

## Attention Holiday Harbour Residents

As a reminder, please do not flush baby wipes, baby diapers, adult diapers or cleaning wipes down the toilet. These products will clog the pumps and shut down the system. This is an expensive and time-consuming repair for Holiday Harbour.

The products mentioned above should always be wrapped in a plastic bag and put in the garbage.

*The last time the Lift Station malfunctioned due to items being flushed down the toilet, it cost the association \$1,187.88 to repair.*

Thank you for your cooperation in this matter.

Sincerely,

The Board of Managers at Holiday Harbour

### Board Meeting Conference Calls

#### Call-In Instructions:

Please call in at 6:55pm. All parties will use the same dial-in number and enter the same access code.

Dial-in number: (605) 475-4700

When prompted, enter the access code, followed by the # key: 977489#



### Wondering what's going on at Holiday Harbour?

Check out this site:

[www.neighborhoodlink.com/  
Holiday\\_Harbour](http://www.neighborhoodlink.com/Holiday_Harbour)

**HOLIDAY HARBOUR BOARD OF MANAGERS MEETING ..... March 27, 2019**

**CALL TO ORDER/ROLL CALL:** The meeting was called to order by Vice President, Claire Fisher at 7pm. In attendance: Nancy Stelnyk, Marv Wolk; Kenrick Representative: Michelle Alvaro; Recording Secretary: Stacy Fox; Via Phone: Bill Mapes, Amelia Keller, Carol Neel, Claudia Schaefer, Christopher Sardone, Jerry Brown.

**APPROVAL OF MINUTES:** A motion was made by **Nancy Stelnyk** to approve the minutes from the February 27, 2019 meeting. The motion was seconded by **Marv Wolk** and passed by the Board.

**FINANCIAL REPORT:** The Financial Report ending on February 28, 2019:

Cash.....	\$788,340.50
Accounts Receivable.....	\$5,290.00
Special Assessment Receivable.....	\$101,889.95
Accounts Payable.....	\$0.00
Prepaid Assessments.....	\$59,792.00
Maintenance Reserve.....	\$221,680.98
Utility Fund.....	\$704.92
Docking Fund.....	\$215,497.83
Roadway Easement Fund.....	\$93,536.51
Contingency/Emergency Fund.....	\$119,999.88
Parking Lot Fund.....	\$4,935.80

A motion was made by **Marv Wolk**, seconded by **Nancy Stelnyk**, and carried by the Board to accept the Financial Reports. Laundry income was reported as \$219.

**MANAGEMENT REPORT:** **Ms. Alvaro** reported that Kenrick updated the maintenance tracking sheet; forwarded CAI information regarding budgets and reserves to Board members; mailed draft budget and CAI information to Carol Neel and Amelia Keller; sent specifications for door replacement to Marvin Wolk; forwarded information regarding financials as requested; followed up with NYS Department of Health and insurance agent regarding lifeguards; old files are being reviewed; smoking information for unit #419 was forwarded to Claire Fisher; attended budget meeting on 3.14.19; completed second draft of 2019-2020 budget; contacted the NY State Department of Health: they do not have any authority in smoking in personally owned homes, as they only cover nursing facilities, group homes, assisted living facilities, etc.; followed-up with change order form for Labella; followed-up with residents who voiced concerns about the odor in simplex #419; completed inventory sheet; met with on-site staff two times weekly; reviewed service request forms with site staff - Staff and Property Manager are following up on requests; prepared information for the 3/27/2019 Board Meeting; sent a notice to all homeowners regarding work being done on docks; emailed and mailed simplex #46 regarding removing items in hallway; sent letters to Units #36, #119, and #420 responding to masonry work requests; mailed and emailed March Happenings Newsletter; approved invoices for February 2019 in accordance with HH Budget & service contracts; prepared & distributed financial statements for February 2019; prepared & distributed Board of Managers meeting packets; logged furnace inspections and dryer vent inspections; gathered and updated lease information; worked with

Docking Committee on organizing 2019 docking information; compiling all information for updated Directory.

Superintendent's Report: On-site staff completed the following tasks, in addition to the routine daily, weekly, and monthly tasks: removed tree on canal side of unit #113; ordered and received ice melt; replaced light bulb on parking lot side of unit #43; cleaned and replaced lenses on dock lamp posts; filled ice melt containers; talked with Keith Radley from Aqua Brothers about the pool; replaced smoke alarm battery at #101-B; replaced air freshener can in simplex #419; picked up kayak at 100 block and put back on rack (winds blew it off rack); replaced light bulbs on dock side of Units #16 and #423; cleaned and painted lamp posts for dock project; garbage pickup – every Tuesday; picked 2" x 4"s for benches that are bad; ordered, received and put away paper towels, toilet paper, large garbage bags, and single fold towels; replaced 2" x 4"s on three dock benches; shoveled snow; set up and broke down for meetings; checking pump readings daily; called Mark Henderburg from Rochester Colonial to get price for simplex doors; picked up numbers for dock spaces; installed lamp head top after wind storm; opened up units #48 and #142; wrote equipment list for main office; talked with Bill Mapes about light head; installed new dryer vent covers outside; started number dock spots; KMC repaired gutter corners on north side of unit #10; removed two small trees for Brawdy to be able to work on dock; put out cones on docks by work areas.

#### **OLD BUSINESS:**

Quotes for tree replacement: **Nancy Stelnyk** made a motion to accept the bid from Spring Valley. The motion was seconded by **Marv Wolk** and passed by the Board.

Quotes for tree trimming: **Michelle Alvaro** reported bids received. A motion was made by **Nancy Stelnyk** to approve Davey Tree. The motion was seconded by **Jerry Brown** and passed by the Board.

Simplex Door Replacement: **Michelle Alvaro** reported bids received. A motion was made by **Marv Wolk** to replace simplex doors in phases by Lowe's at a cost of \$1,931 per door. The motion was seconded by **Carol Neel** and passed by the Board.

#### **NEW BUSINESS:**

Operating Budget 2019-2020: **Claire Fisher** discussed the \$17,000 deficit in the budget and how to address them. **Bill Mapes** made a motion to raise the HOA fees by 3% to cover the deficit. This was seconded by **Claudia Schaefer** and denied by the Board. **Claudia Schaefer** then made a motion to raise the HOA fees by 2%. This was seconded by **Bill Mapes** and denied by the Board. **Chris Sardone** then made a motion to raise the HOA fees by 1.5%. The motion was seconded by **Claudia Schaefer** and passed by the Board.

Review and Approve Variances: Unit #408-C, request to install an 18 ft awning. A motion was made by **Claire Fisher** to approve the above variances subject to adherence to Holiday Harbour specifications. The motion was seconded by **Amelia Keller** and passed by the Board.

Unit #40, request to make structural changes. A motion was made by **Claire Fisher** to approve the above variances subject to adherence to Holiday Harbour specifications. The motion was seconded by **Amelia Keller** and passed by the Board.

Unit #57, request to move A/C from the rear to front of the Unit. A motion was made by **Amelia Keller** to approve the above variances subject to adherence to Holiday Harbour specifications. The motion was seconded by **Bill Mapes** and passed by the Board.

**Via Email:**

Change Order Vote: A motion was made by **Claire Fisher** to approve a \$2900 change order to Brawdy Marine's contract to hydro seed disturbed areas. The motion was seconded by **Marv Wolk** and passed by the Board.

**Adjournment: 8:01 PM**

**NEXT MEETING: April 24, 2019 @ 7pm**

## ATTENTION RESIDENTS:

This is a friendly reminder that certain large and heavy items man not be dropped off or dumped in the maintenance area. Items include but are not limited to - furniture, TVs, filing cabinets, equipment, etc. You must dispose of these items yourself.

The area is monitored by security cameras and those who get caught leaving large items there may be subject to fines.

Due to the fact that this is mostly occurring on weekends, the staff will be locking the main gate to the maintenance area during weekends.

Thank you for your help in keeping the community clean!  
- Kenrick Corporation

