

# WESTHAMPTON LANDINGS CONDOMINIUM

3001-3050 Mitchell Road

Westhampton Beach, New York 11978

[www.westhamptonlandings.com](http://www.westhamptonlandings.com)

[info@westhamptonlandings.com](mailto:info@westhamptonlandings.com)

Dear Unit owners,

At the September meeting we discussed the strong need to start making improvements to the Landings in a variety of ways— parking lot paving, sidewalks, lighting, and a variety of other enhancements that will strengthen the property and its amenities for the longer term. As we noted, the cost of such improvements will not be inconsequential, starting with development of a site survey and Master Plan that will in and of itself involve significant costs.

It is important that we develop a Master Plan that will divide the project into phases, and also afford us options and cost estimates for the community to discuss and vote on as the project progresses. By way of example, prior to the annual meeting, the Board reached out for ball park figures for one type of re-surfacing for the parking lots and the estimates we received were upwards of \$300,000. It is important that we develop a Master Plan so that we may put each phase of the project in the proper context with respect to the overall plans for the Landings. -

For the past several months, The Board has been researching and interviewing Design Architects to assist in the repair/replacement of different aspects of The Landings as discussed at the September meeting. We have chosen a firm who has past design experience with multiple university, hospital and municipal projects and whose bid was competitive with that of all of the other Design Architects considered. The Master Plan will involve the phased replacement of all existing blacktop property walkways, parking lots, parking lot retaining walls, site lighting and select landscaping. Specific plans for Phase 1, as outlined below, will be the first to be addressed. The chosen Design Architect, as well as all of the other applicants considered, requires a Site Plan from which to base his drawings and proposals. We do not have a Site Plan survey, so in addition to an expenditure to retain the Design Architect, the Board is also proposing approval of an expenditure of sufficient sums to have one completed by a licensed surveyor.

Our bylaws require community approval for expenditures in excess of \$5,000.00. Therefore, -a Special Unit Owners Meeting is hereby called by the Board of Managers for February 22, 2019 to approve the expenditure of no more than \$45,000 in order to retain the Design Architect and complete a Site Plan. We have put the proposed Site Plan out to bid to several surveyors and thus least expensive proposal that would provide all necessary information to the Design

Architect was \$15,000. In addition, the chosen Design Architect, as well as others considered, proposed a fee of \$25,000 for his services. Accordingly, the sole purpose of the 00/00/2019 meeting is to obtain community approval for the expenditure of no more than \$45,000.00 for the Site Survey, the fee to the Design Architect to create the Master Plan and Phase 1 thereof, with a contingency for any necessary associated permit fees.

As we have yet to formally retain the Design Architect, there will be no representative from their office and there will be no plans to discuss. Once the Design Architect presents the Board with the Master Plan, The Board will present the proposal along with the associated cost estimates and a time frame to the community for review and approval.

In closing, The Board has listened to, and is acting upon, your concerns and desires. Please show us your support going forward.

It is mandatory that we obtain a quorum at the special meeting in order to vote on this expenditure. You may attend either in person or simply by returning the enclosed proxy. The Board would ask that everyone return the enclosed proxy, or attend the special meeting in person, so that we may ensure we will have a quorum to vote on this important expenditure. The special meeting will be held solely for the purpose of conducting the vote on this expenditure, and we will need a majority of the unit owners who are present (either by proxy or in person) to approve this measure. No other matters will be on the agenda at the special meeting.

Respectfully,  
*Board of Managers*



## OUTLINE OF THE MASTER PLAN

### Landscape Master Plan

The scope of the project will involve the phased replacement of all property walkways, parking lots, site lighting, and select landscaping. The Master Plan process will be broken down into three phases as outlined below:

1. Initial Planning Phase
  - Conceptual property plan highlighting recommended areas to be renovated
  - Initial project phasing diagrams
  - Initial cost estimates based on phasing
2. Refined Planning Phase
  - Updated plans and estimates based on comments and recommendations from The Board.
3. Final Master Plan Report
  - Overall property plan showing full master plan and phased projects
  - Individual project timelines, cost and scope

### Phase 1 Site Renovation Project

The scope of the project will involve the replacement of all existing asphalt walks, as well as the replacement of all existing site light fixtures. The design process will be broken down into two phases as outlined below:

1. Design Development Phase
  - Review and possibly alter the Blacktop Sidewalk locations
  - Hardscape amenity space options for the "quad" and gazebo areas
  - Sidewalk material options
  - Site light fixture options
  - Presentation graphics for the above
  - Site lighting layout
  - Cost Estimations
2. Construction Document/ Project Specifications Phase
  - Site Demolition Plan
  - Site Layout Plan & Pavement Options
  - Site Materials Plan
  - Site Grading Plan
  - Site Construction Details

*\*All of the firms interviewed require a site survey from which all calculations and drawings will be based.*

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## NOTICE OF SPECIAL MEETING

### UNIT OWNERS:

Please take notice that the Board of Managers has called a special meeting of the unit owners to be held on February 22, 2019 at 10:00 o'clock in the morning, at the Barn of Westhampton Landings Condominium.

The purpose of this special meeting is to vote on authorizing a capital expenditure in the sum of \$ \$45,000 to have a Site survey completed and retain the services of a Design Architect.

Should you be unable to attend the special meeting, it is important that you promptly return the enclosed proxy ballot provided herewith for your vote to be counted.

You can return the completed proxy vote by  
scanning it and emailing it to: [info@westhamptonlandings.com](mailto:info@westhamptonlandings.com);  
faxing it to: (631) 288-6001;  
or mailing it to:

Westhampton Landings Condominium  
P.O. Box 1186  
Westhampton Beach, NY 11978

The Board of Managers recommends that you vote yes.

Board of Managers

Westhampton Landings Condominium