

Washington's Headquarters Board of Directors Meeting

August 17, 2016 (next meeting, Thursday, September 15)

Present: Jon Brose, Ken Colao, Margaret M. Federici, Dale Greenwald, Sabin Meyer, Uwe Steckhan

Excused: none

July 18 WHQ Board minutes: not available, to be prepared by **Margaret/Dale**.

WHQ Homeowners' Annual Meeting:

- Proposed for Sunday, October 25, 2016 at 7pm.
- **Margaret** to confirm availability of library and reserve.
- **Margaret** to send regular and electronic email invitations.
- Share engineering plans with homeowners.
- Inform homeowners of current financial situation.
- **Jon** to prepare draft rules and regulations to be presented at the meeting (incl. for renters).

Brooker Engineering:

- **Margaret** to resend gas application / load estimate form to **Jon** Brose to complete as last outstanding unit.
- **Ken** and **Dale** to provide comments to **Brooker** to issue final report.
- **Brooker** to provide RfP template and list of qualified contractors.
- Attempt to obtain a quote on the work before WHQ Homeowners' meeting.

Finance/Insurance:

- **Margaret** to provide hard copies of the August receipts and disbursements for next meeting.
- Independent auditor to be contracted to provide certified financial statements for fiscal year 2017, given that financials are handled by Margaret as an independent contractor, as opposed to Eli Cohn as a homeowner in WHQ.
- **Uwe** to upload 2016 WHQ Balance Sheet and P&L onto WHQ website
- Draft budget has been prepared based on last year's expenses (proposed operating budget).
- **Margaret** to update budget to reflect double fee payment in February.
- Budget to be reviewed and shared at WHQ Homeowners' meeting, and **Uwe** to upload to website after meeting.
- **Margaret** to send email to homeowners informing of increased late fee from \$35 to \$50 for payments received after the 15th of the month.
- Legal name determined to be: 'Washington's Head Quarters Townhouses' (not Association).

- **Margaret** to work with Donn Gerelli to update insurance certificate; including update to information regarding “certificate holder is named as an additional insurer.”
- **Margaret** to provide updated certificate and **Uwe** to upload to website.
- **Uwe** to add information on website about actual legal name and note that aka WHQ Homeowners Association.
- **Margaret** to email Eli Cohn to determine whether presumed unallocated 2014 tax repayments totaling US\$10,141.47 have been distributed to respective homeowners, or whether they have been deposited into the WHQ bank account and are still to be paid out.

Tennis:

- **Jon** to ask Randy Lindsay to provide sign-in sheet.
- Trial period to be extended to end September 2016 to be discussed at WHQ homeowners’ meeting.
- **Jon** to provide Randy’s contact details to **Uwe** to be added to the website.

Landscaping:

- Draft new Civitano contract prepared by Margaret and Dale. Margaret to send to Civitano for review and pricing.
- Adams Tree Service work to be limited to those trees that pose a safety hazard.

Fire Hydrant charges:

- **Jon** following up with water company on likely double billing for fire hydrants (on water bills and separately for “private” hydrants).
- **Dale** following up with Walden Woods HOA to align approach.

Unit Issues:

- Unit 2: lights have been installed, homeowner paid for fixtures, HOA paid for electrician since part of the complex. DeerTech units installed and paid by homeowner, HOA pays for monthly applications. Approaches to address deer population to be discussed e.g. with other HOA’s.
- Unit 7: Asked for Board approval to install retractable awning for patio. Board decided to decline request, amongst others because of aesthetic concerns regarding consistency throughout the community and the need to securely fasten it to a retaining wall resulting in irrevocable changes to the property. **Dale** to inform unit owners via email.