

TOWNE HARBOUR ASSOCIATION, INC.  
ANNUAL MEETING  
Tuesday, June 21, 2022, 7pm  
Canandaigua Country Club  
One Fallbrook Park, Canandaigua, NY 14424

**1. Welcome**

President Karen Serinis called the meeting to order at 7pm. Towne Harbour (TH) homeowners present for the business meeting:

- |                               |                                 |                              |
|-------------------------------|---------------------------------|------------------------------|
| • Maggie, Paul Bringewatt (2) | • Sandra LaBella (25)           | • Donna, Pete Greene (40)    |
| • Anne Platts (3)             | • Joan, Jack Dailey (28)        | • Paulette, Bob VanSice (42) |
| • Moe, Russ Young (8)         | • Kay Johnston (29)             | • Sue, Pete Gresh (44)       |
| • Chris Burgasser (10)        | • Deb Martin, Doug Merrill (30) | • Gail, Tom Schirmer (46)    |
| • Lorraine, Tom Donaher (12)  | • Diane, Jerry Urlaub (31)      | • Judy, Brian Miller (48)    |
| • Tammy, Marcus Franz (13)    | • Marilyn, George Cushman (34)  | • Ivette Shaheen (50)        |
| • Julio Ferreira (14)         | • Karen, Mike Serinis (36)      | • Donna, Kevin Wenk (52)     |
| • Sue, Bill Gauthier (15)     | • Nancy Lynch (37)              |                              |
| • Zina, Rich Hocker (24)      | • Donna Berst (38)              |                              |

**2. Introduction of Board Members**

Karen Serinis identified current Board members and positions:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| • Karen Serinis, President         | • Chris Burgasser, At large         |
| • Brian Miller, Vice President     | • Mike Feldmeyer, At large (absent) |
| • Bill Shaheen, Treasurer (absent) | • Kay Johnston, At large            |
| • Marilyn Cushman, Secretary       |                                     |

**3. Introduction of Kenrick**

Karen Serinis introduced Kenrick staff and thanked them for their service to the HOA:

- Barry Smith, Portfolio Manager, Kenrick Corporation
- Charlene Luffman, Administrative Team Lead, Kenrick Corporation

**4. Proof of Notice of Meeting and Verification of Quorum**

See Attachment A for *Proof of Notice of Meeting*. A quorum of homeowners was confirmed.

**5. Approval of 2021 Annual Meeting Minutes**

Motion to accept: Marilyn Cushman; Second: Kay Johnston; Approval: Unanimous

**6. Volunteers for Inspectors of Election**

Deb Martin and Kevin Wenk volunteered as Inspectors of Election.

**7. Voting and Collection of Ballots**

Ballots were distributed and collected for tallying along with proxy votes.

**8. Management Report**

Barry Smith presented Kenrick Corporation Management Report. See Attachment B.

**9. TH Board of Directors Report**

Karen Serinis reviewed 2021 Board highlights:

- Building improvements
- Roadwork
- Progress on information gathering for new docks project

And outlined 2022 Board priorities:

- Docks
  - Sucker Brook docks must be replaced ASAP due to concerns of safety, maintenance, walkability, aesthetics. Funds will come from reserves.
  - Replacement of North Channel and West Channel docks can be funded through 1) a very large special assessment or 2) a loan. The Board's concern is that a large special assessment would place undue burden on current owners, whereas a loan would spread the cost and the responsibility for the project between current and future owners/users of the docks. The loan would be paid via modest changes to monthly and special assessments.

**10. Committee Reports**

- Finance: In his absence, Karen reviewed Bill Shaheen's Treasurer's report. See Attachment C.
- Architectural Standards: Mike Serinis, Committee Chair, introduced members of the Architectural Committee. He asked that homeowners review the THI website at <https://kenrickfirst.com/towne-harbour-association/> for support documents for variances. Guidelines and instructions can be found under *Property Forms & Information*.
- Building: See Attachment D for the June 2022 Building Committee report. Karen thanked Doug Burgasser, outgoing Committee Chair, for all his hard work and noted the Board is looking for a new committee chair.

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June 21, 2022 Annual Mtg Minutes, page 2
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- d. Docks: See Attachment E.
- e. Landscape: See Attachment F. Sue Gresh, Committee Chair, thanked committee members for their work this year. Sue presented a gift to Moe Young, outgoing committee member, for her years of service to the committee and THI.
- f. Roadway: See Attachment G. A homeowner asked if TH roadways would be sealed this year. Committee Chair Paul Bringewatt indicated they would not.
- g. Social: See Attachment H. Donna Wenk, Committee Chair, thanked members of the committee. She encouraged every household to be represented on at least one committee.

**11. Annual Meeting Questions / Open Forum**

A homeowner asked if TH was still on a 4-year painting cycle. Russ Young, member of the Building Committee, indicated that painting is now following maintenance. If people have painting needs, they should contact Russ.

In response to the question of whether new docks would be floating or permanent, it was noted that they would be floating.

Homeowners were alerted to the fact that the turnaround time for reviewing and approving variances is greatly reduced when they are submitted with all necessary paperwork.

**12. Report from Inspectors of Election**

29 votes were submitted, and the following were elected to the Towne Harbour Association Board of Directors for 2022-2023:

- Chris Burgasser
- Marilyn Cushman
- Kay Johnston
- Bill Shaheen

**13. Adjournment**

Motion to adjourn: Marilyn Cushman; Second: Chris Burgasser; Time: 7:52pm



June 21, 2022 Annual Mtg Attachment A
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June 6, 2022

**NOTICE OF ANNUAL MEETING OF MEMBERS  
OF TOWNE HARBOUR ISLAND HOMEOWNER'S ASSOCIATION, INC.**

Dear Towne Harbour Island Homeowner,

The Annual Meeting of Towne Harbour Island Homeowner's Association will be held on Tuesday, June 21, 2022, at the Canandaigua Country Club located at 1 Fallbrook Park. Cocktails are at 5:30 PM, dinner is at 6:15 PM, and the business meeting starts at 7 PM. All homeowners are encouraged to attend.

The purpose of this meeting is to:

1. Elect four (4) members to the Board of Directors for terms of two (2) years each. Chris Burgasser, Marilyn Cushman, Kay Johnston, and Bill Shaheen have all chosen to run for another term. Candidate forms are attached.
2. Approve 2021 annual meeting minutes (enclosed for your review ahead of time).
3. Report to homeowners on the activity of the Association's management team over the past year.
4. Share future direction.

**If you will be attending the meeting**, ballots will be available at the meeting to use to cast your vote for election to the Board of Directors. Do NOT use the enclosed Directed Proxy.

**If you will NOT be attending the meeting**, please submit the enclosed "Directed Proxy" for election to the Board of Directors. This proxy is counted to reach the required quorum so the election may be held. The Directed Proxy allows owners who will NOT be at the meeting to dictate how to cast their vote for the election to the Board of Directors. Voting instructions for the Directed Proxy for use by owners who will NOT be at the annual meeting follow below:

1. Each unit owner is entitled to one (1) vote, except in the case of a unit's joint or common ownership, in which case the unit's owners must express their collective intent in one vote.
2. Complete the enclosed Directed Proxy.
3. Place the Directed Proxy in the enclosed return envelope.
4. **Mail so it will be received on or before June 20, 2022 or email it to:**  
[cluffman@kenrickfirst.com](mailto:cluffman@kenrickfirst.com).

If you have any questions, please contact the Kenrick Office at 585-424-1540.

Sincerely,

Barry J. Smith  
Portfolio Manager, as Agent for  
Towne Harbour Association, Inc.

Enclosures

## **TOWNE HARBOUR ASSOCIATION, INC. 2022 ANNUAL MEETING MANAGEMENT REPORT**

### **ADMINISTRATION:**

- Prepared & distribute meeting packets for Board of Directors
- Prepared & distribute monthly financial statements
- Updated Homeowner & Board Directories, Homeowner Files
- Prepared and distributed Annual Meeting notices, candidate information & proxies
- Prepared & issued other correspondence at the direction of the Board
- Issued Statements of Common Charges as requested for unit sales
- Issued two (2) Welcome Letters
- Prepared and issued four (4) Violation Notices
- Processed forty-six (46) Variance Requests
- Responded to Homeowner Requests
- Ordered monthly assessment fee coupons for Homeowners

### **FINANCIAL:**

- Prepared and distributed monthly Financial Statements
- Coordinated 2021-2022 certified external audit by Michael Boychuk, CPA
- Issued notice of 2022 – 2023 Operating Budget approval
- Prepared and Reviewed 2022 – 2023 Operating Budget with Accounting Manager
- Managed collection of delinquent accounts, preparing statements, letters, and coordinating for legal collection proceedings, regularly reviewing status with Accounts Receivable Specialist and attorney

### **MANAGEMENT OF THE REAL PROPERTY:**

- Received and managed service calls through Service Department. The Manager and Service Coordinator takes calls for maintenance / repairs and coordinates work with contractors. Whenever possible, please submit service requests through the website at <https://kenrickfirst.com/service-request/> . I can also be reached at 585-424-1540 OR bsmith@kenrickfirst.com.
- Prepared specifications, requested bids, prepared contract documents, and verified adequate insurance for work on property. Supervised execution of work according to terms of service agreements and authorized payment upon Board approval of completed work.



**TOWNE HARBOUR ASSOCIATION, INC.**  
**2022 ANNUAL MEETING MANAGEMENT REPORT**

June 21, 2022 Annual Mtg  
Attachment B, page 2

**CONTRACTED SERVICES**

<b>TH</b>	<b>Towne Harbour</b>	<b>Contractor</b>	<b>Dates</b>
	Roadway Paving	Ruston	2022
	Driveway Paving		2022
	Property Line Survey – Docking	Venezia	2021/22
	Snow Plowing	K&K	2019-2022
	Landscaping	Lakeview	2021-2022
	Land Treatment	Lakeview	2021-2022
	Insurance: all lines	Quinton/Erie	2022-2023
	Refuse & Recycling	City of Canandaigua	n/a

**2021-22 BOARD OF DIRECTORS & MANAGEMENT TEAM ACCOMPLISHMENTS**

1. Comprehensive Roadway review with subsequent milling and paving of major degraded sections.
2. Catch Basin repair at the east overflow parking lot.
3. Building Rot Repair by KMC:  
Numerous projects have been completed during the 2021-22 year; there are a few others projects that are in process.
4. Building Rot Repair by JEC:  
Several projects have been completed; some others are in process
5. Dock Replacement:
  - Labella Associates Engineering has provided options and Guidance for dock renovations – this is under review
  - Dock survey completed by Venezia

**THE MAINTENANCE PLAN FOR 2022-23**

1. Progress toward the replacement of the floating boat dock system
2. Conduct repairs as needed to the existing dock.
3. Continue building rot repair according to a basic plan & when discovered by painting crew.
4. Arrange for owner bed renovation of those listed in the walk thru on June 10th
5. Facilitate owner window replacement in conjunction with rot repair work

NO FINANCIALS INCLUDED ON WEB

## THI Building committee report, June 2022

- Our summer painting work will begin this month. Two major painting projects include buildings 17/19 & 50/52. Other smaller jobs include units 18, 16, 23, 24, 26, 28, 30, 38.
- Rot was found at the upper North wall of #23. Kenrick stripped the old siding and trim, and prepared the wall for new siding. Windows are ordered and this job will be completed when materials are received, and manpower is available. JEC construction will install siding on the upper gable this week.
- The front facing wall of the garage at #22 will be repaired and re-sided in the coming months.
- A small siding and window replacement job performed by Kenrick at the upper dormer of unit #30 is complete.
- A program whereby the Association is reimbursing homeowners a stipend to put towards replacement of original existing wood decking with composite decking is well under way. The driving force behind this proposal is to help minimize the appreciable amount of money being spent to repaint decks, only to find that the paint/stain does not hold up under normal traffic. 13 such decks have been replaced. One is nearing completion, and approximately 5 more may be coming soon.
- Many of our air conditioning enclosures are in poor condition. Some have been permanently removed. Others will need to be removed in conjunction with building repairs. If replacement enclosures are desired by homeowners, they must be of the same design and configuration as the existing enclosures. Also, the cost of replacement is the responsibility of the homeowner (not the HOA).
- Our intention in 2022 is to continue with the building repair momentum we have achieved in 2021. We plan to repair sections of buildings 28, 29, 42, 44. CONSTRUCTION COSTS HAVE RISEN GREATLY IN THE PAST YEAR. As a result, we do not anticipate the volume of work in 2022 that was witnessed in 2021.

## 2022 Towne Harbour Island Association Annual Meeting June 21, 2022

### Dock Committee Annual Report

#### Highlights of current work and accomplishments:

We are working on, and planning for the future replacement of all three dock sections. LaBella Associates has been retained to help us get started with this project! We are in the process of obtaining updated proposals for dock systems, and updated proposals for dock removal & installation.

Billy Cooper is often on site working on dock decking board replacements and other miscellaneous tasks.

Venezia Land Surveyors and Engineers completed a Towne Harbour dock and property survey.

Worked with LaBella Associates on our dock project.

Worked on the assignment of primary slips, and the assignment of secondary slips.

Approved variance requests.

Worked with Karl on Pile repair and replacement.

With increased ownership of Personal Water Craft, we are investigating possible ways to add PWC specific slips. This includes the possibility of adding a PWC specific docking area for Towne Harbour Island in any dock system replacement project.

#### Current status of Docks:

A visual inventory of the docks on June 13, 2022 reveals the following:

-Sucker Brook has 3 of 17 slips currently in use.





-North Channel currently has 4 of 7 slips in use.





-West Channel has 26 of 34 slips currently in use.



-There are currently 7 Personal Watercrafts moored at Towne Harbour Island.

### Second Slip requests

The second slip request/waiting list has been shortened since we have been able to accommodate earlier requests.

Current second slip request waiting list as of June 14<sup>th</sup>, 2022.

#10 ~ Burgasser ~ Added 05.15.2021.

#13 ~ Franz ~ Added 06.07.2021.

#36 ~ Serinis ~ Added 08.12.2021

#28 ~ Dailey ~ Added 12.08.2021

### Miscellaneous

Please remember that all Vessels, including vessels in “second slips” must be registered and insured in the Towne Harbour Island resident/owner’s name.

Updated and/or new registration and Insurance documentation must be submitted to Kenrick Corporation prior to mooring.

### Some THI Existing Dock Photo’s and Some Structuremarine/New Dock System Photo’s









**Canoe and/or Kayak Launch ~ At Ontario County Park ~ East Lake Road**



**Personal Watercraft Platforms at Sampson State Park**



**Dock Committee**

Mike Feldmeyer ~ Chairperson and Board Liaison

Doug Burgasser ~ Stepping down in 2022, thank you for everything Doug!

Doug Merrill

Marcus Franz

Russ Young

Brian Miller

Peter Green

2022 Towne Harbour Island  
Dock Assignments 05/12/2022

June 21, 2022 Annual Mtg  
Attachment E, page 8

Dock #			Unit #	Updated On
A	B	Wenk	52 2nd dock	
	A	Wenk	52 Primary	
B	B	Shaheen	50 Primary	
	A	Miller	48 Primary	
C	B	Miller	48 2nd dock	
	A	Schirmer	46	
D	B	Hare/Jeffrey	35	
	A	Gresh	44 Primary	
E	B	Yung	39	
	A	Gauthier	15 2nd dock	
F	B	Gresh	44 2nd dock	
	A	Lynch	37	
G	B	Donaher	12	
	A	Hocker	24 2nd dock	03.02.2022
H	B	VanSice	42	
	A	Steinbrenner	32 2nd dock	
I	B	Greene	40	
	A	Hare/Jeffrey	33	
J	B	Young	8	
	A	Urlaub	31	
K	B	Berst	38	
	A	Feldmeyer	18 Primary	
L	B	Campbell	27	
	A	Johnston	29	
M	B	Burgasser	10	
	A	Howley	16	
N	B	Jacobstein	21	
	A	LaBella, V	23	
O	B	Serinis	36 Primary	
	A	Steinbrenner	32 Primary	
P	B	Parkes	6	

2022 Towne Harbour Island  
Dock Assignments 05/12/2022

June 21, 2022 Annual Mtg Attachment E, page 9
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P	A	Conklin	20 Primary			
Q	A	Serinis	36 2nd Dock	Lift For	Personal	Watercraft Only
Q	B	Cushman	34			

NORTH CHANNEL

Dock #	Unit #
26 Steele-Perk	26 2nd dock
25 Steele-Perk	26 Primary
24 Martin/Me	30
23 Hocker	24
22 Hermann	22
21 Williams	4
20 Bringewatt	2

SUCKER BROOK

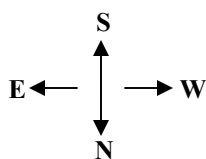
Dock #	Unit #	
17 Davis	19	
16 Conklin	20 2nd dock	
15 Hookway	17	
14 Feldmyer	18 2nd dock	
13 Gauthier	15 Primary	
12 Franz	13	
11 Ferreira	14	
10 Franz	11	
9 Carroll	9	
8 Dailey	28	05.12.2022
7 Fischette	7	
6 Open	Vistior	05.12.2022
5 Merenda	5	
4 LaBella, S	25	
3 Gorst/Platts	3	
2 Tiebout	1	
1 Open	Visitor	05.12.2022

# 2022 TOWNE HARBOUR ISLAND DOCK ASSIGNMENTS ~ 05.12.2022

June 21, 2022 Annual Mtg  
Attachment E, page 10

## WEST CHANNEL

	Name & Unit #	Boat & Registration #
A	B Wenk 2 <sup>nd</sup> #52	A -----
	A Wenk 1 <sup>st</sup> #52	-----
B	B Shaheen 1 <sup>st</sup> #50	B -----
C	A Miller 1 <sup>st</sup> #48	-----
	B Miller 2 <sup>nd</sup> #48	C -----
	A Schirmer #46	-----
D	B Hare #35	D -----
	A Gresh 1 <sup>st</sup> #44	-----
E	B Yung #39	E -----
	A Gauthier 2 <sup>nd</sup> #15	-----
F	B Gresh 2 <sup>nd</sup> #44	F -----
	A Lynch #37	-----
G	B Donaher #12	G -----
	A Hocker 2nd #24	-----
H	B VanSice #42	H -----
	A Steinbrenner 2 <sup>nd</sup> #32	-----
I	B Green #40	I -----
	A Hare #33	-----
J	B Young #8	J -----
	A Urlaub #31	-----
K	B Berst #38	K -----
	A Feldmeyer 1 <sup>st</sup> #18	-----
L	B Campbell #27	L -----
	A Johnston #29	-----
M	B Burgasser #10	M -----
	A Howley #16	-----
N	B Jacobstein #21	N -----
	A LaBella, V #23	-----
O	B Serenis 1 <sup>st</sup> #36	O -----
	A Steinbrenner 1 <sup>st</sup> #32	-----
P	B Parkes #6	P -----
	A Conklin 1 <sup>st</sup> #20	-----
	A Serenis 2 <sup>nd</sup> #36	-----
Q	B Cushman #34	Q -----



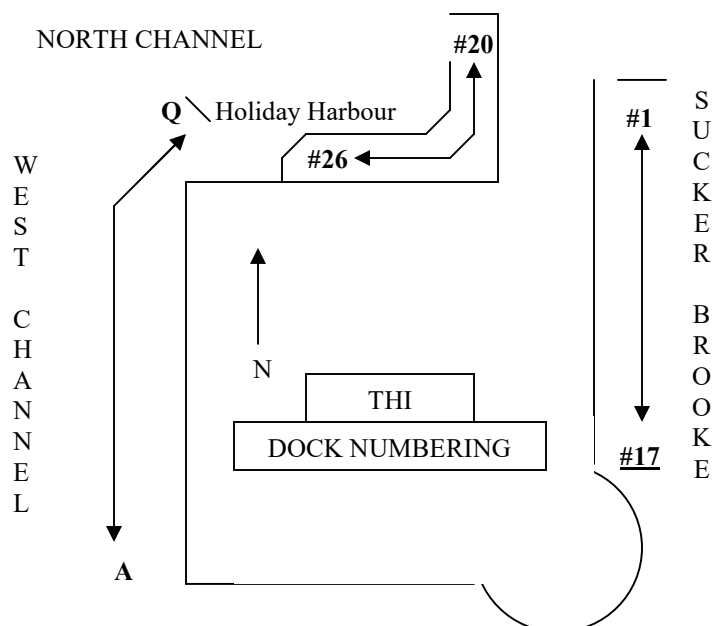
## NORTH CHANNEL

Dock	Name & Unit #	Boat & Registration #
26	Steele-Perkins 2 <sup>nd</sup>	#26
25	Steele-Perkins 1 <sup>st</sup>	#26
24	Martin and Merrill	#30
23	Hocker	#24
22	Hermann	#22
21	Williams	#4
20	Bringewatt	#2

## SUCKER BROOKE

Dock	Name & Unit #	Boat Registration #
17	Davis	#19
16	Conklin 2 <sup>nd</sup>	#20
15	Hookway	#17
14	Feldmeyer 2 <sup>nd</sup>	#18
13	Gauthier 1 <sup>st</sup>	#15
12	Franz	#13
11	Ferreira	#14
10	Franz	#11
9	Carroll	#9
8	Dailey	#28
7	Fischette	#7
6	Open/Visitor	
5	Merenda	#5
4	Labella, S	#25
3	Gorst/Platts	#3
2	Tiebout	#1
1	Open/Visitor	

## NORTH CHANNEL



# **Towne Harbour Island Landscape Committee**

## **Annual Report for Period June 2021 – June 2022**

### **Mission Statement**

"To enhance Towne Harbour Island community grounds for its improvement & beauty"

### **Committee Members:**

Marilyn Cushman

Donna Berst

Mike Serinis

Moe Young

Sue Gresh - Chairperson

Donna Greene - Co-Chairperson

Chris Burgasser – board liaison

### **Completed Tasks:**

1. Plant & maintain pots at the beach. Purchased an additional beach sign and sign for the walkway to the point.
2. Coordinated removal of dying/dead trees, treating sick magnolia trees, and the trimming of healthy trees.
3. Removed (3) old benches at the point, dated neighborhood watch signs and center courtyard which was replaced with grass. Coordinated the repair of the parking area posts and torn rope.
4. Reviewed and approved (8) variance requests. Completed a walk around and had letters sent to residents with overgrown and or/ neglected perennial gardens.

### **Future Goals:**

1. Add copy of the landscape contract / landscape maintenance schedule to the THI website for resident easy access.
2. Focus on creating a more "user friendly" shaded entertaining space at the point under the trees.
3. Review landscape contract and make any necessary changes to the contract prior to it being sent out for bid.
4. Install a berm w/ arborvitae or decorative trellis/screen to cover the electrical panel box facing the road by the walkway at #9. Remove garden by #37 along the walk which is an expense to THI to maintain.

Road and Driveway Committee Report  
June 15, 2022

In May, we resurfaced a large section of the Road. We milled out soft spots and created a better crown on the east-west section of the road and then resurfaced. This cost was \$59,350. In a few years when roadway reserves build back up, we plan to complete road paving.

We plan to dig out roots and soft spots and resurface driveways at 2, 12, 14, 25, 33 and 35 and make a repair at 18. Homeowners at 10 and 48 are planning a minor widening of their driveways and then will resurface them at their own cost. The dates for the driveway work are not yet known. The contract needs to be finalized and construction then scheduled. Contractors are very busy and will schedule as they can. We will let people know when we have a date.

Respectfully submitted  
Paul Bringewatt, Chair  
Doug Burgasser  
Brian Miller

## **SOCIAL Committee For Towne Harbour Island Annual Report for Period July 2021 – June 2022**

### Social Committee:

Chris Burgasser – board liaison  
Donna Greene  
Marie Merenda  
Gail Schirmer  
Diane Urlaub  
Donna Wenk – chairperson

### Planned Expenditures:

Annual Homeowners dinner \$650 (tent rental and bar set up)  
Flares for Ring of Fire -approx.. \$500 (purchasing battery operated ones this year)

### Welcome New Neighbors since last year:

Unit #24 – Rich & Zina Hocker  
Unit #28 – Jack & Joan Dailey

### Events Held this part year:

1. Any Book” Book Club - Every 1-2 months - Tuesdays at 7pm the beach fire pit; weather permitting. Approx. 7-8 attendees usually.
2. Happy Hour - Wednesday nights at 6pm at the beach
3. Ring of Fire – Set up Flares – 9/4
4. Holiday Cocktail Party – held Saturday 12/4
5. Corn Hole Tournament 5/21/22
6. . Annual Dinner –in conjunction with the annual homeowners meeting. on 6/21/22

### Upcoming Events:

1. Book Club Meetings and Wednesday Happy Hours
2. Ring of Fire – Saturday, 9/3/22
3. Fall Event TBD Saturday, 10/15/22
4. Holiday Party – Saturday, 12/10/22
5. Neighborhood Directory – to be updated, printed and distributed this summer