Washington Park Board of Trustees

January 23, 2023

Called to order at 6:00 pm via Zoom

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

Quorum established

1. Secretary’s Report – approved as written – **MSA**
2. Treasurer’s Report – Nikki Newell (BRIGS)
3. Operating as of 12/31/22: $23,803.71
4. Reserve as of 12/31/22: $263,876.37
5. A draft report is needed for review – full report is not ready. Nikki will let Scott and Accounting know that the report is needed for the monthly meetings.
6. Engie invoices were paid in November 2022. Total gas charges of $105,438.84 paid as of 12/31/22.
7. CD forms are signed. BRIGS is waiting for the bank to send the account number information. No explanation on why it’s taking so long to set up the CD for $100,000 for one-year.
8. Management Report – Nikki Newell (BRIGS)
9. Storage Unit update – reviewed the list of Unit #s and renter information. Invoices will be sent on February 1, 2023 with payments due March 1, 2023. No back charges will be assessed. Annual invoicing will begin on February 1, 2023.
10. Parking Plan – nothing from Bill Dufresne (Engineer). Board will be copied on emails sent to Bill Dufresne for reference. The required and paid Peer Review has not been done or scheduled.
11. Credit Card charges – reviewed. Exxon Mobil – question on what was purchased. Eric will fill out a fuel reimbursement form for mileage at $.62/mile for business related miles. Process of keeping and submitting all credit card receipts reviewed with Eric by Nikki Newell. Process to be followed on a monthly basis going forward.
12. Laundry contract – vents have all been cleaned as of 12/16/22. American Laundry is the new owner of Automatic Coin Laundry. Nikki Newell (BRIGS) contacted Cindy who informed her that companies are moving away from coin operated machines. Washington Park will stay with coin operated machines at $1.00 per wash and $1.00 per dryer load (60 minutes) for a one-year contract. Gil Major will work with Nikki Newell on options after the one-year contract expires. Nikki Newell is working with Cindy on the missing reimbursement funds from 2022. If we can’t get an answer on the missing funds, Nikki will contact Perkins for legal steps needed to secure what’s due to the association per the contract. It was also reported that 30 A #2 had a washer delivered. Nikki will check on it.
13. Trash rooms in 237, 247 and 257 – due to complaint calls from residents to the Board of Health (Patty Craft), the trash rooms will remain closed in all three buildings.
14. Open Discussion
15. Snow storm towing – 8 cars were towed by Elm Street. Wildwood did not clear the stairs on the decks. This should have been done for safety reasons with a path to the slider on each deck. The new deck product is slippery and the stairs are more challenging to clear because they are closed and not open as they were with the old decking. Nikki will call Dave Shaw (Wildwood) to discuss towing after the clean-up from tonight’s snowfall (1/23).
16. Commercial truck at 237 – not sure who it belongs to and which unit to fine for the repeated overnight parking of the commercial vehicle. The commercial van with Supresso Grinding continues to be on the property overnight after permission was only granted for a couple of days due to a car repair by the resident. Eric will keep an eye out to sticker and it will be towed.
17. Copy of 259 lease. Rhonda Fisher will search for it at the office or on file so that we know of any adjustments needed and if it’s a 30 or 60 day required notice. If lease is not located, do a new lease effective 1/1/23.
18. Mailboxes – Eric does a monthly walk-thru per building on any move in/move out changes.
19. Booklets – Barry Mahoney and Jeanne O’Connor did not receive new condo fee booklets. Nikki will look into why.
20. Trees – Dan Ferris will schedule according to the weather this week. North side will be done first and then the south side of the property where the tree is in the river. Residents will be notified not to park along the river so the work can proceed.
21. Shutter down at 259 and a broken shutter at 90A – Eric will address.
22. The laundry room at 90B looks great.
23. Camera placement at dumpster for violations – discussion on how the camera is placed regarding privacy and notification issues at 90, 100 and 40.
24. Fire alarm inspection – passed with no issues.
25. Form for gathering information from unit owners – needs to be better organized so that the data can be loaded into Vantaca. Once revised, the form will be distributed. Form is intended to keep track of vehicles on the property and contact information for owners and their renters if applicable. Discussion on mandating the form and privacy issues.
26. Speed bump needed at the Jefferson House cross road corner. It’s a busy corner and vehicles do not slow down. To be addressed in the spring and with the parking plan work.
27. Possible newsletter
28. Executive Session

Next Board Meeting: February 27, 2023

Possible working meeting – TBD

Adjourned at 8:25 pm

Respectfully submitted,

Lisa Arsenault, Secretary