September 28, 2015

Called to order at 6:00PM

Present: Gil Major, Rhonda Fisher, Ed Medeiros, Jeanne O’Connor, Barry Kaplan, Barry Mahoney

 Carlo Lookner, Greater Boston Properties and Silvija Aprans, unit owner and possible future board member

Absent: Lisa Arsenault

Quorum established

Talked with Silvija Aprans about what is involved being a board member at Washington Park and why she would be interested in being a board member.

Secretary’s minutes approved for August **MSA**

Treasurer’s Report

* $17,864 was collected from the $32,000 due towards the snow assessment as of 9/28/15. There is a balance due of approximately $14,000
* Discussed rental income transaction line items and if entered incorrectly
* Discussed laundry income
* Discussion of payables balance and how we are doing with catchup. Most of 60-90 days due is Callahan clean up, Champion and Wildwood.

Management Report

* Pool fencing – Still waiting for Carli Fence to fix front section near the tennis courts. Multiple emails to them with no response. It was decided that GBP should tell them that we no longer want them to do the job. We will look for someone else to do the job in the spring.
* Roof Replacement is done and all remaining supplies have been picked up.
* Patio Replacement at Dover house will start on October 5 (weather permitted). Dana will send out voice shot on Tuesday and post notices in the building.
* Verizon FIOS project – Most top floor units have been entered. There are 6 units in Bradford and Franklin that still need to be entered. Dana is working with Verizon to setup dates and times for entry.
* HVAC Proposals – We received the spare tank for free and it is already in Franklin House laundry area. Dana has not received any responses from the HVAC RFP’s.
* Door Inventory - Replacements would be $225 per door and we need 39 doors. Cost would be $8775. This is being put on hold for the spring.
* Landscaping plantings – This will be put on hold until the spring.
* Parking Lot lines – All lines are done except for a couple where vehicles have not moved. Everyone was very pleased with the results. John will continue to pursue getting the remainder of the lines painted.
* Pool Winterization – Pool is closed and all the winterizing in completed. Plumbing to be shut down by Wednesday or Thursday of this week. Spigots will also be shut off by Wednesday or Thursday.
* Move In/Move Outs – We discussed the new report that Dana ran for us
* Architectural Guidelines – Tabled

2016 Budget

* Discussed a condo fee increase and how it would help budget lines
* Discussed not paying the reserve fund during certain difficult months and upping the amount for the months that we will pay.
* We discussed HVAC payments that we are making during our current limited contract vs what the amounts would have been if we stayed with our inclusive contract that we used to have. Dana will look into these numbers and subtract out from our current payments what would not have been covered.
* Ed will also run a report for a comparative increase.

Open Discussion

* Request John to see if he can remove the pool house refrigerator
* Window AC removal notice to be sent out immediately
* Raccoon was reported in the dumpster
* We will now rent storage units on an as needed basis for partial year storage.

There will not be a working meeting for October

Next Board meeting will be 10/13/15 to concentrate on the 2016 Budget