

**Townhomes of Eastbrooke Condominium  
Board of Managers Meeting  
January 5, 2021 6:30 pm – Zoom Meeting**

**Board members present:**

**Phase I: George Abraham, Leonard Marks, Joann Arcarese**

**Phase II: Wendy Fraction, Kathleen O'Brien, Rebecca Zeiner**

**Phase III: Ava Fair, Danielle Wells, Karl Heath**

**KENRICK CORPORATION Attendees: Jeff Gillette, Laurie Krenzer, Hans Rozestraten**

**Homeowners: Mark Wheten (404), Sharon Yockel (513) – left meeting at 6:45 pm**

**1) Call to Order:**

- a) Monthly BOM Meeting was called to order at 6:31 pm by President Karl Heath
- b) Welcome to the new EB webmaster Sharon Yockel. Sharon has lived at EB for 31 yrs. She begins her training tomorrow w/former webmaster Perry Lenz. BOM members will be reaching out to help Sharon acclimate to her new position.

**2) Review Agenda:**

- a) Add to executive session - Landscaping variance
- b) Add to unfinished business – follow up on previous action items

**3) Open Forum: no homeowners in attendance had concerns**

**4) Review of the December 8, 2020 Meeting Minutes:**

- a) Correction – Item 9 in unfinished business– strike BOM names from motion
- b) George Abraham made a motion to approve December 8, 2020 meeting minutes. Seconded by Wendy Fraction. Approved, unanimous.

**5) Review of November 2020 Financial Statements for Townhomes of Eastbrooke Condominium and Brighton Eastbrooke:**

- a) Following clarification of some terminology and explanation that some items are billed monthly/quarterly/annually, a motion was made by Kathy O'Brien to approve the November 2020 financials. George Abraham seconded. Approved, unanimous.
- b) Clubhouse Taxes – recent tax bill includes pure water (aka sewer) assessment. Clubhouse total tax is less than \$10 p/year.

**6) Committee Reports / Updates:**

- a) **Landscape:** Joann Arcarese
  - i) Wants to discuss what & where to plant in spring with Hans & Jeff.
  - ii) Benches – still need BOM members to send bench location suggestions to JoAnn, [joannivanik@gmail.com](mailto:joannivanik@gmail.com). Also look at bench styles. Add to February Agenda.

- iii) Bristol Garden Center - Kenrick to check with them regarding setting up an in-house account. BGC will only do if attach a credit card to account, BOM not interested in that.
- iv) Jeff/Hans to provide quantity of mulch ordered in past years. A suggestion was made to lower quantity & cost for association, that only mulch in front of condos, not in rear. **ANSWER: 160 yards p/phase**
- b) **Maintenance:** Karl Heath
  - i) New snowblower was not budgeted for in 2020-2021 budget. Be sure to add into 2021-2022 budget.
  - ii) Clubhouse storage building – Keuka Valley Builders completed building. Presently getting bids for building electric – have bid from Ebert Electric. Need bids for 6” gutters for storage building
  - iii) Staff to lock new storage building
- c) **Rules Committee:** Wendy Fraction
  - i) New Rules are complete, Laurie has updated document & sent to Wendy for review. Wendy OK'd. Remove from future agendas.

7) **Kenrick Reports:**

- a) **Property Manager Report:** Hans Rozestraten (see attached)
- b) **Superintendent Report:** Jeff Gillette (see attached)
  - i) Jeff was able to tie into 2 video cameras at shop and view 2 local traffic cameras so he can see weather at EB from his on phone when home.
  - i) Staff checking violations from walk-around and communicating w/Kenrick Admin regarding violations
  - ii) Staff checking meters/utility boxes around property. Many not secured to building.
- b) Ground water elimination - Armstrong Waterproofing beginning prep work (permits, etc.) for February 2021 to hard pipe building gutters to storm sewer drain.
- c) **Unfinished Business**
- d) **Follow Up on items**
  - i) BOM Binders – George & Rebecca need BOM Binders. All members need updates. Bring to Feb 2021 mtg.
  - ii) Door replacements – HO who have not replaced the 15-panel original front doors yet are still being fined monthly.
- e) **Clubhouse Bathroom Remodel**
  - i) Karl to contact Daryl @ Exceptional Exteriors for quote
  - ii) Kathy, Wendy & Becky will work as Clubhouse décor committee.
- f) **Banks fees** – Anita in process of speaking with banks.
- g) **CAI Membership** – Laurie added new BOM Members to list.
- h) **Collection Attorney** – Karl made a motion to give the Property Manager permission to discuss the foreclosure process Relin, Goldstein & Crane LLP. Kathy seconded. Motion approved, unanimous. What are collection policy thresholds?

### **New Business:**

- i) **Walkaround Violations:** Ph 2 & 3 are in process of being re-checked by staff.
- j) **Full-time Administrative Assistant:** Wendy Fraction (BOM Liaison to Kenrick) met w/Anita Smith. 2020-2021 EB Budget has adequate funding to hire a full-time Admin Assist. Wendy Fraction made a motion to hire a full-time admin assist. Seconded by Joanne Arcarese. During discussion it was requested to get a specific breakdown of salary, taxes & benefit costs prior to voting on this motion. Motion tabled at this time.
- k) **Kenrick/BOM meetings** – Anita, Kenrick CEO, will attend the monthly BOM Mtg on a quarterly basis beginning with the March 2, 2021 meeting. She will address the BOM at the beginning of the meeting, unless there is an HO issue that would take precedence.
- l) **Kenrick/Wendy meetings** – Wendy (& possibly Karl) will be meeting with the Property Manager, Admin & Superintendent on a weekly or bi-weekly basis for item updates, variances & payment review. Wendy to set up initial meeting.
- m) **Point of Contact to Kenrick** – according to our management contract with Kenrick, there is to be 1-point of contact between the BOM & Kenrick. That contact will be Wendy or Karl. This eliminates Kenrick staff receiving directives from all BOM members, which is counter-productive and confusing. In case of an emergency, any BOM member should contact Kenrick.
- n) **Parking Maps** – need updating as map was made prior to 2009 & is said to be incorrect. On-site staff will work w/Wendy to update the map and provide to Kenrick & HO.
- o) **Variances** – most variances go to the BOM President for review & decision on basic requests. If HO is requesting a change to the common area property, those variances are to be brought before the entire BOM for a decision.

**Adjournment to executive session:** Certain items were reserved for executive session.

George Abraham made a motion to adjourn meeting at 8:45 pm. Joann Arcarese seconded. Approved, unanimous.

Respectfully submitted by,

*Laurie Krenzer*

Laurie B Krenzer  
Kenrick Temporary Administrative Assistant  
to Townhomes of Eastbrooke Condominium