Washington Park Board of Trustees

August 24, 2015

Called to order at 6:00 p.m.

Present: Gil Major, Rhonda Fisher, Ed Medeiros, Lisa Arsenault, Barry Kaplan, Jeanne O’Connor and Dana Isaacson (GBP)

Quorum established

Owner Guest: Charles Guarnieri (Plymouth) – laundry room venting issue and use by non-Plymouth House residents. Venting will be considered. Building laundry rooms are not exclusively designated as building-only.

1. Secretary’s Minutes - one typo edit made and approved – **MSA**
2. Treasurer’s Report – Ed Medeiros
	1. Post rental income from #259 North Main Street unit
	2. Reserve Account – $247,000 balance
	3. Snow assessment is due on 9/1/2015 – payments are coming in and are at $7200.00 and being applied to $25,000.00 loan as proposed and approved.
	4. Projects including roofs and patios – balance as of 12/31/2015 projected at $200,000+
	5. Accounts Payable - $67,000 outstanding including CAU for Master policy due on 9/8/2015
	6. Move In/Move Out – GBP is compiling list as reported - $3,600.00 received
3. Management Report – Dana Isaacson (GBP)
	1. Pool fencing – Carli Fencing on schedule for mid-September (9/14/2015)
	2. Roof replacement – Manchester is complete. Lexington House is scheduled next for 8/25/2015 followed by Exeter House. Adjustments to be made due to weather issues and voice-shots will be made accordingly per building. Clarity of voice-shot delivery still in question.
	3. Patio replacement project – Dover House scheduled for all three with pavers. Support beams that have been damaged will also be addressed with Wildwood. Proposal of cost will be submitted by Wildwood.
	4. Verizon FiOS project – installation is on scheduled and confirmed at $15.00/door on 157 units with a start date of 9/9/2015. Attic access discussed – voice shots and door-to-door notices with need for all upstairs units guaranteeing availability for access on dates scheduled and given with advanced notice.
	5. Plumbing/HVAC – looking at making all tanks uniform for all buildings
	6. Plan to improve/update laundry rooms – priority will be based on current conditions. Plan will be in conjunction with boiler replacement program or as proposed.
	7. Insurance – Master Policy – if owners need proof of Master Insurance, go to condocerts@hubinternational.com for documentation.
	8. Door inventory – all doors need to be addressed (39 doors) – replacement due to weather and condition.
	9. Landscape and plantings – there has been a 5% loss of new plantings over 3 years. Will hold on replacement now and evaluate Spring 2016 and will put a line item in 2016-2017 budget.
	10. Parking lines – all parking lines to be done by John, our on-site supervisor. John also sanded and repainted/repaired all building signs for visual improvement. Vehicles will need to be moved during re-lining project as needed.
	11. Pool winterization – closing will be 9/8/2015. Continental provided 2016 pricing. Approved at $4,000.00 increase with explanation on cost increase. Continental will clean and inspect pool cover, anchors and plugs and will report to GBP.
	12. Maintenance report – replace fabric on pool chairs and umbrellas – to be addressed in 2016.
4. Open Discussion
	1. Refrigerator in garage – discard as not being used
	2. Budget – first look at 2016 budget to be ready for September Board meeting
	3. MassSAVE – GBP will schedule based on possible audit
	4. Solar question – could pool/solar panels be used to heat the pool. GBP will research options
	5. Trash pickup and dumpster pickup coordination to prevent dumpster issues – GBP will address with missed pickups by vendor.
	6. Reminder that the heating system is on – if outside temperature dips below 65 degrees, heat in units will come up
5. Executive Session

Working Meeting as needed: 9/16/2015

Board Meeting: 9/28/2015

Respectfully submitted,

Lisa Arsenault, Secretary

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