

WASHINGTON'S HEADQUARTERS
BOARD OF DIRECTORS MEETING
MINUTES
JULY 20, 2016

In attendance:

Board Members ... Jon Brose, Ken Colao, Dale Greenwald, and Sabin Meyer
Management ... Margaret M. Federici

Prior to the official start of meeting, Phyllis Feinberg, Unit 20, spoke to the Board about several issues:

- Lights atop her garage not working despite the bulb being changed ... Dale suggested she contact an electrician as there might be an issue with her switch
- Would like the dead red Maple in her flowerbed replaced at the expense of the Association ... Dale explained that there are no plans at present to replace dead/dying bushes or shrubs as funds are tight. However, this would normally be the responsibility of the homeowner

Minutes June 21st meeting ... attached for approval ... were approved as presented

FINANCE

Receipts & Disbursements ...

... as of this writing, only a few homeowners have not paid July

... do you want physical monthly invoices sent to homeowners? ... no

... all current contractors/vendors input into my system

... review of billing paying protocol ... approved contracts for Civitano and Management OK to be paid without a monthly invoice ... all other anticipated and regular expenses (water, electric, phone, pool, et.al.) OK to be paid without prior approval ... all one-off invoices will be sent to Uwe for authorization

BROOKER ENGINEERING

... review outstanding invoices ... Mgmt confirmed Brooker was paid \$38,519.70 between July 2015 and June 2016 ... in 2015 it appears they were paid \$8,992.94 although on Eli's 3-page compilation of 2015 it states "professional fees" ... Ken is working with Brooker to better understand their billing especially for items considered a "change work order". No further payments are authorized until WHQ receives satisfactory explanation.

Mgmt passed around a copy of the Brooker contract and was requested to send to all Board members.

... full set of plans received ... discuss next steps ... Brooker to prepare an RFP and provide list of qualified contractors

Gas Loads Project:

... as of this writing received applications for everyone except Unit 1, Unit 4 and Aux building

POOL ...

... Suction Vacuum Release System on the pool leaking ... mgmt authorized \$980 repair

... pool railing by the shallow side stairs is broken ... reported to H2O

TENNIS ...

... see attached from Jon re court maintenance

... see attached re purchase of court roller

Jon suggested his tennis pro, Randy Lindsay, be able to use WHQ court for private lessons in exchange for increased maintenance on the court. All Board members were in favor providing there were no insurance implications to the Association.

LANDSCAPING

PENDING: draft of Civitano landscape/snow removal contract ... Dale to review ... Margaret to add snow removal component

PENDING: review of property with Daryl of Adams Tree Service

A general purpose pesticide will be applied to all hemlocks tomorrow or Friday by Adams Tree... email notice to community

Per Vinny: as approved last meeting, he planted a mixture of perennials in barren areas of front foundation beds ... he also added annuals and replaced those dying ... added 3-sprinkler heads ... repaired a broken irrigation line ... is in full agreement to add the irrigation to his contract.

New proposal from Vinny at Dale's request ... add 12 forever rose bushes about the circles and near tennis court edge ... \$400 + \$250 installation ... **Dale withdrew request at this time.**

See attached from Civitano to remove rock wall ... push edge back approximately 1 ½ feet and install Belgium block curbing ... **This proposal was considered too costly considering the likelihood of repaving all roadways in a year or two. Mgmt to circle back to Civitano and get a price to remove rock wall and to push back edging using Belgium block.**

MISCELLANEOUS

Hydrant consortium ... see attached ... **Dale agreed to work with Edward Trader, President at Walden Wood Homeowners Association on this issue.**

UNIT ISSUES

Units 1 & 2 there is power at Unit 2 ... and we're pretty sure there is power at Unit 1 ... Unit 2 has purchased replacement light fixtures which will be installed by WHQ electrician ... awaiting feedback from Unit 1 to June 23rd email (vines need to be removed and someone needs to be home so the interior switch can be activated).

Unit 13 email sent re their tenants' cat allowed to roam
Jon spoke with tenant about parking

Unit 15 finally went to closing
new owner would like time w/Board to review financial issues:

“Our current association financial accounting might benefit from a bit of a tune up, more in terms of presentation than anything else. Chase bank advised me that our condo association is currently out of compliance with Fannie May underwriting guidelines, meaning that any future sales may face mortgage financing hurdles. The bank shared some information regarding what is required, and it might potentially help us protect our property values to resolve the accounting issues that created my mortgage underwriting problems. I don't think this will require much more than a few accounting changes, but my goal at this moment is to be helpful to the board so that these issues can be resolved before any other sellers face similar problems.”

The Board agreed to take no action at this time.

Unit 20 overhead garage light not working ... bulb has been changed ... still not working
... see above

PENDING: Status of possible rules and regulations re rentals? Jon had volunteered to draft.