Washington Park Board of Trustees

June 26, 2017

Called to order: 6:00 p.m.

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

Guests: Pat Brown (owner)

 Dave Shaw (Wildwood)

1. Nominations for Trustees (2) - MSA
	1. Two positions for 3-year terms
		1. Rhonda Fisher (2020)
		2. Jeanne O’Connor (2020)
2. Officers
	1. Gil Major – President – MSA (2019)
	2. Rhonda Fisher – Vice President – MSA (2020)
	3. Lisa Arsenault – Secretary – MSA (2018)
	4. Treasurer – no position at this time (MSA)
3. Guest Issue
	1. Discussed and will be corrected as agreed and acknowledged
4. Secretary’s Report – adopted as written MSA
5. Treasurer’s Report – BRIGS
	1. Total Assets: $546,427.78
	2. Budget discussions will begin in August 2017
	3. Laundry – income questions. Request audit from vendor.
6. Wildwood Landscaping – Dave Shaw
	1. Plantings at Plymouth House - $1,600.00
	2. Concord House – remove snow/damaged bush at parking lot entrance
	3. Exeter Courtyard trees - $1600 (2 trees)
7. Work is under $5,000.00 – approved with Chris Collins (BRIGS) and Dave Shaw (Wildwood) oversight.
8. Management Report
	1. Office steps – installed, completed with railings repaired and installed
	2. Mailboxes – reviewed process. Names are checked regularly. Updated with new labels by notification by 10th of the month.
	3. Paving/sink hole at 259 North Main Street lot entrance - $1950 will be scheduled for immediate repair by GRP.
	4. Paving project – to be discussed at July working meeting. Trustees to review proposals.
	5. Floor mats – outdoor mats to be replaced. Order has been placed for July delivery.
	6. Door bulletin – to be revised per pool use by residents and owners.
	7. Hallway renovations – work will increase by on-site supervisor to complete door installation/repair by August 31, 2017.
	8. Rockland Trust CD – renew as proposed - MSA
9. Open Discussion
	1. Stop signs on roadways to be repainted
10. Executive Session
	1. Reviewed delinquency report issue – to be resolved by BRIGS accounting department
	2. Flood Insurance – spreadsheets are in and will be reviewed at July 24, 2017 meeting
	3. Move In/Move Out – units needing mailbox stickers and orientation

Working Meeting: 7/10/17

Board Meeting: 7/24/17

Meeting ended: 8:15 p.m.

Respectfully submitted,

Lisa Arsenault

Secretary

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