

Villas at Canandaigua

Board of Directors Meeting

Thursday, July 27, 2023

Agenda

Board Members : Paul Keitz, Dan Kwarta, Ken Carbone, Jim McMurray, and Patti Winn

Homeowners/Guests present: Jo Morgan, Richard Marcella, Barb Lipari, Cindy Brink, Barb and Andy Jarzniecki, Mike Goodman, David Scoville, Joyce Fiorentino, Gloria Baker, and ZOOM: Barb Goodman and Ed Seus

Called to Order

Pledge of Allegiance and Moment of Silence

Review for approval-

1. BOD meeting Minutes of June 22, 2023 for approval
2. BOD Workshop Meeting Minutes, July 20, 2023 for approval

ACTION: Paul motioned and Dan seconded to accept the BOD Minutes for June 22, 2023 and the BOD Workshop meeting minutes for July 20, 2023. All approved

Membership Participation: none

President's Message Paul Keitz shared the following

- WCI will start work on the final quad
- We will be working with the town of Canandaigua to close out with WCI properly
- Taxes on the common property was successfully readjusted at a lower cost

Financial/Treasure's Report – Dan Kwarta:

- Taken from the monthly Crofton financial report
 - Revenue for June 2023 \$ 41,027.00
 - Expenses for June 2023 \$51,494.22
- Balances as of 6/30/2023 (taken from Crofton-Perdue report)
 - Operating Budget (Checking at M&T) \$43,302.11
 - Reserve Identified (M&T Savings) \$129,115.48
 - CD reserve (at PNC, BEAL & Schwab) \$495,000.000
 - TOTAL \$667,417.59

Operating Budget – Fiscal year to date 4/1/2023 – 6/30/2023 (3 months)

- Total Revenue \$109,634.45
- Total Expenses \$113,440.61
- Surplus/Deficit -3806.16
- Fund Balance from last year \$47,108.27
- Checking Balance \$43,302.11

Dan questioned revenue spreadsheet accrual for Crofton. There was a discrepancy of \$4000 (black). Jim Manetta replied that Crofton does not accrue day to day spending/receiving. There is a detailed report at end of year with Audit. The Villas at Canandaigua would have to pay extra to have a detailed report. Much discussion took place. No action was taken.

Report from Property Manager:

1. Garage door from 5141 Cheshire Glen still needs to be repaired.
2. Bay Landscaping performed shrub trimming and will address designated arbs after shrub pruning is complete.
3. Many roofs leak report after recent downpours. All were assigned work orders.
4. Poretta will assess drainage issues at 3205 and 3262 Abbey Rd and 5135 Cheshire Glen Rd.
5. Cornerstone Outdoor Services to submit proposal to add topsoil and seed to curbing at front and rear circles and also around clubhouse driveway.
6. Marlin Painting to submit proposal to paint mailboxes.
7. The Audit is posted on website and available to any homeowner.
8. Letter to WCI for reimbursement to HOA has been sent.

Committee Reports -

Clubhouse – Cathie Shepard

- Pig Roast was a huge success. Thank you to Richard Booth and social committee members for the assistance.
- Raffle ticket sales were \$800. Half went to ticket winners and the other half went to Clubhouse.
- Cathie Shepard resigned as Chairperson of Social/Clubhouse Committee. Cindy Brink will be the new Chairperson.
- Cindy Brink resigned as Club Calendar/reservations. Jo Morgan will take over the Calendar/club reservation.
- Appreciation was made to Sue Thompson and Cindy Brink for creating and sharing Community monthly calendar. These are sent via e-mail. Hard copies available in clubhouse.

ACTION: Paul motioned and Patti seconded to accept resignation of Cathie Shepard as Clubhouse/Social Committee Chairperson and approved Cindy Brink to be the new Chairperson. All approved

ACTION: Paul motioned and Patti seconded to accept resignation of Calendar/reservations from Cindy Brink and accepted Jo Morgan to take over. All approved.

Finance– Dan Kwarta

- The finance committee met and projected the reserve to 2040. Please see panels displayed in clubhouse for specifics

Maintenance - Dan Kwarta

- After recent storm some roofs are leaking
- The bridge over the pond is in need of paint.

ACTION: Paul motioned to paint bridge and spend up to \$52.00. Seconded by Jim and all approved

Pool – Mike Goodman

- Mike reported that a great team is taking care of the pool!
- The State inspection of pool passed.
- Special appreciation to Judy Kwarta for maintaining daily am chemical balance, Bud and Jim for cleaning pool, and Ken for daily opening of pool.
- There is a need to update in house rules for pool added to state rules with new signage.
- Issue with pool use by club rentals. The clubhouse committee will address this at their next meeting.

Sunshine - Barb Lipari/Becky Gavitt

- Barb reported that 2 get well cards were sent out and one memorial was given.

Architectural/Landscape – James Mc Murray

ACTION: Paul motioned, seconded by Ken to reject Bare Hill for removal of Arbs at the cost of \$9194.00 and to ask for quotes from other companies. All approved.

Open Variance Requests –

- #105: Zaremba to add awning. Tabled for need of further information
- #106: Dutton to expand patio to 12' x 12' concrete patio.

ACTION: Jim motioned for approval of expanded patio, seconded by Ken. All approved.

- #107: Fletcher to have 10' x 12' concrete patio.

ACTION: Jim motioned for approval of patio, seconded by Ken. All approved.

ACTION: Paul motioned to appoint Jim McMurray as chairman of Landscape and Variance Committee, seconded by Ken, 4 Approved and 1 Opposed.

Old Business –

- Annual meeting, Oct 12th – next steps – review for dates
 - Proposed date of October 12, 2023 at 7 pm
- HOA Committee Mission Statements review/approval
 - Architectural and Landscape Committee –
Mission statement leave as is.

- Maintenance Committee –
Mission statement shared.

ACTION: Ken motioned to approve mission statements for Architectural/Landscape Committees, seconded by Dan. All approved

- Orientation Committee – Chairperson response
Propose combing Orientation and Welcome Committee with meeting next month.
- Pool Committee – Chairperson response
Mission statement tabled until next meeting.

- Exercise room TV and Main Room TV service - Status ongoing - Patti Winn
Bob Kayser will donate Roku for Main Room TV and will need to purchase second one for Exercise room pending function of Main Room TV
- Wire shelving – Front Closet Clubhouse - Completed - Paul Keitz/Ken Carbone
 - This was completed.
- Wire Shelving – West Pool room wall. – Paul Keitz/Ken Carbone
 - This still needs to be done.
- Plant reimbursement Policy – D. Kwarto
ACTION: Motioned by Paul to pay up to \$40.00 for plant replacement with homeowner responsible for maintenance and HOA and Landscape Company harmless for damage. Seconded by Jim. All approved.

New Business –

- Reserve Study – next steps –
 - We need to maintain quality of our community.

ACTION: Paul motioned to accept the Reserve Study as written to use as a guideline, seconded by Ken. All approved.

 - We will need a Workshop meeting at a later date to address the shortfall in long term.
- Roadway around clubhouse circle –
-see Jim Manetta's report
- Clubhouse Committee request - carpet cleaning – who, when, spot cleaning or all carpeting cleaning (fall or spring)
 - Fall clean has been budgeted. Board will need to contract out ASAP/

- Carp Replacement (4)
 - Four Carp were washed out by heavy rainstorm and need to be replaced to help contain weed spread in pond.

ACTION: Paul motioned to purchase 4 Carp up to \$40.00 each, seconded by Ken. All approved. Ken will work with DEC contact person to set a date when these will be placed in pond.

Membership Participation -

- Joyce Fiorentino questioned about cost to be incurred for mailbox refurbishment.
- Andy Jarzniecki questioned is there a way for Crofton to know who is not paying HOA fee.
- There was a question about communicating Audit via e-mail and save postage. The audit is available on the Crofton website.
- Paul is encouraged to attend finance committee meeting

Announcement: Dan Kwarta resigned from chairperson of Maintenance Committee effective September 30, 2023.

ACTION: Paul motioned to accept resignation of Dan from Maintenance Committee, seconded by Ken. All approved.

Next BOD Meeting –Thur.-Aug 24, 2023 at 10am - via Zoom and clubhouse

Close Meeting – Adjourned at 12:00 pm.