

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

MEETING DATE / TIME: Tue., November 21, 2023; 7pm

LOCATION: via Zoom

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

- Mike Feldmeyer

HOMEOWNERS PRESENT:

- | | | |
|-----------------------|---------------------------|------------------|
| • Anne Gorst (3) | • Jeff Hare (33,35) | • Sue Gresh (44) |
| • Julio Ferreira (14) | • Mike Serinis (36) | |
| • Jack Dailey (28) | • Donna, Pete Greene (40) | |

OTHERS PRESENT:

- Barry Smith, Portfolio Manager, Kenrick Corporation

AGENDA:

Call to Order

The meeting was called to order at 7:02 pm by President Karen Serinis

Homeowner Concerns

None

Approval of the Meeting Minutes from October 17, 2023, Board Meeting

October 17, 2023, Board Meeting minutes were electronically approved by THI Board of Directors on October 19, 2023. The minutes are posted on the THI website.

Treasurer's Report - Review & Acceptance of Financial Reports for October 2023

Motion to accept: Marilyn Cushman; Second: Diane Urlaub; Approval: Unanimous

Treasurer Bill Shaheen reported that year to date is better than budget, and THI may be under budget on net income at new year. All building repairs and painting expenses have not yet been incurred but will be incurred over the next few months. It is anticipated that expenses will require expending reserves.

Committee Reports

- **Architecture:** see Attachment A
- **Building:** see Attachment B
- **Dock:** see Attachment C
 - Jack Dailey reported on the ad hoc Sucker Brook Committee: 60% of the city's drainage goes into Sucker Brook and can cause flooding like this past summer. NYS Parks is not interested in dredging Sucker Brook; however, others within the city and state, including Senator Pam Helming, are being contacted.
- **Landscape:** Landscape Committee chair Sue Gresh reported that members of the committee conducted a walkabout of the neighborhood to review landscape conditions from the dock work. Public walkways have to be extended and/or rerouted to meet the new abutments, grading has to be built up against many public and private abutments, rip rap has to be installed under new gangways, and reseeding is required in many areas. Verbal quotes on new concrete sidewalks and extended asphalt sidewalks were received, along with a written quote for reseeding. The rip rap should be installed before the new docks; **Sue will check with Mike Feldmeyer re: quote from Karl Kastle for that work.**

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- **Roadway:** no report. Barry Smith indicated he received another quote for sealcoating and will forward to President Serinis. Roadways will have to be examined post dock completion to determine if any repairs are required. Barry will remind Karl Kastle to use only plastic-edged shovels on decks this winter.
- Social: see Attachment D.

Management Report

Barry Smith reviewed the most recent Management Report.

Old Business

- None

New Business

- **Variances**
 - The following was approved via e-vote by THI Board of Directors on October 21, 2023: #37 Lynch, Windows and slider. Exceptions: none
 - The following was approved via e-vote by THI Board of Directors on October 21, 2023: #42 VanSice, Second floor addition revised. Exceptions: All the new window exterior color to match the existing windows. The chimney bump out elimination will use the existing brick or new brick that matches the existing brick. Building permit required and repair any landscape damages. If dumpster is used, please place in driveway.
- **Dock Project**
 - The following was approved for payment by THI Board of Directors on October 12, 2023: Structurmarine Change Order 4 for LED solar lights.
 - The following was approved for payment by THI Board of Directors on October 20, 2023: CMI Structural Solutions Change Order 1 to repair drainage pipe between #44/46.
 - The following was approved for payment by THI Board of Directors on October 23, 2023: Structurmarine Change Order 5 for two additional connectors for PWCs.
 - The following was approved for payment by THI Board of Directors on November 9, 2023: CMI Structural Solutions invoice #2261 for second payment.
 - The following was approved for payment by THI Board of Directors on November 10, 2023: Structurmarine invoice #2437 for floats.

Next Meeting

THI HOLIDAY PARTY: Sat., Dec 9, 2023, 6-9pm, 30 Island Lane

NEXT HOA MEETING: Tue., Jan 16, 2024, 7pm via Zoom

Adjournment

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

Meeting adjourned at 7:58 pm.

Respectfully submitted,
Marilyn Cushman
Secretary

THI Nov 21 HOA mtg Architecture Committee Report

Unit #	Name	Description	AC Approval Date	Board Approval Date	Remarks
42	Robert VanSice	Enclose upper Back Deck	10/20/2023	10/21/2023	
37	Tom & Nancy Lynch	Windows & Sliding Glass door replacements	10/20/2023	10/21/2023	

THI Building committee report, November 2023

- Garage window has been replaced at #18, and east garage wall has been resided at 18/20. This work is now complete.
- Front deck and privacy walls were scheduled to be replaced/rebuilt at #39. However, owner has stated that this work is not of immediate concern. This work is delayed.
- Our painter was on site recently, and completed the needed painting maintenance from recent repairs.
- Variance approved for #42 regarding completion of rear balcony area and construction of addition. Owner is waiting for building permit from City of Canandaigua.
- THI & KMC waiting for variance to be submitted for window replacement and re-siding of portions of #27.
- Work is in progress to replace the siding on the front and west side wall of the garage at #10 due to weathered siding and rot. This work should be complete by the end of the month.
- A program whereby the Association has been reimbursing homeowners a stipend to put towards replacement of original existing wood decking with composite decking continues. To date, of the 30 front decks on the high-rise units, only #s 9,19,21,39 & 42 have not been replaced. The reconstruction of the front decks at #33 and #35 is nearing completion. Numerous rear decks on the low-rises have also been replaced. The rear decks of #3 and #15 have been recently replaced. This has noticeably improved the appearance of our community and reduced maintenance costs.
- A variance had been approved for units 33 & 35. This work is nearing completion. It included replacement of front decks, and front walkways. Rear patios have also been installed.
- A variance is pending for #5 to replace the two windows at the side wall (west facing) of their garage. This window replacement was requested by the building committee in anticipation for residing of the west wall of the garages at 5/7. KMC has ordered materials. Assuming materials and windows are obtained in a timely fashion, this work should begin shortly.
- Many of our air conditioning enclosures have been removed due to their poor condition. Others will be removed in the relative near term at the discretion of the building committee.
- The building committee will be evaluating the buildings in THI to determine which buildings will be worked on in 2024.

Towne Harbor Island Dock Committee Report ~ November 21, 2023

CMI was selected as our Dock Project contractor. They are providing us with all of our site work, dock assembly, and installation. They started working on site September the 27th, 2023, and have been on site every work-day since. CMI has been provided with their required initial deposit to start the project, and we are processing their first invoice this week. So far, everything is going very well and we are very happy with CMI as our site contractor!

Structurmarine has completed and delivered almost all of our docks and parts. Our last main delivery is scheduled for this Friday, November 17th. We may have some smaller deliveries of accessories, and/or additional parts as needed and manufactured. Our last required proposal payment to Structurmarine will be due after this delivery, on the 17th.

LaBella Associates is continuing to work on our Dock Project with us.

We still have lots of work to do, but almost all docks are removed, almost all site work is complete, new dock assembly will be starting within the next couple of weeks, and then we can begin installation, weather permitting, starting this winter, with completion by summer!

A small group of the BOD and the dock committee completed a walk around this past Friday.

The BOD authorized a Sucker Brook “ad-hoc” committee, to advocate for that area on our behalf. Jack Dailey volunteered to be the chairperson of this committee, and Marcus Franz is participating. If you have interest in participating, please reach out directly to Jack Dailey.

The next Dock Committee meeting/walk-around is Monday, November 27th at 4:00PM.

Second Dock Request List in order as of 11/13/2023:

1. Dailey ~ #28 ~ Added 12/08/2021 ~ Primary finger slip relocation from the East Channel priority.
2. Burgasser ~ #10 ~ Added 05/15/2021.
3. Franz ~ #13 ~ Added 06/07/2021.
4. Serinis ~ #36 ~ Added 08/12/2021.
5. Hookway ~ #17 ~ Added 07/05/2023 ~ For a personal watercraft platform, likely on the East Channel.
6. Kay Johnston ~ #29 ~ Added 09/04/2023 ~ For a personal watercraft platform, likely on the West Channel.

Dock Committee Members as of 11/13/2023

Mike Feldmeyer ~ Chairperson and Board Liaison

Doug Burgasser Doug Merrill

Marcus Franz Russ Young

Brian Miller Peter Green

Bill Gauthier Jack Dailey ~ Sucker Brook “ad-hoc” committee Chairperson and Board Liason

Social Committee Report

Upcoming Events:

Football Brunch – Successful event well attended and enjoyed by all.

Book Club – will continue through the winter months. It will be held on the second Tuesday of every other month. Next meeting will be in January at the home of Maggie and Paul Bringewatt.

Holiday Party – will be at Carl Steinbrener's home # 32 on December 9th at 6PM. An RSVP e-mail will be sent out shortly. This is a BYOB and appetizer to share event.