RRHO BOARD MEETING MINUTES
JANUARY 10, 2012
5:30 in Riparian Lecture Hall

PRESENT: Julian Thomas, President; Linda McLaughlin, Vice President; Howard Maslich, Treasurer; Wanda Fischer, Secretary and Chris Aikens, Kenrick Corporation. Absent: Patrick Tobin, President Living Communities, LLC.

CALL TO ORDER: The meeting was called to order by J. Thomas at 5:30 pm

COMMUNITY MEMBER COMMENTS:

Jack Engdahl had financial reporting concerning the calculation of the amount in the reserve fund. The discussion was postponed until the Treasurer' Report. J. Engdahl also asked if homeowners have a vote on budget approval. It was noted that the Board approves the budget.

Linda McLaughlin expressed concern about a small white car which circled the campus five to ten times Sunday night. She wondered whom to call. It was decided she should call the police and notify RIT Security if it happens again.

APPROVAL OF MEETING NOTES:

A motion to approve the December 6 meeting minutes as previously circulated by email was made by L. McLaughlin, seconded by H. Maslich

TREASURER'S REPORT:

The Treasurer's Report will be approved at each monthly meeting in the future. H. Maslich passed out financial reports for September, October and November of 2011.

A copy of the 2012 budget was passed out. The working copy has been updated to show the addition of $1,300 item for the Hospitality and Communications Committee and $900 for Directors' insurance. The previous issue showed $313 income. With the reduction in the painting allowance and the two additions above, this budget now balances. The copy which goes to the Attorney General for 65 units still is not in balance. That needs to be corrected or it will not be approved.

There was a long discussion of the reserve fund and how it is funded. It was reported that the FHA is in the process of determining what percentage of funds should be in a reserve fund. Normal practice is that the fund remains underfunded. We are currently using the area standard and exceptional expenses would be funded by a special assessment. A special assessment does not need to be paid all at once. It can be financed by a temporary raise in HOA fees over a specific period of time. This discussion was referred back to the Finance Committee.

A motion was made by W. Fischer to accept the budget with the corrections to the 65 unit budget and approve the Treasurer's Report. L. McLaughlin seconded. It was passed.

OLD BUSINESS:

Management Agreement: C. Aikens will get us a copy of the signed, one-year extension of the Management Agreement with Kenrick Corporation.

Electric Service Contract: C. Aikens will get a copy of the contract to L. McLaughlin

Incident Form: Report was tabled. R. Miller was not present. J. Thomas will contact him.

Snow Plow Expectations: We had only one plowing, several saltings. As far as we know there are no complaints.

NEW BUSINESS:

Status of NYS Attorney General approval: The transfer of the Gazebo lot has been approved as the HOA voted in September. Copies of the document will be distributed soon.

Offering Plan Questions: According to Offering Plan:

1) Fees are calculated based on M&T Bank rate. Why not a more published rate?

2) All the documentation refers to Monroe County except Filing Declaration Amendments, F-9, Section 1, which refers to Ontario County. Why? If we change the wording, it will have to be approved by the cottage owners. J. Thomas moved to approve wording change from Ontario to Monroe county and H. Maslich seconded. It was passed.

The question then came up as to who does amendments to the Offering Plan. S. Bussey has been doing them. Do we do them now? The question was referred to P. Tobin. Then, the question was asked whether Living Communities should pay for the cost of the change. That question also will be referred to P. Tobin.

3) The Plan says the Board and Officers are supposed to have a fidelity bond. C. Aikens says we do. He will email details as to who has it and who is covered.

NYS Franchise Tax Payment: Has it been made? C. Aikens reported that all received bills have been paid. We did not find a check listed in the fall financial reports. C. Aikens will investigate.

Variance Request Form: The next question was raised by W. Fischer about the process of requesting a variance. It was decided that the request form should be sent to the Board first. After approval, they would forward it to Kenrick along with proof of contractor's workers compensation coverage.
In an emergency, the form could be scanned and emailed to expedite the approval process. J. Thomas will revise the current form to reflect the process changes. It was noted that the form is required for external changes only and that plantings within a cottage's foundation borders do not require a variance form either.

Pesticide Responsibility: Currently, the HOA does not pay for generic spraying for pests. Trees and lawns are sprayed as part of the landscaping contract. The question is who pays for removal of pests like ants, worms, bees, etc. The normal in this county is that the association pays for spraying in common areas, but not in structures. The practice is that if the pest comes inside the house, it is the homeowner's responsibility. The homeowner is responsible for calking after the initial warrantee period. H. Maslich made a motion that if the problem is inside, its the homeowners responsibility, if outside, its the HOA. It was seconded and passed.

It was asked if we could have a general extermination. It was pointed out that this would require a line item in the budget and if it was budgeted, everyone would have to pay even if they had no problem. It was recommended that we keep the practice the way it is. If there is a general problem, the HOA would balance the need between those who want the service and those who don't need it on a case by case basis.

Time Warner: J. Thomas is Time Warner contact now. He is getting closer to reconciling who is Time Warner customer and who is not and what we are charged under the bulk rate. In the meantime, it was suggested that people using coupons pay Kenrick the HOA fees as stated on their new coupons. If they wish, they can add the same amount that they paid for cable/internet last year. The account would be credited and fees paid when they are determined due. The easy way to think of it, is pay the same amount as last year plus $10 for the increased HOA fee. Or wait on the Time Warner portion of the payment until the issue is settled. In that case, a bulk payment for the year's cable/internet fees would be due.

Monthly Financial Statements: L. Krenzer at Kenrick will email statements to H. Maslich who will present them at the monthly Board meeting.

Certificate of Compliance: The question was asked whether it is required on all unit sales or only when requested by the buyer. The certificate says the unit meets all the standards of the community. It keeps uniformity and maintains property values and aids in the case of lawsuits. It prevents changes being made without variance approval. It is a one-time expense of $100 when the unit is sold. Kenrick does the inspection and checks any documentation. Variances to date have been approved by the developer and the Buildings and Grounds Committee is in the process of documenting those changes. H. Maslich moved that the certificate be required for all sales. It was seconded by W. Fischer and passed with one abstention.

Cottage Owners Handbook Revision: The Hospitality and Communications Committee is revising the Homeowners Handbook to reflect cottage owners interests and to remove those things exclusive to Riparian community members. There have been considerable changes to the format and input of How To's, making it a valuable reference resource. It is expected that draft copies will be issued to the Board, Susan Bussey and Cindy Lowenguth within the next week or so. After their input, there will be a general distribution to the whole cottage community.

Recognition of the efforts of the committee was extended by the Board and homeowners present.

Next Meeting: February 14, 2012, at 5:30 in the Riparian Lecture Hall

Adjournment: L. McLaughlin moved to adjourn the meeting, H. Maslich seconded. The motion was passed at 7:04 pm