Washington Park Annual Meeting of Owners

May 23, 2022

Called to order at 6:30 pm via Zoom

Present: Gil Major, Rhonda Fisher, Lisa Arsenault, Barry Mahoney, Barry Kaplan, Jeanne O’Connor, Ivy Rabinowitz and Chris Collins (BRIGS)

Quorum not established: 39.5% ownership present

Welcome and Introductions: Gil Major welcomed all attendees and introduced the Trustees as well as Chris Collins (BRIGS) and Eric Fawcett (On-site Maintenance not present).

1. Treasurer’s Report – Chris Collins (BRIGS)
2. Reviewed the 2021 Budget projection vs. actual
3. Reviewed the 2022 approved Operating budget
4. Reviewed the 2022 Reserve budget
5. Property Report – Chris Collins (BRIGS) – Projects reviewed
6. Information forms were sent out and collected for better communication with owners as well as renters. Information included vehicle plate numbers for identification if needed.
7. Vantaca software reviewed
8. On-site Maintenance – Eric is on-site Monday through Friday from 8:00 am – 2:00 pm.
9. Weekly inspections of the property – on-going
10. Pool update – will be opened on Saturday, May 28.
11. Trash and recycling – reviewed. We are working with the Town of Andover on the closed trash closets in Andover, Bradford and Concord Houses. No decision to reopen the closets until Fall and cooler weather.
12. Paving – EJ Paving will repair the designated areas related to the Columbia Gas event. There will be no charge to the Association for the work.
13. Landscaping – Wildwood is continuing to replant/repair areas where needed.
14. Storage bins – Franklin House. Check with Chris Collins on available units for rent.
15. Reserve and Escrow – contributions are made each month as scheduled.
16. Recreation area access cards and new system – owners will need new cards to access the recreation areas. As of this date, approximately 90 cards have been picked up. Anyone who has not picked up their card, contact Chris Collins to arrange pick up at the office.
17. Resident form – each owner picking up a new access card is filling out a form with unit information.
18. FEOP (Flood Emergency Operations Plan) – Barry Mahoney reviewed the updated Flood Emergency Plan and steps to be taken in a flood emergency as well as the process in securing permanent funding by the Town of Andover for the Balmoral Gauge. Town Meeting unanimously approved the permanent funding.
19. Questions and Answers - previously submitted
20. Shut off valves – a unit owner expense
21. Racket sports in tennis court – Board will look into pickle ball and/or badminton use in the tennis court. No backboard for wall ball due to noise issue.
22. Community events – no due to Covid issues
23. Parking spaces – plan reviewed. The board is working on getting the Town of Andover’s approval by the Conservation Commission on adding additional spaces around the property. This is a long and tedious process requiring an Engineer and additional review.
24. Open Questions
25. Bulk installation of shut-off valves – yes, but up to owners to arrange
26. Vehicles parked that need to be removed including long-term area.
27. Possible use of the trash closets in Andover, Bradford and Concord for personal items – to be discussed by the Board at the June meeting.
28. Life guard at the pool – there will not be a life guard at the pool.
29. Manhole behind #30
30. Hot pipes in Exeter House – will be addressed
31. Budget questions – more time should be allowed for questions during the budget review.
32. Move In/Move Out – fees explained
33. Hallway update – Eric will work on hallway updates as time allows. Sink being installed for water availability during colder weather.
34. Vehicles driving over grass – how to prevent/deter discussed
35. Pool area – party usage requests have to be put in writing to the Board
36. Speeding issues
37. Parking space – possible assignment of one space per unit. Will be discussed again if/when our parking space proposal is accepted by the Town of Andover.
38. Trash Rooms locked – this has presented a difficulty and a solution will hopefully be found to restore the service to Andover, Bradford, Concord. Contact between the Board (BRIGS) and the Town is on-going and should remain as being handled.

Meeting adjourned at 8:15 pm

Respectfully submitted,

Lisa Arsenault

Secretary