Washington Park Board of Trustees

November 23, 2015

Called to order at 6:00 p.m.

Present: Gil Major, Rhonda Fisher, Ed Medeiros, Lisa Arsenault, Barry Mahoney, Barry Kaplan, Jeanne O’Connor, Dana Isaacson (GBP)

Quorum established and confirmed

1. Secretary’s Minutes – approved as written – **MSA**
2. Treasurer’s Report – Dana Isaacson (GBP)
3. Reviewed budget and balance sheet
4. Snow assessment – collections and outstanding $4,000 balance reported
5. Accounts Payable review – currently no reserve activities in payables. All operating
6. Storage bin rentals (2) in last 30 days
7. Budget – cash flow will benefit by trash pickup reduction. Restructuring reserve contributions to assist with cash flow during high expense months. GBP will look at options and will bring to the Board of Trustees.
8. Reserve Fund – Ed Medeiros (Treasurer) reviewed projected projects through 2026 based on Noblin Report (Reserve Study). Reserves are in line through 2016.
9. Management Report – Dana Isaacson (GBP)
10. Verizon project – installation has been completed in all building with all units accessed as needed for initial phase. Verizon will be responsible for notifying unit owners/residents that Fios service is ready to be installed in units. Board will note in Winter Newsletter that Verizon Fios is available as a fiber optic option. No further action is needed by the Board of Trustees or GBP related to the Verizon Fios project once final install details are completed by the contractor.
11. Water main break outside Andover House – water did not impact any buildings, fortunately. Town of Andover experienced several breaks in the area of Shawsheen Square and along North Main Street within a few days of each other. Hydrants had been cleaned for better water pressure as announced by the Town prior to the breaks. Town will bill WP association $1,000.00 for initial response to emergency. Insurance is a $10,000 deductible. Wildwood repair is $10,600.00 and $1,000.00 to repair the curb, pavement.

Motion: Board will not file Insurance claim, will fix the pavement and curb (Wildwood) and Wildwood will be paid $10,600.00 plus $1,000.00. Association will not pay the $1,000 as billed by the Town of Andover as Town’s responsibility is being pursued further. **MSA**

1. Trash – new schedule is going well
2. Storage bins – letters to be sent with 2016 fees (GBP)
3. Entry ways – 2016 plans to update building entry hallways. Building recommendations will be made and scheduled based on walk-through.
4. Move In-Move out – report reviewed and will be updated monthly as needed
5. Motion to give a Christmas bonus to John in appreciation of his hard work and effort – **MSA**
6. Gil Major (President) extended thanks to Ed Medeiros (Treasurer) for his service to the Washington Park community as a Trustee and officer. This is Ed’s last meeting as a Board member and Treasurer. Ed’s expertise and budget knowledge have been appreciated.
7. Open Discussion
	1. Website homepage – edit message to reflect new and generic President’s message
	2. Post no-smoking policy in hallways as a reminder. Snow policy will be posted as weather dictates.
	3. Newsletter – January distribution is planned. Gil Major will begin updating process using last winter’s as a reference.
8. Executive Session

Working Meeting – as needed

No Board of Trustees Meeting in December

January Board Meeting – Monday, January 25, 2016

Respectfully submitted,

Lisa Arsenault

Secretary