

# Washington's Headquarters Homeowners Association

## February 24th, 2014 - Board Meeting

*Present*

Dale Greenwald (Chair), Eli Cohn, Bernice Giscombe, Mick Cartwright, Sabin Meyer, Ken Colao  
Apologies: Jeff Coyne

Issues for the board or the management company can be emailed to  
[board@washingtonshq.com](mailto:board@washingtonshq.com)

### Previous Minutes & Matters Arising

- The minutes of the previous AGM meeting were approved.
- We are moving forwards with the Oval tennis proposal – costs are in line with previous years

### Financials

- Per Eli, we remain in a financially sound position and continue to build reserves for future projects.

### Maintenance

**Pool house/Auxiliary building.** We have had burst pipes inside the pool house. Plitnick visited and prevented further damage. As soon as a thaw allows, they will revisit to fix the problems and will also be asked to draw up a winterization plan that we can follow.

**Water Leak.** Our December/January water bill was far higher than it should have been – we had used nearly double our normal units of water. Plitnick came on site to investigate and found the probable cause – incorrect shut down of the sprinkler system. The fixed this problem (after Civitano had dug out the snow around the pit containing the water meters & related plumbing) and our January/February bill showed usage back at normal levels.

For background, we receive two water bills, the first is a quarterly bill for the 'privilege' of having a fire hydrant on the property. The second is our usage bill which is split into two line items, one for the pool & sprinkler system, the second for the supply to all homes.

ACTION: Bernice will contact AllState, the sprinkler company, to follow up on Mick's email to same regarding the shut down of the sprinkler system.

**Lighting – Outside Pool.** The lights outside of the pool house continue to fail frequently. We will be contacting Switch who had, theoretically, fixed these. We will also be investigating whether there is a more local company that might take over as our 'go to' electricians.

ACTION: Mick/Dale

**Lighting – General.** The pole lamps throughout the property are not illuminating the areas as well as they might. This is a combination of factors (old design, bulb replacement choices, no reflectors). Dale proposed that we investigate new heads for these that should use more efficient bulbs and include reflectors to spread the light down and around where needed. Similar heads are in use on the lamp poles at the crossing to Livingston Ave opposite our entrance.

ACTION: Dale

**General handyman.** Dale is in touch with a local handyman who may be suitable for our needs. He would be engaged on a monthly basis to carry out regular tasks such as light bulb replacement, general clean up, small repairs and similar, as well as meeting with plumbers/electricians and similar as needed. Dale will put together a list of responsibilities and we will take him on for a trial period.

ACTION1: All to suggest appropriate tasks for inclusion (email to Dale)

ACTION2: Dale to collate and engage handyman

**Snow Removal.** Civitano's team have kept up reasonably well given the snow season that we have had so far. As usual various units suffer from ice buildup on the ledge/gutters, leading to icy patches in front of the units. Some units have engaged Donald Brown (roofing/Hastings) to clear build up. The board will find out from Donald Brown about a general price for this service and if appropriate post details on the website. Please remember though that each unit is responsible for its own roof and the board will not take on responsibility for this work.

## Other Matters

### Tax Certiorari

The attorneys that have been pursuing a tax assessment reduction for us have reported that they are near to settlement. The review covers the years 2008 – 2013 and we expect to receive over \$100,000 total as a refund. This will then be broken down by unit and time of ownership, including past owners. Eli will contact David Schoen to see if David can volunteer to assist with the fine print on the calculations so that accurate per unit/period of ownership figures can be derived. The expectation is that it may take another 9 months before we receive the money. The board will keep everyone updated as details become clearer, and will reach out to past homeowners to keep them informed.

### 19 Livingston Avenue (site of the former Rudy's)

We were contacted by one of our neighbors on Livingston Avenue regarding the proposed development. Under separate cover we will distribute the full packet of information for anyone who wishes to review the details.

The summary is that:

- The lawyer, whose letter is included in the distributed pdf, has been engaged by one of our neighbors on Livingston who is more directly impacted.
- Presently the project is before the Zoning Review Board for appeal, as the Architectural review board had rejected the application.

- To understand the scale of the proposed development, in its current form it would be twelve, 3,000 sq. ft. plus, 4 story townhouses, in two rows of six. The footprint would take approximately 50% of the site - a much higher density development than Washington's Headquarters.
- The developer appears to be trying to short cut the planning process, and that the lawyer for our neighbor is trying to ensure that the planning application goes through the correct channels.

### **Pool Repair Work**

The sand in the filter needs replacing – this will cost approximately \$1,700 and the board believes that it should be done.

H2O Pools also proposed resurfacing the interior of the pool. Before committing to this we wanted to research the need further.

ACTION: Sabe/All

### **Exterior Painting**

Dale has begun work on the bid package (general specification, paint products, remedial repairs) and has a list of potential companies that we might use. Ken & Dale will work together to complete the scope/bid package so that we can get this out for quotes by April 15<sup>th</sup>.

ACTION: Ken/Dale

### **Insurance**

Ken has asked his insurance specialist to review our policy and give a synopsis of our coverage, as well as highlight any areas of concern. This work is being done at no cost to WHQ HOA and will put us in a better position when we come to renew.

We need to update the board names list with the insurance company for the E&O policy provisions. This should become a regular task after any board elections or changes.

ACTION: Bernice