

Minutes
WHQ Monthly Board Meeting
August 18, 2022
6:30 p.m.

Attendees:

Jason (JG)	Sixto (Cisco) Santiago (Ferrara Mgmt)
Jon (JB)	Tom (TP) Ferrara Mgmt)
Benny (B)	Dawn (DL) Ferrara Mgmt)
Carlos (CP)	Joann DiBono (Ferrara Mgmt) project manager
Phyllis (PF)	
Len (LC)	
Ken (KC)	

Action items are highlighted.

1. The July Board Meeting minutes were approved via email and have been posted on the WHQ website.
2. Joann DiBono (Ferrara Mgmt.) was introduced as a possible project manager for the Capital Project. As project manager she would provide oversight of construction activities (Adamo), day to day management and coordination among consulting engineers , contractors, township and WHQ Board. She would also track and manage assessment payments and outstanding balances of homeowners. Her duties would initially include: conducting weekly meetings and issuing minutes, budget tracking, and issue resolution. **The Board is awaiting Ferrara's proposal with Joann's Fee to be shared for review/consideration.**
3. The scope of work detailed to her by KC includes: perimeter wall reconstruction (exterior and interior), facade restoration, and additional drainage work and renovation to rear of Pool House building.
4. **KC requested FMG submit a sample of its cost report used to track budget, committed costs and billing.**
5. **KC requested FMG submit its proposal for project management services for consideration by the Board asap.**
6. Cisco Santiago will be the new managing agent for WHQ. Tom Pallman will retire on September 9.

7. CP requested Dawn (Ferrara Mgmt.) present to the board the method of tracking funds for the Capital Project, i.e. realized and unrealized expenses, etc.
8. Homeowners' new payment of homeowner fee and assessment fee (for those financing through Avidian Bank) will begin on October 1, 2022.
9. Financials
 - a. Cash balance is \$17,863.
 - b. Reserve Account is \$119,339.
 - c. Karen (Ferrara Mgmt comptroller) will handle checks to vendors after approval by CP.
 - d. Stephen Tilly's (architect for the Capital Project) retainer fee invoice of \$2500 has been approved by the Board.
10. Unit Holder Issues
 - a. Unit 14: resetting slate and stones (a safety hazard) was authorized and approved by the Board.
 - b. Unit 16: caulking needed on the owner's back patio was deemed a homeowner responsibility.
11. Capital Project
 - a. Phase I: officially closed out with the Town by JG.
 - b. Phase II: the Board is now applying for permits from the Town for the work.
 - c. Brooker Engineering plans are deemed sufficient to get the Capital Project II on the Dobbs Ferry Architectural Board Meeting agenda.
12. Swimming Pool
 - a. Swimming pool is closed for the season.
 - b. JG made a motion to have a heat pump installed for the pool, and thereby eliminate the need for expensive oil heating. The entire heating and filtrations systems for the pool will be upgraded. The motion was seconded by B and approved by the entire Board.
13. Landscaping
 - a. Sean Ryan will meet with TP on Thursday at the property to go over all work.
 - b. TP will find out if Sean's employees will be able to replant (throughout the property) some of the trees that will be removed during the Phase II construction.
14. Carlos to prepare the annual budget for approval at the September 20 Board meeting. Carlos will share a draft with the Board one week prior to the board meeting.
15. The Board discussed the requirements of the bid documents requiring (at option of the Board) Adamo Brothers to provide a payment and performance bond . KC cited several reasons to support dropping the requirement ;

- There is no requirement in the Bylaws to bond contracted work
- Adamo's performance on phase 1 was excellent
- Billing will occur following 30 days of completed work and payment within the next 30 days. So the Board will always be ahead of Adamo.
- The Board will retain 10% of the value of work completed until 50% completion
- Savings of approx. \$100,000 in budget for Phase 2 and 3(assuming no further requirement for bonding)
- Board has the right to issue two party checks to vendors
- FMG recommended dropping the requirement based on their experience at other properties.

The Board held a vote and it was unanimous in favor of dropping the requirement.

16. The Annual Homeowner's meeting will be either October 13 or October 20, pending FMG's availability.

Next meeting:
Tuesday, September 20, 7pm