

Washington's Headquarters Board of Directors Meeting

November 29, 2016

Next meeting, Tuesday, January 17th at 8:00pm in unit #2)

Present: Jon Brose, Margaret M. Federici, Dale Greenwald, Sabin Meyer, Bob Murray,

Excused: Ken Colao, Mary Donovan, Uwe Steckhan

WHQ Board minutes: October 25th minutes approved.

WHQ Board Procedures:

- Management Reports: **Margaret** will try to circulate agenda and attachments one day in advance of a Board meeting. She will also send/forward emails for informational purposes between meetings to keep all up-to-date.

Finance and Insurance:

- **Bob Murray** as Treasurer, Uwe Steckhan as Secretary and Margaret Federici as Managing Agent are authorized signers on the WHQ HOA Chase account.
- Bob Murray conducted interviews and reviewed the engagement letters from Jay Goldstein and Jay Menachem. Mr. Menachem was hired and is in the process of preparing the 6/16 EOY audit. In addition to the audit, Mr. Menachem will file WHQ's annual corporate tax returns.

Financial Condition:

- October receipts & disbursements from Mgmt were reviewed by the Board.
- DRAFT budget prepared by Dale was reviewed. There was a general discussion about the current level of common charges vis-à-vis normal operating expenses and funding for reserve.
- Members to be reminded that a double payment of common charges is due in February, with the extra payment earmarked for reserve.
- Starting with next fiscal year (July 2017), the double payment will be spread over a 12-month billing cycle.
- Beginning with March 2017, maintenance costs will increase 5%, which it is hoped can be maintained throughout 2017 and 2018.
- **DALE** to prepare draft memo on the increase and double-payment for Board's review. Target date for release is mid-January 2017.

WHQ By-Laws:

- **Sabe** requested a reminder notice to the community regarding the general appearance of front and rear yards.

Gas Loads Project:

- Plitnick Plumbing & Heating submitted work order with ConEd for gas installation to pool/aux building.

Pool:

- The Board is reviewing proposals from Neave Group re an automated salt calibration system and reader along with heat pump installation.
- Also reviewed was a proposal from Sunshine Solar to install solar panels to heat the pool water.
- Plitnick Plumbing has winterized the pool building and upstairs office.

Village Sewer Issue:

- Gary Gardner, DPW Foreman, will have the broken line repaired by Tom Bucci Excavating
- Mid-Westchester Sewer & Drain completed snaking of line as was authorized by Gardner
- Invoice for 10/13 emergency work by Mid-Westchester forwarded to DPW who agreed to handle

Tennis:

- Court has been winterized and closed for season by Oval Tennis.

Landscaping:

- **Margaret** to circle back to Adams Tree Service. IF the three dead pine trees across 11, 12, and 13 are not in danger or risk of collapse from wind or ice, then removal is to be put on hold.
- **Dale** counter-signed new Civitano Landscape combined landscape/snow contract.
- **Margaret** reported that Civitano had shut and drained the irrigation system and the back-flow preventer was removed for winter by Plitnick Plumbing.

Miscellaneous:

- **Margaret** reported that Jose is scheduled to clean all gutters/leaders on Monday, December 5th (weather permitting).
- **Margaret** presented a second draft of revised rental rules and regulations. **DALE** to do final review and approval for distribution.