

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

MEETING DATE / TIME: Tue., Apr 18, 2023; 7pm

LOCATION: via Zoom

DIRECTORS PRESENT:

- | | | |
|-------------------|-----------------|----------------|
| • Chris Burgasser | • Kay Johnston | • Bill Shaheen |
| • Marilyn Cushman | • Brian Miller | |
| • Mike Feldmeyer | • Karen Serinis | |

DIRECTORS ABSENT:

HOMEOWNERS PRESENT:

- | | | |
|--------------------------|-----------------------|---------------------|
| • Graham, Anne Gorst (3) | • Jerry Urlaub (31) | • Mike Serinis (36) |
| • Doug Burgasser (10) | • Jeff Hare (33,35) | • Sue Gresh (44) |
| • Anne Hermann (22) | • George Cushman (34) | • Donna Wenk (52) |

OTHERS PRESENT:

- Barry Smith, Portfolio Manager, Kenrick Corporation

AGENDA:

Call to Order

The meeting was called to order at 7:00pm by President Karen Serinis.

Homeowner Concerns

- Donna Wenk will contact Davidson's Pest Control to see if THI residents can get a group discount. UPDATE: Davidson's will charge \$200/household if scheduled by April 30.
- KMC will seed the bare spots opposite 44 Island Lane

Approval of the Meeting Minutes from March 21, 2023, Board Meetings

Meeting minutes were approved by THI Board of Directors via e-vote on Mar 28, 2023. The minutes are posted on the THI website.

Treasurer's Report - Review & Acceptance of Financial Reports for February, March 2023

Motion to accept: Marilyn Cushman; Second: Karen Serinis; Approval: Unanimous

See Attachment A for Treasurer's report.

Committee Reports

- **Architecture:** Pete Gresh will join the Architectural Committee.
- **Building:** See Attachment B. Building Committee will notify homeowners of air conditioner surrounds coming down. Painters will be on site later this spring to paint exposed areas.
- **Dock:** See Attachment C for Dock report. An update on the Dock Replacement project is scheduled for the Annual meeting. An RFP will go out next week for the removal of old and installation of new docks.
- **Landscape:** See Attachment D.
- **Roadway:** Repairs from snowplow damage will be completed.
- **Social:** See Attachment E.

Management Report

Barry Smith reviewed the most recent Management Report. Six quotes for insurance policies were received; premiums increased, in part, due to property value increases. Until a new Administrative Assistant has been assigned to THI to replace Charlene Luffman, residents are asked to email kcadmin@kenrickfirst.com.

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

Old Business

- **Security of THI documents on Kenrick website:** Barry Smith and Jerry Urlaub are scheduled to connect next week.
- **Downspouts / siding follow up on #44:** Siding is complete; downspouts to be installed after caulking is complete.
- **#33 driveway repair:** Karl will repair damage from plow work.

New Business

- **Reserves**
 - The following was unanimously approved by THI Board of Directors on March 28, 2023: Move \$150,000 from Building Reserves to Dock Reserves.
- **Deck Replacement Reimbursement Program**
 - The following was approved by THI Board of Directors on March 31, 2023: Amended *Deck Replacement Reimbursement Program* policy. The Mar 31, 2023, policy supersedes the one dated Apr 7, 2021. See Attachment F.
- **Variances**
 - The following was approved via e-vote by THI Board of Directors except Kay Johnston (abstained) on March 27, 2023: #29 Johnston, Replace four front windows. Exceptions: Use the same exterior color when replacing the large front 2nd floor window; order the windows upon variance approval; date of installation depends on Building Committee siding order.
 - The following was approved via e-vote by THI Board of Directors except Kay Johnston (not available) on April 3, 2023: #5 Verbofsky, Replace back deck. Exceptions: Work should not start until building permit obtained.
 - The following was approved via e-vote by THI Board of Directors except Chris Burgasser (abstained) and Kay Johnston (not available) on April 4, 2023: #10 Burgasser, Front deck step installation. Exceptions: None.
- **Board of Directors Elections**
 - Three positions on THI's Board of Directors will be up for vote at the Annual meeting. Two Directors have reached term limits; the third Director is eligible for another two-year term. Residents are encouraged to contact any current Board member if interested.

Next Meeting

Tuesday, May 16, 7pm

Adjournment

Motion to adjourn: Marilyn Cushman; Second: Mike Feldmeyer; Approval: Unanimous
Meeting adjourned at 8:08 pm.

Respectfully submitted,
Marilyn Cushman
Secretary

Towne Harbour Association

March 31, 2023

Treasurer's Report

The financial report as included in the Board package reflected a weaker picture than we have seen over the past several months. In the prior year, as previously noted, the net income for the HOA was better than expected due to management of expenses as well as using some reserve funds throughout the year to offset overruns. As we move into the second month of the new year revenues continue to be right on budget.

However, expenses through the first two months are significantly higher than expected primarily due to building repairs which are over budget by over \$30,000. The expenditures were attributable to higher repairs needed as follows:

Units 20	\$ 6,192
Unit 29	\$ 5,089
Unit 42/44	\$ 21,191

For details as to what these expenditures were attributed to please see the buildings report.

Other than that, expenses were generally in line with anticipated. As we move forward into the year if these building expenses continue at the present rate we'll have to dig into reserves to cover which will lead to an assessment in the 2023-2024 period.

The deposit payment to Structurmarine as agreed to with the signing of the dock replacement contract was made in early March to the tune of \$ 209,128. As per the agreement we are then scheduled to make progress payments as materials are manufactured in early August. Therefore, it is very important that we all pay the \$12,000 assessment as quickly as possible once billed by Kenrick.

If any questions email me at wshaheen@whitneycompany.net

NOTES FROM DOUG BURGASSER: April 13, 2023

Just went over a few things with Rich this morning.

- *He now has caulk and is doing the caulk work at 42/44.*
- *We are still waiting for a decision from the owner of 42 regarding his balcony repair.*
- *A final decision has not been made by the homeowner of 29 regarding windows for the front of her unit.*
- *We are checking with the owner of 34 regarding window arrival.*
- *A variance has not yet been submitted for window replacement at 27*
- *The dormer window at 28 is installed. Siding to be installed shortly (by KMC).*
- *Once caulking is complete on #6 dormer, the work platform will be removed from the roof.*
- *Small repair at the front of #3 is complete. Caulking to be performed.*
- *The building committee will arrange for letters to be sent to various homeowners regarding removal of A/C enclosures that are in poor condition.*

Kenrick Maintenance Corp: PROPOSAL AND ACCEPTANCE

Proposal submitted to: Towne Harbour Island Lane Canandaigua, NY 14424	Date of Proposal: 10-20-2022 Job Description: Building repairs 2022/2023 Email: Job Location: THI
---	--

Towne Harbor Island Dock Committee Report ~ April 18, 2023

Towne Harbour Island docks Open on May 1st. Please stay off of the docks until then!

Billy will be repairing and replacing dock boards as needed in the spring. Walk-around was done on April 11th. As the water levels fluctuate, the docks can become tilted and/or “hung up”. If you see something that needs immediate attention, please let us know ASAP.

2023 primary boat slip letters, applications, assignments and maps will be mailed out in April. Please complete & return to Kenrick with all documentation prior to mooring any watercraft.

The Dock Committee / LaBella will be requesting proposals/bids for the new dock system site work and installation soon. The goal is have them in by approximately May 1st for our review.

We still have lots of planning and work to do, but we look to have the site contractor identified within the next couple of months, with the goal of site work and installation starting in the fall of 2023, with new dock installation and completion by summer of 2024.

All homeowners are required this season to submit all boat/watercraft current registration and insurance information to Kenrick, prior to mooring any boats/watercraft this season.

If anyone plans on not using their assigned second slip for the 2023 boating season, please let us know by May 1st. 2nd slip letters/assignments with payment requests will go out April 11th.

Second Dock Request List in order as of 04/13/2023:

1. Burgasser ~ #10 ~ Added 05/15/2021.
2. Franz ~ #13 ~ Added 06/07/2021.
3. Serinis ~ #36 ~ Added 08/12/2021.
4. Dailey ~ #28 ~ Added 12/08/2021.

Dock Committee Members as of 04/13/2023

Mike Feldmeyer ~ Chairperson and Board Liaison

Doug Burgasser

Doug Merrill

Marcus Franz

Russ Young

Brian Miller

Peter Green

Bill Gauthier

Jack Dailey

Landscape Report April 2023

1. Front Entrance Project.

- a. Demolition taking longer than anticipated - Sue to follow up with Billy as to date of completion.
- b. (4) 8' Concolor Fir trees to be delivered and planted the end of April dated TBD
- c. Question re: survey lines with Holiday Harbor – Marilyn to follow up with Paul Bringewatt and Mike Serinis. Spring Valley Nursery to order stake out prior to planting.
- d. Lighting/electrical source; Discuss with Doug Burgasser and Brian Miller to determine if we need to hire an electrician to run the LED low voltage wiring for the up lighting on the trees and sign.
- e. Delivery of stone/boulders; Chris will be the contact person because Sue will be unavailable from May 8-May 17th.
- f. THI sign is still in the design phase, Chris has been in discussions.

Committee Members:

Sue Gresh

Donna Greene

Chris Burgasser

Marilyn Cushman

Anne Gorst

Mike Serinis

Donna Schnapp

Kevin Wenke



TH1 similar design
(3) trees on Suckerbrook
(1) tree on opposite side



Concolor Fir

Abies concolor

Due to high demand, Concolor Fir transplants will be in limited supply for delivery in Spring of 2022. If you find the size you want is out of stock, and would like a one-time email alert when more stock becomes available, please enter your email address in the appropriate field above and click "Notify Me".

The Concolor Fir has been steadily gaining popularity as a Christmas tree in recent years. This conifer exhibits a blue-green color, with longer needles than most other Fir trees. The needles remain on the tree long after cutting. The needles have a pleasant scent, described as citrus or orange-like. Able to tolerate both the cold and the heat, this tree will grow in southern regions where others will not.

Sometimes known as the White Fir, this evergreen is widely used in the home landscape. Generally disease and pest resistant, this Fir tree makes a good alternative to other evergreens such as Colorado Blue Spruce, White Spruce and Black Hills Spruce. Buy Concolor Fir seedlings from our nursery today!

Plant Type: Evergreen, bare-root

Zones: 3-7

Soil Type: Loamy & Sandy Soils

Site Selection: Full Sun, Partial Sun

Mature Height & Width: 30-50' Height and 15-25' Spread

Growth Rate: Slow/Moderate - 10-18" per year once established

Moisture Requirements: Average



BL50-LED

(4 watt MR11 LED lamp included)



[Specification Sheet](#)
[Installation Details](#)



BL110-LED6W

(6W MR16 LED lamp included)

BL110-LED5W

(5W MR16 LED lamp included)

BL110-LED4W

(4W MR16 LED lamp included)



[Specification Sheet](#)
[Installation Details](#)



BL200-BT

(Integrated LED Bluetooth Fixture)

BL200-LED6W

(6W MR16 LED lamp included)



BL200-LED5W

(5W MR16 LED lamp included)

BL200-LED4W

(4W MR16 LED lamp included)



[Specification Sheet](#)
[Installation Details](#)



BL300-BT

(L PAR36-LED-bt lamp included)

BL300-LED10W

(10W PAR36 LED lamp included)

BL300-LED8W

(8W PAR36 LED lamp included)

BL300-LED4W

(4W PAR36 LED lamp included)



[Specification Sheet](#)
[Installation Details](#)

Towne Harbour Board Update

April 2023 Social Committee

- 1. "Any Book" Book Club – meetings will resume in May.**
- 2. Spring Event - 3rd annual corn hole tournament to be held Saturday May 20th. Details to follow.**
- 3. New directories - were distributed to each mailbox. Thank you Donna Greene. If you did not get one please let me know as we have some spares left.**
- 4. Annual dinner/homeowners meeting - Tuesday, June 20th. Venues being explored. Details to follow.**
- 5. Committee - looking for new members and/or chairperson. Need some fresh ideas!**



**Towne Harbour Association, Inc.
Board of Directors
Canandaigua, NY 14424**

AIR CONDITIONER SURROUND DESIGN GUIDELINES

ADOPTED by Towne Harbour Association, Inc., Board of Directors 01/24/2023

Background:

- As of 1/24/23, it is noted that 26 of the air conditioner surrounds have been removed from residences, leaving 20 in existence.
- There have been several professional installers of air conditioning units that have stated that no surround is preferred, as it may impede air flow around the unit, needed for efficient operation. One went on to say that a confining surround may invalidate the unit's warranty.

Recognizing such, Towne Harbour Island's BOD has voted to confirm the recommendation made by the Architectural Committee in 2017, as follows:

- The HOA will continue to paint wooden surrounds in **good condition** during regularly scheduled painting of the townhomes. However, once existing enclosures have deteriorated to the point where they do not warrant maintenance, **as determined by the Building Committee**, homeowners will be advised that they will be removed at HOA expense, and not replaced.

Be advised that, at any time:

- Homeowners may remove wooden surrounds themselves; no variance required.
- Homeowners may request the Building Committee remove the surround at no cost to the homeowner; no variance required.

Once a wooden surround is removed by the homeowner or the HOA, it is the homeowner's responsibility to ensure an aesthetically pleasing appearance for the unit. This may include a new base, at homeowner's cost. Homeowner's may, at their cost:

- Put nothing around the air conditioner unit.
- Put plants/shrubs around the air conditioner unit; Landscape Committee variance required.