



PROVISIONAL

## WHCA Budget Meeting Minutes October 18, 2017

Pursuant to notice, a meeting of the Washington House Condominium Association of Unit Owners was held on Wednesday, October 18, 2017, at approximately 7:05 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 Secretary and Council member Susan Swan, WHCA Council members Eric Mailman and Michael Przywara, and WHCA Treasurer Bruce Chase. Brad Carrillo and Aaron Mitchell of Aspen Property Management attended at the invitation of the Council. A total of 27 Unit Owners and 4 designees were in attendance. A total of 38 units were represented (23 units in person and 15 by proxy), thus satisfying the quorum requirement of 30 units represented in order to hold the meeting. A majority of all unit owners, apportioned by unit shares, being required to adopt any measure during an Association meeting, the minimum requirement of 34 unit shares represented was also satisfied, as follows: 23 residential unit shares and 0 commercial unit shares in person, plus 14 residential unit shares and 3 commercial unit shares by proxy, for a total of 40 unit shares represented.

### Call to Order/Opening Remarks

The President called the meeting to order at approximately 7:05 p.m. and welcomed the attendees. He announced that the quorum required to hold the meeting had been reached.

### Old Business

Ms. Swan explained that the previously noticed Association meeting on September 20, 2017, had not reached a quorum; this fact should have been noted at the meeting but was not. Accordingly, she said, the meeting that was subsequently held was informal, minutes were not recorded, and the vote taken to approve the minutes from the January 25, 2017, Association meeting was not valid and would be repeated at the present meeting. She also reminded attendees of the importance of attending Association meetings or, at minimum, appointing a proxy, in order to meet the Association's high quorum requirement.

### Approval of Minutes

The President called for a motion to approve the Secretary's minutes from the Association's January 25, 2017, Annual Meeting. Owner Joy Scott so moved, owner William Montgomery seconded the motion, and the minutes were approved on a voice vote of the members with no dissent.

### Treasurer's 2018 Budget Presentation

Mr. Chase delivered a slide presentation on the 2017 year-to-date finances, the 2018 WHCA operating budget, and the status of the replacement/reserve fund (R/R). His remarks included the following:

- The 2017 year-to-date expenditures are running slightly under budget, in part due to some savings on electricity costs from the installation of LED lights in the building.
- The settlement of Unit 306 (which was long in probate and had accumulated HOA liens) provided funds not budgeted for 2017; those funds will be used to conduct a new replacement/reserve study of the building and to proceed with a number of building improvements, including reconfiguration of the lower-level garage and the lower-level storage cages.

- The 2018 operating budget is balanced.
- In order to avoid increases in homeowners' regular condominium fees during the time owners were being assessed to pay for building defect repairs, the Council decreased its monthly contributions to the Replacement/Reserve Fund, which must now be restored to levels recommended in the existing Replacement/Reserve Study.
- Accordingly, the 2018 operating budget includes an increase in condominium fees of \$50 a month, the first increase in four years.

Ms. Hornor presented a diagram roughly showing how the lower-level garage will be reconfigured for various purposes, including moving all residential and guest parking spaces inside the security gate. She also explained that the Council plans to reconfigure the lower-level storage cage area to provide a separate entrance for the commercial units, so that commercial unit employees can access their storage cages without having access to the residential portion of the building.

Comments on the presentation included the following:

- Mr. Montgomery noted that in the event that any non-emergency special assessments were needed in the future to fund building repairs, a vote of owners would be required.
- Brad Carrillo of Aspen Property Management introduced Aaron Mitchell, who is assisting with Washington House management. Mr. Carrillo explained the Aspen is proposing to the Council to take over the routine cleaning of the building, after numerous attempts to find a suitable cleaning company have failed.
- Ms. Scott urged Aspen to supervise the cleaning work closely after each cleaning.

There being no further questions, Mr. Chajes called for a motion to ratify the Council's adoption of the 2018 WHCA operating budget. Owner Pamela Bobbs so moved, Ms. Scott seconded the motion, and the budget was adopted on a voice vote of the owners in attendance, with no dissent.

## **Open Discussion**

In response to various questions from owners during open discussion:

- Ms. Hornor noted that, at the recommendation of the Newark Police, Council is working to install a key-carded security gate to the staircase leading to the west-side 2nd floor building entrance and patios. She explained that gating the entire west side would not solve the security problem because the staircase still would be accessible from the upper-level garage.
- Mr. Chase noted that a few years ago the Council filed a request with the local postmaster to have the residents' mailboxes moved inside the building, but no response was ever received.

## **Adjournment**

There being no further discussion, Mr. Chajes called for a motion to adjourn. Owner Shao-Tang Sun so moved, Mr. Chase seconded the motion, and Mr. Chajes adjourned the meeting at approximately 8:20 p.m.

## **Submitted by Susan Swan**

Attachments: WHCA 2018 Operating Budget; Treasurer's budget slide presentation