

# Washington's Headquarters Board of Directors Meeting

April 24, 2018

## MINUTES

Next meeting: Thursday, May 24, 8pm (Unit 2)

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

WHQ Board minutes: March 26, 2018 minutes distributed electronically and posted as presented.

### Finance and Insurance:

- March receipts and disbursements distributed electronically to Board and CPA.
- Issue raised concerning pool electricity bill during non-pool season seeming high, but confirmed to be in line with amount from same period last year; Margaret checked with ConEd who indicated that an electrician would have to check what is connected to the respective meter.

### Brooker Engineering:

- Invoices for pending payments to Brooker still on hold until cleared by the Board for payment; pending further revision of drawings for second and third phase of work (final bill to be reconciled).
- Brooker followed up with Ed Manley on status of approval of work package and were requested for hard copy submission, which was done; Ken asked Brooker to send letter to Ed.
- **Board** to provide feedback on bid package prepared by Ken for the drainage work (surveying, marking, cutting, excavating, piping, hookups, backfill and pavement patching).
- **Ken** to follow up with Brooker on qualified bidders (as condition for release of payment) to extend list of potential bidders, Vinny Civitano Landscaping, Tom Bucci Excavating, Adamo Construction.
- Once list finalized, Ken will confirm interest and minimum requirements with identified bidders (bonding, insurance, etc.).
- Extension of gas line included in drawings and work to be requested to be priced into quote by bidders (incl. coordination with 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.
- **Ken** to reach out to WHQ insurance provider on insurance implications.
- **Bob** to inquire with banks on preliminary financing options.

### Pool:

- Since last meeting, specification sent to two additional contractors that were recommended by Dale:
  - Scott Margolis (Aqua Tech Recreation) as of yesterday's follow-up has indicated to get to this as soon as possible;
  - Alex Rivera (Poolminator Service) indicated not being licensed to work in Westchester, but recommended NYS Pool (bid already obtained).
- H2O indicated that bid would not be provided before DOH approval for work has been obtained.
- Board agreed to seek H2O quote following DOH approval to have second quote.
- **Margaret** to follow up with John Petroccione to inquire with DOH on approval status.
- H2O has been advised to open pool for Memorial Day weekend and Night Owl confirmed to do pre-opening cleaning.
- **Margaret** to re-distribute guidance on pool chemical testing and logging to all homeowners on tasks to be carried out by pool users.

### 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.
- **Margaret** to request Civitano for consistent planting in beds in front of all units.
- **Margaret** to inform homeowners of planting plans and opening dates of tennis court, option of tennis pro and pool.

### Miscellaneous:

- Storm Damage:
  - Daryl has removed tree stump.
  - Vinny Civitano needs to remove grindings and fill in the hole, plus lawn replacement and planting.
  - Ruben (Colony Fence) to replace about five sections of stockade fence upwards from gate and replace damaged chain link fence.
  - Awaiting insurance adjuster's report, including fixing of slate walkway.
  - **Margaret** to request companies to plan for work to be finished within next two weeks.
  - Cost estimated to exceed \$10,000, agreeing that WHQ will have to cover \$5,000 deductible.
- Electrical:
  - **Margaret** to request Scotty Electric to check ConEd indication of "no power to the base" on streetlights by tennis court.
- 19 Livingston Ave:

- WHQ sent letter to village on concerns regarding 'temporary' fence asking for action to be taken.
- Willow Tree:
  - **Margaret** to check with Daryl on any concerns regarding condition of willow tree.
- Tennis Court:
  - **Jon** to provide information on tennis pro arrangements to Margaret for inclusion in letter to homeowners.

Unit Issues:

- Unit 13:
  - Unit 13 officially sold (new owner is Michael Laumanns).
  - Owner requested additional use of common parking for dumpster.
  - Unit 6 agreed to offer their parking spot for two consecutive days on four separate occasions (dumpster to be put in visitor parking spot and unit 6 spot to be temporarily serve as visitor parking spot; unit 13 owner to provide temporary signage).
  - **Margaret** to request homeowner to inform owners of unit 6 of days to be used as soon as possible in advance.