Washington Park Board of Trustees

February 26, 2018

Called to order at 6:00 p.m.

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

Absent: Barry Kaplan

1. Secretary’s Minutes – approved as amended **MSA**
2. Motion to amend item #3h of the January 22, 2018 minutes to the following: **Snow policy followed and vehicles towed per violations.**
3. Treasurer’s Report - Chris Collins (BRIGS)
4. Reviewed year-end summary. Will review again in 1-2 months for variance items.
5. Will continue to have line item report monthly
6. Total Operating - $140,783.00
7. Total Reserves - $247,593.32
8. Accounts Payable - $19,988.93. Chris Collins (BRIGS) will look into bill from Direct Energy for gas as we work through Columbia Gas. Pool season preparation – received invoice and is in accounts payable.
9. Management Report – Chris Collins (BRIGS)
10. Trash and Recycling – to improve use of the recycling bin and to avoid increase in the mess around the bin, Trustees voted to change to a 10 yard, once a week recycling plan with Casella. Only change is a larger container for recycling with a blue cover to differentiate between trash container in the fenced area. **MSA**
11. Recycling flyer to be distributed to all units outlining what is and is not permitted to be put in the recycling bin. Trustees reviewed the flyer and Ivy Rabinowitz will revise for trustees to review prior to distribution. The hope is to improve awareness of proper use of the recycling program and to avoid the mess that often occurs due to misuse. John will distribute flyer when finalized.
12. Storage bins – bins are currently available (7 small and 2 large) for rent. Small bins are $150/year and large bins are $175/year. Billing processed discussed.
13. Pest control – under control
14. Laundry room update – Andover House (247 North Main) has been completed.
15. Interior Painting update in Andover, Bradford, Concord Houses – Arch Painting will do the project of updating hallways including removal of wallpaper and repainting walls and trim. Proposal of $48,198 by Arch Painting reviewed and accepted. To fund the project, trustees voted to skip a year of patio replacement ($17,600) and move paving project out which would give us the $30,000 for the front buildings’ painting update. Motion to accept Arch Painting with work to begin immediately - **MSA**
16. Move in/Move out – two new tenants (renters) – orientations to be scheduled
17. Snow policy – followed and vehicles towed per violations.
18. Open Discussion
19. LED lights at entrances – replaced
20. Pot holes at both entrances and around the property – to be repaired when weather permits
21. Canada Geese – a few have returned and are seen on the property. No feeding of the geese is allowed.
22. Spring Newsletter – Chris will send format to Gil Major. Distribution date early April 2018.
23. Year-end laundry income – there is a shortfall and Chris Collins will look into with the laundry company.
24. Audit report – request to have the report back to us prior to Annual Owners’ Meeting in May.
25. Pool area bathrooms – update to be discussed at the next Board meeting.

Executive Session

Adjourned at 7:30 p.m.

Next Board Meeting: March 26, 2018

Working Meeting: TBD as needed

Lisa Arsenault

Secretary