

Minutes  
Washington Headquarters Monthly Meeting of the Board  
January 13, 2022  
7:00 PM

Attendees:      Not Attending:  
Jason (JG)      Ken (KC)  
Jon (JB)  
Benny (B)  
Carlos (CP)  
Phyllis (PF)  
Len (LC)  
Tom (TP)

Action items are highlighted in yellow

1. December Board Meeting Minutes were approved.

2. Financials

- a. CP presented on the financial health of WH. Operating Budget cash amount is \$30,951.02; Reserve Account is \$119,035.53. Total income in December was \$18,200.76. Total expenses were \$20,390.10. Future income will be higher as a result of increased (7.5%) monthly homeowner fees. (higher fees were approved at the November, 2021 board meeting).
- b. At the next board meeting, TP and CP will determine how much of the remaining \$35,000 insurance payment (due to car accident #21) will be placed in the HOA Operating Budget. TP will let the Board know what the payment to David Azus (insurance adjustor) is and where those monies will come from.
- c. TP will talk to Tara at FMG (financial person) to make sure that CP will get all the info on payable bills before FMG pays the bills.

3. Capital Project

- a. TP reported that five qualified bidders had been sent the project package. None of the five have sent in bids; TP will follow up with each of them. Bids were supposed to be received by 12/30/2021.
- b. The Board (KC) will follow up with Eve Mancuso regarding additional architectural plans to include the pool house. This would be an addendum to the bid package.

#### 4. Unit Holder Issues

- a. Per TP, Ferrara Maintenance Group, Inc. are the people to contact (via TP) to maintain and repair small HOA responsible-issues. Repairs costing \$500 or less (per incident) that are the HOA responsibility will be covered. Individual homeowners will also be able to use them for minor repairs at their own expense. The charge is \$50 per hour. TP will notify homeowners that this is now available. The motion was made, seconded and approved by the Board.
- b. TP will meet with Brett (BMG Contracting) the week of January 17 onsite to go over the emergency masonry work he will do to repair steps, cracks, etc.
- c. Per Unit 21: Strongwater will not get final payment until all permits are closed out and all contract (insurance) work is completed.
- d. All Homeowners' work on the exterior of their unit must be approved by the Board prior to any work commencing (this has always been a WHQ policy, but the enforcement has been lax). Homeowners must submit a package to the Board and FMG that includes permits, insurance, etc. JB and LC will revise the existing to include guidelines on roofs.
  - i. TP will send revised guidelines to homeowners and ensure that all are aware of the policy to have exterior work approved by the Board.
  - ii. Motion: the standard color for all shingles will be charcoal. Motion was made, seconded, and approved.
- e. The Board will send a proposal to TP to have front doors, side closet doors, garage doors, shutters and patio doors painted. TP will get specifics from JC and B on the appropriate paint color.

#### 5. Landscaping.

- a. The Board will go into the final contract period with Civitano (his contract ends at the end of '22) with knowledge of other available landscaping companies. The Board is dissatisfied with his services and the high cost; the landscaping does not appropriately reflect the value of Washington Headquarters homes.
- b. The Board (TP) will research another arborist. Contracted arborists must submit an annual proposal for the work to be done the following year. The Board will review and approve the annual proposal before work commences.

#### 6. Con Edison

- a. TP will deal with all Con Edison work in the future.
- b. A follow-up information to the Board Meeting: The cause of the delay to removing the leftover Con Edison materials is that Con Edison wants to replace the submersible transformer with an above-ground transformer (pad mount). The previous Board decided against an above-ground transformer due to potential noise and unsightliness. Topic to be further discussed at subsequent Board Meeting.

Next Board Meeting  
February 8, 2022  
7:00pm