

WASHINGTON'S HEADQUARTERS  
BOARD OF DIRECTORS MEETING  
April 23 – May 21, 2020  
MINUTES

In attendance: Dale Greenwald, Ken Colao, Jason Gluck, Sabe Meyer, Emily Wolf, Jon Brose and Margaret Federici (The Margaux Agency)

**FINANCE/INSURANCE**

April receipts & disbursements distributed electronically to Board and CPA

Insurance renewal, as presented by Donn Gerelli Agency, accepted at \$1,027.73 over expiring

There was a short discussion of 2020-21 operating budget. Monthly reserve contribution should remain at \$750. At end of fiscal, will there be an excess in operating that may be rolled over into reserve.

**CAPITAL IMPROVEMENT PROJECT**

1. No updates on prospective bidders, or additional professional services – architect/landscape architect.
2. Update on Village sewer line easement. Keith Betensky. Attorney was retained to conduct a dialogue and communication with the village attorney.
  - a. The Village attorney requested an easement agreement then reversed position.
  - b. It was the boards determination that no one from the village should enter onto the property pending protocols for COVID-19 and the village should request authorization to come on to the property for the purpose of televising the underground line.
  - c. WHQ requested a conference call with the village attorney but no dates or times have been agreed to or set.
  - d. Village attorney needs to acknowledge responsibility of line. Need Certificates of Insurance of workers they send onto WHQ.
  - e. Previous correspondence with the Village Attorney suggested the removal of the Willow tree, which is impacting the line – thereby pressing the need for further communication.
  - f. WHQ has no desire to remove willow tree. Dale has contacted Tree Commission through the village website and there has been no response.
  - g. Dale has penned a letter to go to the Mayor, which the board agreed that a better course of action would be to contact the mayor informally initially. Ken knows the Mayor and will reach out by phone to review the issue. Dale will provide the letter for timeline and talking points.
3. Review Status of Adamo work permit close-out. Per Adamo, work permit was never taken out with Village. Per Ken, it is Adamo's responsibility to rectify. Any additional costs should be borne by them. Bond is still in effect. Ken will follow-up with Adamo.

## **RECREATIONAL FACILITIES**

1. Pool Operation and opening.
  - a. Pool operation is still pending strategy to comply with DOH rules and guidelines response to COVID-19. No change of status from last meeting and the use of pool still on hold.
  - b. H2O will start opening procedures June 1<sup>st</sup> and we would still need 10-days to two weeks to set up for full opening, should we determine to open. (cleaning of bathrooms/pool room, start-up of heater)
  - c. As per DOH requirement, we will continue with normal water filtration maintenance. Everything else – including heat – is on hold.
2. As previously reported, there are no extra pool keys. The Medico keycard is lost. George Keiling advised he may be able to duplicate if we can get him a sample key. Working with Dale.
3. John Petroccione had follow-up question from DOH re ability to totally empty the pool into existing sewer system (generally speaking, this is only necessary every 5-7 years). Ed Manly conflated this situation with on-going sewer line issue and is now connected to easement and Village maintenance issue. Approval by Village is required to complete the DOH approval.
4. Oval Tennis has started opening procedures at the court and the court should be available shortly. Vinny Civitano has been instructed to resume court and grounds irrigation.

## **MISCELLANEOUS/ UNIT ISSUES**

Per request last meeting, see attached from Dave Lowry re recommended removals/pruning ... Bob suggested the work be prioritized 1) critical for safety 2) rest = do in fall or next cycle. A meeting will be scheduled with Dale, Management and Dave to do a line-by-line review of proposal and prioritize this year's scope as well as remove any work along front retaining wall.

Unit 1            Proposal to repair concrete lintels approved -this is an exterior element that falls within responsibilities of HOA

Unit 13           Request to switch out existing condensate unit sent under separate email

Unit 19           Vinny advised to replenish rocks on fire emergency path in rear yard

## **NEW BUSINESS**

Unit 9            Request to re-landscape is approved if nothing over 6-ft is being removed

Jon continued to investigate the relocation of fire hydrants to shift them onto the Broadway side of wall. The response from the village was that this proposal was unacceptable.