

ROLL CALL: Claire Fisher – President, Cindy Alves, Denny Furnal, Kim Gardner, Bill Mapes, Carol Neel, Christopher Sardone, Marv Wolk; Kenrick Representative: Charlene Luffman & Corinne Odo; Recording Secretary: Stacy Fox.
Absent: Frank Hacknauer

CALL TO ORDER: President, Claire Fisher called the meeting to order at 7:08 PM.

INTRODUCTION OF BOARD MEMBERS: Ms. Fisher introduced each of the Board Members in attendance.

PROOF OF NOTICE OF MEETING: Ms. Luffman reported that two communications were sent to all homeowners of record announcing the date, place, and time of the Holiday Harbour Annual Homeowner's Meeting. She also announced that there was a quorum for the vote.

APPROVAL OF MINUTES: Marv Wolk made a motion to accept the minutes from the 2020 Annual Meeting. The motion was seconded by Carol Neel and passed by the Board.

ELECTION INSPECTORS: Three, pre-appointed volunteer homeowners were present to count votes.

FINANCIAL REPORT: Audit information was not available at the time of the meeting. Audit information will be able to be found on the Holiday Harbour website once it is approved by the Board.

YEAR IN REVIEW - GOALS:

Work accomplished 2020-2021:

1. Replaced 5 simplex decks
2. Initiate periodic concrete work (sidewalks, stoops, privacy walls, etc.)
3. Tree Replacements
4. Install 3 new simplex doors
5. Complete phase 4 and 5 channel wall work
6. Purchase pool dolphin
7. Finalize painting divider walls
8. New tennis court lights
9. Repair and refurbish swimming pool
10. Install natural gas service lines & regulators
11. Removed old entrance sign and installed new signs on entrance wall
12. Repaired all trash dumpsters
13. Provide leadership and inspiration

Goals Established by the Holiday Harbour Board for 2021-2022

1. Replace 4 Simplex Decks
2. Finalize concrete work
3. Install the last 3 Simplex exterior doors.
4. Tree Replacement
5. Upgrade Pool Bathhouse
6. Repair Electric meter backing plates
7. Replace Beam supporting clubhouse balcony
8. Purchase Pool Otter

COMMITTEE REPORTS:

- **Social Committee**

- **Committee Members:** Joan Brown, Diane Roach, Kathy Mapes, Rebecca Raguso-Snyder, Kathy Schott, Mary Ann Vetticore and Kimberly Gardner
- With COVID-19 restrictions still in place for NYS in the 2021 season, the Social Committee did not begin meeting until June and held 4 planning meetings.
- Joan Brown and Kathy Mapes have been sprucing up the club house over the last year with old photos from the historical society and sports equipment. The plans are to finish up the project during the 2021 season.
- Mary Ann Vetticore headed up the bi-annual garage sale. The complex had a good turnout of residents selling items and customers coming through the complex to shop. "One man's trash, is another man's treasures"
- Ice cream social for the retirement of Steve Rose was planned during winter months via email and came to fruition in mid-July. 120 residents attended on a beautiful Sunday afternoon and enjoyed ice cream treats from Dar's Ice Cream truck.
- A Wine Mix and Mingle was held August 20th with approximately 50 people in attendance. Heron Hill Winery was invited as the choice winery and they brought 5 different tasting samples for people to enjoy. The Social Committee prepared fruit and cheese boards. Heron Hill provided a door prize and a 50/50 was held.
- The Social Committee conducted a survey during the month of August to see what people have liked in the past and what they would like to see in the future. 25 surveys were returned and it was clear people wanted events on Wednesdays, Thursdays, Fridays and Sundays. People liked the ideas brainstormed by the Social Committee and several people had some new ideas that the committee will be looking into.
- A new annual event began during Labor Day Weekend around the docks of Holiday Harbour. The Ring of Fire, a tradition along the shores of Canandaigua Lake to celebrate community in the ancient Seneca tradition, was brought to our own community shores. Approximately 90 LED Flares were set along the boardwalk on September 4 to create a beautiful glow and bring an end to the summer season. Tables were placed through-out the complex, as residents were invited to share treats & snacks and to greet old friends and meet new acquaintances.
- **Kimberly Gardner: HH Board Liaison to the Social Committee**

- **Welcoming Committee**

- **Committee Members:** Corinne Canough, Barb Hackel
- The Holiday Harbour Welcoming Committee was established in April 2017. Since that time, **43** new owners have been welcomed, including **8** since the October 2020 annual meeting.
- **Objectives:**
 - To create a positive first impression and a welcoming, hospitable climate for new Holiday Harbour owners,
 - To foster a sense of community, extend a gesture of friendship, and begin the relationship with new owners on a positive note,
 - To encourage active participation by new owners in the community,
 - To establish a communication connection which helps new Holiday Harbour owners feel supported.
- **Process:**
 - Welcoming Committee is notified of new owner(s) by the Kenrick office.
 - New owner information is logged into spreadsheet by Welcoming Committee.
 - Within 3 days, welcome note is prepared and delivered to new owner(s).

- New owners are provided with Welcoming Committee contact information and encouraged to pose any questions they may have.
 - New owners are encouraged to utilize web page: http://www.neighborhoodlink.com/Holiday_Harbour
- **Future Goal:**
 - We continue to support the idea of extending an invitation to new owners to attend an upcoming social event “on the house.” Again, this year, the pandemic presented obstacles to fulfilling this goal. Still, we would like to engage the Social Committee in helping us meet this goal in the upcoming year.
- **Nominating Committee**
 - **Committee Members:** Carol Neel, Denny Furnal, Chris Sardone
 - The nominating committee would like to thank all the volunteers that help count election votes, Kenrick for overseeing the process, and especially the homeowners willing to run and serve on the Holiday Harbour Board. We are very fortunate that our neighbors here have such a commitment to our community that it has never been a chore having qualified applicants on the ballot each year. Most importantly ... Please remember to vote when you ballot arrives.
- **Dock Committee**
 - **Committee Members:** Carol Neel, Rich Russell, Cindy Alves
 - First, I’d like to thank the docking committee for all their help and hard work organizing applications, checking dock locations and especially in helping install some additional cleats on the new docks where needed.
 - We began this year with 11 empty spaces and ended as of today with 3. The entire board has been having lengthy discussions on how to proceed in the future. Homeowner input is always welcome and needed.
 - We have had a lot of new homeowners join us this year on the docks at Holiday Harbour. Welcome!
- **Newsletter Committee**
 - **Committee Members:** Claire Fisher, Stacy Fox
 - Our newsletter is a great way to share what’s going on at HH. This year, we’ve worked hard to expand the content, design, and presentation. Rather than focus on just the minutes, we’ve included these items of interest:
 - Rule reminders
 - Reports on project and committee status
 - Events
 - HH contact information
 - General announcements
 - Lighthearted content
 - We welcome your ideas and content. Feel free to contact us with articles or suggestions.
- **2021 Landscaping Committee Report**
 - **Committee Chair:** Cindy Alves; **Volunteers:** Linda Lytle, Barb Haskins, Jane Carson, The Vitticores, The Mapes; **Our watering crew:** Jim Fisher and Corrine Canough - Many Thanks to ALL!
 - We’ve seen some real green thumbs at work this year! It really does show! Thanks to those who have taken an extra effort and chose to work on their own front yard flower beds & even their neighbors, It’s been very noticeable! It seems to be a little contagious,

in a good way! The flower pots along the docks were exceptional this year & greatly appreciated. We've had lots of Thank-you's & compliments.

- We had the lawns treated this year by TLC Organic Lawn Care, He had an impossible job with some of the areas, not their fault all. A Real Tough year for trying to get our Lawns back in shape, from all the dock work & gas lines, and equipment damage...thank you for your patience & understanding. It is a work in progress! To be continued...
- Weeded Units 404, 419, 108 yards...among many other units
- Bartlett Tree Experts treated Ash Trees for Ash bores Fall 2020
- Maintenance Took down 5-6 trees over last winter
- And we had stumps removed K & K Property Maintenance
- Started a perennial flower bed at the entrance in place of the old sign and planted flowers at gatehouse and flag pole.
- HHbr purchased 4 new trees this year. 2 other trees paid for by owners were all planted and they look fabulous.
- Removed over grown or high maintenance bushes at several different areas in July/Aug with a plan to replace most all with bushes in the fall or spring.
- HHBR had entire place mulched & edged by Bay Landscaping before Memorial Day 2021. We literally had no previous mulch left in the beds, so hopefully with next year's mulching we will build it up again.
- We have contracted Liddiard Tree Experts to do Tree trimming Sept. 2021
- And K & K Maintenance will do the final cleanup from the tree trimming.
- Bartlett Tree has been contacted to give us some advice & estimates on treating some trees that are "hurting" and will hopefully do that this fall or early spring.
- Plan to have maintenance take down 6-8 trees around complex most all old crab apples, over the winter of 2021-22 they will be marked with tape so all will know which ones...
- Hope to plant at least 6 new trees and add new bushes in spring & fall
- Future plan:
 - Would like to clear a space, in the spring, to have another sitting area for residence to enjoy. Centrally located near sucker brook, near the big willow tree, right before you go over speed bump. There is a nice view up the creek that opens to the lake... maybe a bench or even two with flowers. Beware there may be poison ivy there now!
- Wants/ Needs:
 - Yearly mulching ...no skipping
 - trimming of bushes yearly in spring or early summer, (ideally again late fall)
 - Regular Weeding (X mulch will help and with a weed treatment in spring for beds)
 - New trees purchased and planted. Lake Side?
 - Treatments of trees: Our pines, maples,mites, bugs,
- A Must: Schedule Ash Bore Treatment fall 2022 \$4500
- Yours Truly, Cindy Alves

- **Clubhouse Committee**

- **Committee Members:** Barb Hackel, Diane Roach
- The goals of the committee are:
 - Oversee clubhouse rental and clean up
 - Inspect the clubhouse before and after rental
 - Coordinate with residents on rental procedures

- Due to Covid, the clubhouse was only open for use in May, 2021. It's generally used for parties and meetings, a nice benefit for residents who want a larger room for their friends and families. We look forward to expanded use the rest of this year and next. Here are general rental procedures.
- Residents are allowed to rent the clubhouse for a private event. The reservation form is located across from the staff office and is also available at neighborhoodlink.com. Return the form to the superintendent once complete along with a reservation fee of \$50. There is also a \$200 security deposit that will be returned once the clubhouse has been inspected after your event, to make sure there is no damage or clean up required.
- Before making plans, go down the clubhouse stairs and look at the calendar at the lower landing. Anyone wanting to reserve can do so by putting your contact information on the desired date. Someone from the clubhouse committee will be in touch with next steps after they receive your reservation form.
- The clubhouse is also available for modest personal use without a reservation. If it's not being used, you may play pool, use the ping pong table, play cards, put puzzles together, or enjoy private time just reading a book. Before you settle in, check the calendar on the lower level to make sure the clubhouse isn't already reserved. Please tidy up and leave the clubhouse as you found it.
- Please remember that cameras are in use to track damage and those responsible.
- There is a full listing of clubhouse rules in HH's Rules and Regulations. Please consult these if you're interested in reserving the room.
- Members: Barb Hackel, Diane Roach
- **Pool Committee**
 - **Committee Members:** Kimberly Gardner, Kathy Welch, Carolyn Marlin
 - The Committee met for the first time in April with new Board member Kimberly Gardner and work quickly began on submitting the NYSDOH application to be permitted for the 2021 Pool Season. Not only did our application need to be completed, but an amended piece of the application was submitted to have longer hours for residents to use the pool with no lifeguards. The pool opened over Memorial Day weekend!
 - It was the 2nd year that the Pool Committee had to deal with COVID-19 restrictions. As the committee wrote the 2021 plan, comments of residents from last year's pool season were taken into consideration. A plan was put into place and followed until NYS restrictions were lifted in June of 2021.
 - With the approval of the opening of the pool from the NYSDOH for the 2021 season, new pool rules were written to go along with the use of the pool for after hours. Residents that wanted to use the pool were required to sign-off that they read and understood the rules.
 - Flowers were purchased and planted in the pool flower boxes and the pool garden. The flowers were weeded and watered by Carolyn Marlin and Kathy Welch throughout the Summer.
 - New signage was purchased and placed in the pool area that aligned with the new pool rules.
 - Items were purchased to aide in the simple up keep of the pool and mandated items needed for DOH inspection. i.e., scrubbies for pool tile, small aquatic nets for residents to quickly skim bugs, a welcome board, chemical testing kit and 2nd first aid kit.
 - We passed NYSDOH inspection the first week of August

- The Board of Managers voted to buy a Dolphin Robotic Vacuum System for the pool. This will help keep pool open past Labor Day weekend.
- The Board of Managers has allocated money for upgrades to the pool house. During the end of the 2021 season work will begin on new windows, a dropped ceiling, new painted walls and new doors for mechanical/chemical room.
- **Kimberly Gardner, HH Board Liaison to the Pool Committee**

MANAGEMENT REPORT: Summarizing from the hand-out, the Board of Managers and Kenrick Corporation work together in three broad areas – administrative, real property management and financial:

❖ **ADMINISTRATIVE:**

- Prepared & distribute meeting packets for Board of Managers
- Prepared & distribute monthly financial statements
- Updated Homeowner & Board Directories, Homeowner Files
- Prepared and distributed Annual Meeting notices, candidate information & proxies
- Prepared & issued other correspondence at the direction of the Board
- Issued Statements of Common Charges as requested
- Issued thirteen (13) Welcome Letters
- Prepared and issued nine (9) Violation Notices
- Responded to Homeowner Requests
- Ordered monthly assessment fee coupons for Homeowners

❖ **FINANCIAL:**

- Prepared and distributed monthly Financial Statements
- Coordinated 2020-2021 certified external audit by Michael Boychuk, CPA
- Issued notice of 2021 – 2022 Operating Budget approval
- Prepared and Reviewed 2021 – 2022 Operating Budget with Accounting Manager
- Managed collection of delinquent accounts, preparing statements, letters, and coordinating for legal collection proceedings, regularly reviewing status with Accounts Receivable Specialist and attorney

❖ **MANAGEMENT OF REAL PROPERTY:**

- Received and managed service calls through Service Department. The Manager and Service Coordinator take calls for maintenance / repairs and coordinates work with contractors. Whenever possible, please submit service requests through the website at <https://kenrickfirst.com/service-request/>. I can also be reached at
- 585-424-1540 OR bsmith@kenrickfirst.com.
- Prepared specifications, requested bids, prepared contract documents, and verified adequate insurance for work on property. Supervised execution of work according to terms of service agreements and authorized payment upon Board approval of completed work.

❖ **2020-21 BOARD OF MANAGERS & MANAGEMENT TEAM ACCOMPLISHMENTS:**

- Facilitated all the work listed above
- Transitioned Bill Cooper as new Superintendent, while keeping up services
- Developed an approved transitional pool operational plan for 2021
- Instituted the Online Ticket System for maintenance requests
- RV Parking Tag signage upgrade
- Revised and implemented the full scope annual Holiday Harbor property maintenance Excel book.

❖ **ON-SITE STAFF ACCOMPLISHMENTS:**

- Seasonal: Weekly Lawn cutting, string trimming, and walk cleaning, etc.
- Shrub trimming throughout the property.
- Power washed the vinyl siding of the “fronts” of the buildings.
- Simplex attic insulation inspections.
- Responded and completed numerous owner service requests, see monthly superintends reports.
- Responded and completed board service requests.
- Responded to emergency calls this report period; staff is on call 24/7.
- Cleaned laundry room and office per guidelines
- Administrative: docking applications, happenings newsletters, flyers, mail, faxing, receipts, clubhouse reservation, resident correspondence, resident notices, simplex postings, payroll, petty cash, check e-mail, voice messages and return calls, etc. Make copies of and deliver completed variance requests (as needed).
- Completed simplex evaluation
- Check sewer lift station Monday through Friday.
- Check watchmen lights in units (daily) during winter season.
- Set up pool according to approved pool opening guidelines.
- Followed up with contractors for the removal of boulders from the canal.
- Garbage pick-up/recycling pick-up/empty pet cans (weekly). Residents are encouraged to utilize the services provided.
- Clean clubhouse and laundry rooms (weekly).
- Set-up/break-down for HH and TH Board meetings (monthly) until clubhouse closure.
- Clean simplexes as needed.
- Supervised new gas tank installation.
- Coordinated utility stake outs with On-The Mark for projects on the property
- Cleaned and set up pool furniture.
- Installed kayak racks.
- Repaired kayak racks.
- Pressure washed the pool area.
- Met with contractors for projects on the property
- Completed Superintendent report (monthly).
- Replace light bulbs through-out property (as needed).
- Responded to emergency answering service calls.
- Filled pot holes as needed.
- Installed dock cleats after dock project.
- Supervised various projects on the property i.e. tree trimming, tree removal, door replacement, snow removal, ice removal, gas line repair, dock repairs, pool repairs, tennis court, lighting repairs, etc.
- Coordinated plumbing repairs as needed.
- Scraped, sanded, primed, and painted door frames & simplex doors.
- Health Department inspected the pool.
- Opened/closed units and installed winter watchman lights and turned off water as needed.
- Repaired lawns after contractors finished projects on the property.
- Stored bikes in pool house and put out/take in bike racks.
- Connected and disconnected hoses throughout property.
- Installed and removed snow stakes repaired/replaced mailboxes as needed/requested.
- Snow and ice removal/clean-up.

- Painted/repaired wing walls and installed new wing wall caps.
- Fill ice melt containers as needed.
- Equipment work: tractor, snow blowers, leaf blowers, trimmers, plows, oil changes, greasing, maintenance, etc.
- Replaced sump pumps as needed.
- Cleaned/replaced photo cell eyes as needed.
- Supervised plumbing repairs on the property.
- Replaced downspouts as needed.
- Landscape clean-up, fill holes, trimming, debris removal, etc. throughout the property.
- Removed trees/shrubs around property as directed by the landscape committee and BOM.
- Cleaned up maintenance yard especially around the dumpsters.
- Cleaned up debris from canal/docks.
- Installed/removed dock ladders.
- Opened/closed pool and pool house.
- Supervised pool repairs.
- Opened/closed units for the season.
- Turned on/off car wash.
- Cleaned storm grates.
- Installed handrails as requested.
- Coordinated inspection of the chair lift.
- Opened/closed tennis court; installed a combination lock on the gate.
- Completed clubhouse gutter cleaning.
- Simplex carpets were shampooed.
- Installed and removed holiday lights.
- Tagged boats, trailers, etc. as needed.
- Supervised the cleaning of the lift station.
- Supervised pest removal.

❖ **MAINTENANCE PLAN FOR 2021-2022**

- Concrete Work beginning October by Domenico Ruisi
- Electrical Meter Box Work beginning in October by KMC
- Plowing Services by K&K
- Walk & Stoop snow service by Staff
- Refurbishing the Pool Bath House Bathrooms
- Replace Pool House Equipment Room Doors
- Replace four more simplex deck
- Replace three more simplex doors
- Purchase pool cleaner
- Others TBD

OPEN FORUM:

- Unit #21:
 - Inquired about the new docking Rules & Regulations, as well as the cost for a secondary dock space, specifically in regards to jet-skis. Commented with agreement regarding putting the platforms together.
 - The Board responded that the Board has voted to increase the cost of the secondary spaces.

- Inquired about the outboard in water requirement and the negative effects on outboard motor boats.
 - The Board responded that after speaking with multiple boat docking companies, the Board has decided that it is mandatory to keep outboard motors in the water to help maintain available space for boats.
- Inquired about the length of boat requirements as shown in the drawing provided in the September Newsletter.
 - The Board responded that new boats cannot exceed 22ft – the swim platform and transom mount are included in measurements for boat length. The only aspect that will not be counted is the motor that protrudes from the boat.
- Unit #404, inquired about purchasing a new boat and effective date for new rules.
 - The Board responded that if a boat was not registered by October 1st 2021, then it cannot be grandfather-claused into acceptance per Holiday Harbour Rules & Regulations, and therefore must adhere to the updated Rules & Regulations. The 22 ft rule has been a requirement for the last 4+ years.
- Unit #10, the homeowner commented that they would also like a larger boat, but understands the space limitations that prevent this. The homeowner went on to note that finger docks would be an option to possibly accommodate boats larger than 22ft.
- Unit #57, thanked the Board for all their hard work, particularly on the Rules & Regulations in relation to the issues with the Docking Committee and the difficulties faced.
- Unit #26, mentioned the finger docks discussion that has long been discussed, and noted the measures being taken to limit boat size were done to put off the cost of finger docks. Finger docks would likely result in assessments for all homeowners. There is also effort involved in research the cost involved in that potential project.
- Unit #57, noted that the Board decided that the most expedient action in order to maintain the number of boat spaces is to control the length of boats. The number of spaces available has gone from 135 spaces to only 120. The homeowner went on to note that finger docks will be researched, but noted that the Corp of engineers and DEC approval would also be needed, in addition to the extensive funds, which makes it a longer-term idea.
- Unit #21, inquired as to where the docking charges funds go and commented on the market value effect on Holiday Harbour of decreasing boat size.
 - The Board replied that the fees associated with docking go into the Docking Fund.
- Unit #104, commented that each unit sold as of late has wanted to have a boat space, and inquired as to what solution is better than reducing boat size. The homeowner went on to discuss how finger docks will not substantially increase the number of spaces.

ELECTION RESULTS: Quorum was met. Claire Fisher, Bill Mapes and Marv Wolk were each elected to the Board for three-year (3-year) terms.

Respectfully Submitted, Stacy Fox

Adjournment: 8:17 PM
