

Washington's Headquarters Board of Directors Meeting

June 21, 2016 (next meeting, Tuesday, July 19)

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

Excused: Ken Colao, Dale Greenwald, David McPherson

May 17 WHQ Board minutes: approved

Unit Issues:

- Unit 13: **Margaret** to send an email to unit 13 reminding them to ensure cats are leashed. **Jon** to review by-laws on regulations considering household pets. Board considering options for unleashed animals on property (e.g. alerting animal control) and mass email to be sent to all owners on pet policy.
- Unit 15: Sale to be closed by Monday, 27 June, 2016. Eli continues to serve as Treasurer until 30 June, 2016 for any additional financial information needed for closure. Requests for information to be channeled through **Margaret**.

Landscaping:

- **Margaret** to check with Vinny Civitano on status of planting of 50 flats of flowers.
- **Margaret** to remind Civitano to alert of any pesticide use / spraying in advance, so that an email can be sent to unit owners alerting them beforehand.

Insurance:

- Unit 10: washing machine flooded basement, no claim made by HOA, since damage was below \$5,000 deductible.
- **Margaret** to check with Don to confirm whether sheetrock damage actually covered by HOA by-laws and whether covered under insurance.
- **Jon** to review by-laws on sheetrock coverage.
- **Uwe** to post certificate of insurance on WHQ website in owners section.

Finance:

- Homeowners to send common charge payments to Margaret's office starting with July payment.
- **Margaret and Uwe** meeting with Chase Bank to have Margaret added as authorized signer Also check on direct deposit option and inform homeowners of account details.
- Brooker Engineering payment pending review of invoice by **Ken and Dale** whether all conditions for payment were met.
- Board approved \$2,500 for mixture of flowers and perennials for front yards of units.

Gas Line Installation by ConEd:

- Gas Load was inspected. **Margaret** to have Gerry Hluchan forward to ConEd.

Painting:

- Spilotras quote of \$1,550 to paint white PVC clean-outs received. **Sabe** to test coverage of self-applied spray paint before considering Spilotras offer.

Tennis Court:

- Irrigation fixed and court reconditioned by Oval Tennis. Court is now open.

Miscellaneous:

- **Jon** to review by-laws and prepare summary of rules on unit owner obligations/restrictions (e.g. parking, washing cars, etc.), sheetrock coverage, pet policy, board terms, multiple board members from one unit.
- Rental of auxiliary building. Jon put unit on market for rent. Jon asked for Board feedback on likelihood of approving new tenant. Board feedback was that a similar tenant (no visitors, no disturbance, etc.) could be entertained, following review by the Board.
- **Margaret** to follow up with Civitano on pending quote for removal of rock wall on drive way exit.