

Washington's Headquarters Board of Directors Meeting

October 24, 2017

MINUTES

Next meeting: Wednesday, 29 November, 8pm (location tbd)

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

Excused: Bob Murray

WHQ Board minutes: August 28, 2017 minutes distributed electronically and posted as presented.

WHQ HOA AGM minutes: October 1, 2017 minutes posted to WHQ website as drafted, pending final approval at next HOA AGM.

Finance and Insurance:

- August and September Receipts & Disbursements have been distributed electronically to Board and accountant.
- End of fiscal year June 30, 2017 audited financial report distributed to community.
- In consultation with Uwe and Bob, WHQ Chase debit card was cancelled (only charges to debit card were for the WHQ website).

Brooker Engineering:

- Invoices still on hold until Brooker provides requested information, to confirm with town the necessary documents and filing process; **Margaret** to remind Eve to follow up with Ken.
- **Margaret** to follow up with Eve on response and follow up action to letter sent to village on repair of leak in underground pipe in property easement based on findings from Mid-Westchester Sewer and Drainage.
- **Margaret**, please also see point on Brooker Engineering assessment of wall damage due to the car accident on Broadway below.

Pool:

- **Dale and Margaret** to call John Petroccione for follow up on heating system replacement.
- Pool to be closed for season by November 1, 2017.
- **Margaret** to inform H2O and Night Owl for closure and final clean-up and storage.

Landscaping:

- **Margaret** to obtain quote from Daryl Tree for removal of sugar maple tree next to tennis court.
- Underground irrigation pipe leak repaired by Vinny Civitano, lock to be added to system to avoid tampering.
- **Margaret** to turn off irrigation system in line with seasonal schedule.
- **Margaret** to check with Civitano where/how irrigation system for units 1 and 2 is controlled.

Miscellaneous:

- Accident:
 - Two cars collided in front of south end of WHQ, took out USPS deposit box and damaged WHQ perimeter wall.
 - Police Report obtained and has been forwarded to WHQ insurance company (Donn Gerelli Associates) who has contacted State Farm (insurer of both vehicles)
 - **Margaret** to inform Donn Gerelli that WHQ Board decided to obtain assessment from engineering company of damages.
 - **Margaret** to request Brooker Engineering to look at damage to perimeter wall and provide bill to WHQ to be paid by insurance company.
- Gas Loads Project:
 - Margaret obtained new contact at ConEd (Senior Manager for Gas Conversion, Joe McGowen
 - **Margaret** to have ConEd clarify needs and arrange meeting with affected WHQ homeowners on next steps.
- Hydrants:
 - One of the recently installed bollards at hydrant Unit 8 removed by Civitano Landscaping, given that it was installed too close to the hydrant (payment request by Civitano for installation of bollards not yet received; **Margaret** to ensure removal of bollard is not charged).
 - **Margaret** to obtain quote and request Bucci to flush hydrants into catch basin.
 - **Margaret** to send certified letter to request Suez Water Company to provide underlying agreement for ongoing payments for hydrants, and inform Suez that payment for hydrants will otherwise be terminated.
 - **Margaret** drafted letter for village to request clarification on what payments for hydrants to Suez Water Company are covering and why hydrants are not maintained by the village or water company.
 - **Margaret** to provide Bucci's bill for hydrant flushing to village for payment.

- Option to be considered for perimeter wall replacement to have fire hydrant to be installed outside of WHQ on public property (to be confirmed with fire department and Brooker Engineering; **Margaret** to raise with Brooker).
- Water Meter:
 - One water meter replaced by Suez Water on 9/22.
 - National Metering Services (sub-contractor of Suez) will test the meter on November 1.
 - **Margaret** will send notification to community.
- Fence:
 - Colony fence repaired fence as agreed.
- Pest Control:
 - As requested, Garrie Pest Control vermin service cancelled.
 - Garrie Pest Control will remove bait stations (re-instating service will cost \$400 plus tax to place new stations); removal approved by Board.
 - Garrie informed Margaret that they are going paperless and will no longer leave service reports at property, but will email them to Margaret.
- Office:
 - Winterization of office to be scheduled.
 - **Margaret** to request in line with winterization of pool by 1 November 2017.
 - Winterization of remaining rooms to be finalized by end November.
- Gutter Cleaning:
 - **Margaret** to start process for gutter cleaning.
- **Dale** to check whether Colonial Ave sidewalk falls under WHQ responsibility.
- Outside Lighting:
 - Concern raised that exit of property around circle very dark.
 - **Margaret** to explore option and costs for light sensors to be screwed into front unit lanterns, plus led light bulbs to be provided for all units.
- Snow removal:
 - **Margaret** to confirm with Vinny Civitano that de-icer provided to all units.
 - **Margaret** to also request new and additional reflectors to be provided.

- Gate to Aqueduct Trail:
 - **Emily** to explore possible locations for an additional gate.
 - **Jon** to explore option of providing access through door behind his property.

Unit Issues:

- Unit 8:
 - Lauralynn O'Halloran has asked to use the garden (pool house in case of rain) on November 5 2017 3-5pm for a past and present resident sent off for Mary and Herb Donovan; no objection by Board
 - Also requesting for the Board to provide addresses/emails for past homeowners; Board confirmed that old contact lists are still on website.
 - Board's "right of first refusal" for sale of unit 8 granted via email.
- Unit 21:
 - Clarifications provided on:
 - Gutters, downspouts and leaders as well as roofs are the homeowner's responsibility.
 - Dead trees on property are common elements and typically we trim all trees back everywhere to a line 5' away from the building face.
 - The yards, rear and front, with the exception of the shared yard between 1 and 2 are all treated as common elements.