

Washington's Headquarters Board of Directors Meeting

February 24, 2016 (next meeting, Tuesday, March 22)

Present: Dale Greenwald (Chair), Jon Brose, Eli Cohn, Ken Colao, David McPherson, Sabin Meyer, Uwe Steckhan

Excused: Margaret M. Federici

January 20 WHQ Board minutes: approved as amended

Brooker Engineering Status:

- Delay in getting final information from Mid-Westchester due to weather issues (requires additional two weeks weather permitting)
- Issues in leader collection system, proposing french drains to remediate
- Found blockages in sanitary sewer main, which is part of the public sewer system; Brooker Engineering to send letter / information to Village to repair; Margaret to follow up with Village.
- Design of drainage system about 50% done, to be finalized two weeks after final information from Mid-Westchester.
- Agreed to replace gate to Colonial Ave and keep hinges on entry/exit ways
- Billing: Brooker to send clear overview of bills and payment status; Eli to provide list of cheques paid to Brooker
- Gas service: load estimate to be provided based on existing oil service and/or compare to existing gas service in other units (gas service currently not included in design)

Landscaping:

- Civitano contract expired November 2015 for gardening, new contract needs to be negotiated (snow removal contract needs to be renegotiated/extended as well; e.g. include clause in contract to receive a credit in light snow years to be applied for gardening – see ~2004/2005 contract)
- Adams Tree: tree fell on Unit 2; \$2,952.81 for tree removal, roof still needs to be fixed; insurance claim to be raised through the Managing Agent; repairs to be held off until insurance adjuster reviews
- Deertech: Jon Brose to follow up with Bob Murray on approach

Unit 6 Water Damage:

- Letter of denial received from insurance company
- HOA Insurance claims damage not covered under policy
- Investigate coverage through homeowner's own insurance
- Check how Unit 5's claim for same issue was handled

Unit 12:

- Board approved installation of new windows according to conditions shared with homeowner

Financial Management:

- Consideration to hire accountant for financial closing / tax returns.
- Board to engage with accountant(s) proposed by Managing Agent, Eli to get in touch with proposed candidate before next Board meeting.
- Bookkeeping services by Managing Agent to start July 1, end of fiscal year to start annual financial closure; Board will receive monthly financial report from Managing Agent on bills to be paid / paid based on Board approval.

2016 Pool Permit:

- Dale sending to Managing Agent to file

Tennis Court:

- Oval Tennis offer to open court for season for \$2,025 plus tax (approved); Eli to pay 30% upon approval of the contract, plus applicable sales tax (\$652.30 plus tax).
- In addition, every third week per monthly stop \$145 per stop, approved.

Financial Report:

- Comparison to February 2015, change of -64.1% (-\$124,512.10)
- Cash: \$9,136.31 in account
- Savings: \$50,250.67

Bills to be paid:

- Adams Tree: \$2,952.81
- Civitano Landscaping: \$4,966.09

Confirmation of Board:

- Secretary to prepare letter of list of officers on WHQ HOA Board, confirming officers as elected at the September 2015 Annual Homeowners Meeting.