

## **Washington's Headquarters' Homeowners Association Board Meeting**

**June 29, 2014**

Attendees: Sabe Meyer, Eli Cohn, Jeff Coyne, Bernice Giscombe, Mick Cartwright

Apologies: Ken Colao, Dale Greenwald

### **Annual General Meeting**

The annual general meeting has been tentatively scheduled for Sunday September 21, 2014. A formal notice of the meeting will be sent out when the date has been confirmed.

Board members are elected for a three year term. Mick Cartwright, Bernice Giscombe and Dale Greenwald will be coming to the end of their three year terms. The board always welcomes new faces and hopes that residents will consider volunteering for the board.

### **Contact Details and Emergency Access**

A copy of these minutes will be hand delivered to all units. The usual distribution is by email only. If you did not receive a copy of these minutes by email, or would like to change the email address that is on file for you, please contact [board@washingtonshq.com](mailto:board@washingtonshq.com) so that we can update the records.

In addition to confirming email addresses, we would request that all homeowners confirm to the board an emergency contact number and details of who we can contact for access to your home in event of an emergency. In the last seven years we have only had to follow through this route once. Just recently there was a minor gas leak and it was only because the unit owners, who were away on vacation, had kept this information on file that we were able to work with ConEd and the owners local 'key holder' to resolve the problem quickly and safely.

### **ConEd Repairs**

ConEd will be on the property later this week to finish repairs to the two holes they had to dig in the drive to trace and fix the gas leak.

### **Financial Report**

Our financial year runs to June 30<sup>th</sup>. We remain in an essentially sound financial position with adequate reserves to pay for the forthcoming exterior paintwork project.

As at the time of the meeting our year to date income from condominium fees was approximately \$197k. Out year to date expenses were approximately \$207k. During the year we have had some one off expenses (new tree plantings, landscaping work in the rear garden, pool repainting). Despite these one off expenses we would normally like to operate at a slight positive margin allowing us to build up the reserves for the regular large capital projects (such as repainting the exterior woodwork) that predictably occur every 4 or 5 years. With this in mind the board will be recommending a small increase to the condominium fees, probably 3%, to be voted on at the AGM. This is the first increase since 2008/2009. At that time the Homeowners AGM discussed an annual increase in line with inflation if needed. This has not been necessary until now.

### **Maintenance – Trees**

Adams Tree Service have been on the property working to keep our trees healthy. You may have notice white ‘mushrooms’ embedded into the bases of a few trees or a spray truck coming through. This is all part of the service they provide.

A number of the old and dying birches have had to be removed. The replacement trees need some work.

**Action Jeff/Eli to work with Adams tree**

### **Maintenance – Gardens**

Civitano’s team continues to service the gardens. If you have any comments or requests please contact Bernice, or [board@washingtonshq.com](mailto:board@washingtonshq.com). If you would like to volunteer to assist Bernice in liaising with Civitano’s please do – you do not have to be officially on the board to help share the work.

We have been spraying to keep the risk of deer ticks to a minimum. Despite careful plant choice and this program, you will still occasionally see deer in the garden.

### **Maintenance – Tennis Court**

We will request the gardening team to cut back the vegetation all around the perimeter of the court.

### **Maintenance – Pool**

The board would like to thank Mary Donovan and Dale Greenwald who gave up a weekend morning to scrub down the pool deck. We continue to search for an appropriate service provider to do this on a regular bases.

We will be asking our handyman to put in the screens to replace the windows for the summer.

**Action Dale.**

Switch electric were called out recently to check the sockets for the lighting after one bulb came loose.

Ken Colao has volunteered to research the regulations governing use of the pool. At the moment there must always be a responsible adult, aged 21 or over, in the pool area whenever the pool is in use. We have a growing generation of kids in the complex some of whom are qualified life guards, and it seems to be at odds with common sense that they are restricted from using the pool without a parent present. We would like to ensure that the pool is as accessible as possible while continuing to operate within the constraints of the applicable regulations. For the short term, please respect the existing rules and ‘watch this space’.

You may recall that earlier in the summer we had rocks thrown through the pool roof on two occasions. We have been investigating safety netting – both the cost and whether it would be permitted within the

village code. Bernice has been in contact with Brian Cook of the village of Dobbs Ferry and Dale has been working with fencing companies.

**Action Dale/Bernice**

### **Other Matters – Painting**

The specification for all of the exterior painting (black and white woodwork) has been completed and is being sent out for quotes. We aim to have this work completed before the end of the fall.

### **Other Matters - Parking**

Over the last few years we have had more cars on the property, and as a result parking is under increasing pressure. A number of households have more than two vehicles and park the additional vehicle(s) on Broadway or Colonial. Despite these efforts we are seeing people abusing the parking restrictions on a regular basis. The regulations are simple:

- You may only park in marked, assigned spaces.
- The two visitor spaces must be left open for visitors, and cannot be used by residents.
- You may not park in front of your garage/unit, unless actively loading & unloading.
- No parking on/around the circles at any time

The exceptions to this are:

- Units 1 & 2 may use the space in front of their garages.
- With written agreement in advance from the board, a resident may temporarily use a visitor space to accommodate extenuating circumstances.

It is with regret that the board has concluded that to reinforce discipline on parking, fines may be imposed:

- One warning will be sent out by email for a first offence
- After that, a \$100 charge will be levied against the offending unit for each occurrence.

### **Other Matters – Signage**

Over the last year we have lost the various signs at the front entrance. We will investigate a single new sign, to be placed to the right of the entrance road, stating:

Washington's Headquarters

Private Property

Please Drive Slowly