

**KIMRY MOOR HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
WEDNESDAY, SEPTEMBER 29, 2021
CLUBHOUSE & VIA ZOOM, 7:15 PM**

Present: R. Bruner, B. Sweeney, J. McLoughlin, M. Levine, J. Yanno, L. Crawford, P. Curtin, P. Haynor, L. Kushner and Kathryn Wolff of TJMG Properties.

Opening Remarks:

Rick Bruner welcomed the Homeowner's present and called the annual meeting to order. He then asked for a moment of silence for our residents who have passed away this year.

Secretary's Report: Janet McLoughlin asked for a motion to approve the minutes from the Annual HOA Board Meeting held on September 30, 2020. The motion was made, seconded and approved by a unanimous vote.

Treasurer's Report: Pat Curtin gave her annual report (copy attached).

Property Manager's Annual Report: Kathryn Wolff read the property manager's report submitted by Mark Bright (copy attached).

Annual Committee Reports:

Grounds: Linda Crawford gave the committee's annual report (copy attached).

Tree and Garden: Joan Yanno gave the committee's annual report (copy attached).

Maintenance: Marty Levine gave the committee's annual report (copy attached).

Architectural Control: Kathryn Wolff gave the committee's annual report submitted by Jill Brooks (copy attached).

Roofs and Chimneys: Claude Pilon gave the committee's annual report (copy attached).

Insurance: Linda Crawford submitted the committee's annual report (copy attached).

By-laws: Claude Pilon gave the committee's annual report (copy attached).

Welcoming: Linda Shapess submitted the committee's annual report (copy attached).

Pond and Swale: Richard Greene submitted the committee's annual report (copy attached).

Pool: Ron Muraca gave the committee's annual report (copy attached). Lynn Greene read a letter submitted by Judy Granatstein (copy attached).

Nomination: Paula Haynor submitted the committee's annual report (copy attached).

Clubhouse: Lynn Greene reported that more help is needed for the committee. Currently the managing is divided into three groups (calendar, running the clubhouse and social events). The clubhouse opened again in May for book clubs and family events.

Lot Line Adjustment: Richard Greene submitted the committee's annual report (copy attached).

ELECTION OF NEW BOARD MEMBERS BY HOMEOWNERS

The presence of, or proxies from, one homeowner from each of at least 21 units, constitutes a quorum necessary to transact business. The secretary verified that there were 33 units represented at the Annual Meeting either in attendance or by proxy.

Paula Haynor, the Nominating Committee Chair, provided the homeowners with a list of current members of the Board of Directors, including the date when their current term is completed.

President – Rick Bruner	Term ends-2023
Vice President-Barbara Sweeney	Term ends-2021
Treasurer-Pat Curtin	Term ends-2022
Secretary-Janet McLoughlin	Term ends-2022
Board member-Marty Levine	Term ends-2021
Board member-Linda Crawford	Term ends-2021
Board member-Paula Haynor	Term ends-2023
Board member-Joan Yanno	Term ends-2022
Board member-Laurie Kushner	Term ends-2023

The committee chair announced that the terms of three Board members would end on December 31, 2021. (Barbara Sweeney, Linda Crawford and Marty Levine)

The committee chair then announced that the committee received three applications to fill these vacancies. Linda Crawford, Richard Greene and Barbara Arnold.

A motion was made, seconded and approved to elect these homeowners to the Kimry Moor HOA Board of Directors. Their terms to commence on January 1, 2022.

A motion was made, seconded and approved to adjourn the September 2021 Annual Meeting.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

TO: Board of Directors – Kimry Moor Homeowners Association
FROM: Financial Review Committee
SUBJECT: Annual Review of Financial Results and Internal Controls
DATE: March 8, 2021

As specified in the By-Laws, Article XI, Section 3, the Treasurer, together with the Financial Review Committee, are assigned to review the books of account for the preceding calendar year.

This review included:

- ✓ Examination of the monthly bank reconciliations of the financial institutions used by the HOA
- ✓ Inspection of cash disbursements and proper approvals thereof to ensure compliance with the organization's By-Laws. Other financial transactions were also reviewed.
- ✓ Preparation and fair presentation of the financial statements in compliance with NYS Requirements and the organization's By-Laws
- ✓ Compliance with the instructions contained in vendor contracts and agreements
- ✓ Maintenance of adequate internal controls as approved by the Board.

Morris reviewed all the checks that were disbursed and they were recorded in the proper accounts. Work orders or proper receipts were matched with checks and the correct amount of payment was noted. All approvals were proper. This review was completed for both the Operating and Roof Reserve Account checking accounts.

Pat reviewed the bank statements and determined that the bank reconciliations were done in a timely manner and balances were accurately reflected on the financial statements. All outstanding checks were handled appropriately by TJMG. The Treasurer routinely reviews the records kept by TJMG and makes accruals and adjustments to accurately reflect transactions in the proper month before the statements are presented to the Board and the Membership. The outside CPA firm completed the tax returns for the Association in February 2021 without difficulty. The 2019 excess of income over expenses was addressed by the Board during the February 2020 meeting, and moved to reserve accounts. The Committee did not review procedures for the \$300 clubhouse petty cash account, but the Treasurer reported that he oversees the reconciliation and reimbursement of these funds, based upon receipts received. The last reimbursement of petty cash was done on November 11, 2020.

In our opinion, the financial statements presented fairly the assets, liabilities and equity funds of the association in all material respects. Also, the revenues it received and expenditures it paid for the fiscal year 2020 were appropriate. Additionally, the committee did not identify any material weaknesses or significant deficiencies in its internal controls.

The committee, along with the Treasurer, are available to discuss these findings in more detail. We commend Claude Pilon and the staff of TJMG for their conscientious attention to this responsibility.

Respectfully Submitted,

Pat Curtin and Morris Torres
Financial Review Committee

cc: Claude Pilon, HOA Treasurer
TJMG Properties

Property Manager Report 2021

- On behalf of TJMG Properties and our crew members, I would like to thank the Kimry Moor homeowners for their kindness and how they have treated our employee's during the pandemic.
- We have had several struggles this year at Kimry Moor with the many weeks of rain and our lack of man power. We are currently working on the things we have been behind on and still plan to complete the work of burying the drainage pipe at Unit 907 and the street light repair work this fall. Hopefully we will be back on our normal trash and mowing schedule in the spring.
- The homeowner's first point of contact is TJMG Properties (Preferably email or AppFolio). We respond to the email advising the homeowner that we will pass this on to the appropriate Chairperson. The email received is sent to the Chairperson who handles that particular issue/problem. The process continues to be working well.
- We will have some new Board members and Chairpersons and we look forward to working with all of them.
- Landscape debris is picked-up on the 2nd & 4th Tuesday of every month from April to October. There will be a final pick-up made on 11/9/21, the 2nd Tuesday of November. No plastics or metal objects should ever be included with the yard waste put in the bags or containers being picked up.

Submitted by

Mark Bright
TJMG Properties
September 29, 2021

Grounds and Landscaping Committee
Annual Report
September 29, 2021

We have taken on several small projects this year as well as three major ones:

Small Projects

- The cattails were cut back behind the 500 block
- Poison Ivy eradicated behind the 600 block
- Seeding in the front yard of the 800 block
- Pipe burying for water disbursement in front of 907 (to be completed by TJMG in October)

Large Projects

- Clean out of stream behind the 100 block and trimming back of vegetation
- Clean up in front of Unit 202
- Swale clean out and limb trimming of overhanging branches along the creek bed behind the 200-400 block

This summer we decided to enlist the help of an outside landscaper Mike Smith of Intex Landscaping to help with some of the larger landscaping projects, so far, we have been pleased with his work and look forward to working with him in the future.

Respectfully Submitted
Linda Crawford, Committee Chairman

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Tree & Garden Committee
Annual Report
September 29, 2021

Members of Committee: John Cooper, Lynn Greene, Paula Haynor, Janet McLoughlin, Laurie Kushner, Marilou Pierce, Joan Yanno

Our committee has covered the purchasing, planting and fertilizing of begonias along the center median of our street as well as those planted at the entrance sign.

On June 9, 2021, committee members met with Jason Pieklik, arborist with Bartlett Tree Experts, for a detailed walk throughout the entire Kimry Moor property. At that time an extensive list was compiled of all the recommended and necessary work that would be needed for tree maintenance. After receiving an estimated cost of services, it was necessary for the committee to meet and make a prioritized list of trees that needed spraying, trimming and/or removal, as well as tree stumps that needed to be ground up. The trees selected are based on the following concerns (in order of importance): questionable safety, health of trees, and aesthetics.

Since the time the list was discussed and approved by the committee, there have been additional requests by residents. These requests will be attended to only if there is enough money remaining in the budget to do so.

The Bartlett company has applied soil care fertilization treatments where recommended around the property. In addition, a soil and root injection treatment is applied to ash and cedar trees as well as bug and animal repellent treatments for honey locusts and cedars.

An herbicide treatment was applied to the common area next to #202 and 6 cedars were removed and stumps ground up.

There are at least 51 trees that will be worked on throughout this fall. Also, 15 stumps will be ground up throughout the property.

We still have a number of concerns that exceed our \$24,000 budget! They are on our list to be attended to next calendar year.

I would like to suggest an increase to our budget by \$4000. to be able to address all these concerns. It is a wise investment so that our beautiful property remains in good shape. It would also assist us in our hope to plant/replace some trees in the pursuit of preserving our lovely campus.

I would like to thank the Board for their support and to my committee for their time and commitment to Kimry Moor.

Respectfully,
Joan Yanno
Tree & Garden Committee Chairman

September 29, 2021

Annual report of the maintenance committee.

2021 has been an excellent year for the maintenance committee thanks to the assistance of Kathryn at TJMG, Greg Cohen and Trevor Morris. Kathryn has been very efficient relaying to me resident requests for maintenance work. Greg is the handyman's handyman and Trevor has done a great job taking care of any sidewalk work. Both are fair and very pleasant to do business with. Many sidewalks were repaired or replaced with pavers under the paver replacement program. Power washing of units that needed it is close to completion. Many doors that needed painting were painted, but some remain to be done. There's always work to be done as our homes age gracefully.

We are close to completing the year well within our budget.

This year completes my three years of service on the Kimry Moor board and chairman of the maintenance committee. It has been a pleasure serving the great people who live in our community.

Sincerely,
Marty Levine,
Maintenance Chairman

Architectural Control Yearly Report October 2020-September 2021

This year there were 19 requests for Architectural changes. Of those, one was declined in committee, 2 were declined by the Board and 16 were approved by the Board. These included new porches, new steps, replacement steps, replacement windows and doors as well as door painting and enclosing or rebuilding 2 porches. There were several requests for gutter replacements and a walkway replacement.

Homeowners are reminded to submit the appropriate forms and information for any repair, addition or replacement as they relate to building exteriors. Homeowners can use the portal for submissions but also must use the Architectural Change form which is available on the Kimry Moor HOA website.

Respectfully submitted,
Jill Brooks
Architectural Control Chair

ROOFING, CHIMNEY & FUNDING COMMITTEE REPORT

FOR FISCAL YEAR THROUGH SEPTEMBER 29, 2021

ROOF REPLACEMENTS & REPAIRS:

- ✓ In February a letter was sent to all residents notifying them of the moderate amount of snow and large icicles on the owners' roofs. The owner of Custom Quality inspected all roofs and reported 44 units had moderate to significant ice on the roofs.
- ✓ Funds from the matured CD, approximately \$15,800, was transferred to the Roof Replacement Reserve in April.
- ✓ **Units 401, 403, 405 & 407 was completed on May 7th for \$52,900**
- ✓ **Units 402 & 404 was completed at end of June for \$29,000**
- ✓ **Units 301, 303 & 305 was completed at end of July for \$36,880**
- ✓ **Units 406 & 408 is scheduled for replacement in late Sept. for \$28,500**
- ✓ Unit 609 – Replaced boot on exhaust pipe – cost was \$225.
- ✓ Unit 807 – Water leak from heavy rain on 6/21. Corrected. Roof replaced in 2019.
- ✓ Unit 202 – leak near chimney in June. Roof replaced in 2015
- ✓ Unit 202 – leak near chimney in August. if leaks again, a roof cricket will need to be built on the backside or the flashing extended; chimney flashing may also need to be redone.
- ✓ **Unit 202 – Leak occurred again around chimney on 9/23; received quote for \$1,200 to fix roof around chimney. Roof warranty doesn't apply since mason did the original work without warranty.**
- ✓ Unit 607 – leak in kitchen resumed Roof may need to be tarped until replacement in 2022, if leaks continue. Roof replaced in 2000
- ✓ Unit 608 – leak in house from another area. Owner may have to replace skylight. Roof replaced in 2018
- ✓ Unit 711 – leak in house – second call; chimney flashing may need to be redone. Roof replaced in 2017
- ✓ Unit 907 – leak in the kitchen. Corrected. Roof replaced in 2018
- ✓ Unit 907 – leak near chimney. Corrected.
- ✓ Unit 404 – downspout needs to be connected to gutters. Done
- ✓ Unit 504 – leak near chimney – Custom Quality visited and corrected issues.
- ✓ Unit 602 – leak in ceiling – Custom Quality visited and corrected issues.
- ✓ Unit 505 – Leaks in house – Roofing Guys visited and corrected.

Roofing Reserve balance at year end is estimated at zero

ROOFING, CHIMNEY & FUNDING COMMITTEE REPORT

FOR FISCAL YEAR THROUGH SEPTEMBER 29, 2021

CHIMNEY REPAIRS:

- ✓ Unit 301 – significant damage – repaired. Cost was \$2,800.
- ✓ Unit 305 – significant damage – repaired. Cost was \$3,700.
- ✓ Unit 401 – Needed a metal topper – repaired. Cost was \$150.
- ✓ Unit 402 – Needed some caulking around flu – repaired. Cost was \$20.
- ✓ Unit 403 – Needed new mortar cap – repaired. Cost was \$900.
- ✓ Unit 404 – Needed touch up on a corner – repaired. Cost was \$200.
- ✓ Unit 405 – Needed re-coating and new metal cap – repaired. Cost was \$650.
- ✓ Unit 406 – Needed some re-pointing, new metal cap and new mortar cap. Cost was \$1,100.
- ✓ Units 407 and 408 – no repairs were needed.
- ✓ Chimney repairs were completed in late July
- ✓ At end of August, Masonry Restoration inspected 16 chimneys and identified work required on 14 chimneys.
 - Cost for units 603, 605, 607 & 609 is estimated at \$5,500
 - Cost for units 701, 703, 705 & 709 is estimated at \$6,000
 - Cost for units 813, 815, & 819 is estimated at \$8,400
 - Cost for units 901, 903 & 905 is estimated at \$3,150
 - Total cost is \$23,050

Insurance Committee
Annual Report
September 29, 2021

All homeowners were made aware that homeowners are responsible for the Kimry Moor HOA Insurance deductible of 2500 dollars if there is a claim that involves their unit. Homeowners should check with their own insurance company to see what exactly is covered. It was also suggested by our Kimry Moor Insurance Agent Steve Gimaldi that owners have a rider for appliances if that is not included in their coverage.

Respectfully Submitted
Linda Crawford, Committee Chairman

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BY-LAWS COMMITTEE REPORT
FOR THE FISCAL YEAR 2021 THROUGH SEPTEMBER 29TH

Article XVI, Section 1, Number “D” was changed to allow owners to paint their front doors in one of six approved colors:

- A. Painting of the primary front door of units.
 - 1. Unit owners are permitted to paint their front door in one of the six colors approved by the Board of Directors.
 - 2. The approved paint colors are displayed at the Club House and on the HOA web site.
 - 3. The owner must submit an Architectural Request form identifying the color selected for the front door.
 - 4. The Board of Directors must approve the Architectural Request form.
 - 5. The owner must purchase the Benjamin Moore Aura exterior paint in one the six colors approved by the Board of Directors.
 - 6. The owner must prepare the front door and have the front door painted.
 - 7. The owner is responsible for all expenses related to painting, maintaining, and repairing the front door.
 - 8. Only the primary front door is to be painted in one of the colors approved by the Board of Directors.
 - 9. Doorknobs and deadbolts are not to be painted.
 - 10. Upon the sale of the unit:
 - a. If the new owner objects to the existing color of the front door, the seller must repaint the door to its original color, at the existing owner’s expense.
 - b. If the new owner accepts the existing color of the front door, the new owner is responsible for maintenance and repairs of the front door.

Article XI Committees – changes were made to the six existing committees and six new committees were added. Changes to all committees are bolded.

Section 1: Appointment of Committee Chairs and Members.

- A. Annually the President shall appoint the Chairs of all Committees, and submit a listing of Chairs at the first regular Board meeting of the year for approval by the Board of Directors.
- B. The Chairs of each Committee shall submit a list of his or her Committee members to the Board of Directors no later than the date of the February meeting of the Board of Directors, for approval.
- C. Each Committee should consist of the Chairperson and two (2) or more Members.
- D. Any Board member may be a chair or a member of a committee.
- E. Where a Committee has a budget of \$10,000 or more, a member of the Board of Directors shall chair or co-chair that Committee.

Section 2: Nominating Committee.

- A. The Committee shall consist of one (1) or more members in addition to the current and immediate past President of the Association.
- B. The Members of the Nominating Committee shall each serve for a term of one (1) year and may not serve more than a total of three (3) successive terms. Any person wishing to serve as a Director on the Board shall contact the Nominating Committee.
- C. At least sixty (60) days prior to the Annual Meeting the Nominating Committee shall notify all Owners of the names of Directors whose terms are expiring and the number of vacancies.
- D. The Committee shall nominate candidates for election to the Board of Directors according to the procedures in Article VI, Section 2, and shall submit a written report of such nominations to the Secretary of the Association at least thirty (30) days prior to the date of the Annual Meeting.

Section 3: Architectural Control Committee.

- A. It shall be the duty of the Architectural Control Committee to review any plans and specifications for alterations, changes, or additions to Units; and to perform the functions and exercise the authority specified in Article VI of the Declaration of the Covenant.
- B. The Committee shall report its recommendations to the Board of Directors, which shall vote on the proposed changes.
- C. In the event an Owner alters or adds to the exterior of the Unit, excluding landscaping within 10 feet, without the approval of the Board of Directors, the Owner may be required to remove any such alterations or additions at the Owner's expense. If the Owner fails to take corrective action, the Board of Directors may take its own corrective action as described in Article XIX, Section 2 of the Bylaws and assess the Owner.
- D. The Association is not responsible for the maintenance and/or repair of any such additions or changes to the Owners unit even if such changes were approved by the Architectural Control Committee and the Board of Directors.

Section 4: Financial Review Committee.

- A. At its first regular meeting of the newly elected Board of Directors, the **President** shall appoint a Chairperson of the Financial Review Committee,
- B. The Committee shall consist of two (2) or more members of the Association, whose members shall serve for no more than three (3) successive years.**
- C. Such Committee, together with the Treasurer, shall review the books of account of the Association for the preceding calendar year.

- D. The review by the Financial Review Committee should include:
1. Examination of the monthly bank reconciliations of the financial institutions used by the HOA.
 2. Inspection of financial transactions and proper approvals thereof to ensure compliance with the organization's By-Laws.
 3. Preparation and fair presentation of the financial statements in compliance with NYS requirements and the organization's By-Laws.
 4. Compliance with the instructions contained in vendor contracts and agreements.
 5. Maintenance of adequate internal controls as approved by the Board.
- E. If any Member of the Financial Review Committee deems it advisable, the Financial Review Committee may review the books of account of the Association for the period commencing January 1st of the previous year to the end of the month preceding the date of the request for such review.
- F. The Treasurer and any designee shall be given reasonable notice to produce the books and records of the Association.
- G. The Financial Review Committee shall furnish a report of its findings to the Board of Directors within thirty (30) days of the completion of such review but no later than the scheduled date of the Board of Directors meeting in March of the year following the year in review.
- H. The Board shall inform the Members of the contents of any report issued by the Financial Review Committee.

Section 5: Clubhouse Committee.

- A. The Clubhouse Committee duties shall be to manage and maintain the Clubhouse for Members only and their guests, subject to Article VIII, Section 1. The terms and conditions, as determined by the committee, must be approved by the Board of Directors annually.
- B. To schedule an event at the Clubhouse, a member must complete and sign the Kimry Moor Clubhouse Reservation form prior to the event and submit for approval to the Clubhouse Committee Chair at least two days prior to the event. Board of Directors or Committee meetings are exempt from completing the Kimry Moor Clubhouse Reservation form.**
- C. The Clubhouse Committee must approve the use of the Clubhouse by Members only for private functions. **Private parties cannot exceed the legal capacity of the clubhouse.**
- D. The Clubhouse Reservation form must be reviewed and approved by the Board of Directors whenever changes are made to the form.**
- E. Use of the Clubhouse shall be subject to rules and regulations as defined annually by the Clubhouse committee and must be approved by the Board of Directors.
- F. The Clubhouse Reservation form is available on the Kimry Moor website.**
- G. Since the divided entrance to Kimry Moor is owned by the Town, the Committee cannot permit Members or their guest to park in the divided roadway or in any driveway or cul-de-sac.

Section 6: Pool Committee.

- A. The Pool Committee duties shall be to manage and maintain the pool and regulate the conduct of Members and their guests at the pool, subject to Article VIII, Section 1.
- B. The Association's Swimming Pool is for the exclusive use of Kimry Moor Members and their guests, subject to rules and regulations defined in the pool brochure and approved annually by the Board of Directors prior to the opening of the pool.**
- C. The rules and regulations must be posted in the pool area.

Section 7: Maintenance Committee.

- A. The Maintenance Committee duties shall be to receive and review Member(s) requests for maintenance and/or repair of their Unit.
- B. The Maintenance Committee is also responsible for coordinating and scheduling all maintenance and repairs of the Clubhouse, excluding roof repairs and replacements and chimney repairs.
- C. The Committee shall report its recommendations to the Board of Directors, which shall vote on the proposed expenditure.
- D. In an emergency, the Committee may authorize expenditures for maintenance and/or repairs, without prior authorization of the Board of Directors, but the Committee must report such expenditures to the Board at its next Board meeting.

Section 8: Grounds Committee.

- A. The Grounds Committee duties shall be to supervise grounds maintenance, excluding tree trimming, treatment and removal, and snow removal at the Kimry Moor location and address all issues pertaining thereto.
- B. The Committee shall report its recommendations to the Board of Directors, which shall vote on any proposed expenditures.
- C. This Committee shall supervise and assist the Contract Committee in the drafting of specifications for contracts within its purview, which shall be subject to action by the Board of Directors.
- D. For additional responsibilities by this Committee please see Article XVI, Sections 6 A-D, 9 B, and 10 A, B & C, and Page 12, Section 12 of the Declaration.

Section 9: Roof, Chimney and Funding Committee.

- A. The Roof, Chimney and Funding Committee duties shall be to inspect, or cause to be inspected, on an annual basis, the roofs, and chimneys of units; to recommend to the Board of Directors the repair of any roof or chimney; to recommend the replacement of any roofs; and to provide the Board of Directors with funding requirements and availability of funds to complete any repair or replacement.
- B. Bi-annually, the Roof, Chimney and Funding Committee shall provide the Board of Directors with a five-year plan, identifying roof replacements, funds requirements and analysis of funds availability.**

- C. The Committee will prepare the necessary specifications for any roof or chimney repair or roof replacement, solicit bids, and supervise the work performed.
- D. An Owner, at his or her own expense, may have the roof inspected by a qualified roof inspector provided the Owners shall have first notified the Committee of such inspection and shall furnish a copy of the inspection report to the Committee.
- E. **During a roof replacement or chimney repair, the Committee may authorize additional expenditures for emergency maintenance or repairs, without prior authorization of the Board of Directors, but the Committee must report such expenditures to the Board at its next meeting.**

Section 10: Budget Committees

- A. The Budget Committee shall consist of the Treasurer, the current President and one (1) other member who is not a current member of the Board of Directors.
- B. The Budget Committee will review the financial needs of the Association for the upcoming fiscal year and shall seek input from the chairs of the committees that have a line item in the budget.
- C. The Committee shall prepare the budget for the coming year and submit the budget to the Board of Directors for approval no later than the last scheduled Board meeting in November.

Section 11: Tree and Garden Committee

- A. The Tree and Garden Committee duties shall be to supervise all trimming and removal of trees and plantings and the maintenance of all gardens in the Common Area, except for those common areas that are located within 10-feet of a Unit and address all issues pertaining thereto.
- B. The Committee shall report its recommendations to the Board of Directors, which shall vote on any proposed expenditures.
- C. This Committee shall supervise the drafting of specifications for contracts within its purview, which shall be subject to action by the Board of Directors.
- D. In an emergency, the Committee may authorize expenditures, without prior authorization of the Board of Directors, but the Committee must report such expenditures to the Board at its next Board meeting.

Section 12: By-Laws Committee

- A. **The purpose of the By-Laws Committee is to review, on an on-going basis, the By-Laws of the Kimry Moor Association, and draft changes at the request of the Board of Directors or as mandated by federal, state, or local regulations.**
- B. **The committee is also responsible to maintain the By-Laws in such condition as to best serve the Kimry Moor owners,**
- C. **Within forty-five (45) days after the Board of Director's approval of changes to the By-Laws, the Members are to receive an electronic copy of the updated By-Laws. Additionally, the Kimry Moor web page should be updated within the forty-five (45) days.**
- D. **Two (2) Board of Directors must serve as members of the By-Laws Committee.**

Section 13: Grievance Committee

- A. Per Article V, Section 4, Mediation, of the Declaration, the committee must consist of three members.**
- B. The Board of Directors will select a Board member to represent the Board during a grievance issue.**
- C. The procedure for addressing a grievance is as follows:**
 - 1. A Member, after the complaint is denied by the Board of Directors, can have their request reviewed again by contacting the Grievance committee, consisting of their peers.**
 - 2. A letter of complaint, explaining in detail the complaint, must be submitted to the Chairperson of the Grievance Committee and to the Board President, no later than ten (10) days following the Board's denial of the original request.**
 - 3. The Committee will review the dispute or complaint and interview the parties involved (that is the Member who submitted the complaint and the Board designee).**
 - 4. The committee will review its findings with the complainant and offer suggestions to resolve the issue(s) in question.**
 - 5. Their investigations should be completed within three weeks after receipt of the complaint.**
 - 6. The committee must notify the Member in writing of its conclusion and submit a report to the Board of Directors with its findings and recommendations within thirty (30) days of receipt of the dispute or complaint.**
 - 7. Per Article V, Section 4 Mediation, of the Declaration. The Board of Directors must submit its decision to the Grievance Committee and the Member within sixty (60) days of notification of a dispute by the Grievance Committee.**
 - 8. The decision by the Board of Directors is final.**

Section 14: Welcoming Committee

- A. The purpose of the Welcoming Committee is to contact new residents/owners as soon as possible after moving into the community.**
- B. TJMG Properties and/or Members should notify the Chairperson of the Welcoming Committee as soon as they are aware of new owners.**
- C. A member of the Welcoming Committee should visit the new owners/resident as soon as possible after moving in.**
- D. A welcoming package will be provided to the new owner consisting of:**
 - 1. "The Welcome to Kimry Moor" brochure with an overview of general information**
 - 2. A listing of the HOA Officers and Board members, with contact information**
 - 3. The most current Kimry Moor Newsletter**
 - 4. Clubhouse information and reservation form**
 - 5. A listing of the Kimry Moor committees, with a brief explanation**
 - 6. A listing of the homeowners' responsibilities, as defined in the HOA By-Laws.**
 - 7. A listing of trash, and yard waste guidelines**
 - 8. A listing of trash, and yard waste pickup dates**
 - 9. A directory of residents/owners with their telephone numbers.**
 - 10. Information page that includes recommendation to sign-up for the Kimry Moor Homeowners' PORTAL, disposal of trash etc.**

Section 15: Insurance Committee

- A. The purpose of the Insurance Committee is to obtain at least two quotes for the Kimry Moor Homeowners Association insurance coverage, as specified under Article XV111 of the By-Laws.**
- B. At least three (3) months prior to the renewal date of the insurance coverage, the committee will present its recommendations to the Board of Directors.**
- C. The Insurance Coverage is normally for one year but with the Board of Directors approval can be extended for up to three years.**
- D. A summary copy of the Kimry Moor Insurance policy must be posted on the Kimry Moor web page and issued to all owners.**

Section 16: Contract Committee

- A. The purpose of the Contract Committee is to obtain bids from two or more vendors, as needed, to provide the following services to the Kimry Moor community.**
 - 1. Management Services Agreement/Contract**
 - 2. Lawn & Snow Removal Services Contract:**
 - 3. Trash Pick-up & Recycling Services Contract**
 - 4. Trash Removal Service Contract**
 - 5. Utility Services Contract**
 - 6. Pool Maintenance Contract**
 - 7. Any additional service contracts as requested by the Board of Directors.**
- B. A “Contract” is defined as an agreement between the Kimry Moor HOA and a service provider that extends over a minimum of one year, with periodic, equal amount payments. All contracts must be signed by the President or the Vice President and the Treasurer, per Article X, Section 1 of the By-Laws.**
- C. The committee should submit their proposal at least three (3) months prior to completion of existing contracts.**
- D. The President, Treasurer, and Committee Chairs, who will be impacted by any contracts, shall be included as members of the Contract Committee.**

Section 17: Neighborhood Watch Committee

- A. The purpose of the Neighborhood Watch Committee is to educate the owners/resident of the importance of community vigilance, to be aware of any suspicious activity, and to report any suspicious activity to the local police department.**
- B. To periodically invite the police and the fire departments to conduct safety and fire prevention lectures.**
- C. To investigate ways to improve security of the community, including the Clubhouse and trash areas.**

The Table of Contents has been expanded to include “Sections.”

Article VIII, Section 1, Item “D” has been added for “Out of Cycle” voting

A. Request an “Out-of-Cycle” Voting

- 1. The Officers of the Board of Directors are responsible for initiating an “out-of-cycle” vote request.**
- 2. Any Board of Director member can request and “out-of-cycle” vote by submitting an E-mail to any Officer, providing detailed information.**
- 3. The preferred method for all “out-of-cycle” vote is via E-mail.**
- 4. After the vote, the Officer who initiated the vote must**
 - a. Notify the Board members via E-mail of the results**
 - b. Submit a report to the Secretary for inclusion in the Board minutes.**
- 5. All “out-of-cycle” votes, whether approved or disapproved by the Board of Directors, must be included in the Board minutes in the month in which the vote was taken.**

Article V, Section 6 and Article VII, Section 4 have been modified to allow attending Board meeting electronically.

Article V, Section 6, Items A & D

- A. Except as hereinafter provided or as otherwise provided by law, at any meeting of the Owners, annual or special, the Owners of twenty-one (21) Units, in person, by proxy, **or via video call or cell phone** shall constitute a quorum for the transaction of business; but a lesser number may adjourn a meeting, from time to time, until a quorum is obtained.**
- D. When a quorum is present at any meeting, two-thirds (2/3) of the votes cast by Owners who are present at the meeting and entitled to vote, in person, by proxy or **via video call or cell phone**, shall decide any question brought before such meeting, unless such question is one which by express provision of law, the Declaration, the Certificate of Incorporation or these By-Laws, requires a larger or different vote.**
- E. Any Owner may request a secret, written ballot and if most of the owners attending the meeting (“in person”, **via video call or by cell phone**), concur, the voting shall be by secret written ballot **or vocal confirmation by Owners attending by video call or by cell phone.****

Article VII, Section 4, Item A

- A. A majority of the members of the Board of Directors whether present, in person by proxy or **by video call or cell phone**, shall constitute a quorum for the transaction of business at any Board meeting.**

Article XVI – Rules and Regulations Governing Use and Maintenance of “The Properties”. Section 11 – Trash and Garbage Removal

- A. The trash and garbage must be acceptable under current ordinances, rules and regulations of the County of Onondaga, the trash hauling contractor and the Association.
1. Partially filled oil or latex paint cans, tires and toxic materials of any kind may not be placed out for collection by the Association’s contractor. **Exception – Partially filled latex paint cans can be placed in the trash if 100% dried.**
 2. The maximum amount of trash and recycling pick-up per Unit by the Association shall not exceed the equivalent of three (3) 30-gallon containers or equivalent.
 3. The maximum number of recyclables to be picked-up by Unit by the Association shall not exceed the equivalent of two (2) OCRA's blue bins.
 4. The Owner is responsible for the removal of large items such as furniture, appliances etc. and/or for trash or recyclables exceeding three (3) 30-gallon (or equivalent) containers. These items must be removed from Kimry Moor by the Owner at his/her expense.
 5. **All garbage receptacles must be stored inside during the week.**
- I Large limbs, branches, or stumps, **within 10 feet of the members’ property**, must be cut up or removed by the Member.

The updated By-Laws were issued on 9/28/2021 to all owners.

Welcoming Committee
Annual Report
September 29, 2021

The Welcoming Committee is composed of Ed and Brenda Dera, Joan Jacobs, Laurie Kushner and Linda Shapess

The following people have been welcomed to the Kimry Moor community this year:
Fran & Joe Greenman, Unit 609.

Respectfully submitted
Linda Shapess, Committee Chair

KIMRY MOOR HOMEOWNER'S ASSOCIATION

2021 Annual Meeting

Swale and Pond Committee Report

The Corp. of Engineers issued a Permit on September 18, 2020 to the Kimry Moor Homeowners Association in accordance with the Department of the Army No. LRB-2018-01237, Nationwide Permit Not. 3 Maintenance and 13 Bank Stabilization. The Permit authorized the work to be done in the swale between Mott Road and the Clubhouse as describe in Agricultural Engineering Services (AES) report and design dated July 21, 2020.

On or about September 30, 2020, Cayuga County Soil & Water Conservation District (CCSWCD) began the work as described in the AES' report and design including -

1. Installing rock grade control structures, one 42" culvert (replacing 2 existing culverts), jute netting on stream banks and channel, and rock outlet protection;
2. Repaving the entrance to the parking lot over the new culvert; and
3. Applying seed, fertilizer and mulch to establish vegetation to the areas where spoils and soils were disturbed.

The plan was to remove all spoils from the site and leave the soils on-site to dry and used in the spring of 2021. Unfortunately, most of the soils were determined not to be acceptable for re-use, so the soils as well as the spoils were disposed off-site.

Although most of the work was completed in the fall of 2020, a portion of the work could not be done including replacing the railing along both sides of the entrance to the parking lot. In the spring of 2021, the railing was replaced, and the entire site was regraded with rocks and other spoils being removed and disposed off site. Once again, seed, fertilizer and mulch were applied to establish vegetation to the areas that were disturbed.

Although the approved budget for CCSWCD's work was \$25,000 for this work, their final invoice was \$22,587.82.

It will be necessary for additional work in this swale (removing weeds and adjusting the rock grade control structures) in the spring of 2022, and the cost of this work will be about \$3,000.

Respectively submitted,

Richard J. Greene
Acting Chair
Swale and Pond Committee Report

2021 Pool Report

We opened the pool on June 1st after obtaining the Onondaga County permit. We contracted Stiles Pools to clean and maintain the pool, as well deliver required chemical. Chemicals were purchased from Clean-All. They did a good job maintaining the pool. Given that the existing leakage problem worsened through the season we were still able to keep it open until September 5. There was a brief three-day interruption to repair a heater igniter. The leakage problem manifested itself in an increase in water and utility costs. It became obvious that the issue had to be resolved.

The leakage problem became a major issue by the end of the season. After canvassing regional pool companies, we were able to engage Tarson Pools to assess the damage and provide an estimate of repair costs. They proposed repairing an extensive crack in the surface layer of the pool. They would acid wash the entire pool surface, and prime and paint the surface. They would pressure test all lines to check for any problems. The cost would be \$8900. They indicated that it is too late in the season to do the work this fall. They will begin as early as possible in the spring.

Stiles will complete the winterization of the pool Sep't. 8. Tarson indicated that the pool does not need to be covered, but that the bottom of the pool needs several inches of water to be maintained.

I would suggest that financing for the repairs be secured early in the spring to ensure that we can proceed as soon as possible.

Ronald Muraca

Nominating Committee
Annual Report
September 29, 2021

Members of Nominating Committee are:

Rick Bruner
Richard Greene
Paula Haynor
Claude Pilon
Morris Torres

There were 3 positions that will be vacant in January 2022.

The Committee successfully nominated three persons:

Barbara Arnold
Linda Crawford
Richard Green

Congratulations to the nominees and good luck in election process.

Respectfully submitted:

Paula Haynor
Committee Chair

KIMRY MOOR HOMEOWNER'S ASSOCIATION

2021 Annual Meeting

Swale and Pond Committee Report

Historically, the developer of Kimry Moor, Harry Poushter, filed with Onondaga County As-Built Survey Maps (locations of all Units in Kimry Moor) by contracting with Phillips & Associates Surveyors to prepare such Maps. These Survey Maps and their respective Units are noted below –

- Amended Map by Phillips, Obrien & Gere, dated January 5, 1976, filed January 7, 1976 (As-Built Units 102, 104, 106, 108, 110, 112, 114, 116, 201, 202, 203, 204, 206, 801, 803, 805, 807, 809, 811, 813, 815, 817, 819, 821, 823, 825, 901, 902, 903, 904, 905, 906, 907 & 908).
- Second Amended Map by Phillips, Obrien & Gere, dated February 17, 1977, filed March 23, 1977 (As-Built Units 301, 303, 305, 405 & 407).
- Second Amended Map by Phillips, Obrien & Gere, dated September 18, 1979, November 7, 1979 (As-Built Units 501, 502, 503, 504, 505, 507, 509, 511, 513, 515, 517, 519, 521, 523, 525, 602 & 604). Further, it states BUILDING AS-BUILTS BEARINGS OF WALLS (Units 302, 304, 306, 402, 404, 406, 408, 501 502, 503, 504, 505, 507, 509, 511, 513, 517, 602 & 604).

It was discovered that there was no Survey Map on file with Onondaga County indicating the As-Built location for Units 601 & 603; 605, 607 & 609; 606, 608 & 610; 701, 703, 705 & 707; 702 & 704; 709 & 711; and 713 & 715; so the Board of Directors authorized Ianuzi and Romans to prepare a survey map indicating the As-Built locations of these Units.

After preparation of this Survey Map (to be known as the 4th Amended Map Survey), Ianuzi and Romans received approval from the Town of Manlius. Subsequently, communication was received from Onondaga County that Onondaga County and the City of Syracuse have an agreement that authorizes the City to review all survey mapping of properties within 3-miles of any City property.

A Three-Mile Limit Subdivision Application was submitted to the City of Syracuse's Planning Commission that was acknowledged by the Owners of Units 601 & 603; 605, 607 & 609; 606, 608 & 610; 701, 703, 705 & 707; 702 & 704; 709 & 711; and 713 & 715. It was expected that the Planning Commission would review and approve this Map Survey at their meeting on September 20, 2021, but it is now their Agenda for their meeting of October 12, 2020.

After approval by the City of Syracuse and filing with Onondaga County, mapping and information related to As-Built locations will be forwarded to an attorney who will prepare any necessary legal documents.

Respectively submitted,

Richard J. Greene
Acting Chair
Lot Line Adjustment Committee Report