

Washington's Headquarters Board of Directors Meeting

August 28, 2017

Next meeting: Annual HOA Meeting on 1 October, 7pm (Dobbs Ferry Library)

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

Excused: Bob Murray

WHQ Board minutes: June 19, 2017 minutes distributed electronically and posted as presented.

Finance and Insurance:

- June and July 2017 Receipts & Disbursements have been distributed electronically to Board and CPA
- The two items previously noted by Philadelphia's Risk Management division – fill-in potholes and paint speed bumps – have been completed, photos of completed work sent to Philadelphia and Gerelli Insurance agency; all OK
- End of year audited financial statements as of June 30, 2017 approved for distribution; **Margaret** to request final version to be provided by Jay Menachem, CPA
- **Margaret** to request Jay Menachem, to attend annual WHQ HOA meeting
- **Jay Menachem** at WHQ HOA annual meeting to discuss options on pros/cons on what to include under capital expenses in financial statements
- As directed, Margaret transferred \$3,000 p/m into reserve; balance as of 7/31 = \$80,079.27

Brooker Engineering:

- As per last meeting, \$6,115.99 payment made to Brooker Engineering
- **Ken** to request Brooker to:
 1. Contact Village of Dobbs Ferry to determine what needs to be included in filing for approval packages (for (i) site drainage and paving, and (ii) for wall)
 2. Provide two qualified bidders before release of payment, so that WHQ has three bidders (in addition to the one already obtained by WHQ)
- **Board approved that once Brooker fulfilled both points above, final payment of \$9,682.06 to be released by WHQ**
- With regards to town-owned underground pipe, Margaret talked to Garry Gardner, who indicated that Mid-Westchester cleaned out pipe six weeks ago and is looking into lining the pipe instead of excavating (would require removal of willow); **Margaret** to ask for timeframe for action to be taken, with lining to be put in place in 2017 acceptable to HOA, otherwise full replacement of pipe to be requested

Pool:

- Report received from John Petroccione, PE, noting that replacement with oil fired heater would be least preferable option, with gas (or electric) as alternatives
- Report also outlined that additional changes might be needed (e.g. replacement of circulation pump due to increase in head loss)
- **Dale** to follow up with John for additional details on options/costs (systems and operations) to provide pros/cons for WHQ HOA annual meeting discussion
- As per last meeting, H2O turned down Bromine level
- Night Owl was advised to do better on removing growth on pool deck
- Department of Health conducted their annual inspection; all OK (wooden spine board can be removed)
- H2O would like to know when to anticipate closing pool for season; to be discussed at HOA annual meeting

Landscaping:

- Margaret did property review with Daryl Adams and provided proposal totaling \$4,241.31
- **Board approved proposal, subject to Margaret** requesting removal of line item on stump grinding at side of unit 13; request to add removing ivy of willow, and verify tree next to tennis court and cost to remove instead of dead wood pruning
- **Margaret** to request Daryl Adams to provide budget proposal on replacement of trees/landscaping following wall replacement
- As per last meeting, Civitano has shut irrigation zones between units 8 & 9, re-dredged pond and has it scheduled for another clean-out within two weeks
- **Margaret** to request Civitano for zones between units 8&9 to be turned back on at shorter schedule
- Civitano will prepare map of irrigation at time of shut down/winterization
- **Board approved renewal of DeerTech contract at annual cost of \$1,572.00**
- **Margaret** to ask Village Administrator on options to manage deer population
- Complaint from unit 20 on no planting of flower beds in front of units; to be discussed at annual HOA meeting whether to be added to contract

Miscellaneous:

- Gas loads project:
 - **Margaret** to schedule meeting in September (before annual HOA meeting) with ConEd Gas Conversion Group (e.g. Christopher Carini, Director), Tony Aliosi, Plitnick Plumbing and Gerry Hluchanre and affected homeowners (units 1, 2, 4, 5, 6, 7, 8) to discuss next steps and timing in annex building

- Fire Hydrant:
 - Fire hydrant repaired by Tom Bucci; Bucci has quoted \$800 per year per hydrant to perform annual maintenance and flushing; **Margaret** to request Bucci to take water samples at both hydrants (visitor parking and at side of unit 13) and test for contaminants before flushing to determine whether water can be released for flushing
 - **Margaret** to ask Village Administrator on what is the strategy for maintaining fire hydrants, since WHQ pays for it through taxes (i.e. seems to be extraordinarily hazardous, since neither the water supply company, nor the village have maintained them)
 - Bollard protection installed by Civitano Landscaping; **Margaret** to request Civitano to confirm with fire chief on whether bollards too close to hydrant
- Fence (Margaret met w/Colony Fence):
 - Option A = replace entire 304 ft. of fence with cedar = \$17,600
 - Option B = replace entire 304 ft. of fence with spruce = \$15,200
 - Option C = repair entire 304 ft. of fence by adding three new spruce – or pressure treated -- rails to each of the 40 fence sections ... 5-7 year shelf life = \$2,100
 - **Board approved option C for repair at cost of \$2,100**
- Painting (Samar Painting & Decorating) painted:
 - PVC leader clean-outs throughout,
 - speed bumps per directive of Philadelphia Risk Management,
 - posts of all signs throughout
- Garrie Pest Control:
 - Board agreed to discontinue coverage for rats/mice given no sign of any infestation or baits being used; **Margaret** to check on ownership of traps
- **Dale** to check on whether Colonial Ave sidewalk falls under WHQ responsibility

Unit Issues:

- Unit 10: No objection to NYS lease by Board, pending submission of additional documents required by WHQ HOA

WHQ HOA Annual Meeting:

- **Margaret** to send meeting invite to be signed to Uwe, for distribution for meeting to be held on Sunday, 1 October at 7pm in the Dobbs Ferry library
- **Margaret** to request unit owners to bring their Tax ID numbers or provide to Margaret via email to meeting to compile comprehensive list for the record