

May 2019 happenings

ATTENTION

If you plan to sell your unit, PLEASE remember to pass the key fob on to the new homeowner!!
Thank you ☺

Have a Quick Question for Steve & Billy?

Feel free to email our wonderful Superintendents with your inquiries at:

srose@kenrickfirst.com

This will help reduce phone calls and stop-bys during work hours. Their email is checked once daily.

NOTE: Service requests will still need to be filled out and turned in on the slips provided.

Landscaping Committee

Resident volunteers are needed to join Holiday Harbour's Landscaping Committee!

Those interested should please email Nancy Stelnyk, Board Liaison, at stelchap@aol.com



HOLIDAY HARBOUR BOARD OF MANAGERS MEETING April 24, 2019

CALL TO ORDER/ROLL CALL: The meeting was called to order by President, Claudia Schaefer at 7pm.

In attendance: Claire Fisher, Nancy Stelnyk, Christopher Sardone, and Marv Wolk; Kenrick

Representative: Michelle Alvaro; Recording Secretary: Stacy Fox; Via Phone: Bill Mapes, Amelia Keller, Carol Neel, and Jerry Brown.

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

Homeowner Comments:

- Tom Roach requested to only have 2 docking cleats, instead of 3, for safety purposes. He also inquired about hydro-seeding disturbed areas from dock work.
- Dom Vitticore inquired a letter than he sent about the tennis court.
- Christine Corriveau inquired about: when the spring walk-around would be to address patio issue; when dock assignments would be handed out; Coast Card stickers for kayaks.
- Corinne Cannough inquired about cable TV options and Jacobson Law Firm updates.
- Marty Unit inquired about floor joist/wall cracks
- Kathy Welch commented on the beaver issue.

FINANCIAL REPORT: The Financial Report ending on March 31, 2019:

Cash.....	\$716,105.38
Accounts Receivable.....	\$5,476.50
Special Assessment Receivable.....	\$101,169.60
Accounts Payable.....	\$0.00
Prepaid Assessments.....	\$63,436.14
Maintenance Reserve.....	\$230,095.25
Utility Fund.....	\$4,048.17
Docking Fund.....	\$115,482.48
Roadway Easement Fund.....	\$93,432.90
Contingency/Emergency Fund.....	\$119,999.88
Parking Lot Fund.....	\$5,429.38

A motion was made by **Marv Wolk**, seconded by **Amelia Keller**, and carried by the Board to accept the Financial Reports.

MANAGEMENT REPORT: **Ms. Alvaro** reported that Kenrick updated the maintenance tracking sheet; completed 2019-2020 budget; met with on-site staff two times weekly; reviewed service request forms with site staff; Staff and Property Manager are following up on requests and prioritizing requests; followed-up with attorney regarding the Board being allowed to vote by proxy; developed specifications for landscape maintenance; the 2019-2020 budget letter was forwarded to all residents; completed 3 contracts for services on the property; followed-up with Department of Health regarding the pool - this information was forwarded to the BOM on 3.29.19; developed Landscape maintenance

specifications and bid them out to seven companies; notice was forwarded to homeowners regarding the lift station; forwarded pool information to Carol Neel; followed up with simplex door installation; followed-up with attorney regarding tax assessment and provided information as requested; followed up with items from the March Board meeting; prepared information for the 4/24/2019 Board Meeting; forwarded letter from City of Canandaigua regarding possible water leak to two homes; mailed budget letter to all homeowners; emailed and mailed a friendly reminder about not flushing certain items to all homeowners; mailed and emailed April Happenings Newsletter; approved invoices for March 2019 in accordance with HH Budget & service contracts; prepared & distributed financial statements for March 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; notified site office of lawn/tree treatments scheduled by TruGreen.

Superintendent's Report: On-site staff completed the following tasks, in addition to the routine daily, weekly, and monthly tasks: received bids from Rochester Colonial for doors at simplexes #23 and #111; re-numbered dock spots #78 – 87; broke out old concrete around pool gate (re-concreted); blew out road gutters and storm drains from Clubhouse to the 100-block; handed out Happenings; changing light bulbs throughout property; garbage pick-up weekly; set-up and break down for meetings; made copies of completed variances and handed out; cleaned, sanded, painted and installed new socket and bulb for front light at unit #119; cleaned area next to shed and maintenance area; still checking emergency lights in units; reinstalled dock benches on side of #20 and corner of #127; picking up debris around property; checking pump readings at lift station, Monday through Friday; cleaned Clubhouse and laundry room – weekly; replaced two door knob sets in Clubhouse lower hallway; installed new LED light fixture on island by gatehouse; replaced broken light lens at gatehouse; pulled snow stakes out throughout property; filled in pot holes throughout property; blew out road gutters and storm drains from entryway to Clubhouse; shield installed new hard drive 4/9/19; met with Michelle Alvaro two times weekly; started locking maintenance area gates on nights and weekends; installed cord reel at car wash area; replaced 20 amp GFI outlet for car wash; trimmed dead branches and leaves out of ink berry shrub bed across from #400; removed stake out flags throughout property; emptied pet waste cans; opened unit #28; let state know about tree – beaver damage; HPS serviced generator (done once per year); started trimming back honeysuckle next to sucker brook; started putting away ice melt containers; blew out road gutters and storm drains at 400 block; opened car wash on 4/12/19; checked simplexes to make sure stored items were removed.

OLD BUSINESS:

Dock Update: **Claire Fisher** reported that the project will be substantially complete by April 30th 2019. She noted that hydro-seeding would likely occur at the end of April or early May to repair the lawn disruption.

NEW BUSINESS:

Non-Resident Motorhome: **Nancy Stelnyk** made a motion to deny a homeowner's request for a non-resident to park their motor-home at Holiday Harbour for 10 days. The motion was seconded by **Amelia Keller** and passed by the Board.

Water Shut-Off Valve: Homeowners are asked not to shut off their water valves for any units without notifying Steve & Billy or Kenrick Management in advance, along with all affected neighbors can also be notified.

Review and Approve Variances:

- Unit #44, request to replace storm door.
- Unit #119, request to replace furnace, water heater and A/C units. *Building permit required.
- Unit #407, request to install an awning.
- Unit #23-D, request to install On-Demand water heater. *Building permit required.

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.

Spring Walk-Around: The Board will make their Annual Spring Walk-Around on to assess the property's needs.

City of Canandaigua Assessment Challenge (Pre-Meeting): A motion was made by **Christ Sardone** to authorize Jacobsen Law Firm to continue work on the assessment. The motion was seconded by **Marv Wolk** and passed by the Board.

Channel Wall Change Order (via 4/22/19 email vote): A motion was made by **Claire Fisher** to extend the Phase 3b work limits at a not-to-exceed cost of \$3,800. The motion was seconded by **Bill Mapes** and passed by the Board. Actual cost was \$2,800.

Adjournment: 7:45 PM

NEXT MEETING: May 22, 2019 @ 7pm

AEROBIC CLASSES!

Low-impact aerobics suitable for all levels of fitness. The only pre-requisite is the ability to move and have fun!

**EVERY Tuesday & Saturday
at 9:30am in the clubhouse**

Bring water, a mat or towel, & arm weights if you have them. If you have any questions, Call Kathy Schott at 396-5838

