HOA Board Meeting, November 8, 2011

Present: Julian Thomas, President; Linda McLaughlin, Vice President; Howard Maslich, Treasurer; Wanda Fischer, Secretary; Patrick Tobin, Developer; Chris Aikens, Kenrick Corp.

The president called the meeting to order at 5.34 pm

OPEN DISCUSSION:

Thanks were expressed to Pat Tobin for the decision not to charge bus fees for weekend community events.

Welcome Dick & Marti Miller to Buildings and Grounds Committee. They volunteered to check out the grounds on their daily walks with their dogs. The question came up as to whom should community members call if they notice something that should be corrected. If it is a building or grounds issue, call Julian or call Kenrick and send Julian an email. Dick Miller volunteered to keep an issue log keeping track of response times and satisfaction.

October 23, 2011 meeting minutes: There were some typing errors and Jan Nast is not permanent member of finance committee. The President moved the minutes be accepted as circulated earlier with these corrections. Linda seconded.

OLD BUSINESS:

HOA Mailbox . The post office has said that a mailbox would have to be tied to a specific address. We have legal advice that it shouldn't be tied to the Riparian. The model unit keeps changing and, therefore, wouldn't be suitable. We do not want to have to keep changing the address every time the Board makeup changes. Chris Aikens suggested we use the management company and they will forward any mail. This is the way many others do it. He says the volume of mail is not usually very heavy. There was no decision.

Fire Hydrant Stakes. Pat Tobin has priced at 50 for $4.94 each, minimum order 250 stakes. Stakes for driveways are supplied by the snow plow contractor. The decision was tabled.

D&I Insurance and Bonding. Howard Maslich is getting quotes. Insurance company needed budget information, which has been sent to them. We should hear in a few days.

Legal Counsel. We are considering Ron Schubert of Phillips, Lytle and Jim Ponti of Woods, Oviatt, Gilman. We agreed to postpone our decision until to after HOA network meeting on Wednesday. We have put the question of recommendations on their agenda. We will then do an email vote.

Auditor. We did an email vote on auditor and selected Mike Boychuk for 2012. We have a firm agreement for the rest of the year. Chris Aikens requested an email noting that selection.

Email Votes. Secretary needs to note and put in subsequent minutes.

Garbage Pickup. Kenrick gets one bid for all the units they manage in order to take advantage of economies of scale. We can make recommendations. They get competitive bids on all properties. It was asked if electric is also put out to bid. Chris Aikens will check gross kilowatt rate of current provider, RG&E.

Snow Removal. Current contract with Romig is plow at 2 to 3 inches. They cannot do 3-4 inches. Our contract is locked in for 2012. All contracts do have a 30-day satisfaction clause though. Julian Thomas has made a survey and has specific requests from people who need to get to work early but none to cancel the contract.

Landscaping. We were unhappy with this year's work. Kenrick has a data base of contractors on their bid list. We can either go direct to Romig or put the contract out to bid. Bulk bidding is not done due to different levels of service requested. Broccollo does chemical application. The increase in chemical costs is due to the increase in the number of units next year. There is no pest control contract.

Building Repairs. Question asked about scheduling maintenance since some units are older than others. According to Chris Aikens, most places do a cycle of 25% per year or do touch up cycles. Doing something all at once would likely call for special assessment. We save on paint and siding because we have vinyl.

Punch List. Northeast Electric will fix street lights. The lights are in three sections; across from boat house, opposite 1201 and at the top of the hill. Chris Aikens will check other contractors. Northeast has already started work.

Sidewalk Repairs. Won't get done till spring. The first job is to fill in gutters in front of Riparian. The pads between buildings 600 & 700 will be coming out as soon as the survey for 1600 is completed, in a week or so.

Kenrick Call List. Julian Thomas reviewed the call list and passed out a listing of instances where there were a number of calls where action was not effective or nothing happened. Other items took too long. We will need better followthrough. It was also suggested that when the maintenance is scheduled and when it is completed be included in the call list data.

NEW BUSINESS:

General Insurance Renewal. Question asked if renewal is based on calendar year. Need to check when our renewal comes up. Insurance is bid in bulk also. First Niagara is the only one who does 3-year policies. First Niagara will send individual new insurance binders to all insured next year.

Proposed Budget. There was a detailed review of Kenrick's proposed budget for 2012. The work of the Finance Committee looks close to the Kenrick budget. However, we need to have a balanced budget for the Attorney General. The Kenrick budget as proposed does not balance. There will have to be more work before we vote on it. Increases in expenses are generally due to increased number of units in 2012. The proposed assessment fee of $210 is based on 37 units (26 occupied, 11 Living Communit-

ies pays HOA fees). Our reserve is currently $55,738 with $11,000 in the checking account.

Insurance Clarification. The question was asked as to what is covered on HOA insurance vs homeowner's insurance. Example would be window breakage. That example would depend on how the window was broken, by the owner or by a contractor. The HOA Master Policy includes everything if it is a standard item, with $2500 deductible. The individual homeowner's policy covers any upgrades. The homeowner needs to report damage even if it happens when they are not home.

Who to Call with Unit Problems. There needs to be clarification There is a matrix which now will be sent to homeowners. Call Kenrick and notify Julian. Note that when calling Kenrick the phone option of Property Maintenance does not go to service coordinator, Barry Smith. Select the General option. Dick Miller volunteered to create a service request form which could be obtained on our HOA web site which he also volunteered to create.

Main Water Shut Off. Who do we contact to find out where main shutoff is. Pat and Chris will take on shutoffs. Julian will send out a note. Our main shutoffs are on the county side. Call them if that needs to be closed. If valve needs replacing, Pat Tobin would take care of it. Water pressure in showers probably require a new shower head. If it's throughout the unit, Pat would check.

New Collections Procedure. Previously Kenrick has used Ron Schubert (lawyer) for collection process. They now will be doing it in house. Chris Aikens passed out a copy of the procedure. There will be considerable savings having Kenrick follow the process. Owner is in arrears if the full amount on is not paid within 15 days of the due date, including cable fees. Next, a delinquent letter will be sent, then an option for a payment plan finally a demand letter. If fees are not paid at that time a lien may be filed against the lot. Question was asked about withholding fee due to dissatisfaction with service. The individual would be considered in arrears. Issues should be taken to the Board. The Board can determine further action. Board will be notified in collections log,

Certificate of Compliance. This is used to prove that any re-sold unit is in compliance with all rules of the community at the time of sale. It protects the seller, the buyer and the association from law suits. The cost would be $100, paid by seller at closing. It would apply only to resales, not new units. The certificate needs to be made more clear, more specific. We need to check legality around variance approvals in this case. It was moved to table the issue until the next meeting.

NEXT MEETING:

November 22, 2011 Julian will create agenda.

Linda McLaughlin moved to adjourn. Wanda Fischer seconded. The meeting was adjourned at 7:20pm.