Washington Park Board of Trustees

March 22, 2021

Called to order at 6:00 pm via Zoom due to Covid-19

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

Quorum established

1. Secretary’s Report – accepted as written – MSA
2. Treasurer’s Report – Chris Collins (BRiGS)
3. Loan payment on deck project – where is it shown on the monthly Reserves report? Reports need to be meaningful to the Board and Association for account status.
4. Reserves - $358,062.16 plus CD at $102,110.30 for a total of $460,172.46. Operating is $118750.22.
5. Rate to renew NCB CD to be available in a couple of days – renewal due 3/31/2021
6. Snow contract – over budget $21,685.49. Storms hit mostly in February 2021. Check date on Wildwood invoices was March 2021. There is $25,000 left in the budget for November/December 2021.
7. Outstanding Payables - $5,003.19 on 3 invoices (Casella, CGR and Perkins)
8. Management Report – Chris Collins (BRIGS)
9. Columbia Gas Claim – remains in process for resolution and payout. Paving of areas is still due as part of the CG repair project. Groton House to 237 North Main (Bradford) walkways and potholes. Outer areas at entrances remain to be paved. Quote to be looked at for Spring scheduling.
10. Parking Plan – Engineer (Bill Dufresne) working on plan to present our document report to the Conservation Board – to be scheduled in early April via Zoom.
11. Resident Forms – 60 have been submitted so far. Reminder to be included in Annual Meeting Packet to be mailed in April in advance of the Annual Meeting to be scheduled in May via Zoom.
12. Building #30 – pipe backup issue shows minor deterioration by camera inspection. Repair determined to be not immediate as the Association will take the suggestion of CGR Mechanical, our on-site vendor.
13. Building #50A – water damage/pipe leak. Spigot in the rear of the building was turned on and froze. CGR had shut off the spigot – not known who turned it on in an unauthorized capacity. The water damage is to the ceiling of #50A #2 – reported to association insurance carrier as well as homeowner’s carrier. Remediation is in process. Door repair status on utility room needed as an urgent issue.
14. Building #20 Hot Water Tank – inspection and temporary fix made by CGR. Replacement is on the docket to be scheduled right away with attention to the tank type/size needed for the space.
15. Pool opening – to be discussed at April Board Meeting. Waiting for more guidance from state and local related to Covid-19.
16. Violations – reviewed. Asking for report to show total amounts on unit infractions.
17. Cleaning contract – discussed having another vendor review/quote the weekly cleaning/trash barrel pickup. Focus Clean will be scheduled for their proposal.
18. Open Discussion
19. Door closers – need adjustment and/or not completed by Joe (Supt.)
20. Bradford #7 – canvas wrap on balcony needs repair
21. Dover House – screen still on a patio as reported previously
22. Orientations – monthly report needed.
23. Dryer vents cleaning – annual maintenance – scheduled
24. Exeter House exterior electrical outlet – have Andover Electric check it out
25. Gutter extenders and trays – need positioning on a regular basis due to rain/wind landscapers
26. Cable hanging on light at Lexington House to be looked at
27. Reserve spreadsheet reviewed for 2021 projects. Balcony railings on Andover, Bradford and Concord Houses to be quoted.
28. Executive Session

Next Board Meeting: April 26, 2021

Adjourned at 8:00 pm

Respectfully submitted,

Lisa Arsenault

Secretary

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