

Washington's Headquarters Board of Directors Meeting

April 20, 2016 (next meeting, Tuesday, May 17)

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

Excused: David McPherson

March 29 WHQ Board minutes: approved

Financial Report

- About \$20,000 in checking acct, agreed for **Eli** to move \$10,000 to reserves
- Eli provided report of payments by vendor for last fiscal year (to be provided in raw data format for analysis)
- Going forward, **Eli** to provide reports on monthly expenses to be provided (versus prior year month)
- **Eli** to meet with preferred candidate for accountant position
- Outstanding payments to Tennis Court company, NuMat fencing, Gerry Pest Control (to provide map of all bait stations and activity of bait stations), fuel bill Plitnick, Allstate irrigation

Bills paid:

- Bill paid to Civitano \$2,744.10 despite outstanding new contract
- Bill paid to H2O \$204.26

Engineering work:

- All information from Mid-Westchester was provided to Brooker Engineering
- Building 1 and 2 were investigated, building 1 requires replacement of leader connection, to be replaced with new system
- **Ken** to request RfP documents to be issued by May 1 with final design / specs
- Brooker questions whether Civitano completed work as requested by Brooker (tbd if going forward contractors are to be supervised; supervision could be provided by engineer; e.g. whether to include in specs that any work to be inspected before finalization / close up)
- With regards to gas service, abandoned work with local engineer De Barry, new firm; Gerard Associates suggested by Brooker, willing to provide the load letter and filing to Con Edison, **Margaret** to ask them to provide engagement letter, with Board authorizing Margaret to pay up to \$3,000 with billing to be provided on an hourly basis
- **Margaret** to obtain quote by Spilotras on painting the white PVC clean-outs (instead of replacing with copper units of about \$600 per unit, since work on drainage continuing over probably the next 12 months); option to have unit owners pay for replacement themselves, or cover up with planting for immediate term

Landscaping:

- Landscaping contract under renegotiation for renewal with Civitano by **Dale and Margaret**
- With regards to unit owner request, no separate budget for flowers provided; flowers are included in landscaping contract with Civitano (minimum of 50 flats of annuals); Elly Meyer and Mary Donovan offered to help/work on this (gardening committee)
- Condo by-laws allow unit owners to do landscaping on their own share of the property (i.e. plant beds in front of units or on patios)
- **Margaret** to schedule walk-through with Adams to assess status of trees

Insurance:

- **Margaret** obtaining quote from Donn Gerelli Agency (current policy expires by May 15), with Board to review quote and policy conditions offered

Unit Issues:

- Unit 15 buyer questions on fees, restrictions, rules on renting; no special renting fees (except move in/out fees are applied) or restrictions at the present time, but renters need to sign confirmation that they will abide by the condo rules (to be shared by owners with renters; **Margaret** to respond to them)
- Board contemplating to institute rules and regulations with regards to renters (e.g. minimum terms); **Margaret** to provide examples from other condos, **Jon** offered to prepare draft
- Unit 21 expressed concerns on noticing tenants walking dogs through flower beds etc.; **Margaret** to send email to owners with reminder to keep pets on leashes, using area next to visitor parking for relieving their pets, not walking through flower beds (also that we are looking for additional members to serve on the Board and that the pool is not yet open and that once open to ensure that all doors locked and secured when leaving pool)

Pool Issues:

- Pool is not yet open since 2016 DOH permit is not yet issued (owners to be informed through email)
- Once permit, pool to be cleaned (including removal of algae)

Insurance claims:

- Rock wall damage: claim settled with insurance company, cheque will be provided by insurance company
- Next Board meeting to discuss next steps with regards to the damaged wall

Miscellaneous:

- **Margaret** to ask Scotty (electrician) to investigate whether power is still viable to posts that originally had lanterns in units 1 and 2
- **Margaret** to pick up balance of files from Eli