



60 HOLIDAY HARBOUR  
CANANDAIGUA, NEW YORK 14424



## Holiday Harbour 2021-2022 Board of Manager's

Cindy Alves, VP - term expires 10/2022  
Claire Fisher, President - term expires 10/2024  
Denny Furnal - term expires 10/2023  
Kim Gardner - term expires 10/2023  
Frank Hacknauer - term expires 10/2022  
Claudia Schaefer - term expires 10/2024  
Carol Neel - term expires 10/2022  
Chris Sardone, VP - term expires 10/2023  
Marvin Wolk, Treasurer - term expires 10/2024

## Committees

**Clubhouse** - Barb Hackel & Diane Roach  
**Docking** - Carol Neel, Rich Russell, & Cindy Alves  
**Finance** - Marv Wolk  
**Gatehouse** - Kathy Welch  
**Landscape** - Cindy Alves & Linda Lytle  
**Long Range Planning (LRPC)** - Bill Mapes, Jerry Brown, Guy Burns, Claire Fisher, Denny Furnal, Bob LaFaso, Tim Carson & Chris Sardone  
**Maintenance** - Denny Furnal  
**Newsletter** - Stacy Fox & Claire Fisher  
**Nominating** - Chris Sardone & Marv Wolk  
**Pool** - Kim Gardner, Kathy Welch, and Mary Lynn & David Shaw  
**Social** - Kim Gardner, Kathy Mapes, Diane Roach, Mary Ann Vitticore, Marylin Gross & Rebecca Snyder  
**Variance** - Chris Sardone & Frank Hacknauer  
**Facelift** - Claire Fisher, Colleen Brown, Corinne Canough & Kathy Mapes  
**Environmental Committee** - Rich Russell, Corinne Canough, Paul Lytle & Claire Fisher  
**Website** - POSITION CURRENTLY VACANT  
**Welcoming** - Corinne Canough & Barb Hackel

## Save the Date

The social committee is planning an October 15th Octoberfest through-out the day.

## We Need Your Help!

### PLEASE:

- Be neat and put your trash in the dumpster; not on the ground.
- Cut or fold your recyclable cardboard to save space in the dumpster.
- Take large household items to the landfill.
- Don't park your boat by the door to the trash area or by the car wash.
- No dogs, rollerblades, skateboards, or jogging on the dock.
- The dumpster, tennis courts, and pool are only for the use of HH residents. If you believe others are using these facilities, please report the date and time.

## Update

The board has changed the process of resolving rule and regulation violations. Once a complaint is received, a board member will research and coordinate with our property manager. Most issues will be resolved with a letter. For some violations such as dogs off leash, tenants with pets, dumping of household items, etc an immediate fine could be imposed.

The reason is to reduce the time & frustration of all parties. Rather than taking months to resolve, we're hoping it could be a week.

# Board of Manager's Code of Ethics

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## Board Members Should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions-even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Share critical information and rationale with residents about budgets, reserve funding, special assessments and other issues that could impact their financial obligations to the association.
10. Understand the association's governing documents, become educated with respect to applicable state and local laws and manage the association accordingly.

## Board Members Should NOT:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept gifts-directly or indirectly-from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, employee or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions or comments made at any meeting of the board properly closed or held in executive session.

## Presidents Report: Our Upcoming Election

The annual meeting of the homeowners is on Monday, October 3rd at 7:00.

This is your annual 'big picture meeting' where you have input in decision making. You vote for your leaders for the next three years, review financials, hear committee reports, ask questions, and conduct other business. There is a lot that goes on.

It takes months of planning to make sure your meeting comes off without a hitch.

Work includes an agenda, committee reports, financial statements and audit, compiling completed and new projects, a presentation, and being up to date on every aspect of Holiday Harbour over the last and coming years so that I and other board members can answer your questions.

We also line up inspectors of election, a secretary for minutes, and prepare zoom and the meeting room for a crowd. The time we spend is important.

We want a worthwhile evening that respects the time you spend attending.

We especially need you to vote, either in person or by proxy. If we don't have 51% of homeowners there in person or by proxy, we can't certify the election, elect officers, or make committee assignments. We usually have a good turnout, but two years ago we had to delay elections until we called for more ballots. That was a lot of extra work.

Living here with 155 owners is the most basic form of government we have.

Please exercise your right to vote, attend the meeting on October 3, and ask questions. We appreciate the great comments you make and encourage you to continue sharing them.

Thank you in advance for your in-person or proxy ballots.

Best Regards, Claire Fisher

## Sewer Backups

Holiday Harbour will be replacing the building sewers in 4 buildings this year, the start of a 5-year program.

Work covers units #38-53 and #100-102.

We've had many sewer breaks and overflows and this should address them. Buildings were selected based on age first, then condition.

## Awning Variances

To keep your valance from ripping over the winter, please make sure it's tucked in and covered.







## Meet Our Volunteers

We appreciate the time that **Rebecca Snyder** has spent on our social events. She's spent hours to plan and work at our many events. Here she is at a bingo event.

## Meet Our Volunteers

This is **Tom Blumb**, faithfully sweeping off geese, crab apples, and goose droppings off his corner of the world. Thank you Tom, for keeping our walkway clean!

## Mark Your Calendar: Annual Board Meeting

The Annual Board Meeting will be held on **Monday, October 3<sup>rd</sup> at 7:00 pm.**

In addition to electing three board members, you'll have the opportunity to see prior and future year accomplishments and ask questions.

Make sure to return the ballots that you've received in the mail. We need 51% of eligible property owners to vote to make a quorum.

## Reminder to Landlords

Please send Kenrick your new or renewal leases.



### 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'.

### Find Neighborhoods & Organizations

Zip Code, Neighborhood, HOA, or Club Name

Search

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

Neighborhoods in Zip Code 14424



Holiday Harbour

Click Here

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.

### Pages & Links

Pages created by us and Links concerning our neighborhood and local area.

#### Documents & Pages

[Add](#)

[Before You Leave Your Home for an Extended Period](#)

[Conference Calling Instructions](#)

[Access to the Clubhouse and Pool](#)

[Clubhouse Reservation Form and Checklist](#)

#### External Links

[Add](#)

Click Here

More...

## HOLIDAY HARBOUR BOARD OF MANAGERS MEETING ..... August 25, 2022

**CALL TO ORDER/ROLL CALL:** The meeting was called to order by Claire Fisher at 7:00pm. In attendance: Cindy Alves, Denny Furnal, Kim Gardner, Carol Neel, Christopher Sardone, Claudia Schaefer, Marv Wolk; Kenrick Representative: Barry Smith; and Recording Secretary: Stacy Fox. Absent: Frank Hacknauer

**APPROVAL OF MINUTES:** A motion was made by **Cindy Alves** to approve the minutes from the July 28, 2022 meeting as written. The motion was seconded by **Claudia Schaefer** and approved by the Board.

### FINANCIAL REPORT:

The Financial Report ending on July 31, 2022:

Cash.....	\$692,426.02
Accounts Receivable.....	\$3,539.77
Accounts Payable .....	\$0.00
Prepaid Assessments .....	\$33,011.21
Maintenance Reserve .....	\$560,959.73
Utility Funds .....	\$-213.03
Docking Fund .....	\$8,694.74
Roadway Easement Fund .....	\$40,441.95
Contingency/Emergency Fund .....	\$100,000.00

- A motion was made by **Cindy Alves**, seconded by **Claudia Schaefer**, and passed by the Board to accept the Financial Reports. Laundry income was reported \$210.00.
- **Marv Wolk** reported that two CDs are maturing soon - he has inquired for information on interest rates before they mature.
- **Final Audit:** A motion was made by **Marv Wolk** to approve the final audit with the fiscal year ending on April 30, 2022. The motion was seconded by **Claire Fisher** and approved by the Board.

**MANAGEMENT REPORT:** **Barry Smith** reported that Kenrick

### MANAGEMENT PROCESSES:

1. **Staff Communication:** Along with onsite visits, there are daily communications by phone, text, email. Conveyed to and followed up with staff regarding work requests.
2. **Site Visits:** August 5; August 20; August 23.
3. **Invoices:** Weekly review and approval
4. **Reimbursement:** Submitted requests for reimbursement
5. **Requests:** Responded promptly to board and owner requests
6. **Monthly Financials:** Review and approved

### PROJECT PROGRESS: *[new entries are in bold italics]*

1. **Electric Meter:** Baseplate Renovation by KMC. 2 completed; 2 scheduled; 4 yet to be scheduled.
2. **Pool Discoloration:** Sept. 2021 - Marc attorney sent Leisure Craft Pools a letter to seek a resolution. Jeff from Leisure called me to say that he has extend the warrantee for any further concerns about the contracted work. Despite repeated calls and email requests during the past months, no one from Leisure has called me back to schedule the inspection. July 20...Zoom w/ Attorney. Attorney sent letter to Leisure Craft Pool.
3. **Pool Operation:** Bill replaced the two sensors (ORP & PH) on the Chemtrol 250 Bromine system. He is checking the system regularly. **The DOH has inspected and passed the pool and pool operations.** Kim is addressing the attendant scheduling.

4. **Deck Work:** The decks that were replaced in the recent past will be sealed by the staff when possible.
5. **Sewer Line Service:** Home Town has replaced at 27-37, \$23,675. Quote from Home Town: units 38-43; 44-48; 49-53; 100-102...\$52,375. ***Has been contracted; will be scheduled.***
6. **Structural Repair (19 / 132 / 408-D)** #19 & 132 completed. #408-D...to be scheduled in 2023/24 fiscal year.
7. **Roofing Repairs #128** by KMC. ***Interior water stain repair by KMC has been completed.***
8. **Structural Wall Cracks:** were reported in unit 39 on 6-29-2022 Rich investigated on 6-29-2022 under KMC po# 25736. Inspected walls for cracks in previously repaired corners. none found. found stress crack in upstairs front bedroom. A beam is needed in the crawlspace.
9. **Walk Through:** June 16 - 69 items noted. Several urgent violation notifications sent out to the owners. A/C fence violations entries were lined-through.

**ADMINISTRATION** (from recurring Office Operations and Administrative Tasks):

- Monthly financial reports prepared, emailed; Approved invoices in accordance with HH Budget & service contracts; Prepared & distributed Board of Managers meeting packets
- Violations (2)
  - 52 – Dog 08.04.22
  - 106 – Kayak 08.04.22
- Certificates of Compliance: 118 HH 07.26.22
- Homeowner Correspondence: (5)
  - July Board Meeting 07.21.22
  - July Newsletter 07.21.22
  - Special Assessment Notice 08.01.22
  - Kenrick Update 08.05.22
  - Special Assessment Invoice 08.10.22
- Correspondence/calls regarding or with: insurance, real estate agents, attorneys, mortgage lenders, appraisers, questions from homeowners, compliance issues, landscaping, resale documents, etc.

\***Marv Wolk** inquired about a pile of lumber that is exposed to the elements in the yard and asked for Kenrick to find out what it is from and to properly cover it.

**Superintendent's Report:** On-site staff completed the following tasks:

Routine Maintenance Tasks:

- |   |  |
|---|--|
| 1. Set up and break down for board meeting monthly        | 10. Clean simplexes monthly                                  |
| 2. Clean clubhouse, laundry, and office weekly            | 11. Change light bulbs around property                       |
| 3. Clean around dumpsters                                 | 12. Check E.M. lights on property                            |
| 4. Pick up garbage on property                            | 13. Trips to Lowe's for supplies as needed                   |
| 5. Change batteries in air freshener at simplex           | 14. Fax payroll  |
| 6. Open/close gates                                       | 15. Fax Superintendent's report                              |
| 7. Check numbers at lift station                          | 16. Clean canister lights in clubhouse (weekly)              |
| 8. Open clubhouse   | 17. Clean catch basin grates throughout property (as needed) |
| 9. Empty dog waste cans / clear snow from around the area | 18. Check and returned emails and phone calls daily          |

#### Seasonal Maintenance Tasks:

1. Edge/mulch bed in front of shop
2. Water new trees throughout property (weekly)
3. Pull bikes out from pool house; set out bike racks
4. Mow and blow off sidewalks and streets
5. Started trimming honeysuckles along Sucker Brook
6. Trimmed grass and two pear trees along maintenance area
7. Open/close units
15. Pool
  - a) Aqua brothers opened pool
  - b) Clean leaves off pool cover, clean pool room, back wash pool, pull out furniture
  - c) Check chemicals at pool 2 times daily
  - d) Trained pool attendant
  - e) Blow off pool deck / pull weeds
16. Started trimming bushes at 400-15
8. Fill in potholes with cold patch throughout property
9. Pressure wash (ongoing - 400's and 12-125 done)
10. Pick up mulch
11. Set up tennis court (net, garbage can, squeegee)
12. Remove landscape weed piles from residents
13. Pressure wash cul-de-sac and 2/3 of strait away
14. Hooked up soda ash container and clean line
  - f) Pool dolphin put in
  - g) Cleaned strainer filter
  - h) Refill brome container at pool every 4 days / restocked brome buckets / backwash weekly
  - i) Clean pool house pump room
  - j) Installed new probes for pool chemical control

#### Other Maintenance Completed This Report Period:

1. Painted speed bumps at 403/33/58
2. Repaired lights at simplex 23 (with electrician Jack Samuالتالishi)
3. Cleaned laundry light lenses
4. Laser genesis came and brought new toner for meeting room copier
5. Clubhouse stair lift inspector came and inspected stairlift\
6. Hung flagpole light
7. Finished pressure washing 125 – 142 (bi – annually)
8. Replaced 5 caps and painted at 138 – 139
9. Replaced 4 caps at 409/410 and 1 cap at 408-b/409 and painted
10. Recalked brick and center of units 25/26 and 24/25
11. Recalked between 400 and 401
12. Painted wing wall at 110 and 407 (new walls)
13. Went to ground water and picked up 6 sumpumps
14. Changed sump pump at 18-B
15. Oiled fans in attic in simplex 18 with 3 in one oil
16. Checked noise in crawl space for 18-A (furnace noise from 18-D)
17. Installed handrail at 14
18. Checked water/mold stain on wall at 140-B

#### OLD BUSINESS:

Annual Meeting: The annual meeting of homeowners will be on Monday, October 3<sup>rd</sup> at 7:00pm. Notices will be mailed shortly.

Pool Mottling: The attorney has sent a letter to Leisure Pools regarding the necessary repairs due to the problems with the recent pool work.

Speed Bumps: **Claudia Schaefer** reported that 5 sections of speedbumps would cost \$894.75 and 8 sections (4 sets of speedbumps) would be \$1400. The Board will review cost, installation, removal for plowing, and signage – they are proposed to be installed in Spring. This item will be tabled for future review.

EV Chargers: The Board shared opinions on the inevitability of a need for EV chargers, the current and projected demand, cost, and logistics. This item will be tabled as further information is gathered and reviewed at the next meeting.

Pump Station: Meetings with Thornton Engineers, pump supplier Siewert Equipment, contractor Chamberlain Septic, and HH personnel are upcoming.

### **NEW BUSINESS:**

Violation Liaison: **Claudia Schaefer** was named the liaison to the newly formed Compliance Committee.

Project List for Next 3 Years: The Board approved the upcoming three year plan prepared by the LRPC. These are likely projects but can be shifted from one year to the other depending on need.

### Committee Reports:

- *Landscaping Committee:*
  - Ash trees were treated for Ash Bores by Bartlett Tree, and a treatment done on White birch tree.
  - Lawn treatments were done in August by TLC Organic.
  - Trees & stumps were removed by K&K Contracting.
  - Our maintenance staff planted grass seed, where needed.
  - New trees and bushes will be ordered soon, to be planted at the end of October or November 2022.
- *Pool Committee:*
  - HH has a new pool attendant.
  - HH passed DOH inspection.
  - The pool will be kept open until 9/21
  - New windows have been installed in the pool house and bathrooms.
  - Mulch and weeding has been completed around the pool area.
- *Social Committee:*
  - Ring of Fire event is coming up on Saturday, Sept 3.
  - There's also an October event being planned.
- *Nominating Committee:*
  - Nominations are finalized and have been sent to Kenrick to include in the notice to be mailed to homeowners.

### **POST-MEETING HOMEOWNER COMMENTS:**

- Unit #50, homeowner has cracks in the wall, door won't shut, and now awning won't open.
- Units #134 and #28, spoke in favor of the charging station.

Adjournment: 8:48 PM

NEXT MEETING: September 22, 2022 @ 7pm

## **Board Meeting Information**

Meetings are held on the 4th Thursday 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.