Washington Park Board of Trustees

March 26, 2018

Called to order at 6:00 p.m.

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

Absent: Barry Mahoney

Quorum established

1. Secretary’s Minutes – approved as written **MSA**
2. Treasurer’s Report – Chris Collins (BRIGS)
3. Operating - $91,479 plus $67,012 in Escrow equals total of $158,492
4. Total Reserves - $257,088.43
5. Escrow transfers for Flood Insurance due August 2018 will be $170,262
6. Condo fee credits are being addressed and corrected as needed in unit accounts.
7. Management Report – Chris Collins (BRIGS)
8. Trash and recycle containers – two new containers have been delivered to the trash area.
9. 239 North Main (Bradford House) will have a new 2-yard container for front end pickup.
10. Paving – areas in rear of property need patching/repair due to winter damage. John McMullen will patch small pot holes at both property entrances. Chris Collins (BRIGS) will get a proposal for needed patching throughout the property.
11. Painting of interior common areas – three front buildings (Andover, Concord and Bradford) will be updated with wallpaper removal and fresh paint beginning April 3, 2018. Arch Painting will begin with Bradford House and will apply a test area with paint samples that the Board discussed and approved. Once paint colors are finalized, each building is expected to be completed within a week for a total of approximately 3 weeks for this project.
12. Workers Compensation – renewal due at $699.00 per year which is no increase or change from previous amount for coverage. Motion to approval renewal at $699.00 - **MSA**
13. Pool House renovation proposal – Callahan provided cost proposal. Decision to table discussion until April Board Meeting to examine costs proposed and how to fit scope of work into the amount budgeted of $3,500.00.
14. Newton House expansion tank – needs replacement and priced out by Callahan at $1,195.00. Motion to approve replacement to be paid out of Operating – **MSA**
15. Taylor Consulting – contract for electricity purchase needs to be signed noting from whom we’re buying electricity (Hudson Energy). Proper signatures will be required as the Board of Trustees represents the Washington Park community. BRIGS will notify Taylor Consulting by letter to cancel contract and then the language will be amended/changed giving the Board of Trustees authority to approve energy supplier. The revised contract with Taylor Consulting will then be signed sign.
16. Natural Gas contact (Direct Energy) – contract through 11/30/2019
17. Communications – discussion about how BRIGS tracks communications and how they communicate with owners and renters. To be discussed at working meeting and trustees to bring questions for BRIGS and Scott Wolf at upcoming Board of Trustees meeting.
18. SenEarthCo – owner login instructions to be redistributed
19. Move In/Move Out – five (5) units – charges as needed and orientations to be scheduled.
20. Open Discussion
21. New lights – LED lights at front and parking lot entrances at 257 North Main (Concord House) and 20B. Architectural guidelines are impacted by this change as exterior lighting is now mismatched. Trustees will view the lighting at 20B and 257 North Main for further discussion at April Board Meeting.
22. Branches – fallen limbs and hanging branches from recent series of storms will be cleared by Wildwood for safety and community appearance. Chris Collins (BRIGS) will bring in an arborist (Jason Leck) to evaluate storm damaged trees as well as failing pine trees particularly at the entrance along the side of Concord House.
23. Tennis Court – May 1, 2018 will be open for use by owners and residents for tennis only.
24. Dumpster side door – discussion on wildlife being able to access container. With the dumpster cover down per Town of Andover, the side door will be open for trash disposal.
25. Fire extinguishers in each building – a demo/refresher session will be offered to residents/owners. John McMullen (Andover Fire and Rescue) will provide the demo. Date and location on the property to be determined.
26. Recycling issue and flyer with rules for proper recycling reviewed. Approved flyer will be distributed under each unit door in hopes of improving conditions in and around the recycling container.
27. Spreadsheet on Reserve Study – BRIGS to ask for a quote from Noblin Engineering on Reserve Study update from the 2010 study.
28. Boiler replacement plan – get proposal from Callahan by the end of summer 2018. Boilers will be replaced as needed and the association will prepare well in advance for this project.
29. Annual Meeting – Wednesday, May 23, 2018 at 6:00 at St. Augustine’s Parish Hall.
30. Executive Session

Next Board Meeting: Monday, April 23, 2018

Working Meeting: To be scheduled as needed

Lisa Arsenault, Secretary