RIVERS RUN HOA BOARD MEETING November 22, 2011

Present: Julian Thomas, President; Linda McLaughlin, Vice President; Howard Maslich, Treasurer and Chris Aikens, Kenrick Corp.

The meeting was called to order at 5:28 pm

OPEN DISCUSSION

The workmen on Building 1600 are progressing nicely.

The leaf problem at 702 is under review by the Buildings and Grounds Committee.

APPROVAL OF MINUTES

J. Thomas made the motion to approve last meeting's minutes as previously emailed. L. McLaughlin approved first, W. Fischer seconded. The motion was passed.

PRIORITY NEW BUSINESS ITEM

The site of Building 16 has to be shifted because the original plot plan had Building 14 as four units and it was built as a three unit. As consequence, it is desired to move Building 16 slightly to the west to provide more space toward the east. The Town requires that we go through a property transfer of the slivers of land which are created by moving the building. This means moving a block from HOA to Living Communities. They then would give back the parcel to west. The HOA would be transferring 1882 sq. ft, to LLC and 1513 sq. ft would be returned to the HOA. The Board has to sign off. It is considered a trivial swap, maintaining the original concept so that the entire HOA approval is not required. Because of time pressure, the Board authorized J. Thomas to sign the deed transfer. The Secretary has a copy of the signed authorization document for HOA files.

OLD BUSINESS

A copy of specifications for contracts was handed out to the Board by C. Aikens. He also handed out a Board of Directors Handbook.

Mailbox. It was decided to let mail come to the appropriate Board member and do address changes as the members change.

Snow stakes for fire hydrants. Nothing has been done yet. Kenrick can purchase on a "do not exceed figure". C. Aikens will contact fire department to see if they will supply stakes. He also will check costs to purchase them. H. Maslich made a motion not to exceed $150 to buy. We will decide later on installation. L.McLaughlin seconded, It was passed.

D&O Insurance. When the current policy expires, Kenrick will have coverage included in their bid process. H. Maslich will contact First Niagara to see if the new three-year policy can be coordinated with Kenrick coverage. We will be covered from date of signing. L. McLaughlin moved that we take this policy as long as it can be transferred to the Kenrick bid next year. W. Fischer seconded. The motion was carried.

Master Policy Insurance renewal date. C. Aikens will get date. It also was suggested that a member of board establish a contact at First Niagara for direct questions.

Budget - Kenrick has sent a copy of the 2012 budget which they prepared to homeowners for 2012. The homeowner monthly assessment will go up from $200 to $210 next year. The increase is less than feared would happen because of change in the sponsor's role in handover. Future increases would be expected to be in synchronization with inflation. We need to continue to build the reserve fund in order to avoid unexpected assessments. The fund is for major maintenance such as new roofs, paving, etc. It was pointed out that catastrophes would be covered by insurance after $2,500 deductible. It was noted that at some point, we should have roofers evaluate the buildings in order to predict when we might require major repairs.

Budget vote. The budget must be approved no less than 10 or more than 30 days before the first of the year. A copy of the budget prepared by Kenrick has been mailed to the homeowners. The Budget Committee will review the Kenrick budget. There will be an email vote by the Board on the budget once the committee finishes its review. A new copy will be issued to homeowners if there are changes.

Incident Report Form and Web Site development was tabled for a future meeting

Insurance Responsibility Issue, HOA or homeowner. C. Aikens said that from dry wall in is homeowner responsibility. If something fails that is HOA responsibility and damages homeowners area, the HOA would pay.

Policy documents will be scanned and emailed to J. Thomas. He will put them on the document web site. Because of its size, he will ask P. Tobin specifically for an electronic copy of the offering plan to be put on the web site.

Unit problem call list. A matrix has been developed.

Collection procedure. It was suggested that listing of specific fees be taken out of the document and put on a separate schedule which would include all fees. It was decided to do that in the future. H. Maslich made motion to accept the procedure. L. McLauglin seconded, the motion was carried.

Legal representation. We have agreed to work with Jim Pronti of Woods, Oviatt, Gilman LLP. He has been sent the offering plan and related documents.

Certificate of Compliance. Certifies that a unit complies with all rules and regulations at time of resale. Any changes to the exterior or internal load bearing walls would have to have been documented by a variance request. The certificate would be required in order for any homeowner to sell their unit. Manager does the physical inspection and all variances are documented. It is a one-time cost, $100, to the homeowner at the time of sale. It was noted that the certificate also would be of value to the HOA in cases of forclosure. It was said that the HOA can rent the unit during a foreclosure process. H. Maslich moved to implement the Certificate of Compliance process as outlined by Kenrick in the document presented in the November 18 Board meeting. J. Thomas seconded the motion. It was carried.

NEW BUSINESS

Receipt Payment Process. Receipts should be given to Kenrick. They will issue check request form and will reimburse.

Study Team. There was discussion as to how the team would be used. The Policy Committee is currently using them to research manuals and policies, going through documents to pull out policies and procedures. It was decided that since the team would be used by the committees when and if they need research assistance, they don't need to be a formal entity in the HOA committee structure, but would make themselves available when asked. Several of the team members have already joined existing committees.

Division of labor between Policy and Buildings and Grounds. Because of so much overlap, J. Thomas and L. McLaughlin will get together to clarify responsibilities.

Hospitality/Communications Committee Budget Request. The committee is asking that $1,300 be included in the 2012 Budget. This would be used for welcome packages and project materials. The requested amount is calculated based on projected unit sales. J. Thomas reminded the committee that original receipts would be required. J. Thomas moved to accept the budget request. L. McLaughlin seconded. The motion was carried

Question of damage liability previously referred to foundations. Since we have slabs, how is the liability determined. C. Aikens of Kenrick indicated it would depend on the cause.

Annual fall/winter meeting with Kenrick. This was a part of the Fireside Chats. Their purpose was to let people know what was going on. Kenrick is now regularly represented at board meetings which eliminates the need. We will send email to homeowners reminding them that they are welcome to come to board meetings to keep up to date. There still will be an annual homeowners meeting.

Next Meeting. December 6 at 5:30 pm. At that time, we will decide if another meeting is needed in December. We agreed to meet the second Tuesday of the month in 2012.

Adjourned at 7:16 pm

W Fischer, Secretary