

Washington's Headquarters Board of Directors Meeting

January 31, 2017

Next meeting, Tuesday, February 28 at 8:00pm in unit #2

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

Excused: Ken Colao, Mary Donovan

WHQ Board minutes: Changes reflected as requested; no further objections received to November 29, 2016 meeting minutes (approved).

Finance and Insurance:

- Monthly payments: Reminder of February double payment and notice of increase to common charges and spreading of 13th month payment emailed/snail mailed to all members.
- Corporate tax returns: prepared by Jay Menachem were signed by Treasurer.
- Tax certiorari refund: to be paid to respective home owners in respective year; otherwise held in reserve account for seven years, after which to be kept by homeowner's association.
 - 2014 refund of \$10,141.47 confirmed by Chase as deposited in reserve account in September 2014 and Chase confirmed that respective homeowners received their share. Balance of \$1,014.22 left in reserve account; supposed to go to former owner of unit 20 (Giblin).
 - 2016 refund of \$4,852.22 deposited in reserve account in August 2016. Still owing unit 7 (Giscombe) \$3,751.51 and unit 20 (Giblin) \$1,100.71
 - \$5,866.44 of pending tax refunds still in reserve account (including \$3,751.51 to Giscombe, unit 7 and \$2,114.93 to Giblin, unit 20).
 - William Sulzer, Tax Certiorari attorney, forwarded \$1,360.05 representing two checks sent July 27, 2016; but never cashed.
 - Mgmt will re-direct \$433.50 to the known address of Unit 13 with balance of \$926.55 going into reserve account
- Reserve study: discussed usefulness. Value questioned given existing knowledge about reserve funding status. Study cost estimated at \$5,000. No decision yet; more likely after immediate project costs covered for longer term planning.
- Reserve account: to be determined whether to add separate reserve account for sequestered funds for projects and improvements separate from tax balances and other savings (currently no majority support).

Engineering Updates:

- Brooker Engineering: **Ken** following up with Brooker Engineering to reconcile outstanding payments, final invoices, complete contracted work and provide recommendations for contractors.
- Gas loads assessment: done through Plitnick for gas installation to pool and auxiliary building. ConEd asked Plitnick for site map (not satisfied with initial drawing, now shared Brooker Engineering map).

Pool:

- Neave Group Outdoor Solutions: recommendation to install electric heat pump (needs electrician assessment on electrical load and wiring). Electrical heat pump wouldn't need gas/oil heater for pool water, but replacement of building heating and shower heating could still warrant gas installation.
- Option to replace Bromine (chlorination) system with salt water system (healthier and cheaper). Pending DOH response as to permissibility (for 'commercial' pool) and automatic metering system.
- Current proposal (excl. electrical work) about \$12,760.
- **Dale** to send questions to **Margaret** for follow up with Neave.
- **Dale** to obtain additional proposal.
- Goal to reopen pool by April.

Landscaping:

- Adams Tree update: pruning and removals done, proposal for replacement received.
- Discussion on value of replacing trees (about \$2,000) given risk of having to remove replanted trees for road and wall reconstruction projects.
- Suggestion to instead plant fast growing shrubs (>6 feet) as an interim solution; to be discussed with Mary and Vinny for action to be taken by Spring.
- PHC (Plant Health Care) annual contract received from Adams Tree Service (total of \$6,040); **approved** (pay in full if possible to realize discount of \$302.01).

Miscellaneous:

- By-laws: **Jon** reviewing/revising by-laws (simplify / clean up), liaise with Ann (unit 6). This is a multi-month project and Jon will get draft to Board for review as soon as practical -- incl. clarification on common / limited common elements.
 - Process for approval of revision to be determined once draft available (incl. option of legal review to ensure compliance with applicable laws).
- 19 Livingston: letter sent to Dobbs Ferry Town Hall regarding status and condition of property at 19 Livingston; village administrator confirmed aware of violations and assessing measures.

- ConEd: Margaret reached ConEd and changed mailing address from PO Box to Margaret; still two accounts (street lights and auxiliary building), put on auto payment.
- Fire hydrants: **Jon** will follow up on double payment for fire hydrants.
- Street pole light: **Dale** to follow up on replacement of street pole light head at parking space of unit 7. **Margaret** to check with Ed on option to fix with existing parts.
- Vermin control: Garrie Pest Control claimed monthly inspection of exterior vermin traps. **Dale** to check traps whether baited and **Margaret** to reach out for follow up.
- Parking spot for unit 18: has been taped over with unit number 21. Board agreed to remove tape and confirms every unit owner to use their assigned parking spot.
- PO Box: **Margaret** to confirm receipt of PO Box key, to check mail box regularly.
- Leader clean outs: to be painted in Spring (Sabin confirmed matching spray paint works so far).
- Rental rules and regulations: **Margaret** to change order of signing rental contract and waiver details in rules; **Uwe** to attach final rules and regulations regarding rental to meeting minutes.