

TOWNE HARBOUR ASSOCIATION, INC.
ANNUAL MEETING
Monday, June 19, 2023, 7pm
Canandaigua Country Club
One Fallbrook Park, Canandaigua, NY 14424

1. Welcome

President Karen Serinis called the meeting to order at 7:04pm. Towne Harbour (TH) homeowners present for the business meeting:

- | | | |
|--------------------------------|--------------------------------------|-----------------------------|
| • Maggie, Paul Bringewatt (2) | • Sandra LaBella (25) | • Nancy Lynch (37) |
| • Moe, Russ Young (8) | • Pattie, Jeremy Steele-Perkins (26) | • Donna Berst (38) |
| • Chris Burgasser (10) | • Jack Dailey (28) | • Jay Yung (39) |
| • Lorraine, Tom Donaher (12) | • Kay Johnston (29) | • Donna, Pete Greene (40) |
| • Julio Ferreira (14) | • Deb Martin, Doug Merrill (30) | • Sue, Pete Gresh (44) |
| • Marcus, Tammy Franz (11, 13) | • Diane, Jerry Urlaub (31) | • Gail, Tom Schirmer (46) |
| • Sue, Bill Gauthier (15) | • Carl Steinbrenner (32) | • Judy, Brian Miller (48) |
| • M Feldmeyer, M Krebbeks (18) | • Marilyn, George Cushman (34) | • Ivette, Bill Shaheen (50) |
| • Linda, Perry Jacobstein (21) | • Karen, Mike Serinis (36) | • Donna, Kevin Wenk (52) |

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 |
| • Bill Shaheen, Treasurer | • 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:

- Anita Smith, Principal CEO, Kenrick Corporation and Kenrick Maintenance Corporation
- Barry Smith, Portfolio Manager, 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 2022 Annual Meeting Minutes

Motion to accept: Brian Miller; Second: Kay Johnston; Approval: Unanimous

6. Volunteers for Inspectors of Election

Kevin Wenk and Jerry Urlaub volunteered to join Anita Smith 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. Barry expressed appreciation to TH's Board of Directors. Karen Serinis noted that Barry is on site weekly, and homeowners can contact him or Board members with any concerns.

9. TH Board of Directors Report

Karen Serinis reviewed 2022 highlights:

- Focus on maintenance and improvement/beautification of community, including buildings maintenance, air conditioner surrounds, and deck replacement project.
- Progress on new docks will have a significant impact on the community.

And outlined 2023 Board priorities:

- In the near term, biggest concern is finances. An increase in monthly assessment is anticipated.

Karen reported that Kay Johnston resigned from her Board position with one year of the term remaining. Anyone interested in the one-year appointment should contact Marilyn Cushman, Secretary to the Board. The Board will consider applicants and vote on the appointment. The seat will be up for election in 2024.

10. Committee Reports

- a. Finance: See Attachment C. Treasurer Bill Shaheen indicated the Board will look at what is needed and make conscientious decisions about finances, including reserve accounts.
- b. Architectural Standards: See Attachment D. Mike Serinis, Committee Chair, reminded homeowners that any exterior project requires a variance. Homeowners should ensure variance submission and approval before signing contracts or purchasing materials.
- c. Building: See Attachment E. Doug Burgasser will chair the Building Committee for 2023-2024; Russ Young will oversee painting.

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- d. Docks: Mike Feldmeyer, Committee Chair, noted that the new docks project has been a huge undertaking and thanked Committee members for their service. He pointed out the small section of new dock and schematics of existing and proposed docks on display. Structurmarine is currently building the docks and storing the pieces on their property. Removal of old docks and installation of new is out to bid to 10 local contractors. Brian Miller reported that a bond will be required from the site contractor before work begins on site, and permitting is in place with the City and the Corps of Engineers. Mike and Brian answered homeowner questions:
- It is anticipated that work will be done between September 2023 and May 2024, primarily from barges
 - Exact date when boats are to be out of the water is to be determined
 - Sucker Brook will be done first, and there may be space on North/West channels to house boats from East channel, thereby extending the date boats must be out of the water
 - Number of slips on East channel remains the same due to permitting; however, each slip will be longer
 - Main docks are 5' wide, fingers are 3' wide
 - Gangways have removable handrail on one side
 - Connections in rip rap will be where gangways are
 - PWCs will be clustered on West channel; existing PWC connections will be removed and stored temporarily
 - Ropes will fit the larger new cleats
 - Exact number and placement of solar lights on docks to be determined
 - Still researching options for add-ons: speed signs, grab bars, kayak racks, life rings. Items can be manufactured and installed after dock installation.
- e. Landscape: See Attachment F. Sue Gresh, Committee Chair, reported the new sign at the entrance will be installed Tue., June 20, 2023.
- f. Roadway: See Attachment G.
- g. Social: See Attachment H. Donna Wenk, Committee Chair, encouraged everyone to complete the survey for suggestions for events and noted the Committee is looking for someone to host the annual Holiday Party. Karen Serinis thanked Donna for planning the Annual Dinner.

11. Annual Meeting Questions / Open Forum

A resident thanked the Board for their leadership and another expressed their love of THI and Canandaigua. A homeowner asked if TH roadways would be sealed this year. Barry Smith indicated it has yet to be determined; sealing may be delayed due to Holiday Harbour roadwork.

12. Report from Inspectors of Election

Kevin Wenk announced that the following individuals were elected to the Towne Harbour Association Board of Directors for 2023-2024:

- Mike Feldmeyer
- Diane Urlaub
- Donna Wenk

13. Adjournment

Motion to adjourn: Mike Feldmeyer; Second: Bill Shaheen
Meeting adjourned at 8:02pm

Respectfully submitted,
Marilyn Cushman
Secretary

June 5, 2023



June 19, 2023 Annual Mtg minutes
Attachment A

**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 19, 2023, 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 three (3) members to the Board of Directors for terms of two (2) years each. Mike Feldmeyer, Diane Urlaub and Donna Wenk. have indicated their intent to pursue a seat on the Board. Please see their attached candidate forms.
2. Approve 2022 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 of the community.

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 16, 2023 or email it to:** mruiasi@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.

2023 ANNUAL MEETING MANAGEMENT REPORT

June 19, 2023 Annual Mtg minutes
Attachment B, pg 1

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 (1) Welcome Letters
- Prepared and issued eight (8) Violation Notices
- Processed twenty-eight (28) Variance Requests
- Responded to Homeowner Requests
- Ordered monthly assessment fee coupons for Homeowners

FINANCIAL:

- Prepared and distributed monthly Financial Statements
- Coordinated 2022-2023 certified external audit by Michael Boychuk, CPA
- Issued notice of 2023 – 2024 Operating Budget approval
- Prepared and Reviewed 2023 – 2024 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. Provided administrative support for the execution of work according to terms of the management agreement, service agreements, and authorized payment upon Board approval of completed work.

TOWNE HARBOUR ASSOCIATION, INC. 2023 ANNUAL MEETING MANAGEMENT REPORT

June 19, 2023 Annual Mtg minutes
Attachment B, pg 2

CONTRACTED SERVICES

TH	Towne Harbour	Contractor	Dates
	Snow Plowing	K&K	2022-2025
	Landscaping	Lakeview	2023-2024
	Land Treatment	Lakeview	2023-2024
	Insurance: Master Policy	Quinton/Erie	2023-2024
	Insurance: Worker Comp	NYS Ins. Fund	2023-24
	Refuse & Recycling	City of Canandaigua	n/a
	Dock Replacement	Structure Marine	2023/24

2022-23 BOARD OF DIRECTORS & MANAGEMENT TEAM ACCOMPLISHMENTS

1. Building Rot Repair by KMC:
Numerous projects have been completed during the 2022-23 year.
2. Tree Removal along East Sucker Brook side
2. Entry Monument renovation: Landscaping Committee, K&K, Bill Cooper
3. Sidewalk work - Gresh Associates, Inc.
4. Small Projects: Bill Cooper – Mailboxes, Entry work, Branch removal, Dock Boards, etc.
5. Dock Replacement:
Dock Committee - This is Contracted & Scheduled

THE MAINTENANCE PLAN FOR 2023-24

1. Replacement of the floating boat dock system – Docking Committee
2. Continue Rot repairs and Painting with KMC & AGR – Building Committee & Doug Burgasser

NO FINANCIALS INCLUDED ON WEB

Towne Harbour Association

June 10, 2023

Architecture Committee Report

Processed Variances, since I chaired the committee, from 4/13/22 – 6/10/23, total 26.

Please be aware of the following:

All work and material ordering, for projects outside the Townhome, must start with an approved Variance.

Under the Kenrickfirst.com web site, you can find the Variance Request form along with Variance Procedures.

Committee Members:

Mike Serinis – Chair

Donna Schnapp

Christine (Chrissy) Burgasser

Judy Miller

Diane Urlaub

Peter Gresh

Note – all found in the Towne Harbour Directory.

Year End Building Maintenance Report

Russ Young

Last year we spent \$115,765 on building repairs versus a budget of \$92,000. We spent \$9718 on painting/staining versus a budget of \$27,000. Total expenditures were \$125,483 versus a \$119,000 budget resulting in a negative variance of \$6483 or 5.5%. Increased material costs were the primary reason for the additional expense.

The major project was extensive repairs to building 42/44. We also replaced siding on the rear of unit 29, resided the garage on unit 13, sided the unit 6 dormer, repaired the deck structure on unit 20, replaced garage siding on unit 22 and repaired dormers on units 28 & 30. Rich Wallace addressed many other smaller issues of rot and water leaks.

Some of the work from last year will carry over to this year, primarily due to the extensive work on 42/44. Kenrick was able to work during the winter due to the mild winter but he's been off site for quite sometime and we've been unable to get a date when he'll return. The painters were here this spring & will return to finish up when Rich finishes the balance of his work.

Special thanks to Doug Burgasser for his many hours of time and expertise. Thanks also to Brian Miller.

Towne Harbour Island Landscape Committee

Annual Report for Period June 2022 – June 2023

Mission Statement

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

Committee Members:

Marilyn Cushman
Donna Schnapp
Mike Serinis
Kevin Wenke

Sue Gresh - Chairperson
Donna Greene - Co-Chairperson
Chris Burgasser – board liaison
Anne Gorst

Completed Tasks:

1. Plant & maintain pots at the beach. Purchased (2) small private property signs for the beach as the larger one blew away during windstorm.
2. Coordinated removal of dying/dead trees, sick magnolia trees, and the annual trimming of healthy trees. Coordinated the removal of 6 willow trees located on Suckerbrook Canal in conjunction with the dock replacement project scheduled for the fall of 2023.
3. Reviewed and approved (6) variance requests. Completed a walk around and had letters sent to residents with overgrown and or/ neglected perennial gardens.
4. Developed annual budget. Evaluated current landscape contract and made necessary changes to the contract prior to it being sent out for bid. Reviewed (4) bids for landscaping and voted to renew Lakeview Lawn & Landscape for another 2 years.
5. Reviewed landscaper's renderings for an updated and simplified front entrance. It will entail minimal maintenance. Coordinated the purchase of the trees, boulders, upward lighting, and a new THI sign.
6. Painted electrical box near #9; installed decorative trellis and planted clematis in front of box by path to the dock.

Future Goals:

1. Focus on creating a more "user friendly" entertaining space at the point under the trees.
2. Add a copy of the landscape contract / landscape maintenance schedule to the "secure" THI website for residents to view.
3. Remove garden by #37; leaving the tree (along the waterfront path) which is an expense to THI to maintain. Replace the garden with grass.

Road and Driveway Committee Report, June, 2023

In the summer of 2022 THI paved the road from the entrance to about the front of #33. Also paved were driveways at 2, 12, 14, 25, 33 and 35. A repair was made at #18.

This year the road and driveway money is needed to pay Towne Harbour's share [22%] of Holiday Harbour's road repair work from our entrance to West Lake Road. They will be repairing the section of road between Holiday Harbour and THI entrance.

THI Road and Driveway Committee

Paul Bringewatt, Chair

Doug Burgasser

Brian Miller

SOCIAL Committee For Towne Harbour Island

Annual Report for 2022-2023

Social Committee:

Donna Greene
Kay Johnston – board liaison
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. \$50 (if new batteries needed)
Fall event \$300
Considering purchase of all-weather cornhole for beach &/or Little Free Library

Welcome New Neighbors since last year:

Unit #5 – Linda & Al Verbofsky

Events Held this part year:

1. Any Book” Book Club - Held every 1-2 months - Tuesdays at 7pm the beach fire pit or volunteer host in inclement weather
2. Happy Hour - Wednesday nights at 5pm at the beach
3. Ring of Fire – Purchased new battery operated flares & set up flares – 9/3
4. Holiday Cocktail Party – held Saturday 12/10 – Thank you Donna & Pete Greene for hosting!
5. Corn Hole Tournament 5/21
6. Organized Annual Dinner –in conjunction with the annual homeowners meeting. on 6/21
7. Neighborhood Directory – updated and distributed

Upcoming Events:

1. Book Club Meetings - aiming for 2nd Tuesday of each month at 7pm at the firepit or volunteer host.
2. Wednesday Happy Hours - 5pm at the beach (weather permitting)
3. Ring of Fire – Saturday, 9/2/22
4. Fall Event TBD - Please fill out survey!
5. Holiday Party – Saturday, 12/2 – We need a volunteer to host!