

Washington's Headquarters Board of Directors Meeting

April 6, 2017

Next meeting, Thursday, May 11 at 8:00pm in unit #2

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

Excused: Dale Greenwald

WHQ Board minutes: March 2, 2017 minutes approved on non-objection basis (via email).

Finance and Insurance:

- Board approved via email a **monthly transfer of \$3,000** from the operating account to the reserve account to build WHQ HOA reserves.
- Board continued to discuss costs and financing options for pending infrastructure projects

Brooker Engineering Updates:

- Last batch of bills sent to **Ken and Dale** for review. Ken explained that Brooker had agreed to several courtesy discounts; but still there is an approximate \$18,000 difference between what Ken believes the balance to be vs. Brooker. Ken motioned and the Board agreed to send \$10K on account.

Pool:

- Margaret has submitted forms for 2017 pool permit to DOH
- **Disability insurance at cost of \$125 per year bought** by WHQ from Gerelli Associates as requested by DOH
- DOH permit expected by mid-April, at which time **Margaret** will request Dobbs Ferry permit, with Scotty Electric and an Electrical Underwriter to get involved at that time
- Pool can be opened as soon as DOH approval and Dobbs Ferry approval are received (but unheated)
- Heater replacement requires DOH approval since identical model not available for replacement
- John Petroccione hired to evaluate needs, prepare specifications for bidding, and DOH approval
- **Margaret** to request Plitnick to turn bathroom hot water heater on
- Sign-in book and chemical log entry has been prepared
- **Margaret** to obtain testing kit from H2O
- **Margaret** to provide one-page laminated sheet on pool testing procedure
- Jon's kids offered to carry out pool testing daily during the week, twice on the weekends (**Board** to propose rate)

- We will still need the first person to use the pool in the morning to test and record the chemicals.

Landscaping:

- Leaning pine tree reported; Adams Tree suggested removal at **cost of \$325 (approved by Board)**
- **Margaret and Mary** to join Civitano in selecting flowers/plants

Miscellaneous:

- Damaged curbs (belgian block) by Civitano during snow removal: Civitano is contractually obligated to repair damages
- **Margaret** to inform Civitano that the curb leading out of the property (non-Belgian blocks) has also been damaged
- Vermin trap forwarded to **Dale** for investigation
- **Painting of gutter lead outs approved at cost of \$775**; Margaret to request one color to be selected to most closely match the downspouts
- New parking signs for revised order of parking spots for units 18, 19, 20, 21; **approval for replacement of parking signs by SignsInk** (assumption 2 signs, with 2 numbers each)
- Unit 1/2 noting that yard maintenance for their yards according to by-laws is to be included in common WHQ yard maintenance and accordingly should be included under common Civitano contract