

The Ferrara Management Group, Inc., AMO®

50 Plainfield Avenue, Bedford Hills, NY 10507
914-888-2099 | www.Ferraramgmtgroup.com



Washington's Headquarters

Board of Managers Meeting

Zoom Call

February 2nd, 2020

7:30 PM

1. **Approve minutes from previous Board Meeting:**
2. **Financial Report/Arrears:**
 - a. Cash Balances
 - b. Accounts Receivable Report
 - c. Unpays Report
3. **Unit holder/Resident Issues:**
 - a. Unit 1 Brose Re: Fence Repairs- NuMat Fence
4. **Open Items:**
 - a. Chase Bank Closing Statement
 - b. Driveway Street Lights
 - c. Capital Improvement Project
 - d. Engineers
 1. Andrew Whitelaw Engineering
 2. EGA Architects
 3. Louis Fusco Landscape Architect
 - e. Contractors
 1. Xinos Construction
 2. Allstate Restoration
 3. Franzoso
 4. Canzone
5. **Next Meeting Date: March 2nd, 2021**

Washington's Headquarters Monthly Meeting Minutes – January 5, 2021

Meeting called to order at 7:30pm. Meeting adjourned at 8:45 pm.

Approval of December Minutes

Approved.

Financials

- a. Chase account has now been approved to be closed out and we will replenish from our reserves to make up for the deficit from the Chase account.
- b. All accounts are now under National Cooperative Bank (NCB)

Unit Owner/Resident Issues

- a. Fence repairs are needed. Kathrine will look to see if we can find the invoice from the previous vendor who has done repairs behind unit 19. The repairs are needed behind unit 1. KB will find vendor and obtain proposal.

Buildings and Grounds

- a. Capital Improvement- Ken and Dale will provide Kathrine with RFP. Kathrine will reach out to Engineers and Contractors for potential bids. We are looking to bid out in February, award bid in March and approximate start date of May.
- b. Sewer Easement- it was discussed that Adamo has filed for the permit. Between the town and COVID it has been very difficult to obtain approval of permit. This is holding up the project. There has been no response from the village.
- c. Driveway lights- The lights were discussed and Kathrine will schedule a walk through with Electricians and provide the Board with proposals. 2 units in the court yard are out and one by the exit is out. Kathrine will reach out to Duro and William McClain.
- d. Garage Painting- Kathrine will reach out to Spolosos in regard to painting the bottom of the garages this spring and obtain proposal. Dale advised that we have lamp head in the Auxiliary building.
- e. Pool- Joe Petraconi is the pool engineer. Kathrine to obtain all correspondences in regard to the pool. KB will set up call with Joe.

Next Meeting – Tuesday, February 2, 2021 at 7:30pm.

Cash Balance Summary

Property: Washington Headquarters TownHo. (828)

As Of: 02/2021

Property Code	Property Address	Offset Account	Bank Description	B O M Balance	Cash Receipt	Checks Written	Journal Entries	Current Cash
828	Washington Headquarters TownHo.	1002-0000 - NCB Operating Account	Washingtons HQ Townhouses	36,441.34	8,001.00	0.00	0.00	44,442.34
828	Washington Headquarters TownHo.	1010-0000 - Money Market	Chase Reserves - 828	146,706.34	0.00	0.00	0.00	146,706.34
				183,147.68	8,001.00	0.00	0.00	191,148.68
				183,147.68	8,001.00	0.00	0.00	191,148.68

Aged Receivables Report

Detail by Resident

Property: Washington Headquarters TownHo. (828)

Trans through :1/2021

Age As of: 1/31/2021

Unit	Resident	Lease Type	Total Unpaid Charges	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Prepayments	Balance	Legal Status
828 - Washington Headquarters TownHo.										
07	t82812	Ms. Anne Tannenbaum N/A	785.00	785.00	0.00	0.00	0.00	0.00	785.00	
09	t82816	Mr & Mrs Colao N/A	876.00	876.00	0.00	0.00	0.00	0.00	876.00	
12	t82822	Ms. Lori Lotter-Corless N/A	785.00	785.00	0.00	0.00	0.00	0.00	785.00	
13	t82824	Michael Laumanns N/A	1,752.00	876.00	0.00	876.00	0.00	0.00	1,752.00	
17	t82832	Neale Wolf N/A	785.00	785.00	0.00	0.00	0.00	0.00	785.00	
Total 828			4,983.00	4,107.00	0.00	876.00	0.00	0.00	4,983.00	
Total			4,983.00	4,107.00	0.00	876.00	0.00	0.00	4,983.00	

Payable - Aging Detail

Property=828 AND mm/yy=02/2021 AND Age as of=02/02/2021

Vendor Code - Name						Invoice	Current	0 - 30	31 - 60	61 - 90	Over 90
Invoice Notes	Tran#	Property	Date	Account	Number	Owed	Owed	Owed	Owed	Owed	
civitano - V. Civitano Landscaping, LDT											
January 2021 Monthly Maintenance	P-175338	828	1/20/2021	6608-0000	4305-VC	5,156.80	5,156.80	0.00	0.00	0.00	
Total civitano - V. Civitano Landscaping, LDT						5,156.80	5,156.80	0.00	0.00	0.00	
illescas - Illescas Construction Corp.											
Cleaned gutters and leaders at units 1-21	P-175333	828	1/4/2021	6628-0000	2021-0104-828	2,500.00	2,500.00	0.00	0.00	0.00	
Total illescas - Illescas Construction Corp.						2,500.00	2,500.00	0.00	0.00	0.00	
pts - PTS Providers, Inc											
Monthly billing 11/01 - 11/30/2020	P-172370	828	11/24/2020	6429-0000	1064655	-40.00	0.00	0.00	-40.00	0.00	
Total pts - PTS Providers, Inc						-40.00	0.00	0.00	-40.00	0.00	
						7,616.80	7,656.80	0.00	-40.00	0.00	

Engineers

Whitelaw Architects:

294 Upper Shad Road

Pound Ridge, NY 10576

(914) 764-9263

EGA Architect:

807 Harriad Drive West

Seaford, NY 11783

(516) 470-1856

Hero Architects

111 Calvert Street Suite 1

Harrison, NY 15028

(718) 674-6530

Louis Fusco Landscape Architects:

26 Woodland Road

P.O. Box 362

Pound Ridge, NY 10576

(914) 764-9123

Contractors

Xinos Construction:

110-32 15th Ave.

College Point NY 11356

(718) 358-4272

Allstate Restoration Corp.:

3936 Mulvey Avenue

Bronx, NY 10466

(718) 881-5917

Canzone Contracting:

218 West Lincoln Avenue

Mount Vernon, NY 10550

(914) 665-1621

Franzoso Contracting:

33 Croton Point Avenue

Croton-on-Hudson, NY 10520

(914) 271-4572

MEMORANDUM

On January 1, 2018, legislation went into effect that affect and apply to the managing boards of both cooperatives and condominiums. The legislation amended both the New York Business Corporations Law (“BCL”) and the New York Not for Profit Corporations Law (“NPCL”). Under the new provisions, boards are required to provide each director with a copy of the applicable conflict of interest section of the law, and are further required to prepare and submit an annual report to the shareholders or unit owners regarding contracts or transactions in which a director has an interest. Even if there were no transactions involving an interested director, the report must still be prepared stating that no actions were taken by the board which involved an interested director.

Please note that the new laws do not prohibit transactions with a director who has an interest, but rather, merely requires that any such transactions be disclosed. The purpose of this legislation is to ensure that cooperative and condominium boards are expressly made aware of certain laws relating to conflicts of interest, and they establish a requirement that shareholders and unit owners be made aware of any transaction undertaken by the board which involves a director who may have a financial interest in such transaction(s).

Commencing in 2018, and every year thereafter, the managing agent, or the attorney if there is no managing agent, for the cooperative or condominium must provide a copy of BCL §713 or NPCL §715, as applicable, to the board and at the end of each year, the board, through its managing agent, must prepare and sign an annual report which must be sent to all shareholders or unit owners, setting forth any and all contracts or transactions that were voted upon by the board which involved an interested director, or stating that there were none.

**WASHINGTON'S HEAD QUARTERS TOWNHOUSES
HOMEOWNERS ASSOCIATION
BOARD OF MANAGERS CONFLICT OF INTEREST REPORT**

The undersigned, constituting the Board of Managers of Washington's Head Quarters Townhouses Homeowners Association hereby state and declare for the year ending December 31, 2020 that:

We have received a copy of Business Corporation Law ("BCL") §713, which requires disclosure of any interest which any Director has in any contracts or transactions voted on by the Board of Managers ("Board").

[CHECK ONE OF THE FOLLOWING STATEMENTS]

___ During the year 2020, no actions were taken by the Board of Managers (the "Board") that are subject to the annual reporting requirements of Section 727 of the Business Corporation Law ("BCL") and Section 519-a of the Not for Profit Law ("NPCL"), both of which require the Board of Managers of a condominium/homeowners association to advise their unit owners annually if the Board entered into any contracts with parties related to the members of the Board in accordance with Section 713 of the BCL and Section 715 of the NPCL, both of which require disclosure of related party contracts. **[IF THIS PARAGAPH IS CHECKED – STOP - DATE AND SIGN BELOW]**

___ During the year 2020, the following actions were taken by the Board of Managers that are subject to the annual reporting requirements of Section 727 of the BCL and/or Section 519-a of the NPCL. Included below is a record of (i) all interested Board Member transactions voted on by the Board; (ii) the identity of the parties to the transaction; and (iii) the amount and purpose of the contract. Furthermore, attached is a record of the meeting of the Board in which each of the following interested manager transactions was voted upon, including the names of each Board member in attendance, how each Board member voted, and the results of such voting.

Name of Contractor and Type of Contract or Transaction/Description of Work to Be Done: _____

Date of Commencement of Contract and Expected Completion Date: _____

Amount of Contract: _____

Dates of Meetings at Which Contract or Transaction Was Voted Upon:	Directors Present at Such Meeting	Vote (Yes or No)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated: _____

_____ Board Member	_____ Board Member
_____ Board Member	_____ Board Member
_____ Board Member	_____ Board Member