

## Washington's Headquarters Board of Directors Meeting

October 25, 2016 (next meeting, Tuesday, November 29 at 7:30pm in unit #2)

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

Excused: Mary Donovan

WHQ Board minutes: July 20<sup>th</sup> and August 17<sup>th</sup> minutes approved.

WHQ HOA Annual Meeting minutes: Board approved draft minutes, subject to final approval by HOA at next annual meeting. **Margaret** to send final draft to Uwe to post on website.

WHQ Board Term limits:

- WHQ HOA approved three-year term limits for all WHQ HOA Board members.
- WHQ HOA agreed for WHQ Board to determine term limits of Board members.
- WHQ Board determined Board member term limits as follows:
  - New 3-year terms: Mary, Bob
  - 2 years remaining: Jon, Ken, Sabin
  - 1 year remaining (to be filled at next WHQ HOA Annual Meeting): Dale, Uwe

WHQ Board Procedures:

- Board minutes: **Margaret** to circulate Board minutes electronically, not as hard copies, prior to Board meetings and Board members to approve minutes on a no-objection basis within 5 business days.
- Financial statements: **Margaret** to share receipts and disbursements with the WHQ Board electronically only, not as hard copies, on monthly basis, and paid invoices and reconciled bank statements to Board President and Treasurer electronically as well.

Finance and Insurance:

Treasurer position:

- Board appoints **Bob Murray** as Treasurer of the WHQ HOA Board.
- **Margaret** to schedule appointment with Chase bank to get Bob access to WHQ account.

Accountant:

- WHQ HOA covenants and restrictions require that in case an outside management company handles affairs of the HOA, an outside accountant is required to be contracted.

- On a monthly basis, the accountant receives receipts and disbursement statements for review, produces an annual certified financial statement and annual corporate tax filing.
- Extension of tax filing deadline for fiscal year end June 30, 2016 to March 15, 2017 has been filed.
- **Bob** to reach out to both Jay Goldstein (proposal received for \$4,500 for last fiscal year), and Jay Menachem for proposal to be obtained (**Margaret** to provide Jay Menachem's contact details to Bob), to provide opinion on both candidates for Board decision on accountant to be contracted.

Financial Condition:

- Revisit financial condition (income vs expenditures) in January 2017.

WHQ By-Laws:

- **Jon** to determine how to convert current by-laws into editable format.
- **Jon** to draft revisions to by-laws.

Brooker Engineering:

- No resolution of attempt to reconcile bills against agreed work to determine validity of bills and outstanding payments.
- Brooker did not provide breakdown of fees against work, but unable to defend their payment requests.
- Brooker claims they are owed about \$40,000, against about \$38,000 already paid by WHQ.
- **Ken** to schedule meeting with Brooker (including Dale) to have Brooker ready to discuss (i) billing structure, and (ii) finalization / revision of drawings. WHQ expecting (i) cost report, (ii) list of outstanding items to complete and (iii) delivery date for documents.

Gas Loads Project:

- ConEd requested plumber to submit work permits for individual units.
- **Ken** will talk to Gerry to understand expectations of ConEd (also to get info on capacity of existing gas line).
- **Dale** will inform affected homeowners of the request to contract a licensed plumber to submit work permits for each of the homes individually.
- **Margaret** to obtain quote from Plitnick on costs to run gas line to pool water heater.

Pool:

- Plitnick provided quote for replacement oil (not gas) heater at a cost of \$13,785.
- **Margaret and Dale** will obtain alternative vendor information, including option for convertible oil/gas heaters or solar water heaters.
- **Margaret** to arrange for pool building and upstairs office to be winterized.
- Pool inspector (DOH) noted requirements to record pH and Bromine levels every day pool is used (at opening, mid-day, closing).

- **Margaret** to obtain info and quote from H2O on options for an automated system for regulating chemical levels, either with a screen for users to log levels when they enter the pool, or a downloadable log to be transcribed.

#### Village Sewer Issue:

- Village pipe underneath WHQ property (village easement) clogged with tree roots and led to sewer flooding on property.
- Mid-Westchester Sewer and Drain provided emergency service; bills to be sent to village
- **Margaret** to request Village to fix broken pipe now (as opposed to their plan to snake length of line) and clean and restore affected area.

#### Tennis:

- To be reviewed beginning of 2017 prior to start of next season.

#### Landscaping:

- Adams Tree Service proposal for services totaling \$4,837.25 approved by the Board plus \$450 plus tax to pursue alternative option for #10.
- **Margaret** to ask whether pear trees to be topped off included.
- **Margaret** to check with Adams Tree on #13 plum tree, noting issue with insect infestation (sawdust at bottom of tree).
- Note that according to by-laws trees behind units #1 and #2 are part of (limited) common property.
- New Civitano contract for landscaping, including snow removal at cost of \$4,166 per month plus tax (locked in for three years) approved by the Board. Start date on new combined contract is December 1, 2016 running to November 30, 2019.

#### Miscellaneous:

- **Margaret** to obtain itemized list of services provided by Garrie Pest Control, instead of the current bill for \$2,521.16
- **Margaret** obtained quote from Jose for gutter cleaning at cost of \$2,500, to be scheduled for mid November. Revised contract to remove bullet four on installation of "clean-outs," and cleaning of gutter on side of pool building to be added. Cost preliminarily approved.
- **Dale** to draft letter regarding 19 Livingston construction to remove black/opaque mesh fence. **Jon** to provide reference to code regarding need for approval of fence by ARB.

#### Rental of units:

- Margaret provided draft rules and regulations regarding rentals.
- Rental Processing Fee to be increased to \$250.
- Initial renting period of less than 12 months not to be allowed unless waived by the Board.
- Move-out fee to be removed.

- Acknowledgement to abide by rules (unit number with names, signatures, dates of owners and renters) to be added to rules and regulations note.
- Rules adopted with above changes and to be shared by **Margaret** with all unit owners. Existing rentals, Units 10 & 13, will be asked to remit, \$500 move-in fee executed lease contracts, and other requirements to be provided within 30 days, after which fines would apply. Unit 15 just needs to post \$500 move-in fee.