

**Townhomes of Eastbrooke Condominium
Board of Managers Meeting
March 2, 2021 6:30 pm – Eastbrooke Clubhouse**

BOARD MEMBER Attendees:

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

* Via Zoom

KENRICK CORPORATION Attendees: Hans Rozestraten, Anita Smith, Jeff Gillette, Stephanie Knapp

Quarterly briefing: BOM held a quarterly meeting with Anita Smith prior to the Board Meeting

Homeowners in attendance:

Mark Wheten (405); Dan Li (497)

1) **Call to Order:**

a) Monthly BOM Meeting was called to order at 6:50 pm by President Karl Heath

2) **Open Forum:**

a) Dan Li (497) –received a letter about front door replacement and is not sure what he needs to do (submit an after the fact variance). Karl requested Kenrick assist HO in completing an after the fact variance and getting it approved for him. Also had a question about a sheet over the door, through discussion the Board gave permission to have the sheet between the front entry door and storm door. Third question about plants on the pergola – he will need a variance.

3) **Review Agenda:**

a) Wendy would like to add Lifeguard Manual under new business "E".

4) **Review of the February 2, 2021 Meeting Minutes:**

a) George Abraham made a motion to approve February 2, 2021 meeting minutes. Seconded by Wendy Fraction. Approved, unanimous.

5) **Review of January 2021 Financial Statements for Townhomes of Eastbrooke Condominium and Brighton Eastbrooke:**

a) Question from Kathy – \$21,000 for the water bill. Was explained that the \$21,000 is a once-a-quarter expense.

b) Wendy asked if Amazon has been contacted to get rid of expense.

c) A motion was made by Kathy O'Brien to approve the Townhomes of Eastbrooke January 2021 financials. Joanne Arcarese seconded. Approved, unanimous.

d) A motion was made by Kathy O'Brien to approve the Brighton Eastbrooke January 2021 financials. Joanne Arcarese seconded. Approved, unanimous.

6) **Committee Reports / Updates:**

- a) **Landscape:** Joann Arcarese
 - i) Would like to proceed with buying trees within this budget year. Discussion of when to spend budget money and what to spend it on – trees, spring plantings, foundation plantings. Joann can work directly with Jeff Gillette on the landscaping plans; Wendy has asked to be copied on any correspondence
- b) **Maintenance:** Karl Heath - No updates
- c) **Rules:** Wendy
 - i) Were updated to include no colored lights and no plows
 - ii) Updated copies are on website and being included in welcome packet for new homeowner
 - iii) Printed copies were given to BOM w/March 2021 Mtg packets

7) **Kenrick Reports:**

- a) **Property Manager Report:** Hans Rozestraten (see attached)
 - i) Item 8 – moved into executive session
 - ii) Danielle – budget goals – asked that the list be reformatted so it doesn't look so confusing – Anita will work with Laurie on this.
- b) **Superintendent Report:** Jeff Gillette (see attached)
 - i) Question about removing icicles. Staff concentrated on over sidewalks or entranceways. Didn't focus as much on the sides, backs or garages

8) **Unfinished Business**

- a) Clubhouse/Bathroom remodel – update
 - i) Wendy – may add another fan into the middle, looking for recommendations, looking at other paint colors and different pictures. Karl's contractor is unavailable, will need another contractor to do the remodel. Would like to discuss at next meeting with Hans and Laurie
- b) Full time admin – LBK/Hans
 - i) Kenrick is reviewing resumes and has three potential ones
- c) January 21, 2021 Accident at Maintenance Building update – Hans
 - i) Truck still at Rochester Collision Center. Eastbrooke's Insurance carrier (Erie Insurance) is going to look at it and then will give an assessment
- d) Benches – Joann
 - i) Joann sent email about sites and ideas for benches – 4' long, no arms, about \$300 per bench. Board would have to put a line item in the 2021-2022 budget.
 - ii) Karl brought up liability with having the benches on the property. Should consider potential litigation if an accident happens – run it by attorney and insurance before a decision is made.
 - iii) Wendy asked if anyone would actually use the benches. Maybe get a few and put them around, to see if they are used?
 - iv) Kathy question about kids on skateboards – would they potentially want to use the benches with their skateboards?
- e) Ground water elimination – Hans
 - i) We are next on list – should start in couple weeks

- f) Access to refuse storage closet – Ava
 - i) EB does not remove snow in front of the refuse storage closets. There are roughly 30 units on the property that only use those for their garbage. One unit owner has asked if there can be an exception to clear snow in front of one closet because she is elderly. BOM must be consistent.
 - ii) The maintenance staff is not to use snowblowers on the grass.

9) **New Business:**

- a) Lifeguards for 2021 summer – LBK
 - i) Via Email Laurie reached out to all 15 from last summer, five replied, three will be coming back. It's an ongoing process. Will place sign on French Rd, once snow piles are gone
- b) Old pool furniture – Ava
 - i) Where is old furniture that was in decent shape? Jeff said they disposed of the worst of it, and will be going through the rest as time allows and weather improves
- c) Homeowner Questionnaire form – Ava/Wendy
 - i) Stephanie C. had started updating the Homeowner Questionnaire form for on-line use, but it wasn't completed, last one was from August 2020. The questionnaire was to include cars, pets, how many people live there, etc. Laurie to check status
- d) Wheeled recycling totes – Wendy
 - i) Is there a way to get them with wheels? Casella does it. The question would be where to store it? It may add to the monthly bill.
- e) Question on 2016 lifeguard manual - would like to know if it's been updated since then? Anita answered that it needs to be updated annually when the pool permit is application is completed

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

Kathleen O'Brien made a motion to adjourn meeting at 8:29 pm. Joann Arcarese seconded. Approved, unanimous.

Respectfully submitted by,

Stephanie Knapp

Stephanie Knapp
Temporary Recording Secretary
Townhomes of Eastbrooke Condominium

Reminder: Next meeting is April 6, 2021 @ 6:30 pm.