

WOODVALE CONDOMINIUM TRUST
BOARD MEETING AGENDA FEBRUARY 24, 2026

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WOODVALE CONDOMINIUM TRUST
BOARD MEETING MINUTES AUGUST 20, 2025

The Board meeting was called to order at 6:30 pm. Present were Board Members, Joan MacFarlane, Terry Brodsky, Evelyne Marchal, Prem Ramasamy, Nabil Rahmani, Chris Hanna, and Samuel Doucette. Also present was Eric Kingsley of Linear Property Management.

Administrative

On motion made and seconded, by unanimous vote, it is RESOLVED that the Board Meeting Minutes of May 27, 2025 be, and they hereby are, approved.

Financial

The preliminary month end July 31, 2025 financial report was reviewed. There is \$27,213.45 in operating funds and \$129,531.94 in reserve funds. Expenses total \$388,113 with budgeted expenses of \$365,560 a difference of (\$22,553).

Budget was approved with an 8% increase and one Supplemental payment Due March 31, 2026

Eric will prepare a draft budget letter and send it to the board for approval. Board will approve by the end of the week to allow letters to be send by month end.

Maintenance

Board discussed the long-term strategy for aging air handlers, including potential loan options for replacement.

Have gutters inspected during the fall gutter cleaning.

Check with the vendor regarding chimney leak repairs.

Talk with TAG about the water boiler temperature setting in building 407.

Eric to approve and schedule lot line striping.

Ensure that downspouts are part of the gutter cleaning.

Eric to follow up about security lights in the back of 407.

Eric to send Chris the waste water processing reports.

Terry to create a newsletter.

Terry will research organic lawn fertilizer options.

Fence work around the dumpsters was not approved.

New Business

The board will set a date for the annual meeting after the budget is published.

There being no further business, Board meeting adjourned at 8:24pm.

Woodvale Condominium Trust

Balance Sheet

01/31/2026

Real Current Year

Assets

Accounts Receivable	31,764.20
Operating Funds	
Operating A/C: Banc of California	24,515.51
Brookline Bank: Checking	110.68
TOTAL Operating Funds	24,626.19
Reserve Funds	
Reserve A/C: Banc of California	160,419.57
TOTAL Reserve Funds	160,419.57
Due from Operating to Reserve	21,080.28
Prepaid Insurance Expense: 9/30	17,723.77
<u>Total Assets</u>	<u>255,614.01</u>

Liabilities

Prepaid Accounts Receivable	11,992.06
Accounts Payable - Net Total	31,610.32
SRF Loan Payable (7/15/27)	25,595.02
Due to Reserve from Operating	21,080.28
<u>Total Liabilities</u>	<u>90,277.68</u>

Net Worth

Current Operation Funds (R/E)	93,043.13
Net Income	48,331.55
Opening Operating Equity	(87,229.82)
Opening Reserve Equity	111,191.47
<u>Total Net Worth</u>	<u>165,336.33</u>
<u>Total Net Worth and Liabilities</u>	<u>255,614.01</u>

Woodvale Condominium Trust

Receivable Accounts

As of : 01/31/2026

Account	Unit	Balance	Account Name
1.01	397-01	851.96	Rahmani, Nabil & Rahmani, Yamina
2.00	397-02	659.58	Doucette, Samuel & Doucette, Elene
4.00	397-04	204.60	Ahearn, Karen
5.01	397-05	1,140.13	Rodriguez, Ricardo & Flores, Rosa
6.02	397-06	708.44	More , Jaydeep & Jadhav, Smita Shivaji
10.02	397-10	851.96	Banks, Paula
12.01	399-02	76.62	Saranteas, Konstantinos & Saranteas, Anna
13.01	399-03	188.32	Qiu, James Aaron & Qiu, Anna
14.00	399-04	1,698.86	ATTORNEY - Pankratov, Kirill & Bogatchenko, Janetta
15.00	399-05	687.07	Bisbas, Katerina
16.00	399-06	439.58	McKnight, June
17.00	399-07	2,021.62	Charlite-Ruiz, Linda
18.00	399-08	687.07	Brodsky, Terry
19.01	399-09	534.79	Ascensao, Maria
20.00	401-01	364.68	Marchal, Evelyne J.
21.01	401-02	3,665.08	ATTORNEY - Hickey, Laura-Jean & Hickey, William
22.00	401-03	919.13	Wang, Zhi & Shang, Hua
25.01	401-06	687.07	Ovee, Mohiuddin
26.01	401-07	548.74	Bury, Ernest & Marinelli, Cynthia
28.00	401-09	457.52	Neff, Andrew & Switzer-Neff, Karen
29.01	403-01	851.96	Jones, Susan & Jones, Stephen
30.01	403-02	659.58	Boehme, Yvonne
31.00	403-03	659.58	Gu, Yitong (Peter) & Wu, Ping
32.01	403-04	611.64	Dowdell, Mary E.
37.00	403-09	26.20	Wang, Xiaoyu (Mike) & Ye, Hong
38.01	405-01	382.42	Davis, Ellen
43.00	405-06	516.59	Harlow, Christopher
44.01	405-07	739.27	Scotti, John
45.01	405-08	480.96	Pajot, Anthony & Lucas, Sophie
47.00	405-10	357.24	Miller, Susan Riney
53.01	405-16	480.96	Lee, Kuo-Hsiang Sean (Sean) & Hsu, Wen-Chien Margaret (Margaret)
55.00	405-18	57.24	Dinsmore, Shirley
56.00	405-19	131.38	Li, Weidong
57.01	405-20	357.24	Gil, Eun Seok & Lee, Kang Mi (Camie)
59.01	405-22	303.81	James, Catarina
60.00	405-23	342.60	Alarcon, Victor & Zapariy, Ekaterina
61.00	405-24	480.96	Paton, Wenda (Wendy)
62.00	407-01	851.96	Phanichyakam, Satit & Limsuksr, Thikumporn
63.01	407-02	5,836.62	ATTORNEY - Manikandan, Pandi & Manikandan, Kavitha
68.00	407-07	221.36	Travis, Robert & Travis, Kathleen
71.01	407-10	21.81	Zhang, Yue

Number	Amount	Details
41	31,764.20	= Total of Receivables (Debit)
		= Total paid in advance (Credit) or zero
41	31,764.20	= Net total of selected accounts

Woodvale Condominium Trust

Payable accounts

As of : 01/31/2026

Account	Balance	Account Name
250000.00	300.00	DC Cleaning Services
250001.00	530.70	Linear Property Management, LLC
250009.00	1,460.00	TAG Heating & Cooling, Inc.
250018.00	14,378.93	National Grid (Gas)
250019.00	958.28	Eversource
250044.00	635.00	Marcus, Errico, Emmer & Brooks PC
250049.00	1,125.00	R.M. Ratta Corporation
260002.00	2,950.00	Roselli, Clark & Associates
260011.10	9,120.04	Hall Pump Sales & Services Corp.
260024.10	152.37	Comcast

Number	Amount
10	31,610.32

	A	B	C	D	E
1	Woodvale Operating Fund Revenue & Expenses 1.31.26	YTD Actual	YTD Budget	Var. \$	Annual Budget
2	Revenues				
3	Common Charges	\$ 169,951	\$ 169,952	\$ 1	\$ 509,852
4	Supplemental Assessment	\$ 42,488	\$ 43,576	\$ 1,088	\$ 43,576
5	Special Assessment: SRF Loan Repayment	\$ 4,351	\$ 4,352	\$ 1	\$ 13,055
6	Special assessment: BRBK Loan, Boiler Replacement	\$ 7,501	\$ 7,450	\$ (51)	\$ 7,450
7	Less: Reserve Contribution	\$ (29,364)	\$ (29,364)		\$ (88,088)
8	Reserve Contribution	\$ 29,364	\$ 29,364		\$ 88,088
9	Late Fees	\$ 850		\$ (850)	
10	Fines	\$ 25		\$ (25)	
11	Laundry Income	\$ 314		\$ (314)	
12	Total Revenue	\$ 225,480	\$ 225,330	\$ (150)	\$ 573,933
13	Expenses				
15	Administrative & Professional Fees				
16	Insurance Expense	\$ 17,774	\$ 17,540	\$ (234)	\$ 52,617
17	Loan Interest: Brookline Bank Loan (paid in full)	\$ 48	\$ 512	\$ 464	\$ 512
18	Loan SRF (7/15/27)	\$ 256	\$ 27	\$ (229)	\$ 54
19	Management Fees	\$ 8,446	\$ 8,448	\$ 2	\$ 25,338
20	Postage, Copies, Office Expense	\$ 596	\$ 668	\$ 72	\$ 2,000
21	Professional Fees: Accountant	\$ 2,950	\$ 3,000	\$ 50	\$ 3,000
22	Unknown Contingency		\$ 1,500	\$ 1,500	\$ 1,500
23	TOTAL Administrative & Professional Fees	\$ 30,070	\$ 31,695	\$ 1,625	\$ 85,021
24					
25	Maintenance				
26	Maintenance: Cleaning	\$ 1,200	\$ 1,500	\$ 300	\$ 4,500
27	Maintenance: Electrical/Plumbing	\$ 10,157	\$ 5,000	\$ (5,157)	\$ 15,000
28	Maintenance: Fire Alarm	\$ 708	\$ 2,500	\$ 1,792	\$ 2,500
29	Maintenance: General	\$ 11,207	\$ 6,668	\$ (4,539)	\$ 20,000
30	Maintenance: Gutter Cleaning	\$ 4,500	\$ 6,000	\$ 1,500	\$ 6,000
31	Maintenance: Heating System Repairs/Filters	\$ 4,648	\$ 8,332	\$ 3,684	\$ 25,000
32	Maintenance: Landscape Contract	\$ 7,700	\$ 7,700		\$ 30,800
33	Maintenance: Landscape Other				\$ 5,000
34	Maintenance: Pest Control	\$ 6,072	\$ 1,500	\$ (4,572)	\$ 1,500
35	Maintenance: Pool Contract/Operations	\$ 930		\$ (930)	\$ 14,500
36	Maintenance: Pool Security				\$ 1,000
37	Maintenance: Power Washing				\$ 6,500
38	Maintenance: Snow Removal Contract	\$ 13,900	\$ 13,900		\$ 27,800
39	Maintenance: Trash	\$ 4,987	\$ 5,332	\$ 345	\$ 16,000
40	TOTAL Maintenance	\$ 66,009	\$ 58,432	\$ (7,577)	\$ 176,100
41					
42	Wastewater Operations				
43	Maintenance: Waste Water Operations	\$ 22,744	\$ 14,000	\$ (8,744)	\$ 42,000
44	Maintenance: Waste Water Building Generator	\$ 240	\$ 400	\$ 160	\$ 1,200
45	TOTAL Wastewater Operations	\$ 22,984	\$ 14,400	\$ (8,584)	\$ 43,200
46					
47	Utilities				
48	Utilities: Electric	\$ 8,761	\$ 10,332	\$ 1,571	\$ 31,000
49	Utilities: Gas	\$ 39,297	\$ 25,668	\$ (13,629)	\$ 77,000
50	Utilities: Telephone (Fire Alarm, Emergency Pool)	\$ 770	\$ 1,000	\$ 230	\$ 3,000
51	Utilities: Water	\$ 9,632	\$ 16,820	\$ 7,188	\$ 50,458
52	TOTAL Utilities	\$ 58,460	\$ 53,820	\$ (4,640)	\$ 161,458
53					
54	Total Expenses	\$ 177,523	\$ 158,347	\$ (19,176)	\$ 465,779
55	Net Income	\$ 47,957	\$ 66,983	\$ 19,026	\$ 108,154

Woodvale Condominium Trust
Revenues and Expenses Statement - Reserve Fund
From 10/01/2025 to 01/31/2026

Current Period

Revenues

Reserve Contribution	29,364.00
Interest Income	372.52

Total Revenue	29,736.52
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Expenses

Total Expense	0.00
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Net Income	29,736.52
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Woodvale Condominium Trust

Work Order Summary

From 10/01/2020 to 02/19/2026

No	Unit	Work Address	Vendor	Request on Request by	Target	Status Completed on
17 537	403-03 General - water infiltration Water Infiltration due to Ice Dam. Back of Unit primarily.	403 Great Road Unit 3 Acton MA	Vendor: All Types Home Maintenance	02-17-2026 Management C		In Progress
17 517	403-02 General - Water Infiltration Water Infiltration due to Ice Dams. Owner thinks it is a gutter issue.	403 Great Road Unit 2 Acton MA	Vendor: All Types Home Maintenance	02-09-2026 Management C		In Progress
17 493	403-08 General - Water Infiltration Water infiltration in unit, if you need to talk to someone I suggest the brother at 603-852-3144 his name is Douglas and is a good go between with Darcy.	403 Great Road Unit 8 Acton MA	Vendor: All Types Home Maintenance	02-02-2026 Management C		In Progress
17 491	397-02 General - Water Infiltration There is water infiltration from an Ice Dam. Please do what you can.	397 Great Road Unit 2 Acton MA	Vendor: All Types Home Maintenance	02-02-2026 Management C		In Progress
17 487	399-02 General - Water Infiltration Unit 399-2 Water is infiltrating unit, probable ice dam. Please contact Resident to schedule	399 Great Road Unit 2 Acton MA	Vendor: All Types Home Maintenance	01-31-2026 Management C		In Progress
17 484	Electrical - 399 Back Safety light The safety light in the back of building 399 is reported to be flickering on and off.	399 Great Road Unit 8 Acton MA	Vendor: Hammond Electric Inc.	01-30-2026 Management C		In Progress

No	Unit	Work Address	Vendor	Request on Request by	Target	Status
17 404	403-02 Gutter Repair - 403-2	403 Great Road Unit 2 Acton MA Gutter above rear door reported leaking, please check the gutters at both the front and rear of the building.	Vendor: All Types Home Maintenance	12-11-2025 Management C		In Progress
13 689		c/o Linear Property Management LLC 150 Westford General: Check playground structure yearly for anything protruding or needing repair	Vendor: All Types Home Maintenance	07-30-2022 Management C		In Progress
13 459		c/o Linear Property Management LLC 150 Westford General: Pool KEYS - 150 Westford MA Key cards are not deactivated at end of season. A lock needs to be placed on the door to the pool and a sign posted that it is close		05-23-2023		Pending
13 422		c/o Linear Property Management LLC 150 Westford General: Put out/pick up pool furniture KEYS - 150 Westford MA Access the pool house - keys are in the lockbox at the entrance door. Put out all black wrought iron pool furniture (I think I have 2 newer umbrellas with stands there also). Arrange as you deem appropriate. Make sure keys are returned to lock box LOCK BOX CODE 1-3-7-9	Vendor: All Types Home Maintenance	05-06-2023 Management C		In Progress
12 415		c/o Linear Property Management LLC 150 Westford General: Generator - 150 Westford MA Generator - BI-ANNUALLY Preventative Maintenance twice a year -		08-08-2021		Pending
12 006	Tree LIST Tree LIST	Woodvale Condominium Acton MA	Vendor: Landscape Visions Corp.	01-01-2023		In Progress

No	Unit	Work Address	Vendor	Request on Request by	Target	Status
		· 401-8 Tree has many dead branches 401-7 The tree in front of the laundry room has dead branches that should come down. 401-7 - Japanese Maple that the previous Property Mgrs planted in front, branches are dying, unsightly holes where branches should be and is too big for the space. (Blocking light, also,) · 401-3 Someone has tried to use Tape to support a broken branch · 403-5 in back very dead landscaping tree. 403-1 Crabapple Tree is a mowing impediment - Tree LIST 405 Near middle of building Birch Tree is showing age with many dead branches near top. · 401-8 Tree has many dead branches 401-7 The tree in front of the laundry room has dead branches that should come down. 401-7 - Japanese Maple that the previous Property Mgrs planted in front, branches are dying, unsightly holes where branches should be and is too big for the space. (Blocking light, also,) · 401-3 Someone has tried to use Tape to support a broken branch · 403-5 in back very dead landscaping tree. 403-1 Crabapple Tree is a mowing impediment				Completed on
		397-1 owner reports as compromised; Ed does not believe it is in imminent danger of falling but if it does it will hit building				

12	= Number of Items
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Report: Woodvale Condos

Generated at 02/18/2026 05:00 AM
Frequency Weekly
Reporting period from 02/07/2026 05:00 AM
Reporting period to 02/14/2026 05:00 AM
Timezone -05:00

Woodvale Condos 399 Great Rd - Action Weekly Sentinel Trap Report

Company details

Woodvale Condos c/o Linear Property
301-407 Great Road
01720-4065 Acton
US

Contact person

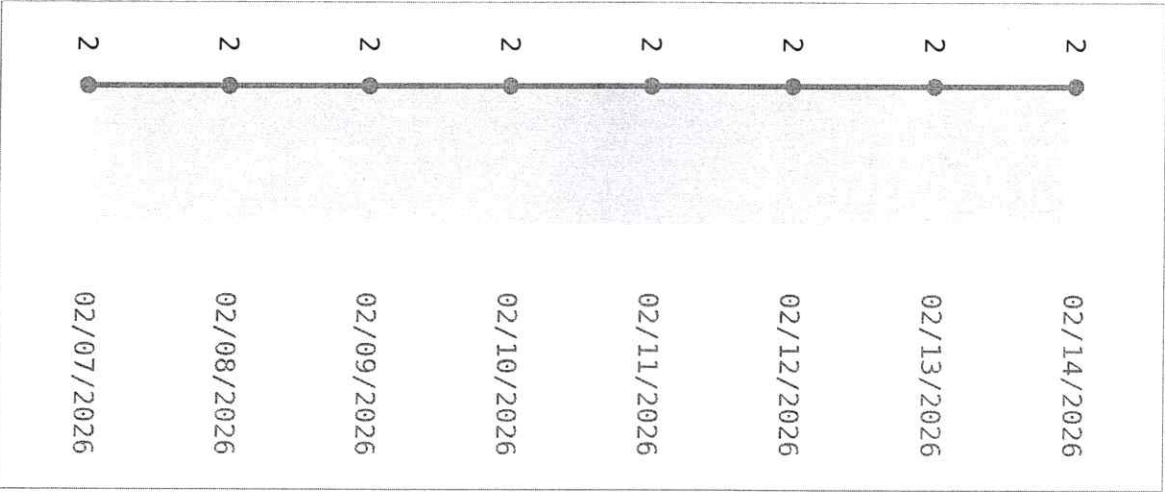
Eric Linear
None
eric@linearproperty.com
978-649-1818

Traps in report

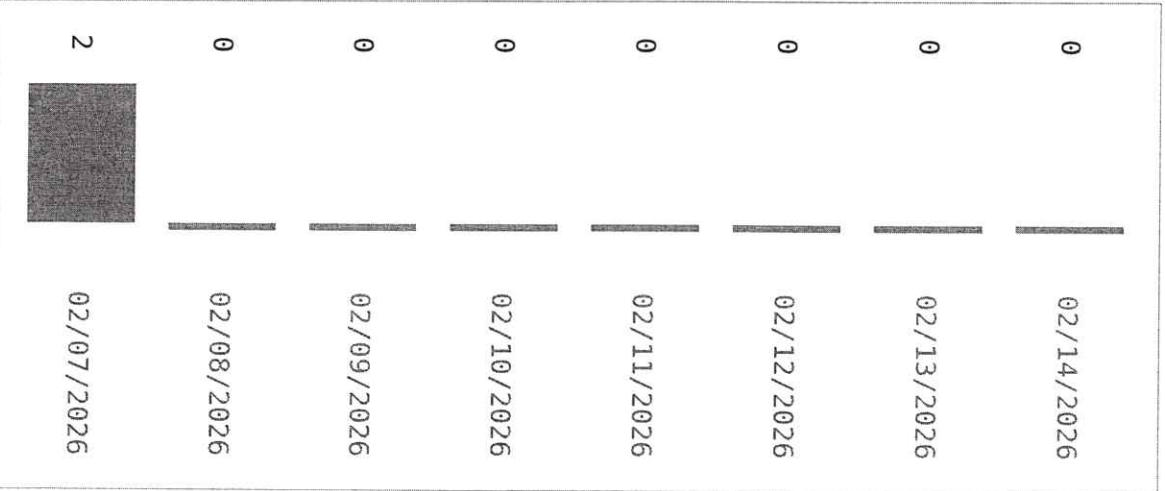
Trap name	Serial number	Kills
Woodvale # 3	252112966-N	1
Woodvale #1	252112986-N	0
Woodvale 2	252112969-N	0
Woodvale 4	252112988-N	1
Woodvale 5	252112990-N	0
Woodvale 6	252112975-N	0

Charts

Accumulated kills per day



Kills per day



Trap: Woodvale # 3

Trap details

Serial number	252112966-N
Firmware version	77
Location comment	399 rear deck

Status

Total kills	8
Shots left	72
Battery	Ok

Service history in period

Date	Employee	Service data	Comment
02/07/2026 08:35 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: Unknown (e.g. for bulk/mass empty)	All set

Images

02/07/2026 08:35 AM - Thomas Nason



Trap: Woodvale #1

Trap details

Serial number	252112986-N
Firmware version	77
Location comment	399 front

Status

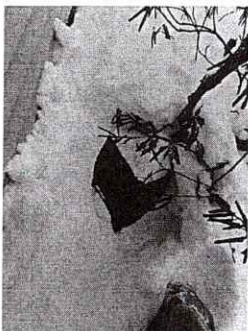
Total kills	4
Shots left	76
Battery	Ok

Service history in period

Date	Employee	Service data	Comment
02/07/2026 08:29 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: Brown Rat	All set

Images

02/07/2026 08:29 AM - Thomas Nason





Trap: Woodvale 2

Trap details

Serial number	252112969-N
Firmware version	77
Location comment	Unit 9 rear

Status

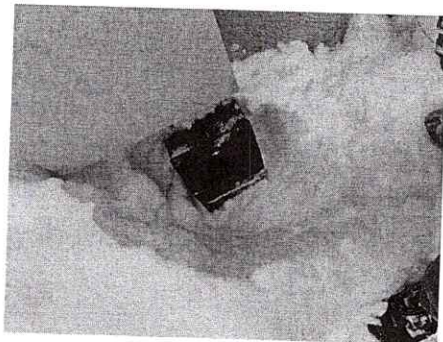
Total kills	10
Shots left	70
Battery	Ok

Service history in period

Date	Employee	Service data	Comment
02/07/2026 08:31 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: False kill	All set

Images

02/07/2026 08:31 AM - Thomas Nason





Trap: Woodvale 4

Trap details

Serial number	252112988-N
Firmware version	77
Location comment	Behind AC units between 7-6

Status

Total kills	10
Shots left	71
Battery	Ok

Service history in period

Date	Employee	Service data	Comment
02/07/2026 08:39 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: False kill	All set

Images

02/07/2026 08:39 AM - Thomas Nason





Trap: Woodvale 5

Trap details

<i>Serial number</i>	252112990-N
<i>Firmware version</i>	77
<i>Location comment</i>	Under last unit deck

Status

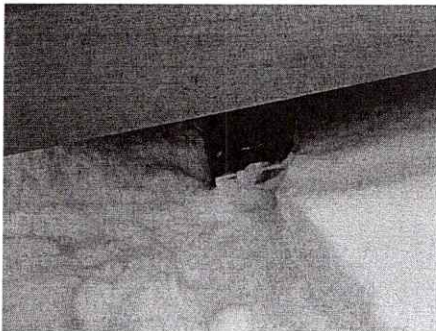
<i>Total kills</i>	21
<i>Shots left</i>	59
<i>Battery</i>	Ok

Service history in period

<i>Date</i>	<i>Employee</i>	<i>Service data</i>	<i>Comment</i>
02/07/2026 08:40 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: No	All set

Images

02/07/2026 08:40 AM - Thomas Nason





Trap: Woodvale 6

Trap details

Serial number	252112975-N
Firmware version	77
Location comment	397 unit 1 rear

Status

Total kills	4
Shots left	77
Battery	Ok

Service history in period

Date	Employee	Service data	Comment
02/07/2026 08:33 AM	Thomas Nason	CO2 changed: ☐ Battery changed: ☐ Animal types: Brown Rat	All set

Images

02/07/2026 08:33 AM - Thomas Nason

