

Washington's Headquarters Board of Directors Meeting

March 29, 2016 (next meeting, Tuesday, April 19)

Present: Dale Greenwald (Chair), Jon Brose, Eli Cohn, Ken Colao, Margaret M. Federici, Sabin Meyer, Uwe Steckhan, Bob Murray (Observer), Eve Mancuso (Brooker Engineering)

Excused: David McPherson

February 24 WHQ Board minutes: approved

Financial Report

- Eli spoke to possible accountant (Jay Goldstein), would charge fee of about \$3,000-\$5,000 for annual audit
- Issue that current finances done by Eli in Quicken; to ensure consistency, suggest to transition to new system only as of July 1 for new fiscal year
- Board agreed to allow Eli to continue to monitor finances through June 30 to avoid consistency issue
- Bookkeeping to be done by Margaret going forward (cost of \$250 per month); billing address for bills to be changed to Margaret's office
- Monthly financial reports and reconciled bank statements and copies of bills to be provided electronically by Margaret (option to upload to WHQ website Board section)

Bills paid:

- Bill paid today to Civitano \$4,966.91, third payment on snow contract, anticipating one final bill
- H2O to be paid later, expecting about \$2,000

Landscaping:

- Dale and Margaret to work on new and revised contract with Civitano (currently expired), to be agreed by April
- Snow and garden contract to be re-combined, to benefit from potential savings
- Change to three year contract from one-year basis to get beneficial pricing
- If homeowners see anything to be cut back (usually anything within five feet); any unit owner noticing anything in addition, to notify Board and Margaret
- Deer Tech: clarified that deer repellent won't avoid deer droppings, but only keep them from eating plants; fence to be checked whether keeping deer out; unit 1 and 2 to determine whether any additional measures
- Unit 17 – request for decorative planting of back space; likely not allowed as pathway for fire department; to be reviewed by Dale/Margaret and discussed with unit owner

Insurance claims:

- Unit 6 water damage; Toohar Ferraris not paying as issue not considered sudden and accidental
- Rock wall damage at exit – Margaret met with adjuster, pictures taken, quotes shared, new rocks to be used, Vinny to carry out work (Margaret to follow up by Friday if no response by then)
- Margaret to confirm renewal date (likely May); to be determined whether to change insurance provider (QBE is provider, possibly not a NY registered company)

Miscellaneous:

- Pool scheduled to open April 6, if Department of Health permit received by then (Margaret following up)
- Margaret to arrange for Spring cleaning with Night Owl Cleaning
- Tennis Court to open May 16
- Gate to Colonial Avenue to be replaced with similar to avoid ARB discussion

Brooker Engineering Report:

- Vinny (Mid-Westchester) noted that sewer main that traverses property needs work (Margaret reached out to town, not condo issue); Eve now has plan and will follow up with building department
- Vinny found issues mostly with roof leaders, corrugated pipe, recommended PVC pipe replacement, coming down from façade of structure, often times under patios
- Eve has done 90% plan, trying to connect most of the roof leaders without damaging patios
- Building 1, roof leaders were disconnected, suggesting to reconnect through a new system (abandon old system, but Vinny to check beforehand) with 8 inch PVC and pick up any drainage for repaired wall to feed into
- Building 2, dip in pipe discovered, but unit owner cleared leader and didn't see any subsequent issues (Vinny to investigate when investigating unit 1)
- Office has down spouts emptying into lawn (keep as is)
- Bulk of issues due to ground water trapped under pavement; to be remedied by placement of perforated pipes
- New (re-)connections to tie into system as far as possible
- 24 inch leader from waterfall behind pool under pool building are fine
- Building 3 leaders were bad, contributing to pavement issues, new system to be put in place and reconnect leaders
- Trench drain behind parking towards exit collapsed (unit 9-13), draining into wall, fix will destroy planting (tbd with landscaper how much / whether to salvage; trees and bushes); suggestion to wait until wall work being done (as second phase)
- Roof leaders behind a few units not daylighting (unit 3 and unit 6), patios were possibly originally shorter and were likely extended by some units, possibly burying prior drainage (Vinny to determine options, e.g. whether to

- drill underneath or have aboveground solution e.g. drain on patio or have pipe along patio wall through back wall, also tbd amount of water coming from roof)
- Sewer main damage in garden (tbd through title report on easement, whether responsibility of town), Eve to share tape of line condition

Timeframe:

- Vinny to re-inspect two leader drains in back of building 5 and 6, to return to Eve
- Eve to provide RfP document (performance based payment)
- Work likely considered capital improvement
- Eve to provide list of at least four qualified vendors
- Gas line to be indicated on plan for future gas line (currently ConEd waits for load estimate by engineer that has been asked to provide loads list)
- Plan to be finalized within three weeks to then allow for bids to be issued, work to be done over summer (likely a couple weeks) to having working drainage by next winter

Outside wall:

- Eve has 90% submission of plan
- Everything to be removed and replaced in-kind
- One section free-standing on South end
- Parts of other sections are retaining walls, parts are blocks with brick and other parts are poured with brick
- Likely no major cost savings moving to poured with brick
- Support of excavation (SOE) work needed to support/retain
- Suggestion to not have rakers but have soil anchors (tie-backs) as a more cost-efficient solution, but need to investigate possible impact on utilities
- Phasing options: get full price and phased pricing (suggestion to buy all necessary material to ensure consistent coloring etc.) to determine logical order for project and determine financing options/needs