

**Washington's Head
Quarters Townhouses
Homeowners Association**

*Annual General Meeting of
the Unit Owners*

October 4, 2020



Order of Business:

1. Roll Call
2. Proof of Meeting Notice
3. Previous Meeting Minutes
4. Annual Report
5. Project Updates
6. Financial Report
7. Committee Reports
8. Board Elections
9. Other Matters



4. Annual Report

- Following the 2019 Annual Meeting of the Washington's Head Quarters Townhouses Homeowners Association, **we had built our reserves with a special assessment to partially fund capital improvements and have maintained our current annual budget.**
- The **financial condition remains stable** – and we have continued to review our operating budget to seek savings that can be shifted into our reserves.
- Funding for the second and third phases of our Capital Project has been postponed, due to the uncertainty of construction imposed by COVID-19.
- Our pool engineer has responded to comments from the Westchester County Department of Health for the pool heater/filtration system upgrades and replacement. The village is delaying the final open issue related to sewer capacity that must be resolved before work can commence
- As of September 30, 2021, there is \$121,144 in the reserve fund with a balance of \$24,055 in the capital reserve- unspent from phase 1.
- The major long-term **maintenance related projects presented to the HOA continue and the second and third phases will be scheduled, funded, and executed.** We will review our strategy and schedule for bid, award and implementation of phases 2 and 3.

4. Annual Report- *Special Projects Status*

Property maintenance related to wall, drainage and roadway:

- Capital funding was collected for the first phase of the project and Adamo Contracting was awarded and completed the work
- The board continues to review professional service fees and payments to Brooker Engineering for the next phases.
- The current response to the COVID-19 pandemic has forced us to postpone the original project schedule.
- During this postponement the board has been working to identify both an architect and landscape architect. The selected architect will identify the finish materials for the wall replacement and present to the AHRB for approvals. The landscape architects will develop plans for replanting the areas adjacent to the wall as well as re-populating the central “formal” garden.
- The board will continue to bid the 2nd and 3rd phases of the project and identify the next payment schedule.
- A schedule and a description of work process will be shared with the homeowners when the contractor is awarded and has committed to a start date.

4. Annual Report-

Additional activity during the past year included:

Continued follow up with Westchester County and Dobbs Ferry Village re: Pool Equipment repair

- a) The pool remained closed this year after review of DOH operational requirements to address COVID-19 and board discussions with our insurance provider regarding liability coverage and risk.
- b) The Village of Dobbs Ferry has responded regarding waiving ADA access compliance issues.
- c) The Dobbs Ferry Village Engineer still needs to sign-off on newly required water filtration volumes and drainage per DOH comments, pending resolution of the sewer easement and repairs.

Continued external financial audit report – The board continues engage and retain an accountant to review and ensure compliance with annual audit and record keeping responsibilities.

4. Annual Report

As a continuation of projects over the next calendar year, the board will need to address the following issues and obtain bids to commence work on these projects:

1. Replace the pool heating system
2. Repair/rebuild the Broadway wall

The following projects will be introduced in sequence to be discussed over the next 2 years:

1. Repair and re-surface the roadway
2. Replace landscaping removed during wall replacement

Additional background information on each of items will be provided during the committee reports to follow.

5. Financial Report



5. Financial Report

Revenues & Expenses – July 2019 through June 2020

Total Revenues	\$ 207,753
Total Expense	\$ 326,207
Net Income	\$ (118,454)

- HOA monthly dues were increased by 5% as of March 2017 but have been unchanged since. then

Cash Flows for fiscal year ended 30 June, 2020

Cash at Beginning of Year	\$ 307,766
Cash at End of Year	\$ 183,723
Net Increase in Cash	\$ (124,043)

- Financial reserves (savings account) have been decreased due to the expenditure of a total of \$ 151,212 on phase 1 of the capital project.

5. Financial Report

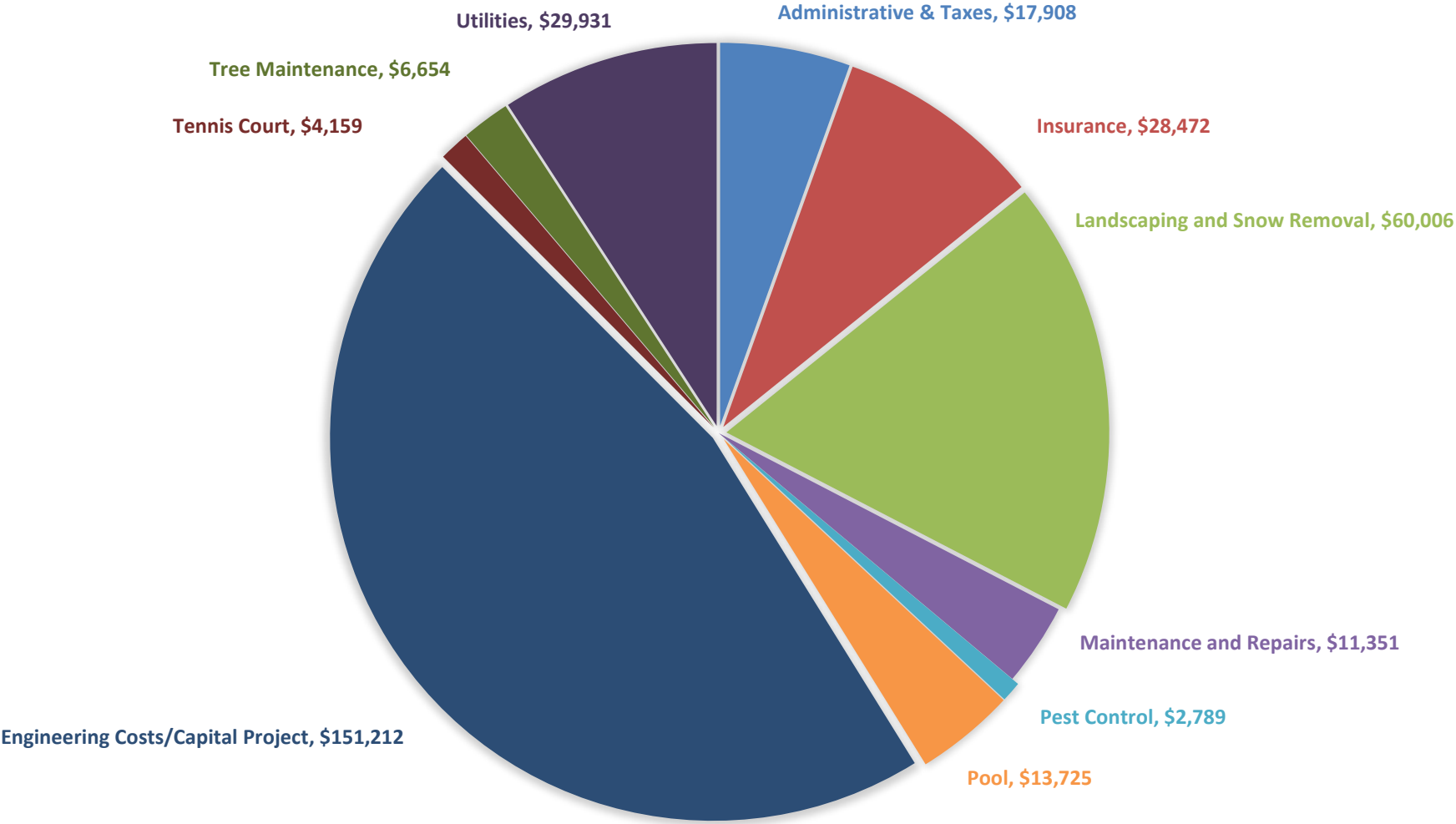
Expense Comparison FY 2019/2020 vs 2018/19

Expense Category	FY 2019/20	FY 2018/19	Change vs FY 2018/19	Notes
Administrative & Taxes	\$17,908	\$14,933	\$ 2,975	
Insurance	\$28,472	\$26,655	\$1,817	
Landscaping & Snow Removal	\$60,006	\$56,256	\$3,750	
Maintenance and Repairs	\$11,351	\$17,642	(-\$6,291)	
Pest Control	\$2,789	\$2,529	\$260	
Pool	\$13,725	\$15,707	(-\$1,982)	
Tennis Court	\$4,159	\$4,712	(-\$553)	
Tree Maintenance	\$6,654	\$19,976	(-\$13,322)	
Utilities	\$29,931	\$31,643	(-\$1,712)	
Drainage Project	\$151,212	\$4,758	\$146,454	
TOTAL	\$326,207	\$194,811	\$131,396*	

* Excluding drainage project, other expense decreased \$15,058

5. Financial Report

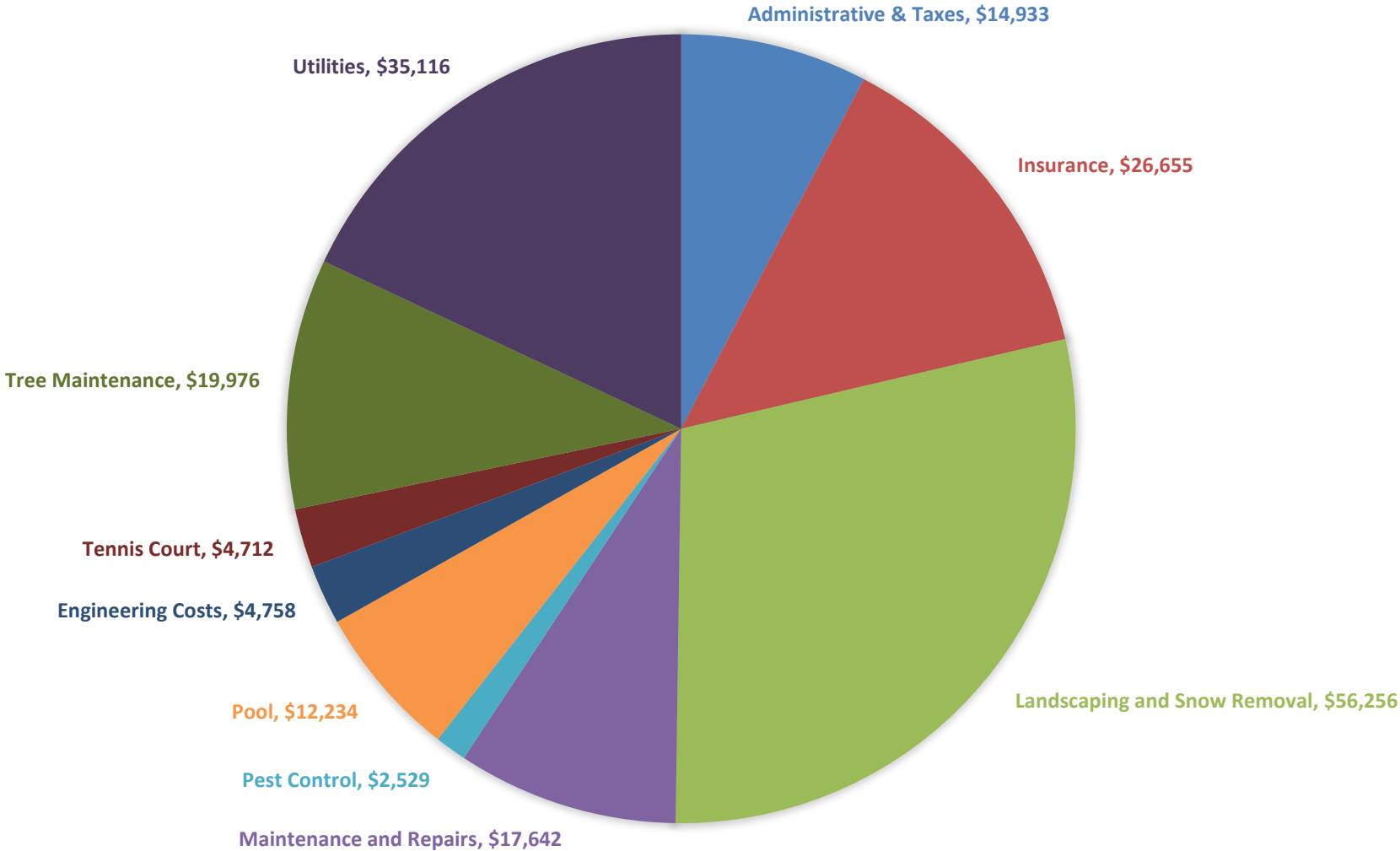
Expense Breakdown – July 2019 through June 2020



Includes Capital Project expenditure – Phase 1

5. Financial Report

Expense Breakdown – July 2018 through June 2019



5. Financial Report

Budget Strategy 2020/2021

Expense Category	FY 2019/20	PROPOSED BUDGET	Change vs FY 2019/20	Notes
Administrative & Taxes	\$17,908	\$18,000	\$92	
Insurance	\$28,472	\$28,500	\$28	
Landscaping & Snow Removal	\$60,006	\$60,000	(-\$6)	Monitor for cost savings during construction projects
Maintenance and Repairs	\$11,351	\$22,500	\$1,149	Includes pool heater- over actual maintenance 2019 costs
Pest Control	\$2,789	\$3,000	\$211	
Pool	\$13,725	\$5,000	(-\$8,725)	Pool closed but filtered/COVID19
Engineering Costs	\$0	\$500	\$500	Pool heater coordination w/village
Tennis Court	\$4,159	\$4,500	\$341	assumes % increase
Tree Maintenance	\$6,654	\$19,500	\$12,846	Deferred maintenance and storm damage
Utilities	\$29,931	\$30,000	\$69	Includes water/sewer, elect, tel, pool fuel
TOTAL	\$174,995	\$191,500	\$10,000	Projected contribution to reserve

Changes to operating costs, excluding capital project; Projected contribution to reserved maintains \$6,253 in operating fund.

6. Special Project – Overview

Bidding and Evaluation of Bids

- Phase 1 – Underground drainage contract was bid and awarded to Adamo Brothers and has been satisfactorily completed with minimal impact to quality of life during construction.

Bidding Status and History :

- As part of the bidding process of Phase One we requested bidders to submit qualified bids for Phase 2 and 3.
- In Adamo's contract are alternate prices for Phase 2 and 3. The board is in process of rebidding phases 2 and 3 separately to provide maximum competitiveness, however the COVID-19 pandemic has impacted both our schedule and our progress.
- The board continues to seek qualified contractors to provide bids on Phase 2 – Wall reconstruction and Phase 3 – Roadway restoration
- The total project budget reflects both actual costs, alternates, and estimated placeholders from prior years, pending adjustment and includes costs for ancillary work (ie. Landscaping, site preparation, design and construction contingencies)

6. Special Project - Overview

Open Items

- Impact of deteriorating village sewer line that traverses our property.
 - We have been in ongoing communication with the village attorney to both determine ownership and maintenance responsibility for said sewer line.
 - We had been requested to remove the Willow tree on Broadway, due to its intrusion into said sewer line and we requested an updated video examination of the underground lines before any steps are taken. We do not agree with the conclusion of the Village to remove the Willow tree. The Village offices are on shortened work weeks and communication is intermittent at best. We have been in communication with the Mayor who committed to address the issue but have had no further updates.

- Revision of work schedule to be determined

- Target for Funding of phases 2 and 3 to be identified –Previous target was July 2020. Funding could be as early as January 2021, with a proposed project target of second quarter 2021.

6. Project Cost Updates –pending bid response

Description	2017 Preliminary Estimate	2021 Updated project Budget
Underground Drainage	\$ 155,000	\$129,500*
Reconstructed Walls	\$610,000	\$700,000
Roadway Re-surfacing	\$275,000	\$290,000
Landscaping Allowance	\$125,000	\$125,000
Subtotal	\$1,165,000	\$1,244,500
Bond	\$25,000	\$25,000
Insurance	\$35,000	\$35,000
Engineering/Inspection		\$80,000
Contingency 3% (COVID)	\$0	37,350
TOTAL	\$1,275,000	\$1,421,850

*actual cost

6. Special Project - Overview

MAJOR PROJECTS SCHEDULE

PHASE 1 UNDERGROUND DRAINAGE

- (January) **April 2019** – Phase 1/2 (Drainage) project funding
- (March 2019) – **May 2019 Award** pending village review
- August 2019 Planning board waiver/contract pending
- (May 2019) October 2019 – Phase 1 (Drainage) construction commences – completed December 2020

REVISED DATES

PHASE 2 WALL RECONSTRUCTION

- **Q1 2021** - Finalization of architectural submittals approvals and permits
- **Q2 2021** –
 - Bidding and award of work
 - Project Funding
 - Construction commences – completed by end of year

PHASE 3 ROADWAY RESTORATION

- **Q1 2022** - Finalization of approvals and permits
- **Q2 2022** –
 - Bidding and award of work
 - Project Funding
 - Award of contract/construction commences

Project completion Q4 2022

7. Committee Reports

- Gardening and Trees
 - Continued loss of plantings at formal garden – Additional Boxwoods lost to disease and age. The board continues to withhold investment for replanting to conserve funds for the reserve as well as await capital project completion and address all plantings with that project.
 - Daryl Adams has retired and Adams Tree service has ceased to operate. We have engaged Dave Lowry of North Castle Tree and have had a smooth a transition
 - Proposed tree work as well as additional service was completed recently as a result of both deferred maintenance and storm damage which is reflected in proposed 2020 budget.
 - Deer and woodland creatures continue to be a nuisance requiring resilient, deer resistant plantings. Gardening committee volunteers welcome.

7. Committee Reports

- Pool and Tennis Court

- The pool remained closed this year impacted by the DOH COVID-19 regulations and restrictions as well as the potential liability issues arising from our existing insurance coverage. Although not usable, the DOH instructed us to maintain an operational filtration system and chemistry for the season to inhibit stagnant water.
- Pool heater and filtration system repairs will commence once approved by DOH; All open issues with the DOH have been resolved EXCEPT for the code required filtration flushing, which has been linked to the sewer discharge capacity and needs approval by the Village, pending the easement issue Identified below: Pool heater project will be scheduled pending DOH final approval.

- Maintenance

- We have engaged legal counsel to investigate an easement for a public/private sewer line that crosses the garden area of our property. During subterranean investigations, it was determined said line was damaged and in need of repair. The Village of Dobbs Ferry has been slow to respond – requesting demonstration of easement. We are continuing to push for resolution with the village.

7. Committee Reports

- Maintenance (continued)
- Repairs to exterior lintels at the door opening to the auxiliary building and unit one have been repaired as part of routine maintenance.
Maintenance
- Repairs to the chimney exhaust for the pool heater and water heater have been initiated.
- Roof of the auxiliary building has been power-washed to eliminate moss buildup
- Loose panels in the greenhouse roof of the pool have been adjusted back into position.

8. Board Elections

- The two-year terms of Jon Brose and Ken Colao, Robert Murray, and Emily Wolf are expiring. Both Bob and Emily are in the process of selling their homes and will not stand for re-election. Jon and Ken have expressed a willingness to serve another two-year term.
- Jason Gluck, Dale Greenwald and Sabin Meyer round out the current Board and their terms will expire in 2021
- Nominations/Vote
 - Due to the digital nature of our meeting space this year, we will need to adopt an adjusted process. We have two positions to fill. If we identify 2 nominees for the two open positions, they will automatically serve on the next board. If more than two names are identified, the Board will send out physical un-marked ballots, following this meeting, to all the homeowners for review and return during a specified time period. Ballots will be counted and apportioned on the ownership percentages identified in the By-Laws, and winners of the vote will be notified, announced and invited to the next board meeting, shortly thereafter.

9. Other Matters

- We want to thank both Bob and Emily for their service to our community and wish them and their families good wishes and the best of health in their next new homes.
- Finally we want to thank our managing agent, Margaret, for several years of her good work for our community. We will miss the attention and care she provides us and wish her all the best as she retires and relocates closer to her family on the west coast. Her contract will end November 30, 2020.
- As a result of Margaret's/The Margaux Agency's departure, we have begun interviewing management companies and hope to have a selection by November 1st to allow for a smooth transition.

9. Other Matters

- Our website (<http://www.washingtonshq.com/>) is up to date with the latest Board meeting minutes, details on dues payment, and contacts of homeowners and renters, plus WHQ's history.

WASHINGTON'S HEADQUARTERS

Information for homeowners

Home

All Posts

By-laws and more

Directories

FAQ



Welcome to the website of the Washington's Head Quarters Townhouses (a/k/a Washington's Headquarters Homeowners Association).

You can contact the board via email at board@washingtonshq.com, or phone at 914-512-8129. The mailing address for all management/board matters is: Washington's Headquarters, P.O. Box 542, Dobbs Ferry, NY 10522.

Any payments to the Washington's Head Quarters Townhouses (common charges, fees, etc.) need to be sent via cheque (made out to the Washington's Head Quarters Townhouses) to the management company at the following address (not to the P.O. Box):

Margaret M. Federici
The Margaux Agency, Ltd.
15 Round Hill Road
Dobbs Ferry, New York 10522

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Meeting Adjourned

