Washington Park Board of Trustees

June 26, 2023

Called to order at 6:00 pm via Zoom

Present: Gil Major, Barry Mahoney, Ivy Rabinowitz, Barry Kaplan, Rhonda Fisher, and Nikki Newell (BRIGS)

Absent: Lisa Arsenault and Jeanne O’Connor

Quorum established.

1. Appointment and acceptance of two open trustee positions for 3-year terms: **MSA**

Rhonda Fisher (2026)

Jeanne O’Connor (2026)

1. Election of Officers
   1. President – Gil Major – **MSA** (2025)
   2. Vice President – Rhonda Fisher – **MSA** (2026)
   3. Secretary – Lisa Arsenault – **MSA** (2024)
   4. Treasurer – Barry Mahoney – **MSA** (2024)
   5. Barry Kaplan – Trustee (2025)
   6. Jeanne O’Connor – Trustee (2026)
   7. Ivy Rabinowitz – Trustee (2025)
2. Secretary Minutes –
   1. April BOT Meeting Minutes - approved as written – **MSA**
   2. May AM Minutes - approved as written – **MSA**
3. Treasurer’s Report – as of 5/31/2023

Operating - $17,727.52

Reserves - $258,748.51

1. Rental Income – Incorrect Actual
2. 50170 Other Expense – Amount $485.41 – No Invoice Attached
3. 52530 Fire Alarm Maintenance – Amount $1200.00 – No Invoice Attached
4. Reclassify – CGR Invoice for HWH Install to Reserves
5. Escrow Payments – Not made from 12-1-22 to Present.

1. Management Report – Nikki Newell (BRIGS)
2. Contact Form – 62 Total Received – Will create spreadsheet for July BOT Meeting
3. Handicap Signage – 50-C – A motion was made and approved to install a handicap sign for resident in building 50-C. Eric will be notified to install.
4. Parking Plan – Discussed removal of 8 total parking spaces within 50ft of the river. Motion made and approved to go forward with final parking plan – Not to exceed $3000.00. **MSA**
5. Rental Units – 3 Unidentified Rental Units – Units to be fined $100 until Tenant Lease and Tenant info received.
6. Storage Unit – 6 Available Storage Units (All small). Notice to go out to residents notifying them of the available spaces.
7. Maintenance to 247 Front Entrance – BOT has decided to table (2024) the repairs to the front of 247 until the funds allow and current projects are complete.
8. ECI Battery Replacement – A motion was made and approved to approve the proposal from ECI Systems to replace batters in all buildings’ fire alarm panels. **MSA**
9. Maintenance – Discussion regarding new maintenance system was tabled until July BOT Meeting.
10. Open Discussion
11. Driving on pathway – Brigs will send out notices to unit owners who are driving and parking on walkways.
12. Dead Bushes – Brigs will notify Eric to remove dead bushes in front of building 10B .
13. Cold Patch – Brigs will notify Eric to cold patch areas discussed during recent walk around inspection.
14. Children at Play – Brigs will draft a letter to residents and tenants regarding supervision of children residing in the community. Many items have been left unattended and trash has been left behind by children.
15. Hallway Signage – Brigs will discuss the need for new signage and phone numbers in the common area hallways of the buildings.
16. Laundry Contract – Brigs to follow up with laundry vendor for signed contract.

Next Board Meeting: July 24, 2023

Adjourned at 8:22

Respectfully submitted,

Nikki Newell

Property Manager