

Washington's Headquarters Board of Directors Meeting

January 20, 2016 (next meeting, Monday, February 15)

Present: Dale Greenwald (Chair), Jon Brose, Eli Cohn, Ken Colao, Margaret M. Federici, Sabin Meyer, Uwe Steckhan

Excused: David McPherson

December 21 WHQ Board minutes: approved

Gutters, leaders, underground pipes:

- Mid-Westchester expecting partial payment for 90% completion of original work (\$6,480), plus 95% of additional work (\$2,294).
- Copy of DVD to be given to Eve at Brooker Engineering, plus have her scan and send electronic file of site map
- Brooker needs two weeks to finish underground and drainage design and construction documents from time she receives site map and Mid-Westchester report
- Gas service and drainage for future perimeter wall work not yet included

Perimeter walls:

- Gauges attached to wall indicated reverse movement
- No immediate shoring/bracing necessary
- Suggest to continue to monitor through this season for an additional six months (at \$200 per month for a monthly visit)
- Different options for the design of the walls (structural/architectural)
- Eve will take care of SOE (support of excavation) in front of north-side parking spaces, needs concrete reinforced retaining wall (with brick veneer to meet village/ARB requirements for permitting)
- South side doesn't need to be concrete, can be masonry since not retaining
- Schedule: total 4-6 weeks to finish construction documents (finish design), which will then allow bidding for contractors (complete bid package, including phasing/alternatives, plus list of qualified contractors)

Timing of projects:

- Possible phasing of projects over two years or more (e.g. drainage in 2016, wall end of 2016, road surface in 2017)

Financing:

- Discussed funding needs and financing options for major capital projects (underground drainage, perimeter walls, roadway resurfacing) based on ongoing engineering studies.
- Discussed option to investigate to open line of credit.
- All of the expenses for ongoing investigations / engineering studies have so far been covered out of existing reserves.

- Conceptual budgets have not changed since the September 2015 Annual Homeowner's Meeting as disclosed, engineers continue to do investigations, design is anticipated to be completed in Spring 2016, final estimates will follow and bidding will proceed at that time.
- Consultation with banker (Vincent with Capital One).
- Loan considerations: 10 year loan, 24 month drawdown, to be held in separate account, loan size limit is 5% of premise value
- Paydown: option for special assessment per each home owner's share to service loan; model different options (e.g. individual paydown)
- Qualification requirements for loan: application checklist, need to demonstrate sufficient cash flow, 12 months Board minutes, 3 year audited financial statements (audited not available, tbd if monthly compiled statements would be acceptable, e.g. including tax returns), 70% owner occupation, amongst others.
- Treatment of loan balance: if allowed by by-laws, balance can be put in reserve account. In addition, presently offering 1% cash-back rebate.
- Next step: follow up with Chase to get offer for comparison, then have special informational meeting for homeowners to update on considerations., plus special meeting to get approval from homeowners to take out a loan (**tbc in by-laws whether simple majority sufficient based on weighted ownership**);
- Preliminary Schedule of Events: February design, March informational meeting, April special meeting, May/June issue bid (latest, even before loan approved); **confirm necessary timing for notification**
- As of now, we anticipate the overall scope of the project to remain within the range as discussed during the September 2015 Annual Homeowner's Meeting.

Miscellaneous:

- Deertech for units 1&2 (Jon will follow up with Deertech on costs); tbd if pay in full or split the cost

Financials:

- Annual cheque to police, fire department and ambulance corps (\$200 each)
- Adams Tree Service, gave proposal for \$5,433 for fertilization, bug spray, etc. (Spring through Fall); approved, almost same amount as last year; pruning is in addition \$2,781; hold approval of maintenance/trimming (do property walkthrough first with Adam Tree Service, also depending on impact of other projects and importance)
- Tax return filing: tbd if to capitalize e.g. painting expenses (benefits over next 5 years since \$110k loss is not beneficial for tax return and depends on choice of filing as corporation or as HOA); feasibility to confirm with accountant
- Owing about \$15,000 to Brooker, plus NuMat has not invoiced balance, plus Mid-Westchester payment (to be paid only within 30 days)

- Current equity about \$50k, ideal reserve amount about \$100k
- Margaret offered to take on financial management for additional \$250 per month, plus recommend accounting firms for audited financial statements (tbd if required in by-laws when financials managed by third party)
- Eli handover: tax returns (immediately), plus other docs as needed (for loan)

Unit 6 Water Damage:

- Claim to be made by the Condominium
- Margaret to contact Tooher-Ferraris on next steps
- Unit 6 to submit claim package to Margaret (copy Dale)