

Washington Park Board of Trustees Meeting

March 23, 2026, via Teams

Present: Nikki Newell, Elona Palushi, Ronnie Tsucano, Jeanne O'Connor, Rhonda Fisher, Stephanie Grimaldi.

Absent: Susan Lanich, Xin You

Board Meeting - Quorum established at 5:50 p.m.

1. Secretary's Report

- a. January Meeting Minutes pending
- b. February Meeting Minutes approved
- c. Operating is \$27,468.79
- d. Reserves is \$87,629.70
- e. AI bots not recommended.

2. Treasurer's Report – Nikki Newell (Brigs) (10 minutes)

- a. Review of February Financials
- b. Water/Sewer Invoices: Comparison of water/sewer invoices will be sent to BOT in form of spread sheet by Nikki. Nikki checking if they are monthly or quarterly invoices.

3. Management Report

- a. Project Department
 - i. Alkim: Conservation Commission update. Alkim to give checks to Commission on 3/24/2026. The Commission will discuss WP paving at their 4/7 or 4/13/2026 meeting. Once Commission gives OK Alkim and Nikki to go over where damaged pipes are. Planning to do the pipe work first. Alkim will walk the property with the contractors (three) to update pricing
 - ii. Nikki reached out to town of Andover to get plans re pipes (sewer) location/plans.
 - iii. Plan to have Dave Shaw involved in reviewing the sewer pipes.
 - iv. Reviewed berm locations and where they will need repair, replacement, and/or installation of new berms. The paving will only cover the existing roadway. First need to establish costs. Ask contractors to include line-item cost for two permanent speed bumps and cost to pave over dirt between 247 and Franklin and add berms. Dumpster pad not included. New paving will meet the current concrete dumpster pad. Alkim will ask for separate line-item to replace the concrete dumpster pad. Alkim will also ask contractors about the cost of removing stairs in front Newton ABC and Plymouth ABC for paved areas only.

Discussion re whether or not this is a safety issue to change out stairs for a straight walkway. But Alkim will at least get a line item cost. Regular walkways throughout the courtyards are being assessed as well.

- v. Alkim will resume weekly updates. BOT is welcome to join Alkim and Contractors for the walk throughs.
- vi. As soon as we get the costs and approve a vendor the assessment process can be initiated
- vii. Assessment discussion. The Brigs accounting department needs 60 days to prepare the assessment for the community before each owner is assessed.
- viii. Nikki will ask Alkim how late in the year the paving companies can pave. Nikki will also ask Alkim to ask the contractors how they are paid (i.e. down payment percentage and final payment vs total payment up front etc.)
- ix. Nikki to ask insurance for extension.
- x. Assessment late fee discussed.
- xi. Assessment extension discussed.
- xii. Will decide on the number of assessments based on the numbers Alkim obtains from the contractors and whether or not Brigs accounting will approve such a plan.

b. Maintenance Report

- i. Eric is sending weekly maintenance sheets. Providing good communication between Eric and Management.
- ii. Nikki will be putting 'them in the portal.
- iii. OK for BOT to send Nikki any recommendations for maintenance that can be added to Eric's weekly maintenance responsibilities.
- iv. Discussion re: Rental Unit costs of kitchen light, bathroom fan, outlet for half bath.
- v. Management to review invoice with vendor and clarify electric wiring for above requests re installation of kitchen light, bath fan and outlet for half bath.
- vi. Surge protectors are \$850.00 per building (install is to prevent electrical surge from "frying" the system). This is from one vendor. Nikki will look into getting another price and will also ask if CGR can go down in price.
- vii. Parking Passes – to discuss further in working meeting
- viii. Motor Vehicle List: Issues with the software. Nikki to ask client services to be consistent in adding vehicles to the list specifically in regard to the format.

- ix. Discussion of Rental Unit cost of rental division property management. Nikki to ask for contract and what it entails so we can go over it in the working meeting.
- c. Rules and Regulations
 - i. **Working meeting**
- d. Camera Install Policy
 - i. **Working meeting**
- e. Next Meeting Dates
 - i. Working meeting will be April 13th
 - ii. BOT meeting April 27th
- 4. **Open Discussion**
 - a. Discussed the notices that some owners have received regarding the new electric meters that National Grid will be installing. Nikki to investigate this.
 - b. New minutes will be uploaded to the web site.
 - c. Shutter on 90B #8 is missing. Nikki reports that a few shutters are missing throughout the property. Will discuss with Eric when it gets warmer. Eric needs to also fix blinds on front three buildings. Eric fixed fences. He also removed orange barrel. Laundry room in 90B with leaking washing machine. CGR will look at the floor as well. Request to power wash the decks and stairs behind Newton House Building 90.

Meeting Adjourned at 7:53 pm

Respectively submitted.

Jeanne O'Connor