

TOWNE HARBOUR ASSOCIATION, INC.  
BOARD OF DIRECTORS  
Meeting Minutes

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

**LOCATION:** via Zoom

**DIRECTORS PRESENT:**

- |                   |                 |              |
|-------------------|-----------------|--------------|
| • Chris Burgasser | • Karen Serinis | • Donna Wenk |
| • Marilyn Cushman | • Bill Shaheen  |              |
| • Mike Feldmeyer  | • Diane Urlaub  |              |

**HOMEOWNERS PRESENT:**

- |                         |                     |                  |
|-------------------------|---------------------|------------------|
| • Lorraine Donaher (12) | • Jack Dailey (28)  | • Sue Gresh (44) |
| • Julio Ferreira (14)   | • Mike Serinis (36) |                  |

**OTHERS PRESENT:**

- Barry Smith, Portfolio Manager, Kenrick Corporation

**AGENDA:**

**Call to Order**

The meeting was called to order at 7:01 pm by President Karen Serinis.

**Homeowner Concerns**

Mike Serinis noted that magnolia trees are weeping, indicating they need to be watered. If not watered by the homeowner, the trees may need an extra treatment. The arborist is coming the week of July 24 to check the trees; **Sue Gresh, Landscape Chair, will email a reminder to homeowners with magnolia trees about the need to water.**

A homeowner raised concerns about parking in overflow lots and along roadways. **It was suggested a letter be mailed to homeowners reminding them to maximize driveways first, overflow lots second, roadways last, and to not park on lawns.**

A homeowner asked if THI checked the financial strength of Structurmarine since we are paying them a lot of money. Bill Shaheen responded that Structurmarine's financial strength was not in question due to the longevity of the company and due diligence of Dock Committee. Structurmarine is manufacturing and storing our docks; THI has not paid any money to other contractors toward removal/installation of docks. Mike Feldmeyer, Dock Committee chair, noted that two bids are expected for removal of old docks and installation of new.

A resident noted that Greenlight Networks has been installed nearby and asked if it would be available at THI. **Karen Serinis asked for a volunteer to check on availability at Island Lane.**

**Approval of the Meeting Minutes from May 16, 2023, Board Meetings**

Meeting minutes were approved by THI Board of Directors via e-vote on May 22, 2023. The minutes are posted on the THI website.

**Treasurer's Report - Review & Acceptance of Financial Reports for May, June 2023**

Motion to accept: Donna Wenk; Second: Marilyn Cushman; Approval: Unanimous

Treasurer Bill Shaheen noted that YTD is ahead of budget but some fees for buildings, painting, and landscaping are not yet posted. He urged only essential expenditures.

**Committee Reports**

- **Architecture:** Mike Serinis reminded homeowners that any exterior work requires a variance. **Mike requested that Kenrick post the date they receive a variance on the form.**
- **Building:** Upcoming work planed as follows:
  - Address roof leak at #38
  - Install windows and reside front of #34

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- Install windows at front of #29. Replace siding in adjacent areas on #29.
- Replace siding at front entry of #31 (note the siding material for this has been ordered, but it has not been received. ETA 1-2 weeks)
- Reside garage wall at 18/20, and install window
- Repair privacy wall at rear of 5/7
- Repair/reconstruct front deck and privacy walls at #39

Bill Shaheen reported that building repairs/painting is over budget. Upfront job quotes are requested of KMC, as they are vital to planning; the practice of breaking invoices down by building is appreciated. The Building Committee will look to KMC for quotes on jobs at 34, 18/20, 29/31.

- **Dock:** Chair Mike Feldmeyer reported dock repairs are being made as need or requested. As noted previously, Committee is awaiting bids for removal/installation. Once received, the Dock Committee will review with LaBella Associates and make a recommendation to the Board. Mike and Brian Miller have a Zoom meeting with Structurmarine's project manager every two weeks; next meeting is August 9. Payments for construction of the new docks are due August 10 and 31. Docks are being stored and insured until delivery by Structurmarine.
- **Landscape:** No report.
- **Roadway:** No report. The committee is looking for a Chair. If interested, please contact Marilyn Cushman, Secretary to the Board.
- **Social:** Donna Wenk reported that Anne Gorst is the new Social Committee chair. Committee member Gail Schirmer was inadvertently left off the members list; the Committee would like two additional members. If interested, please contact Anne Gorst. The next Social Committee meeting is July 25.

**Management Report**

Barry Smith reviewed the most recent Management Reports. He noted that KMC's quotes for work are available in prior management reports and YTD expenditures available on income statements. Going forward, the entire Board will be included on quotes for any change orders.

Holiday Harbour is tabling roadway sealing until 2024; **THI has to make a decision to do sealing this year or delay until next year.**

A resident expressed concern with the amount of time it took to get a quote and the price from KMC; **Barry will pass along to KMC.**

**Old Business**

- Security of THI documents on Kenrick website was tabled.

**New Business**

- **Channel Easement**
  - The easement with Yacht Club Cove Homeowner Association was recorded by Ontario County Clerk on March 16, 2023. Kenrick will hold the original in their THI *Channel Easement* folder.
- **Dock Project**
  - The following was approved by THI Board of Directors except Kay Johnston and Karen Serinis (not available) on May 3, 2023: Structurmarine Change Order 2 signed by Brian Miller, VP.
  - On July 11, 2023, the Board of Directors approved Brian Miller to continue as signatory on Structurmarine change orders.
- **Variances**
  - The following was approved via e-vote by THI Board of Directors except Marilyn Cushman (not available) and Kay Johnston on May 5, 2023: #31 Urlaub, Front deck & door installation. Exceptions: Doug Burgasser

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to review the structure after the top and knee walls removed. Existing footprint maintained. Siding, trim and brick wall repair will be the same as existing materials.

- The following was approved via e-vote by THI Board of Directors on May 25, 2023: #46 Schirmer, Front railing. Exceptions: The railing will start near the front door, go to the step, and down to the sidewalk.
- The following was approved by THI Board of Directors except Kay Johnston (not available) June 6, 2023: #37 Lynch, Front deck replacement. Exception: After the top and privacy walls removed contact Doug Burgasser to inspect the support structure. Any repairs to the walls will have to match the original materials. The new deck footprint will be the same as the replaced deck.
- The following was approved via e-vote by THI Board of Directors on June 28, 2023: #28 Dailey, Rear deck replacement. Exception: Deck & railing installed by the homeowner within the existing footprint. Homeowner to contact Doug Burgasser to inspect the structure after old decking removed. Railing & decking depicted in pictures submitted with variance.

- **Board of Directors**

- On July 11, 2023, the Board of Directors appointed Karen Serinis to fill the vacant seat on the Board for 2023-2024.
- On July 11, 2023, the Board of Directors approved the following officers for 2023-2024:
  - President: Karen Serinis
  - Vice President: Chris Burgasser
  - Treasurer: Bill Shaheen
  - Secretary: Marilyn Cushman

And At large members:

- Mike Feldmeyer
- Diane Urlaub
- Donna Wenk

**Next Meeting**

Tue., Aug 15, 7pm, 7pm via Zoom

**Adjournment**

Motion to adjourn: Diane Urlaub; Second: Donna Wenk; Approval: Unanimous  
Meeting adjourned at 7:58 pm.

Respectfully submitted,  
Marilyn Cushman  
Secretary