

Washington's Headquarters Homeowners Association
2/9/15 Board Meeting

Present:

Board Members

Eli Cohn, Jeff Coyne, David McPherson, Dale Greenwald,
Sabin Meyer, Ken Colao, Jonathon Brose

Issues for the board or the management company can be emailed to
board@washingtonshq.com or telephone 914.512.8129

January Board Meeting minutes were approved.

Financials

- Eli provided the financial update. We remain in good financial standing with solid reserves.

Administrative

- The managing agent's contact was executed.
- Eli will provide copies of existing contracts with vendors to the management company. We will have them scanned as PDF's and saved in Google Drive. Jeff Coyne will assist in getting the account set up as well as a creating the file structure.
- The board will have Margaret maintain an active items list to capture and track items that arise during meetings and ensure they get closed out appropriately.
- ARCHIVES: Board agreed to engage managing agent to assess WHQ files, and provide guidance on a records retention policy (what other HOA's do). We would like to extract out and maintain :
 - Planning studies
 - Surveys
 - Previous capital projects information

As well as any other information deemed pertinent.

Lighting

- Former tenants of units 1 and 2 installed ineffective solar powered LED lanterns. The board will contact the unit owners to let them know we would like to replace.
- Margaret will arrange a call with the electrician to define an approach and get pricing, as well as "head replacement" or repair for several broken units on the property. The scope of work will include:
 - Repair common element lampposts and re-lamp with warm white LED lamps 100 watts or greater. Repair/replace daylight sensors; Restore/repair/replace broken glass panels and clean
 - Add low lighting at front and rear circles; confirm power is at rear circle (seems to be missing a GRI outlet location that similar to front circle)
 - Replace/repair lamp heads at 4 lampposts at units 1 and 2 stone piers
 - Re-lamp flood lights on Unit 1 eaves with LED (warm white) flood lights

Pool & Tennis Court

- TENNIS COURT – Board agreed to obtain pricing for installation of backboard and estimate to install lighting. Dale will investigate with our electrical/lighting engineers and follow up on type of lighting recommended for a tennis court.
- Oval Tennis maintenance contract for next season was signed.
- POOL FENCING EXTENSION - Newmat has been approved to install fence/netting behind pool house. The work will be scheduled when weather permits.
- Margaret is obtaining Pool permits for the season. Dale will provide a check to cover fees and other necessary documents to secure the permit.

Gardening and Snow Removal

- Board agreed to have Civitano re-locate snow on the property to improve access to parking and common areas.

Miscellaneous

- PAINTING PROPOSALS - The board will make final edits, review vendors send out requests for proposals this month
- PEST CONTROL – The board will revisit the proposal for stink bug/Asian beetle spraying in the spring. Some residents are seeing activity
- GARDEN/DEER – We have identified a major problem with deer feces and urine in the back garden. As a result several boxwoods have died and will need replacement. The board requests that Margaret provide insight on what other properties are doing to manage or deter deer infestation.
- Margaret to contact Civitano about supplying salt for buckets in each unit's utility closet.

The next board meeting will be on Thursday, March 12th @ Unit 18.