



60 HOLIDAY HARBOUR  
CANANDAIGUA, NEW YORK 14424

December 2019

happenings

## Holiday Harbour 2019-2020 Board of Manager's

Cindy Alves - term expires 10/2022  
Jerry Brown - term expires 10/2020  
Claire Fisher - term expires 10/2021  
Amelia Keller- term expires 10/2020  
Bill Mapes - term expires 10/2021  
Carol Neel - term expires 10/2022  
Chris Sardone, VP - term expires 10/2020  
Nancy Stelnyk, President - term expires 10/2020  
Marvin Wolk, Treasurer - term expires 10/2021

## Committees

**Clubhouse** - Barb Hackel, Diane Roach  
**Docking** - Carol Neel, Rich Russell  
**Finance** - Marv Wolk  
**Gatehouse** - Kathy Welch, Barb Hackel, Diane Roach  
**Landscape** - Cindy Alves, Bill Mapes  
**Long Range Planning (LRPC)** - Bill Mapes, Bob LoFaso, Guy Burns, Claire Fisher, Jerry Brown  
**Maintenance** - Chris Sardone  
**Newsletter** - Stacy Fox  
**Nominating** - Carol Neel  
**Pool** - Jerry Brown, Carolyn Marlin, Kathy Welch  
**Social** - Jerry Brown, Kathy Mapes, Joan Brown, Diane Roach, Kathy Schott, Rebecca Snyder, Joyce Merritt  
**Variance** - Amelia Keller  
**Facelift** - Colleen Brown, Chelsea Henderson, Corinne Canough, Kathy Mapes, Claire Fisher  
**Water Quality** - Rich Russell, Corinne Canough, Paul Lytle  
**Website** - Chelsea Henderson  
**Welcoming** - Corinne Canough, Barb Hackel

## Word at the Harbour

by Annette Gaul

### Words of Welcome

New homeowners will receive a more robust "Hello, and Welcome!" thanks to the HH Welcome and Social Committees. These committee members are coordinating efforts to extend an invitation to new resident owners to participate in their first social event "on the house." They want new residents to feel truly welcomed and encouraged to become involved in the HH community.

### Words from HH Committees

Committee Chairs are encouraged to pass along event dates, deadlines, news, and other reminders or items that are not necessarily covered at a board meeting. This will help keep residents informed and stop them from asking you questions at Wegman's. Just kidding; no, it won't. Submit anytime (but the sooner, the better), and Stacy ([stacyfox06@gmail.com](mailto:stacyfox06@gmail.com)) can decide the right time to include it.

### Word has it.....

... you have questions and ideas about life at the Harbour, where every day is a Holiday (*quote courtesy of E.M.*). Enjoy your holidays and then get back on that computer and submit to [annettegaul@aol.com](mailto:annettegaul@aol.com) or text to 585-880-8020.

### Final Word.....

We are fortunate at the Harbour to have quite a few business owners, people with interesting backgrounds, talents, and fascinating careers, as well as residents with attachments to other places! If you are interested in writing for, or being featured, in the newsletter, please make a submission! If no one responds, heads up, the first to be featured will be Faro's Pizzeria and Fingerlakes Food Tours!!!!

## HOLIDAY HARBOUR BOARD OF MANAGERS MEETING ..... December 4, 2019

**CALL TO ORDER/ROLL CALL:** The meeting was called to order by Nancy Stelnyk at 7:03pm. In attendance: Bill Mapes, Christopher Sardone; Kenrick Representative: Michelle Alvaro; Via Phone: Marv Wolk, Carol Neel, Amelia Keller, Claire Fisher, and Recording Secretary: Stacy Fox. Absent: Jerry Brown and Cindy Alves.

### PRE-MEETING HOMEOWNER COMMENTS:

- Unit #123: Commented on bright lighting around the property.
- Unit #33-C: Asked when front door project would be completed.
- Unit #43: Responded to comment on lighting.

### POST-MEETING HOMEOWNER COMMENTS:

- Unit #123: Commended the Board on their decision to create shields to subdue the intensity of the lights. Also commented on a service request regarding the lawn that had not been completed yet, and requested that the work be completed by May 2020. Also thanked the Board for their volunteer efforts.

**APPROVAL OF MINUTES:** A motion was made by **Marv Wolk** to approve the minutes from the October 23, 2019 meeting as written. The motion was seconded by **Bill Mapes** and approved by the Board.

### FINANCIAL REPORT:

The Financial Report ending on October 31, 2019:

Cash.....	\$631,320.99
Accounts Receivable.....	\$7,546.93
Accounts Payable.....	\$0.00
Prepaid Assessments.....	\$26,731.89
Maintenance Reserve.....	\$305,803.79
Utility Fund.....	-\$213.07
Docking Fund.....	\$112,383.35
Roadway Easement Fund.....	\$93,255.78
Contingency/Emergency Fund.....	\$100,00.00
Parking Lot Fund.....	\$8,923.00

A motion was made by **Bill Mapes**, seconded by **Marv Wolk**, and passed by the Board to accept the Financial Reports.

**MANAGEMENT REPORT:** **Ms. Alvaro** reported that Kenrick updated the maintenance tracking sheet and the service request spread sheet; followed-up with neighbor at the entrance to HH to answer questions/concerns he had about the property; met with on-site staff on a regular basis; forwarded audit to homeowners and was placed on the web site; assisted site staff in organization of site office; informed the board of a water main break on the property; attended the October 23, 2019 Board Meeting; followed-up with HO's regarding service requests; reviewed service requests and maintenance tracking sheet with site staff; assisted residents with questions regarding insurance and association fees; forwarded recordings of meetings to secretary; completed C of C's as needed; forwarded invoices to be reviewed and approved; following up on dryer and furnace inspections; following up on rental information/leases; followed up with real estate questions from potential buyers/sellers; completed correspondence per the direction of the Board; emailed residents regarding crack/sealing repair notice; sent violation letters to residents; mailed and emailed November Happenings Newsletter; approved invoices for October 2019 in accordance with HH Budget & service

contracts; prepared & distributed financial statements for October 2019; prepared & distributed Board of Managers meeting packets; logged furnace inspections and dryer vent inspections; working on gathering and updating lease information; worked with Docking Committee to organize 2020 docking information.

**Superintendent's Report:** On-site staff completed the following tasks, in addition to the routine daily, weekly, and monthly tasks: bagging leaves (ongoing); checking meter readings daily (lift station); completed mandatory sexual harassment class; worked on intercom system for Board meetings as the system was not working due to a malfunctioning phone server line; removed snow after first snow fall; completed repairs of outside entrances into crawl spaces; oversaw gutter cleaning; filled ice melt containers and put out for resident use; installed snow stakes; put away tennis court net for the season; disconnecting hoses for the season (ongoing); cleaning simplexes (ongoing); followed up on homeowner concerns/complaints; modified lamp head at entrance (removed lightbulb); emptied pet waste cans; cleaned up debris throughout property due to high winds; picked up clippings at front entryway sign; responded to 5 emergency calls from the answering service; Lowes installed doors at simplex #33; spread soil and seeded sidewalk ramp at #33; City of Canandaigua repaired water main break on the property; closed down units for winter season; responded to voicemails and e-mails Wayside Garden Center completed installation of new wall and plantings; adjusted new street lights; made a deflector for street light (entryway); replaced lightbulbs throughout property; closed car wash for the season; continuing to complete painting as weather permits; met with Property Manager on a regular basis; reviewed and followed-up on service requests and maintenance tracking sheet with Property Manager; completed replacement of wing wall caps for the season; delivered correspondence as needed; 127 variances have been completed to date with 20 outstanding due to circumstantial needs.

## **OLD BUSINESS:**

Assessment: A motion was made by **Bill Mapes** to move forward with the next assessment for \$400,000 in order to take care of the next phase of the Canal Wall repair and Phase 5 of Gas line project with some extra for unexpected expenses and to go toward the next phase of repairs. A letter will be sent to all homeowners following the Board meeting. The motion was seconded by **Claire Fisher** and passed by the Board.

Phase 5 Gas Line Design: **Bill Mapes** presented the updated design for the next phase of the gas line project in order to accommodate specific needs for the future which also included a potential cost savings. **Bill Mapes** made a motion to pass the information to Thornton Engineering, Holiday Harbour's design engineer for the project, to use the original 6-inch steel line for units #21-#58 with a note in the contract that if valves need to be replaced upon the work commencing then it can be done as needed. The motion was seconded by **Claire Fisher** and passed by the Board.

LaBella Proposal Project: A motion was made by **Claire Fisher** to accept LaBella's proposal at a not to exceed \$20,000 with the contingency that the first phase be limited to the environmental permit renewal and would be completed by April 2021. The motion was seconded by **Bill Mapes** and passed by the Board.

Street Lights: **Bill Mapes** commented on shields being created to direct the light downward and a paint film to potentially subdue the brightness of the new LED lights around the property. **Jerry Brown** had made the suggestion for the shields after seeing them being used on the road leading into the Holiday Inn Express. Other mitigation available, but not progressed at this time, is reducing the number of bulbs in the fixture and/or using a translucent paint on the light strips to reduce intensity. The Board

emphasized that these lights are only being installed on the street – they will not be replacing dock lights. A motion was made by **Marv Wolk** to proceed with light replacement with only shields being tested at this time. The motion was seconded by **Carol Neel** and passed by the Board.

## NEW BUSINESS:

Reserve Study: **Bill Mapes** reported regarding the recommendations made from the Reserve Study done on Holiday Harbour. The Board has reviewed the Study and it will be posted on the Holiday Harbour website for viewing by homeowners. Residents are also welcome to view the Study at the Clubhouse by asking Steve Rose – it is only viewable there; no copies are available to take.

Website Update: Holiday Harbour's website, [www.neighborhoodlink.com](http://www.neighborhoodlink.com) has been updated. Instructions for accessing were posted in the Happenings and were provided on the entry table at the meeting.

Nominating Board Member Application: This has been updated to reflect some of the duties new board members may be expected to help with. It will be emailed to board members for review/improvements.

### Review and Approve Variances:

- Unit #51-D, request to install a new furnace to be installed by Isaac Heating
- Unit #15, request to install a fence around their A/C unit.

A motion was made by **Claire Fisher** to approve the above variances subject to adherence to Holiday Harbour specifications. The motion was seconded by **Bill Mapes** and passed by the Board.

**Amelia Keller** will take over variances for the remainder of the term.

Adjournment: 7:56 PM

NEXT MEETING: January 22, 2019 @ 7pm

## Board Meeting Information

Please note that the next meeting date is January 22, 2020 at 7pm  
Meetings are held on the 4th Wednesday of each month, unless otherwise noted.

Your input during the open forum sessions is valuable and encouraged. The more information the board has, the better their decisions will reflect your thoughts and preferences.

### **2020 meetings will be held on:**

January 22, February 26, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 6 [Annual Meeting], October 28, November and December - TBD

## Attention Residents!

Please inform your guests that numbered parking spots are designated for specific residents and should not be used by anyone other than the intended resident.  
Thank you for your cooperation! 😊

## Canal Clean-Up

*Residents are asked to report debris in the canal to our Superintendents – please identify the location by dock space.*

## Reserve Study Information

The reserve study that the board commissioned has been reviewed and published in final form. The goal was to ensure that we have sufficient funds available when they are needed to repair, replace, or maintain our common elements.

### The study answers these questions:

- What common elements will need repair or replacement and when?
- What is the cost of replacement?
- Do we have deficits, when, and how much do we need to set aside each year to cover necessary repairs?

### Procedure:

Reserve Associates conducted an inspection of virtually every common element, assessed its condition and remaining useful life, and estimated the cost of replacement and the year in which it would likely occur. Using a replacement schedule covering the next 30 years, with a five year outlook for near term projects, they compared existing funds against anticipated expenses and made recommendations to close the gap.

### Summary:

The board will use this important report so they can decide how to maintain a reserve balance sufficient to pay for known upcoming projects. Please take the time to review Sections 1 and 2 of the report at a minimum so you can understand what reserve funds are needed to keep Holiday Harbour in a state of good repair.

### Interested in Reading the Report?

If so, it's available for downloading at [neighborhoodlink.com](http://neighborhoodlink.com)

If you'd prefer a hard copy, see Steve Rose.

You may borrow it to read at the Clubhouse.

## Cold Weather Precautions 2019-2020 Winter Season

If you will be leaving your unit for an extended period, or in cases of extreme cold, please review the following points and take precautions to eliminate water pipes freezing.

- Open the cabinet doors beneath your bath & kitchen sinks, especially if the water pipes run through an exterior wall. Wind chills to this extreme can freeze pipes right through the siding.
- **Set the furnace temperature no lower than 60 degrees. This is extremely important in vacant homes or homes where residents are traveling. DO NOT TURN HEAT OFF!**
- If you experience a lack of water from your faucet, there is probably a frozen pipe somewhere that fortunately has not yet burst. Placing a heater in the area where the pipe is frozen could help thaw the pipe and allow water to flow again.
- Shut the water supply valve to your unit off if you will be leaving for more than 10 days.

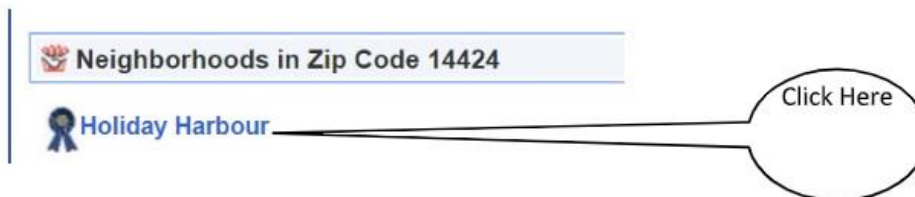
Thank you!  
Kenrick Corporation

### Instructions for accessing Holiday Harbour's website

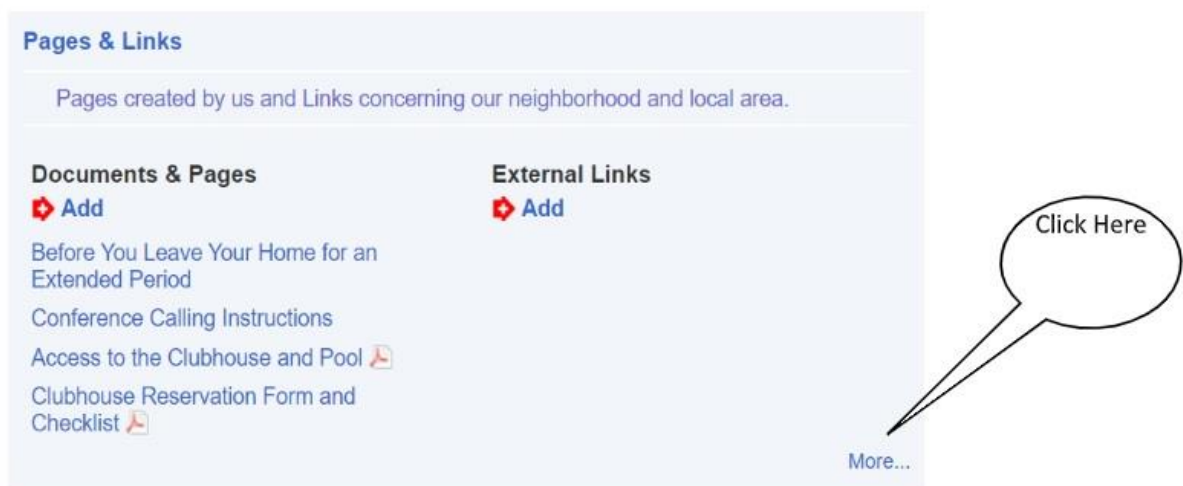
1. Go to neighborhoodlink.com
2. Type in our zip code, 14424, in the space noted, then push 'search'.



3. Scroll down maybe one page and click on Holiday Harbour



4. You're in! Now you can view and print forms, newsletters, docking applications and other material. Be sure to hit the 'more' button for extended viewing.



## Have a Quick Question for Steve & Billy?

Feel free to email our wonderful Superintendents with your inquiries at:  
[srose@kenrickfirst.com](mailto:srose@kenrickfirst.com)

Please do not interrupt them while they are working unless it is an emergency. Email is checked twice daily.

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

## Board Meeting Conference Calls:

### Call-In Instructions:

All parties will use the same dial-in number and enter the same access code.

**Dial-in number:** [\(605\) 475-4700](tel:(605)475-4700)

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

**977489#**