



WHCA Annual Meeting Minutes

January 20, 2016

APPROVED BY UNANIMOUS VOICE VOTE OF WHCA COUNCIL ON OCTOBER 27, 2016

Pursuant to notice, the Annual Meeting of the Washington House Condominium Association of Unit Owners was held on Wednesday, January 20, 2016, at 7:15 p.m., in the Washington House Community Room. In attendance were: WHCA President and Council member Michael Chajes, WHCA Vice President and Council member Karen Hornor, WHCA Treasurer and Building Remediation Committee member Bruce Chase, WHCA Secretary and Council member Susan Swan, WHCA Council members Eric Mailman and Tamara Montgomery, and WHCA Building Remediation Committee member Warren Pratt. A total of 39 people were in attendance, representing 26 residential units and 2 commercial units. Another 4 residential units and 2 commercial units were represented by proxy. A total of 42 unit shares were represented in person and by proxy, thus satisfying the quorum requirement. Lorraine Brady of Aspen Property Management attended at the invitation of the Council.

Call to Order/Opening Remarks

The President called the meeting to order at approximately 7:15 p.m. and welcomed the attendees. In his opening remarks he thanked the owners, Aspen Property Management, and Nowland Associates for their contributions to the community during a difficult year.

The President conducted a voice vote of the Association to approve the minutes from the October 21, 2015, owners' budget meeting. The minutes were approved with no dissent.

Old Business

None.

Construction Loan

Mr. Chajes acknowledged that the Council, in a meeting immediately preceding the Annual Meeting, had just voted to approve a loan offer from Mutual of Omaha Bank to fund building defect repairs. Mr. Chase then explained the process whereby the loan offer was obtained: After months of effort involving negotiations with a number of prospective lenders, two loan offers were received. A local lender, Artisans Bank, offered a floating-rate loan, while Mutual of Omaha Bank offered a fixed-rate loan. Other criteria, including fees, being roughly equal, the Treasurer and Council favored the fixed rate loan in order to provide stability at a time when interest rates may rise.

Mr. Chase said he expected the loan closing to occur by about mid-February. Responding to an owner's concern that the closing occur promptly, the Treasurer averred that he and the Council would continue to press for expedited action from the bank to finalize the loan.

Mr. Chase provided details about the loan drawdown and amortization schedule and answered queries regarding the loan fees and the application of owners' early special assessment payments.

Annual Property Management Report

Mr. Chajes reviewed the steps taken in 2015 to address the building defects, from the hiring of an architecture firm, a construction management company, and a building envelope specialist early in the

year, through the start of construction in the summer, to the present near-completion of the Phase 1 (northeast quadrant) portion of the brick exterior repairs. He noted that Phase 2 (north/northwest side) is underway, and scaffolding is being erected for Phase 3 (southeast side).

At Mr. Chajes's request, Mr. Pratt provided a synopsis of the defects lawsuit since the filing of the lawsuit in January 2015. Mr. Pratt noted that a scheduling order recently issued by the court provides for an April 2017 jury trial if the case is not otherwise resolved prior to that date.

Lorraine Brady of Aspen Property Management provided a summary of the major regular maintenance items undertaken in 2015, including installation of heat traces in exposed pipes in the garage; replacement of elevator carpeting; the installation of energy efficient lighting in the garage; and a maintenance contract for the building's automatic doors. She noted that owners will soon receive communication about participating in a discount offer for HVAC inspection and maintenance, and that a similar proposition regarding dryer vent cleaning will be investigated.

Mr. Chajes noted the completion of additional items, including the installation of a new security camera system, recent repairs to fitness equipment, and a new maintenance contract for the equipment. He explained that with Council's approval, two UD engineering students conducted a study to determine the feasibility of converting the building to solar power to provide common-area electricity. He noted that the annual electric bill for Washington House is about \$50,000, about two-thirds of which is for lighting. He noted that the City of Newark, which receives revenues from supplying electric power, would have to approve any third-party conversion to solar power, and Council will continue to investigate the idea.

Treasurer's Report

Mr. Chase presented a slideshow report summarizing the budgeted and actual financials for 2015, and answered questions from owners. He explained Aspen Property Management's billing process for the special assessments and encouraged owners to contact him with any questions about their bills.

Committee Reports

LANDSCAPING Committee Chair Jamie Chase explained that with Council's approval she will work with UD landscape design students to develop site-appropriate landscaping to replace what has been lost during construction.

COMMUNITY LIAISON Committee Chair John Hornor reviewed items of interest around the City, including approved water/sewer and property tax increases, the Newark municipal election in April, the upgrading of a local movie theater, and a proposed new hotel nearby.

Council Member Election

On behalf of the Council, Mr. Chajes thanked Tamara Montgomery for filling a vacancy on the Council in 2015 and for agreeing to stand for election for a full three-year term. After no other owners expressed interest in running for the position, the owners voted unanimously, by show of hands, to elect Ms. Montgomery.

WH Rental Policies

Mr. Chajes presented a slideshow about rental policy issues recently triggered when Washington House reached the City-mandated maximum of 10 rental units. He explained that at Council's request, owner Pamela Bobbs agreed to chair a new ad hoc Rental Policy Advisory Committee to consider options for

resolving pressing questions about rental policies and provide feedback to the Council by about mid-February.

Open Discussion

Mr. Chajes addressed questions related to the defects lawsuit and use of the Fitness Room by non-residents.

Adjournment

There being no further questions, Ms. Hornor made a motion to adjourn, seconded by Mr. Mailman, and Mr. Chajes adjourned the meeting at approximately 9:08 p.m.

Submitted by Susan Swan

Attachments: Treasurer's Report, Rental Policy Presentation