Washington Park Board of Trustees

July 24, 2017

Called to order at 6:00 p.m.

Quorum established.

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

Absent: Barry Kaplan

1. Secretary’s Minutes – approved as written **MSA**
2. Treasurer’s Report – Chris Collins (BRIGS)
3. Consider rates to put $50,000-$75,000 into a 6-month CD since there is $179,326 in available cash now. Chris Collins will look into this option and report at the August BoT meeting.
4. Budgets – must be approved by October. BRIGS will be prepared to present by the September 2017 BoT meeting.
5. Landscaping question on budget variance report. Chris Collins (BRIGS) will check on the issue.
6. Pool closing – closing date and cost involved in possible 2-week extension based on early September weather. To be determined and reported to the community. Current close date is Labor Day.
7. Management Report – Chris Collins (BRIGS)
8. Flood Insurance – August 2017 renewal date. Options reviewed. Motion made to stay with Option #2 with no change from previous year. Option #2 is $157,602.00. **MSA**

Chris Collins (BRIGS) will look into matching building value between the Flood and Master policies.

1. Escrow – Chris Collins (BRIGS) suggests increase in August 2017 from $14,000 per month to $14,500 per month to cover any increase in Flood Insurance Policy. Motion made and accepted. **MSA**
2. Master Policy renewal – due on August 24, 2017. Chris Collins (BRIGS) will send to BoT via e-mail for review and vote. Will be a flat increase as compared to expiring coverage.
3. Move In/Move Out – reviewed updates and owner charges for violations.
4. Mailboxes – labels checked against move-in/move-out reports.
5. Door replacement project – seven (7) doors remain to be replaced by John McMullen. Project to be completed before the end of August and then hallway refinishing project will be resumed.
6. Carpet cleaning – Chris Collins (BRIGS) will get proposal to clean all hallways except Andover, Bradford and Concord which were cleaned in 2016.
7. Paving project – walkways in the courtyards, sidewalks and catch basins (2) to be done this year by GRP. Work to be scheduled for mid-September. Chris Collins (BRIGS) will ask about walkways to the doors. Those should be done at the time of the roadway replacement. Chris Collins will check on the time estimate on the project and the start date. Motion made for GRP to do the sidewalks and courtyard walkways and two (2) basins. **MSA**
8. Patio replacement project – 70C 9 and 10, and 70B 5 and 6 will be replaced by Wildwood in September.
9. John McMullen’s schedule – will increase to 4 days a week when available in order to finish door project as soon as possible.
10. Open Discussion
11. Andover, Bradford, Concord hallways renovations. Chris Collins will get cost proposals for consideration
12. Hot water tanks – how many are needed to be replaced and check the inventory of dates/ages in each building for planning purposes.
13. Garage Door and Pool House bathroom updates will be a Spring 2018 project. Chris Collins (BRIGS) will get cost proposal. These items are shown on the reserve study as 2016 projects.
14. Carpets for doorways are in place at Andover, Bradford and Concord. Table back buildings for now based on need.
15. Champion – extra trash pickup to be scheduled each week through the end of September due to heat in the hallways and interior trash closets.
16. Possible pot luck get- together and book club to be proposed at August meeting
17. Executive Session

Working Meeting: 8/14/17

Board Meeting: 8/28/17

Respectfully submitted,

Lisa Arsenault

Secretary