

# Villas at Canandaigua

## Board of Directors Meeting

Thursday, June 27, 2024

### Minutes

**Board Members present:** Paul Keitz, Ken Carbone, Jim McMurray and Patti Winn via ZOOM. Bob Kayser excused.

**Homeowners/Guests present:** Pat Barczak, John Baker, Dan Kwarta, Barb Lipari, Jim Francisco, Cathy Brink, and Gloria Baker

#### Called to Order

Pledge of Allegiance and Moment of Silence

**Membership Participation** - If you wish to speak, please announce your intentions to our recording secretary prior to the meeting start, so we do not miss anyone.

- Dan Kwarta – exercise equipment

#### Adds or Deletions to Agenda:

1. Add of variance Emmi Awning
2. #3 New Business – Action to find Reserve Study experts for VOC Update

**Review for Approval** - BOD meeting Minutes of May 23,2024

**ACTION: Ken moved to accept May 23<sup>rd</sup>, 2024 minutes, seconded by Jim. All approved**

**President's Message** - Paul Keitz -Thanks for patience with our Spring start up.

- Focus will be on Landscaping and Roadwork moving forward.
- BOD have met with legal counsel and TOD Code Enforcement officer as far as winding down of WCI

#### Financial/Treasurer's Report – Treasurer Executive Summary - For May 2024

1. Our Financials are in fine shape:
  - a. Our HOA has a total of \$75,969.24 available in our Operating Fund as of the end of May. Total operating fund Income for May was \$40,437.84 and paid expenses were \$38,996.47.
  - b. Our HOA has a total Maintenance Reserve Account of \$732,492.48 allocated for long term repair/replacement for identified reserve assets. Currently \$545,000 in CD's and \$187,492.48 in savings.

- c. Tentative plans are to move \$125,000 of the \$187,492.48 into another CD with Board of Director approval at the highest CD rate available with a term of one year or less. Once that occurs we will be carrying 4 CD's with various maturity dates.

Our HOA has a Total net worth of \$808,461.72 as of closing on 05/31/2024.

2. Treasurer's monthly reports are always available in the 3-ring binder outside of the HOA office.
3. Treasurer, Paul Keitz, is always available to address any questions you may have.
4. We have received our yearly audit and all is in order.

### **Report from our Property Manager - Jim Manetta –**

#### **Ongoing / New Business:**

- Bids are being sought to seal designated driveways this season: we've updated the number of driveways to be sealed to catch up on those that weren't done last season: Cheshire Glen: 14, Abbey: 38.
- A 4-year schedule for asphalt sealing was developed.
- Milling and resurfacing of the asphalt on the front circle was awarded to Ruston Paving.
- In addition to the front circle resurfacing, repairs will be made to the asphalt where Dyna Mole fixed underground drainage on Abbey and CG, as well as the driveway restoration at 5068 Chesire Glen where there was a water main break repaired.
- Uber Lawn & Landscape submitted a bid to provide snow removal /salting service for the 2024/2025 season. Board discussion and decision is forthcoming.
- 2-year pool permit was successfully renewed and is on display in the clubhouse. Good through 5/31/26.
- A 12-month \$100K CD was purchased at a 5% rate: matures on 4/15/25
- Mark Porretta completed work on 2 drainage issues:
  - o 3205 AR / 5135 CG: drain was filled in with stone
  - o 3262 AR: side yard next to entrance was topsoiled, graded and seeded.

### **Committee Reports -**

#### **Clubhouse - Cindy Brink**

- Luau last month was well attended and went well
- 4<sup>th</sup> of July hot dog for Thursday social hour on the 4th
- Garage sale is upcoming
  - o Signs will be posted for parking
  - o 6 people doing parking control

#### **Finance - Paul Keitz**

- Went over Crofton report
- Finance Committee recommends and supports hiring an outside reserve consultant firm to update our reserve needs.

- Look for opportunity to reduce refuse cost: possible reduction in number of units serviced during the winter and moving to an average throughout the year. Crofton will communicate with Waste Management regarding this.

### **Building and Grounds Maintenance - Bob Kayser**

1. Repaving has been scheduled for the Clubhouse circle, the 2 areas on Abbey Road and Cheshire Glen where storm drain repairs were made last fall, and the driveway on Cheshire Glen where watermain repairs were made. Pavement milling (grinding) is scheduled for Friday July 12, and paving will be done on Monday the 15th. Should weather interrupt this schedule, we try the paving on July 22<sup>nd</sup>
2. The Board met with the owner of the landscape firm to express its dissatisfaction with certain elements of the lawn care, weeding, and mulching. In particular we emphasized the importance of supervision of staff and assuring that all areas are complete at the end of their visit. Some improvement has been noted but we will continue to insist on contract compliance. Looking for another company.
3. The list of plantings in need of replacement has been developed and it is anticipated that we will have the types of replacement plants identified by the end of July. Once that has been accomplished, we will seek bids for the work which will be done in the fall.
4. Door and other painting are in the process of being bid, and will begin when a contractor has been identified.
5. A number of folks have stepped forward to help with all the tasks under way to keep our Community looking great. Any other volunteers would be welcome. Please contact Bob Kayser.
6. "Do Not Trim" signs are still available for those with custom plantings or those who wish to trim bushes and shrubs themselves. The price is \$3.25 each. Please contact Bob Kayser.

### **Pool - Jim Francisco**

- Volunteers have been doing a great job.
- Anyone visiting under 18 does need to be supervised by resident.
- Carry out everything that you carry in.
- Working on putting together roller for the cover and getting it to work.

### **Sunshine - Barb Lipari**

- 3 get well cards and one flower arrangement were sent out.

### **Architectural/Landscape - James McMurray**

Open Variance Requests –

- Ray Yelle – 3237 Abbey Rd. - Crofton #119 – Display for an American Flag

**ACTION: Jim McMurray motioned to approve display of American Flag at 3237 Abbey Road, seconded by Ken. All approved.**

- Patricia Emmi -3228 Abbey Rd. – 12’ x 13 ‘ Awning for patio

**ACTION: Jim motioned to approve an awning at 3228 Abbey Road., seconded by Ken. All approved.**

## **Old Business -**

1. Betsy Cox - Memorial Plaque – 5” x 7” with appropriate wording – Paul Keitz is in process
  - Carry forward to next month.
2. Bids Status on 32 driveways that require sealing this year. - Jim Manetta
  - Needs to still go out to bid
3. 2023-2024 Audit review and approval – BOD  
**ACTION: Ken motioned for Paul to sign management representation letter accepting audit report to approve the audit review, seconded by Jim. All approved.**
4. Per Trip snow management vs Contract – BOD discussion
  - Still in discussion and getting bids
5. Ruston Status for front Circle Resurfacing along with Cheshire Glen /Abbey Rd repair as well as Driveway restoration at 5068 Cheshire Glen Rd. See #1 in Building and Grounds report.
6. Major highlights from meeting with Mike Murphy - TOC Code Enforcement Officer -BOD comments
  - Lower pond will need to be dredged – the town will make sure it is lowered to the designed depth shown on the BME and verified by the Town.
  - South border stream on our HOA property is ours to clean if so desired.
  - Woods at edge of property, designated 9+ acres of conservation land, leave as is. We do not have to do any clearing, etc of the property. We can have it posted to restrict hunting/trespassing.
  - Die test was done on sink hole and it went all the way through.

**ACTION: Ken motioned for Poretta to send a scope down through pipe at sink hole to make sure there is no break or leak for \$301, Jim seconded. All approved.**
7. Major highlights from Meeting with HOA attorney - BOD action follow up actions – Discussion
  - Recommend that a professional engineer to review BME drawings for all phases to determine what WCI has implemented and document what they have not before closing of property.

- Review section 402 of the NYS – Not for Profit Law – to see if we are taking advantage of all in regards to Tax exempt status.
- Legal counsel has been in contact with WCI as to thoughts as when they will move to transfer all to the HOA. We will be provided with info as things develop.

### **New Business -**

1. Approval for purchase of 4<sup>th</sup> CD in Reserve Account – Remove \$125, 000 from Cash Reserve Account for purchase of CD – BOD discussion/ approval

**ACTION: Ken motioned to approve purchase of 4<sup>th</sup> CD and removal of \$125,000 from Cash Reserve Account to purchase of CD, seconded by Jim. Approved by all.**

2. Bids required for shrub/tree fall replacements – discussion – Bob Kayser
  - See #3 on building and grounds report
  - A comprehensive list has been created and Bob will be working with Ray Yelle on this.

### **Membership Participation –**

- Cindy Brink asked about awning on Canterbury Model – have not been approved if attached to brick work.
- Dan Kwarta requested that bulletin board outside of HOA office be updated and BOD minutes be available in a binder outside of the office.
- Paul has heard questions regarding insurance. Bonnie Gianta from USI Insurance and will come out to give a seminar for community members to go over any questions. Need to set a date.

### **Next BOD Meeting - Thur.- July 25, 2024 at 10am - via Zoom and clubhouse**

- July 20<sup>th</sup> BOD coffee will be cancelled for the 20<sup>th</sup> community garage sale.
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**Close Meeting at 10:55 am**