RRHOA BOARD MEETING MINUTES
MAY 8, 2012
5:30 p.m. in the Riparian Lecture Hall

PRESENT: Julian Thomas, President, Linda McLoughlin, Vice President, Howard Maslich, Treasurer, Wanda Fischer, Secretary, Patrick Tobin, Living Communities. Dick and Chris Aikens, Kenrick

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

COMMUNITY MEMBER COMMENTS:

The role of the RIT Security car was questioned. P. Tobin responded that RIT has responsibility for the security of the property which they own. They are primarily here to secure their property. We have asked them to circle our property as much as possible and contact us with concerns, which they are doing. P. Tobin and M. Cole are their current contacts. J. Thomas should be added.

Recently, there have been significant issues at the River Gazebo. As a consequence, it will be locked in the future. Rivers Run community members will receive a notice to that effect and M. Cole will issue a procedure for people to use the key. Also, a "Private Property" sign will be installed at the gazebo. Additional lighting is not preferred at this point. In addition, the Henrietta Sheriff is circulating more frequently. If anyone is aware of issues, they should contact the police or RIT Security.

Another question was do we have an emergency preparedness plan. There is an emergency evacuation and drill plan in place for the Riparian as required by law. There is nothing in place currently for the cottages. We will set up a work group to outline a plan and Sue Rausch has volunteered to be part of that team.

APPROVAL OF MINUTES: P. Tobin moved to accept the March 13, 2012, minutes as circulated by email. H. Maslich seconded. The motion was approved.

COMMITTEE REPORTS:

Buildings and Grounds:

The landscape survey is 60% complete. The Committee has taken pictures of all units, 4 sides or 2 sides or 3 sides. They are collecting grandfathered variances into a list which includes unit number, item, approximate date when done, and whether it is easily removable or not. After the Board approves, the list will be given to Kenrick for their file of individual units.

What is our complaint process? If with contractors, call Kenrick; if snowplow or landscaping, notify J. Thomas. If between cottage members, try to resolve between

parties first, then notify Kenrick. They will write a letter and note in the service call log. C. Aikens will bring a copy of the log to each Board meeting.

The bush hogging has been completed.

The pile of dirt between 800 and 900 sites is temporary storage while the landscaper is moving trees. The activity has been postponed due to wet conditions.

Finance:

H. Maslich has the completed audit from outside auditor. Everything is on track.

The cash flow analysis has been received from P. Tobin. There will be a meeting to determine how to cover the shortfall due to the landscape contract cancellation last year.

Policy:

Copies of the Hospitality and Communications Committee proposal for recognizing community member events were distributed. P. Tobin moved to approve, H. Maslich seconded. The proposal will be distributed for inclusion in the Cottage Community Member Handbook.

A trash container proposal was also presented for inclusion in the Handbook. Waste management requires trash to be at the curb by 6 a.m. This proposal defines the timing that trash should be put out no earlier than 5 p.m. the day before pick-up and the containers should be returned into the unit's garage by the end of the pick-up day. Recycling should have weight or cover to prevent blowing away. P. Tobin moved for approval. H. Maslich seconded. The motion was passed. The guideline will be included in the Handbook.

The proposed sign guidelines are written for the common areas. The Board can vote on these and put them into the bylaws. Guidelines for individuals would need community member approval. P. Tobin moved to approve. H. Maslich seconded. The guidelines will be distributed for inclusion in the Handbook.

Guidelines for Lease/Rental of a unit were also distributed. These will have to be approved by the community members at the September Annual Meeting. They will go into the bylaws after the full vote. In cases of extended absence, the owner is being asked to give contact information to the Board.

Based on Henrietta Town Rules and Regulations, we do not need further clarification of restrictions on at-home businesses.

According to our lawyer, a specific list of fines and collection procedures is not required. We do need to identify things that are subject to fines which will be determined by the

Board on a case-by-case basis. The Offering Plan has a description of things subject to fines. Cases will be documented by the Board in order to insure consistency.

We are not making a formal policy on litter. Some community members have voluntarily been picking up litter as they find it and Larry Rausch should be recognized for his extensive efforts. Every member should pick up what litter they see.

OLD BUSINESS:

The record should note that the Board approved by email the "Private Road Sign" which will be installed at the crest of the hill on the right hand side of the road near the OSHER turn off.

The Board also approved the variance for the installation of the pear tree at 602 by email.

Two Pet Station Bag Dispensers will be installed, one by the gazebo and one at the mid point of the center trail. Buildings and Grounds will supply the bags for the stands. H. Maslich will order them. Kenrick will install them.

Home owners should call Kenrick to schedule their interior and exterior dryer vent cleaning. A letter will be sent to all homeowners by Kenrick as a reminder that for safety purposes, the dryer vents cleaning needs to be scheduled.

The Time Warner 2011 fee charge question has been resolved. There is a list of what each homeowner owes which J. Thomas will review. The 2012 contract is still waiting for Time Warner. We still do not have the 2012 rate. The new contract will have the assessment included in HOA fees once everyone is on Time Warner. Then Time Warner would become part of the unit when it is sold.

NEW BUSINESS:

The Annual Meeting is September 11. Notification needs to go out a maximum of 30 days prior to the meeting. We need to develop the agenda of items requiring a vote. We will send a packet to the homeowners in July listing what, how and why so that they can discuss and question prior to the meeting. We also need to send a request in July notifying people we will need to fill a vacancy on the Board and asking if anyone is interested, they should contact any member of the Board. Also, we need to make sure we have contact information for absentee or proxy votes.

The September 26, 2011, financial statements have been completed and resolved.

The ponds will be dug out in two strokes. The Army Corps of Engineers oversees our official wetlands (the ponds and nine acres behind the Riparian), They require that the ponds be dug out and widened. Broccolo will be putting in approved plantings in the

freshly exposed dirt. P. Tobin will issue a note to the community including the tree and grading work.

Our recent RG&E bills have been coded commercial. We need to change the classification to residential. Kenrick will do this. P. Tobin will survey to confirm meters and their numbers.

J. Thomas adjourned the meeting at 7:15 p.m.

The next meeting is July 10, 2012 at 5:30 p.m. in the Lecture Hall

W.Fischer
HOA Secretary