

Washington's Headquarters Board of Directors Meeting

March 26, 2018

MINUTES

Next meeting: Tuesday, 24 April, 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: February 21, 2018 minutes distributed electronically and posted as presented.

Finance and Insurance:

- February receipts and disbursements distributed electronically to Board and CPA; no issues raised.
- February reserve contribution was made in March, along with March contribution.

Brooker Engineering:

- Invoices for pending payments to Brooker still on hold until cleared by the Board for payment (final bill to be reconciled).
- Update from Ken from follow-up with Brooker:
 - Drawings for underground work (drainage) were filed with the village engineer and village confirmed receipt and that review is under way;
 - **Ken** to prepare bid package for the work;
 - Necessity to retain architect for the Architectural Review Board process to be confirmed based on village feedback;
 - WHQ needs to confirm planned timing and information on gas line plans; **Ken** to request Brooker to include gas line in drawings as extension of existing main; Plitnick will require drawing to take to ConEd.
- **Ken** to request 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.

Pool:

- Request for bids were submitted to Neave Group, NYS Pool. H2O Pool and American Pool Management.
- H2O does not want to bid until DOH approval is provided.
- Neave Group declined to quote, indicating their vendors do not carry any compatible heater

- NYS Pool Management is working with Plitnick on proposal; have provided quote for pool plumbing work (above ground) for a total of \$11,800, plus \$8,900 for Plitnick to supply and install new boiler and heat exchanger (non-titanium), totaling \$20,700 excluding tax, but excluding electrical work (to be billed by electrician) even though general contractor proposal requested.
- A. Borelli Plumbing quoted \$10,950 for boiler and heat exchanger (non-titanium) installation, as comparator against Plitnick plumbing quote.
- **Margaret** to request bids to have separate line items on heater, plumbing, electrical (request Scotty Electric for bid on electrical work).
- **Dale** to review cost difference of non-titanium heat exchangers vs titanium heat exchangers (as specced) to determine whether to amend bid requirement.
- **Margaret** to arrange for pool opening for Memorial Day weekend,
 - Arrange for **chemicals** to be ready by mid-May by H2O and remind H2O to clean tiles before pool is filled (**contract approved by Board** at \$7,113.59).
 - Arrange for electrical inspection by Scotty Electric.
 - Arrange clean-up with Night Owl Cleaning.

Landscaping:

- **Margaret** to request Adams Tree to carry out Spring tree inspection and provide list of suggested work.
- **Margaret** to request Civitano to come pick up and clean up branches.

Miscellaneous:

- Electrical:
 - **Margaret** to request Scotty Electric to fix light on entry driveway pillar (exposed wires or bulb) and next to tennis court.
- Storm Damage:
 - Daryl tree has removed most of the stump and is in process of scheduling a stump grinder to remove remaining parts.
 - Vinny Civitano will fill in the hole after the stump is fully removed.
 - Margaret is meeting with the insurance adjuster tomorrow at 10am to assess damage to fence (wooden and chain link, door in fence), deck and other parts of the property.
 - Deductible of WHQ insurance policy for property damage is \$5,000.
- Snow Removal Damage:
 - Margaret confirmed with Vinny Civitano that damages to Belgian blocks will be fixed once no further snow is in the forecast.
 - **Margaret** to confirm with Vinny when Spring cleanup will be undertaken.
- Rock in driveway:
 - Rock rolled down exit ramp of driveway; Vinny has moved it to side of exit ramp and is not a hazard anymore; Margaret confirmed with

Vinny Civitano that it will be removed as part of winter follow-up work

Unit Issues:

- Unit 10:
 - Downed tree blocking reserved parking space; Civitano cut the uprooted tree at the base.
- Unit 13:
 - New owners are planning renovation work and have requested to position a dumpster on the property for contractor work.
 - **Margaret** to inform homeowners that Board offered to position dumpster in the visitor parking spot for a maximum of two consecutive days on a date of their choice.
 - **Margaret** to confirm that no exterior work is planned by homeowner and Board to be copied on plans to be submitted for building permit.