Washington Park Board of Trustees

Monday, October 23, 2023

Meeting called to order at 6:00 pm via Teams

Present: Gil Major, Rhonda Fisher, Barry Mahoney, Lisa Arsenault, Barry Kaplan, Ivy Rabinowitz, Jeanne

O’Connor and Nikki Newell (BRIGS)

Quorum established

1. Secretary’s Minutes from September (meeting date of 10/2) – approved as written with one

 change to Item 2e – salary $26.00. MSA

2. Treasurer’s Report – Nikki Newell (BRIGS)

 Operating – as of 9/30/23 $17,983.61

 Reserve – as of 9/30/23 $155,957.95

a. Payroll/salary – check hourly reports and year end – looks like 40 hours. Nikki Newell will

 check.

b. Budget 2024 review – Gil Major shared spreadsheet. Board reviewed line items and made

 recommendations as needed. Budget to be finalized and voted on in November with condo

 fee when set and approved.

3. Management Report – Nikki Newell (BRIGS)

a. Lease at #259 North Main – pending decision on finalizing 2024 budget. New lease requires

 a notice of 30 days including increase of rent to $1660. Security deposit is an interest-

 bearing. Nikki Newell will look into the bank holding the security deposit and will advise the

 Board.

b. Mail vs. email correspondence – discussion by the board on best method of correspondence

 with owners. Decision made that as of January 1, 2024, all correspondence

 will be via email. All unit email addresses need to be up to date. Mailing date of 12/1/23 for

 the letter to owners with condo increase information due beginning January 1, 2024. All

 new buyers need to provide email addresses.

c. Snow removal policy – vehicle information list is being compiled. Spreadsheet will have

 columns added for State and Plate number for easier search and reference.

d. Patio inspection – Nikki Newell inspected the property and identified many patio storage

 violations. Violations will be addressed by letter to owners with Rules and Regulations

 regarding storage of items on patios and balconies. Also, a print notice will be put under all

 doors with the same information on proper storage of items on patios and balconies.

e. Window air conditioners – need to be removed by November 1, 2023. Email notice will be

 sent. Eric will identify any window units not removed by that date and fines will be applied

 on a daily basis until removed.

4. Open Discussion

a. Downspout drains – some are off the tray. Eric will be asked to adjust.

b. Children riding scooters – dynamics of the community have changed with many families now

 in residence. Rules and Regulations will be reviewed and amended as needed in 2024.

c. Branches still hanging and dangerous – Wildwood will be asked to remove any around the

 property.

d. Power loss – how to turn off the beeper sound in hallways. A key is located in the lock box –

 On Site Maintenance would need to be called to silence.

e. Parking plan – invoice for $185 needs to be approved before the check will be cut and sent

 to the Town of Andover.

f. Vantaca accounts – still being resolved and differentials addressed.

g. Trash schedule – Casella changed the pickup schedule. New schedule is posted in the

 dumpster area. No need to alert the community any further.

h. Items in office – To be discussed with onsite maintenance and discussed at next meeting.

5. Executive Session

Adjourned at 8:38 pm

Next Board Meeting: 11/20/2023 at 6:00 pm via Teams

Respectfully submitted,

Lisa Arsenault

Secretary

Washington Park Board of Trustees