



PROVISIONAL

WHCA Council Special Meeting Minutes October 18, 2017

A meeting of the Council of the Washington House Condominium Association was held on Wednesday, October 18, 2017, at approximately 7:00 p.m., in the Washington House Community Room. In attendance were WHCA Council members Michael Chajes, Karen Hornor, Eric Mailman, Michael Przywara, and Susan Swan, thus satisfying the quorum requirements for the meeting.

Call to Order / Opening Remarks

Mr. Chajes convened the meeting and welcomed the owners in attendance.

Approval of Minutes

Mr. Chajes called for a motion to approve the Secretary's minutes from the Council's September 20, 2017, meeting. Ms. Hornor so moved, Mr. Mailman seconded the motion, and the minutes were approved by a unanimous voice vote of the Council members.

Adoption of 2018 Budget

Mr. Chajes explained that the purpose of the meeting was for the WHCA Council to hold an adoption vote on the Association's 2018 budget. He reviewed the budget approval process:

- Aspen Property Management drafted the budget in consultation with Treasurer Bruce Chase.
- Mr. Chase recommended the budget to Council.
- Council reviewed, modified, and informally approved the budget draft.
- The budget draft was sent to owners in advance of the owners' meeting to follow immediately.
- The Council now votes to adopt the budget.
- At the owners' meeting, the Association will vote on ratification of the adopted budget.

Mr. Chajes called for a motion to approve the adoption of the 2018 budget. Ms. Hornor so moved, Mr. Mailman seconded the motion, and the budget was adopted by a unanimous voice vote of the Council members.

Open Discussion

Mr. Chajes opened the meeting to discussion items from owners in attendance. No items were raised.

Adjournment

There being no further business, Mr. Chajes adjourned the meeting at approximately 7:03 p.m.

Submitted by Susan Swan.

Attachments: WH 2018 Operating Budget

WHCA 2018 BUDGET (COMPARISON TO 2017)

Prepared by Aspen Property Management

	2018 budget	2017 budget	YTD 8.31.17
INCOME			
Assessments	\$435,600	\$396,000	\$255,685
Water/sewer reimbursement	\$50,000	\$53,660	\$22,730
Late fee income	\$0	\$0	\$821
Work order	\$0	\$0	\$647
Access card	\$0	\$0	\$0
Misc income	\$0	\$0	\$4,857
Rental administrative fee	\$2,500	\$0	\$250
TOTAL INCOME	\$488,100	\$449,660	\$284,990
EXPENSES			
Accounting/auditing fees	\$3,000	\$2,065	\$580
Aspen management fees	\$21,300	\$21,204	\$14,136
Cleaning/janitorial	\$25,000	\$19,720	\$7,585
Contingency expense	\$5,000	\$20,244	\$8,435
Deductible expense	\$3,000	\$5,000	\$0
Electrical repairs	\$2,000	\$2,000	\$3,183
Electricity	\$60,000	\$64,352	\$35,540
Elevator maintenance	\$6,000	\$5,370	\$3,290
Extermination	\$1,300	\$1,304	\$896
Fire alarm monitor/maintenance	\$3,500	\$2,996	\$2,506
Fitness equipment maintenance	\$1,500	\$1,500	\$4,265
Gate/door maintenance	\$2,500	\$2,486	\$660
General maintenance/repair	\$23,000	\$80,000	\$65,632
Maintenance contract	\$73,200	\$0	\$0
Generator	\$5,000	\$1,730	\$3,190
HVAC maintenance	\$6,000	\$5,000	\$5,261
Insurance	\$30,000	\$35,441	\$18,735
Lawn maintenance/landscaping	\$5,000	\$1,000	\$2,456
Legal fees	\$5,000	\$6,100	\$0
Licenses	\$300	\$285	\$0
Mat service	\$1,500	\$1,350	\$1,110
Office expenses	\$3,000	\$3,000	\$1,306
Plumbing repairs, common areas	\$2,500	\$3,000	\$285
Reserve fund	\$95,800	\$59,400	\$44,661
Roof repairs	\$3,000	\$3,000	\$450
Snow removal	\$7,000	\$7,000	\$1,260
Sprinkler/pump system	\$3,700	\$3,700	\$3,221
Supplies	\$2,500	\$6,464	\$0
Telephone	\$3,500	\$3,544	\$1,517
Trash removal	\$29,000	\$27,745	\$19,194
Water/sewer	\$50,000	\$53,660	\$25,261
Internet	\$2,500	\$0	\$1,210
Rental administration	\$2,500	\$0	\$250
Misc G&A	\$0	\$0	\$373
TOTAL EXPENSES	\$488,100	\$449,660	\$276,449