

**WASHINGTON'S HEADQUARTERS
BOARD OF DIRECTORS MEETING
March 24, 2020**

Margaret Federici and Board Members Sabin Meyer, Jon Brose, Dale Greenwald, Emily Wolf, Ken, Colao, Jason Gluck in attendance.

FINANCE/INSURANCE

March receipts & disbursements distributed electronically to Board and CPA

CAPITAL PROJECTS

1. Brooker Engineering \$21,445; outstanding amounts owed to Brooker. Ken reviewed all billing;
 - a. Brooker lumped road resurfacing with underground work; so that was designed during second phase
 - b. This payment includes all design work for all phase; \$ 8,400 for inspection services is included in balance.
 - c. Additional costs for inspection services for phases 2 and 3; task for construction phase A (11,000 on account to draw upon) Of the 21,000, 13,000 is due on the design.
 - d. Motion to pay Brooker to date:
 - i. Unanimous approval to pay to date
 - ii. Future work on hold
 - e. Balance comes out of phase I; (1.250,000 did include an allowance for additional engineering)
 - f. Brooker should update their fees for the next phases of the project. When we do all of our final assessments all of the engineering fees should be in one group. Original funds should be captured and returned to the general operating fund for pre-payment.
 - g. Final assessment should be adjusted to capture all project costs for accounting purposes.
2. Village Sewer Line Easement -

- a. Mid-Westchester Sewer came out to assess problem and to do work; WHQ has not received copy of invoice yet.
 - b. Keith Betensky had spoken to the village attorney about drafting an easement agreement. This is still not completed and in the villages court.
 - c. New camera investigation of entire sewer line is to be at villages expense. MW to send revised proposal to village and copy MF.
3. Capital projects on hold as we actively pursue bidders to quote on drawings that we have ; Architectural drawings will not be adding scope; We need to retain architect and landscape architect ASAP. Ken will circulate additional bidder information to WHQ Board. (D&J in Millwood under consideration).

RECREATIONAL FACILITIES

1. DOH has not yet responded about pool openings this year. DOH is being informed on pool operation; New York State Pool Company - is informing other complexes that pools may open July 4th.
2. Postpone H2O from opening pool until July 1st. Postpone Vanguard Cleaning until just before official opening of pool. able until we have additional information. Revisit at next board meeting for operation start dates.
3. Pool project - all documentation has been submitted and we are waiting for DOH to respond. Payments for permits have been made. Documentation has not been received.
4. Tennis Court Opening - Oval Tennis - confirm when they are able to open the court based on. Payments have not yet been made to Oval.

MISCELLANEOUS / UNIT ISSUES

1. Landscaping and Horticulture have been defined as an essential service by the governor's office
2. Westchester sent advisement regarding landscaping and maintenance. As of this afternoon both Dave Lowry of North Castle and Care of Trees reached out to Margaret to make us aware of the current issues.
3. Civitano will only be able to provide limited crew members on the property.
4. Closely monitor the cash flow situation for maintenance fee payments and collections. In 2 weeks we should be able to review our cash situation and have this conversation at our next board meeting. We will not announce to homeowner that we are waving late fees and will assess next month.

5. Concern about people on property; Cautiousness about people working on the property;

- a. Tree maintenance needs to know well in advance
- b. Can we get a list of all chemicals that they intend to use on the property -
- c. Total Proposal on tree care \$6,000; due as processed ; due over next two months
- d. Cost for tree maintenance and Spring cleanup
- e. Opinion and recommendation on replanting - on property -

Could we ask Daryl to provide a proposal with recommendations for plant and tree replacement

6. Unit 6 correspondence:

- a. WHQ response to COVID-19; Draft response on virus; thank you for raising and keep an eye out for memo
- b. Ask for pictures of green algae on brick; Where do you see this? Can you please identify and send images

7. Unit 21 and Dog walker - No new information.

8. Letter to homeowners. Maintain social distance; landscapers will be there but here are the guidelines; Helping out for Pharmacy Trips and Groceries; Clearing house for help ; Post on website. Add links to the website for information

- a. If you need some help let us know
- b. Include mayors letter link