

Minutes
WHQ Monthly Board Meeting
February 21, 2023
7:30 p.m.

Attendees:	Not in Attendance:
Jason (JG)	Jon (JB)
Carlos (CP)	Greg (GN)
Phyllis (PF)	Len (LC)
Ken (KC)	
Karen - from FMG	
Elizabeth (ES) from FMG	

Action items highlighted in yellow

1. The January Board Meeting minutes had been approved via email and posted on the WHQ website.
2. Financials
 - a. KC explained the process for approving invoices related to the capital project. Ferrara will review invoices from contractors for mathematical accuracy, duplicate invoice, and to ensure that charges do not exceed the overall budget. KC would then review the invoice for agreement with the agreed scope of work. CP provided an overview of how the approval could be handled in Ferrara's Payment System. FMG/Karen agreed to this process.
 - b. CP reminded Karen from FMG that the reserve account from insurance claim (Unit 21) should be closed and the funds deposited to the General Reserve account. All invoices have been paid and the expenses were audited by the independent CPA. **Karen will discuss it with Dawn from Ferrara and report to the Board.**
 - c. CP reminded Karen from FMG that financial package should include a running 12-month report with corresponding budget amount for each category. The report should also show the capital project in separate sections for each of the project phases with corresponding budget and payments to date. CP will provide Karen an example of a prior 12-month report to show how it has been done previously. This method will allow the tracking of the cost against the loan.
3. Pool
 - a. Pool pump has been replaced and is now functioning.
 - b. Lippolis will find out from Con Ed if conduit work can be done and would be sufficient for an electrical upgrade for the pool/pool house. Lippolis will charge a fee of \$500 to meet with ConEd and assess the needed work.

- c. ES will obtain estimates from two other pool companies to compare the proposal from H2O for the annual service and maintenance of pool.
- 4. Security
 - a. FMG will have dawn to dusk bulbs installed on homeowners' back patios. If lights still do not function, and it is determined to be an electrical problem, then homeowners will be informed.
- 5. Gutters
 - a. ES will call gutter cleaning service companies for costs to place screens on gutters after flushing.
- 6. Tree Maintenance
 - a. The Board approved the Sav-A-Tree proposal for annual tree work (trimming and elevating in addition to hazard trimming) on the property. This is other than the tree work to be done for the capital project.
- 7. Capital Project
 - a. All documents have been submitted to the NYS DOT for phase 2 of the capital project; awaiting approval.
 - b. We are awaiting documents and pricing from Brooker Engineering for project #2a (drainage plan).
 - c. The Board authorized KC to finalize negotiations , and execute Adamo Brothers Contract dated 10/26/22 for Phase 2 of capital projects in accordance with draft agreement previously circulated to the Board and email dated 2/8/23 to JG.

Next Board Meeting:
March 21, 2023
7:30 p.m.