

Washington's Headquarters Board of Directors Meeting

November 29, 2017

MINUTES

Next meeting: Wednesday, 17 January, 8pm (Unit 2)

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

Excused: Ken Colao

WHQ Board minutes: October 24, 2017 minutes distributed electronically and posted as presented.

Finance and Insurance:

- October receipts and disbursements have been distributed electronically to Board and CPA.
- Based on Brooker Engineering's inspection of the brick wall following the car damage, claim to WHQ insurance withdrawn; insurance of car owner will cover costs of inspection.

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.
- **Eve** to follow up with village on repair of leak in underground pipe in property easement based on findings from Mid-Westchester Sewer and Drainage.
- When perimeter wall is replaced, Board is interested in moving the fire hydrant onto public property (potential of not being charged monthly for hydrants).

Pool:

- H2O closed pool for season, Night Owl year-end close down cleaning completed.
- Blue Horizon contacted to repair the panes of glass on the pool roof that slipped. Work is scheduled for tomorrow.
- Regarding pool heating, John Petroccione's initial suggestion was a propane heater (requiring gas tank for which there is no space on property); now suggestion to put in a heat exchanger for pool for heat transfer without requiring pool water to come directly from the boiler, but still requires boiler for heat generation; three potential phases (new convertible boiler and heat exchanger, new chemical system, digital monitoring system and variable

volume pump), cost estimates to be provided, but expectation to remain within estimated/budgeted costs of \$15,000; bid documents to be developed by Petroccione for pricing to be obtained by next month. Work cannot begin until Westchester Department of Health approves submitted plans. **Dale** to call Petroccione for follow up.

Landscaping:

- Daryl tree proposal for take down of the Sugar Maple (\$1,900 plus tax) **approved by Board**; grinding of stump to be assessed later; **Bob** to cut vines on willow near entrance.
- Irrigation system drained and winterized by Vinny Civitano; clock to be set and adjusted in Spring, and need for new timer to be assessed.

Miscellaneous:

- Gas Loads Project:
 - **Margaret** to request Brooker Engineering to design gas line to be installed by WHQ to be tied into existing ConEd line
- Hydrants:
 - Both hydrants have been flushed and greased and are indicated to be in working condition by JLM Pipe Services (James Englishby).
- Gutters:
 - **Margaret** to send email to all homeowners to indicate whether they want screens for gutters at unit owners' cost.
 - Gutter cleaning by Jose scheduled for week of December 4, with screens to be kept wherever screens are in place.
- Outside Lighting:
 - All garage door lights replaced with LED bulbs with dusk-to-dawn sensors by Leon.
 - **Margaret** to order an additional 6 bulbs to ensure replacements are available with same color temperature.
 - **Dale** to adjust timer for lights in front of the auxiliary building to come on at 5pm, not 6pm.
 - **Emily** to explore option for perimeter path lighting to be assessed (e.g. solar powered).
- Tennis:
 - Oval Tennis scheduled to shut down WHQ tennis court the week of December 4.
- Office:
 - **Jon** to leave door unlocked for winterization of office by Plitnick (faucet in pool washroom to be replaced at that time).

- Holiday Gifts:
 - **Board approved** holiday gifts of \$400 for Civitano to be distributed amongst crew.

Unit Issues:

- Unit 10 (Rob Parke):
 - Exceptional six months lease **approved by Board.**