrical plug, breaker, light fixture, etc. is not working correctly, you must contact an electrician. Dryer vents are the biggest cause of fires so please have your dryer vent cleaned at least every other year. Have your heating system maintained. Fix plumbing leaks and replace your water heater and washing machine hoses on a timely basis to avoid flooding.

Attorney Seth Barnett announced that it was anticipated that Greenbrook would sign a new clubhouse agreement in the coming days that would include Greenbrook relinquishing management control of the clubhouse over to a professional condominium management company, Baystate Management. There are sufficient funds in the existing clubhouse budget to cover the 2025 management fee.

Liz Malkin, board member, discussed a new four-person clubhouse board that will be an even split of two representatives from Greenbrook II and Greenbrook. On previous boards, Greenbrook had majority representation, which was not conducive to making major changes and improvements. Liz will serve on the Board along with volunteer Vicki Fitzpatrick to represent Greenbrook II's interests. Vicki and Liz will facilitate communication between the Clubhouse Board and Greenbrook II.

The new clubhouse board will be initially working on creating a Capital Improvement Plan that must be completed within the first six months of the signing of the management company contract. Within six months of the Effective Date of this Agreement, the Board shall meet as necessary and agree upon a five-year capital improvement plan for the common areas. This plan will include the clubhouse building's waterproofing and drainage, tennis courts, playground, basketball court, sidewalks/walkways, and landscaping projects beyond routine maintenance.

It is anticipated that in addition to the capital improvement plan, initial matters to be handled by the clubhouse board will include answering questions from the management company as it becomes acclimated to our property and planning for a reserve study, with as yet another satisfying development. There has never been a clubhouse reserve account, which was a major area of concern for the previous Greenbrook II clubhouse board members.

We are also pleased that the management company will set up an online portal for clubhouse news, meeting minutes, secure reservations to rent the clubhouse, and possibly offer other opportunities for residents.

Mitchell Stern, Treasurer, discussed financials, including three major reasons the condo fees were increased this year: clubhouse appropriations, the Association's property insurance, and legal fees.

Mary Walsh, Secretary, discussed the importance of being prepared for emergencies:

- The very first thing you should do if you experience or witness an emergency is to get to a safe place and call 911. 911 provides assistance from police, fire, or an ambulance when someone's health, safety, or property is in immediate danger. Also when a crime is in progress, a fire, medical emergency, or a life-threatening situation.

- Please call Jannette after you contact the police or fire department so that her team can potentially provide assistance in some manner, such as warning residents or blocking access to an area until emergency personnel arrive.
- Do not email Jannette if there is an emergency. It is important that you call her. Email will not result in an immediate response. Email should be used for all non-emergency issues.
- If you are experiencing a severe water leak, first shut off your main water valve. If this does not stop the problem, immediately call the fire department for help and then call Jannette.
- The Association strongly suggests that you protect yourself financially against the high costs of damages resulting from an emergency situation. The recent fire highlights the need for adequate insurance coverage, especially in the “Loss of Use” and “Personal Property” options. Check your policy and see if you have high enough amounts to endure an emergency.
  - “Loss of Use” coverage will provide you the money needed to rent housing if your unit becomes uninhabitable after an emergency. The fire on our property has displaced owners for the past 5 months and they will most likely not have the option to return to their homes for at least another 3 months. Typically, count on being displaced for a year when you consider how much coverage you should have. Rentals are very expensive in today’s market and take note that if you have a mortgage, you still have to pay it while you are living elsewhere.
  - “Personal Property” coverage will help you replace damaged contents, including but not limited to appliances, electronics, clothing, furniture, linens, cookware, etc. If you have not shopped for high ticket items recently, you will experience sticker shock so do your research before you decide if you have sufficient coverage.

Julie Murphy, Vice President, shared that we will be erecting signage facing Island Street to highlight and distinguish our property from neighboring communities. One sign will be located at the top of Greenbrook and the other at the top of Cottonwood. Both locations are the gateways to all of the roads that are included in the Greenbrook II community. The plan is to have the signs installed this spring.

The building affected by the fire needs new landscaping and that will happen this year. The landscaping will serve as a “model” of what we hope to be able to afford for all of our buildings over time in the future. Some shrubs will be added to the shrub and flower garden on Cottonwood Dr. There may be some minor, inexpensive landscaping improvements to a few areas that are lacking landscaping.

Last year, we were alerted to the fact that flowers were being ripped out from the Cottonwood garden and from the yards surrounding residents’ units. Should that behavior continue this year, please report any theft that you may experience or witness to the police on their non-emergency number. If possible, take a photo of the perpetrator and provide it to the police. The Association’s employees have been alerted and will be on the lookout.

Julie transitioned the meeting to a question and answer period that included these comments:

10 Cottonwood: Wanted to inform us that he was told by the dog officer that this is private property, and that the town has no jurisdiction when it comes to dogs barking.

6 Greenbrook: Requested last 10 years of financials and confidential, private salary information.  
Answer: No to both requests. Financials have already been provided numerous times.

33 Greenbrook: Would like the board to invest in new "high tech" garage doors instead of landscaping.

Answer: It was explained that the garage doors do not require replacing. Landscaping is important to maintain property values.

57 Cottonwood: Stated that a copy of the budget was not received.

Answer: Management will email it to her.

75 Greenbrook: Stated that the voting package and budget was not received.

Answer: Management will email it to her.

125 Greenbrook: Voiced concerns about the amenities being in poor shape and wanted to know how much we paid for camera.

Answer: This is why we filed a lawsuit against Greenbrook. The new clubhouse board is required to create a capital improvement plan that will include these issues. Cameras cost \$5,000.

31 Cottonwood: Wants to know what the board is going to do about the lack of a quorum.

Answer: We will look into it.

Paula closed the meeting by reiterating the reasons for Zoom meetings versus in-person. The Board will discuss a potential in-person meeting to be held in the fall. In the meantime, any upcoming issues of importance will be communicated via email and written correspondence with the possibility of meetings if required.

Meeting Adjourned.