

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

MEETING DATE / TIME: Tue., January 16, 2024; 7pm

LOCATION: via Zoom

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

- Bill Shaheen

HOMEOWNERS PRESENT:

- | | | |
|---------------------------|---------------------------|---------------------|
| • Anne & Graham Gorst (3) | • Anne Marie Hermann (22) | • Mike Serinis (36) |
| • Ann & Peter Howley (16) | • Jeff Hare (33, 35) | • Sue Gresh (44) |

OTHERS PRESENT:

- Barry Smith, Portfolio Manager, Kenrick Corporation

AGENDA:

Call to Order

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

Homeowner Concerns

A homeowner asked for explanation for the increase in 2024 monthly and quarterly maintenance fees. President Serinis clarified that monthly assessments were increased to address the rise in monthly bills; and quarterly fees were increased to replenish reserves and fund additional costs related to the dock project, ex. replacing and extending public walkways to new docks, supplementing rip rap to control erosion, grading and seeding. When asked if there are specific target amounts for each reserve account, Karen noted that reserve contributions are in line with recent historical figures. Homeowner asked for a financial plan for the next three (3) years, whereby residents would have a better idea as to monthly and quarterly fees. The homeowner indicated he has the skills for budgeting and volunteered to help put together the financial plan.

A Board member reminded residents that for safety reasons they should clean dryer vents every two (2) years.

Approval of the Meeting Minutes from November 21, 2023, Board Meeting

November 21, 2023, Board Meeting minutes were electronically approved by THI Board of Directors on November 28, 2023. The minutes are posted on the THI website.

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

Motion to accept: Marilyn Cushman; Second: Mike Feldmeyer; Approval: Unanimous

In his absence, President Serinis presented Treasurer Bill Shaheen's report (see Attachment A)

Management Report

- December Management Report
 - Barry Smith reviewed the most recent Management Report. He reported two additional visits to THI: to check the streetlights and to investigate reported rot at #9. KMC provided a quote for replacing the rotted siding. **Barry was asked to request an estimate from the electrician for solar street lights.**
- Dec. 4, 2023, THI/Kenrick/KMC meeting
 - On Dec 4, 2023, Karen Serinis and Building Committee Chair Doug Burgasser met with Anita Smith, Barry Smith from Kenrick and Bill Robinson, Bobby Luu from KMC. Discussion items included annual building

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maintenance walk through, priorities, and budget; project quotes, work dates, change orders, approvals; invoicing; variances; and work orders. While most of the items were specific to THI/Kenrick/KMC procedures, a few process revisions directly benefit homeowners: variances with KMC listed as contractor will no longer require homeowner to submit COI, and Barry will include open homeowner work orders in each management report. Revised procedures will start to roll out soon.

Committee Reports

- **Architecture:** See Attachment B. Mike Serinis reported that #8 submitted a variance in November and again Jan 16; **Barry Smith will confirm receipt by Kenrick.**
- **Building:** See Attachment C. On behalf of the Building Committee Chair, Chris Burgasser asked Barry for the status of the maintenance quotes that were requested four weeks ago by Doug Burgasser. **Barry will follow up with KMC.**
- **Dock:** See Attachment D. Mike Feldmeyer indicated work still to be scheduled relative to the new docks project include rip rap, sidewalks, and landscape grading/seeding. He reminded residents to **NOT FEED WATERFOWL OR OTHER WILDLIFE** in the THI community.
- **Landscape:** See Attachment E. Sue Gresh raised concern about new concrete blocks covered by snow being a trip hazard. **Barry Smith will request that Bill Cooper put stakes and caution tape at the end of the sidewalks leading to the docks.**
- **Roadway:** no report
- **Social:** Anne Gorst reported the Dec 9 , 2023, THI Holiday Party was well attended. A few unclaimed serving plates are still at Donna Greene's (#40); please contact her to retrieve them. The *Any Book Book Club* met on Jan 9, 2024, at the Bringewatt's home (#2). Next meeting is Tue., Mar 12, at #34, Cushman. The Social Committee is planning something for April around the eclipse.

Old Business

- None

New Business

- **Variances**
 - The following was approved via e-vote by THI Board of Directors on December 2, 2023: #5 Verbofsky, Garage windows. Exceptions: none.
- **Dock Project**
 - The following was approved for payment by THI Board of Directors on November 15, 2023: Structurmarine Transport Invoice 5/5.
 - The following was approved for payment by THI Board of Directors on November 21, 2023: CMI Change Order #2.
 - The following was approved for payment by THI Board of Directors on December 23, 2023: Structurmarine Parts Order #100671-0.1 for anti-skid extrusions.
- **THI Maintenance Responsibility Guidelines**
 - *THI Maintenance Responsibility Guidelines* were finalized by the THI Board of Directors and adopted on December 4, 2023. The *Guidelines* can be found on the THI website.

Next Meeting

Tue., Feb 20, 2024, 7pm via Zoom

Adjournment

Motion to adjourn: Marilyn Cushman; Second: Donna Wenk; Approval: Unanimous
Meeting adjourned at 8:10pm.

Respectfully submitted,
Marilyn Cushman
Secretary

Towne Harbour Association
January 16, 2024
Treasurer Report

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|--------------------------------------|
| Jan 16, 2024 minutes Attachment A |
|--------------------------------------|

November financials:

- Revenue is on budget
- Expenses saw overages compared to budget in Insurance \$ 2,500, Deck Repair/replacement \$ 7,800 and building repairs \$ 8,500. Offsetting these overages were lower than expected expenses related to Legal and Professional of about \$16,500 along with lower than budgeted Landscape costs.

We expect in the December and January financial results we will see that much of the professional fees will be incurred as budgeted primarily to Labella for the Dock Project. In addition, We have already spent the entire year budget for Building repairs and expect about \$25,000 - \$30,000 additional costs in the final two months of the year. Therefore we expect at year end to have incurred a loss that will be offset by using more of the Reserve Balances. Hence, the Board recommended the assessments for the coming year to complete the Dock Project as well as begin to replenish the Reserve Balances, particularly Build Reserves.

The December financial report is not available yet as Chris Noble, the Kenrick accountant who handles our reporting to our Treasurer has been out on leave.

Bill Shaheen, CPA
THI-Treasurer

THI 1-10-24 HOA mtg Architecture Committee Report

| Unit # | Name | Description | AC Approval Date | Board Approval Date | Remarks |
|--------|---------------------------|------------------------------|---------------------|---------------------------|---------|
| 5 | Linda & Aian Verbofsky | Garage Window Replacement | 12/1/2023 | 12/2/2023 | |
| | | | | | |

THI Building committee report, January 2024

- 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 will be on-site in the Spring to paint various areas around THI
- 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.
- 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. Numerous rear decks on the low-rises have also been replaced. The rear decks of #3, #15 and #28 have been recently replaced. This has noticeably improved the appearance of our community and reduced maintenance costs.
- A variance has been approved 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 re-siding of the west wall of the garages at 5/7. KMC has completed as much siding replacement as possible while waiting for windows to be delivered. Assuming windows are obtained as expected (mid January), this work should be completed shortly.
- Partial siding replacement is in progress at the North wall of #9. Rot was found. We are awaiting a quote from KMC to re-side the entire wall before we decide how to proceed.
- 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 is awaiting quotes from KMC for buildings that will be worked on in 2024.

Towne Harbor Island Dock Committee Report ~ January 16, 2024

CMI was selected as our Dock Project contractor. They are providing us with all of our site work, dock removal, dock assembly, and dock installation. They started working on site September the 27th, 2023. CMI has been provided with their required initial deposit to start the project, and their first invoice November 2023. We have had two change orders with CMI to date. 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. We will have some smaller deliveries of accessories, and/or additional parts as needed and manufactured. Our last required initial proposal payment to Structurmarine has been paid. So far, everything is going very well and we are very happy with Structurmarine as our manufacture!

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

We still have plenty of work to do, but all the old docks are removed, almost all of the site/ground work is complete, new dock assembly is near completion, and installation of the new docks into the water has started and is well underway! CMI is still on site as of today, 01.09.2024, and weather permitting work will continue, with completion expected by summer!

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

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.

A quick reminder to residents regarding to NOT feeding the waterfowl (ducks, geese, etc.), especially near the public dock access points, and near the new docks, as they are making a home, and a mess of those areas and on the new docks.

Second Dock Request List in order as of 01/09/2024:

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.
6. Kay Johnston ~ #29 ~ Added 09/04/2023 ~ For a personal watercraft platform.

Dock Committee Members as of 01/09/2023

Mike Feldmeyer ~ Chairperson and Board Liaison

Doug Burgasser

Doug Merrill

Bill Gauthier

Brian Miller

Peter Green

Marcus Franz

Russ Young

Jack Dailey ~ Sucker Brook “ad-hoc” committee Chairperson and Board Liaison

Landscape Committee Report January 2024

In December the board requested that the landscape committee get quotes for repair work from the dock project.

The committee submitted the BOD quotes for the following:

1. (4) community sidewalks that must be extended or rerouted.
2. Grading and seeding of the point and the perimeter where damage was done.
3. Additional rip rap in certain areas on the perimeter.

Committee Members:

Marilyn Cushman
Donna Schnapp
Deb Martin
Mike Serinis
Kevin Wenke

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