Washington Park Board of Trustees

September 25, 2017

Called to order at 6:00 p.m.

Present: Gil Major, Rhonda Fisher, Barry Mahoney, Lisa Arsenault, Barry Kaplan, Ivy Rabinowitz, Chris Collins (BRIGS)

Absent: Jeanne O’Connor

1. Secretary Report – approved as amended with the date correction of meeting. Approved and corrected minutes to be posted. **MSA**
2. Treasurer Report – financials reviewed by Chris Collins (BRIGS)
3. Management Report – Chris Collins (BRIGS)
4. Paving project – work by GRP Paving has begun. All sidewalks to be ripped within 5-6 days based on weather limitations. Next step is leveling followed by coating with hot top.
5. Landscaping – Plymouth House plantings are complete as designed. Trees have been planted in the courtyard but will be moved based on correct placement. Work to be completed by Wildwood.
6. Garage Door (Pool House) – will be installed within two (2) weeks as approved.
7. Hot water tank – planned work completed at #30 as well as #60.
8. Open Discussion
	1. Tree trimming – electrical wires were trimmed of invasive branches but not the lower cable/phone wires. Chris Collins (BRIGS) will ask Wildwood to trim out invasive branch growth from lower wire areas. Wildwood will also be asked to evaluate the pine trees near Concord House and the main house to see if they should be removed due to declining condition.
	2. Hallway updates will be reviewed and a recommendation to be made on continuing as current or to bring in crews to accelerate completion.
	3. Leak situation in Lexington House to be investigated by John McMullen.
9. Executive Session
	1. Cleaning contract – Millennium Cleaning (North Andover) proposal to be submitted based on scope of work provided by BRIGS. Copy to be sent to the Board of Trustees.
	2. Franklin House paving issue – Chris Collins assessed the issue reported by an owner that water accumulates at the entrance walkway. This will be addressed with the paving project to be scheduled after the sidewalk project is completed. Information conveyed to the owner who reported the issue.
	3. Delinquency report – reviewed
	4. Budget 2018 – reviewed as prepared by BRIGS.
10. Adjustments made per discussions as follows: Dues and Subscriptions $127.00, Meeting Expenses $300.00 and subtract the $427.00 from Pool Maintenance for a total Expenses of $852,367 and total Reserve Income of $114,276.
11. After consideration of the proposed 2018 budget, the Board of Trustees recommends a 2% increase in Condominium Fees for 2018 beginning in January. Notification to owners will be sent by BRIGS with increase amounts and methods of payment information.
12. Out of Executive Session to vote on 2018 Budget.
	1. Motion made to approve the proposed 2018 Budget with adjustments made per discussion by the Board of Trustees on this day, Monday, September 25, 2017. Beginning January 2018, a 2% increase in Condominium Fees will be in effect. **MSA**

Working Meeting: TBD as needed

Board of Trustees: October 23, 2017

Respectfully Submitted,

Lisa Arsenault

Secretary