

**Kimry Moor Homeowners Association
Board of Directors' Meeting
January 25, 2023
Via Zoom, 6:30 pm
Final**

PRESENT: P. Curtin, L. Kushner, R. Greene, M. Sargent, J. McLoughlin, L. Crawford, J. Yanno, B. Arnold, and Kathryn Wolff of TJMG Properties.

EXCUSED: P. Haynor

1. PRESIDENT'S OPENING REMRKS:

- a. Welcome our new neighbor at #521, Deborah Panebianco.
- b. An electronic vote was held on December 8, 2022, to establish a Legal Committee as an ongoing committee of the HOA. Joe Greenman was nominated to Chair the Committee. **(9-0 in favor)**. The By-Laws will be updated to reflect the change.

2. REVIEW AND APPROVAL:

Request for approval of the minutes of the December 11, 2022, Special Board of Directors meeting minutes. **(7-0 in favor)**

3. RESIDENT COMMENTS:

None.

4. NOMINATION and APPROVAL:

None.

5. SECRETARY'S REPORT:

None.

6. TREASURER'S REPORT:

- a. Laurie Kushner reviewed the December 2022 Profit & Loss Statement and Balance Sheet. **A motion was made, seconded and approved to accept the December 2022 Profit & Loss Statement and Balance Sheet, and the Check Register and Bank Reconciliation are on the Portal. (7-0 in favor)**
- b. Laurie Kushner wanted to thank the Committee Chairs for staying within their budgets last year. It looks like we are in good shape starting the year.
- c. Laurie Kushner reported that we have \$22,751 in reserve; \$13,000 of it is earmarked as roll over from the Pond and Stream Maintenance from 2022 and an additional \$9,751 that will be held in the general reserve for savings. **Motion was passed 8-0 in favor of**

setting \$13,000 in Reserve for Ponds and Streams and \$9,751 in Reserve for General Operations.

- d. Request for approval to pay the National Grid bill of \$346.52. **A motion was made, 2nd and approved to pay the National Grid bill. (7-0 in favor)**

- e. Laurie Kushner reported that there was one electronic vote taken since the last meeting.
 - 1 – Chimney retainer for Masonry Renovations \$3,000. **(9-0 in favor)**

- f. The December financial reports are attached.

7. FINANCIAL REPORT:

- a. Claude Pilon reviewed his report with the Board.

- b. Report attached.

8. PROPERTY MANAGER'S REPORTS:

It's been very quiet. We are currently testing the use of the calendar in the AppFolio portal. More information will be provided to the homeowners when completed.

COMMITTEE REPORTS:

All Committee Chairman are reminded to get their reports to the entire Board and to Kathryn prior to the Board of Directors meeting.

Tree & Garden Committee Report:

- a. Joan Yanno reviewed her report with the Board.

- b. Report attached.

Insurance Committee Report:

- a. Linda Crawford reviewed her report with the Board.

- b. Report Attached

Grounds Committee Report:

- a. Linda Crawford reviewed her report with the Board.

- b. Report Attached

Clubhouse Committee Report:

- a. Barbara Arnold reviewed her report with the Board. Request for \$282 to have Stanley Steamer do a basic cleaning of the Clubhouse carpet. **Motion made, seconded, and approved. (8-0 in favor)** The rules for the Clubhouse and the reservation form will be updated.
- b. Report attached.

Maintenance Committee Report:

- a. Pat Curtin reported that the power washing of the 22, two-story units was completed. Due to the change in the weather, Greg Cohen was unable to complete the power washing of the one-story units. This will be a priority in the spring.
- b. The furnace and hot water have been installed and relocated further away. We still need to talk to Greg Cohen regarding building a containment area to store the pool chemicals properly. The motor is available for sale. Thanks to Joe Greenman and Claude Pilon for completing this project.

Architectural Control Committee:

- a. Jill Brooks reviewed her report with the Board.
- b. Report attached.

Roof and Chimney Committee:

- c. Claude Pilon reviewed his report with the Board.
- d. Report attached.

Pool Committee Report:

- a. Report attached.

8. OLD BUSINESS:

IRS Clarification: There is still no news from the IRS on the fact that duplicate accounts were established for Kimry Moor. We do not believe that the association will receive any tax bills for the duplicate account. (Item Closed)

Unit 201: The enforcement letter was sent regarding staining the deck and access ramp as agreed by the Board during the Executive session on November 30,2022.

9. NEW BUSINESS:

Committee List: The committee list has been sent to everyone. **Request to accept/ approve the 16 chair nominations. Motion made, seconded and approved (8-0 in favor)** Chairman need to staff their committees before the next Board meeting in February. Chairman can refer to the By-laws for any requirements.

Waste Management: We have had several issues with Waste Management. Keith Jones is obtaining information on a new contractor.

Sidewalk Hazard: The sidewalk near the school is crumbling and becoming a hazard. The Maintenance Committee will investigate this to see what can be done.

The Kimry Moor Sign: The sign is looking pretty shabby. It needs to be painted or at least touched up, especially the metal that is rusting. The Maintenance Committee will have Greg Cohen look at the sign to see what can be done.

10. NEXT MEETINGS:

- a. Attempting to have dual meetings both in the clubhouse and on zoom again was discussed amongst the Board. It was agreed that we will continue to have the Board meetings via zoom through the winter months and revisit this again in April or May.
- b. Future meeting dates:
February 22, 2023
March 22, 2023
April 26, 2023

11. MEETING AJOURNMENT:

- a. **A motion was made, seconded, and approved to adjourn the January 25, 2023, Board meeting.**

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
February 22, 2023
Via Zoom, 6:30 pm
FINAL**

PRESENT: P. Curtin, L. Kushner, J. Greenman, R. Greene, L. Crawford, and Kathryn Wolff of TJMG Properties.

EXCUSED: P. Haynor, M. Sargent, J. Yanno, B. Arnold

1. PRESIDENT'S OPENING REMRKS:

- a. Longtime resident and past Treasurer, Ed Haynor passed away on Sunday, February 5, 2023. Our condolences go out to Paula Haynor and her family.
- b. The Association Calendar on the portal in AppFolio is up and running. Events, early closings, trash day changes, etc. can be put on the calendar. All entries for community-wide events should be emailed to TJMG Properties.

2. REVIEW AND APPROVAL:

A correction to the previously approved December 11, 2022, Special Board of Directors meeting minutes was reported. The last sentence of the minutes should read "The homeowners also agree to remove the access ramp when it is no longer needed AND to have it removed before the unit is sold." **Request for approval of the minutes with changes. (5-0 in favor)**

Request for approval of the minutes of the January 25, 2023, Board of Directors meeting minutes. (5-0 in favor)

3. RESIDENT COMMENTS:

None.

4. NOMINATION and APPROVAL:

The updated Committee Member list has sent to the board members. Janet McLoughlin has added Paula Haynor to the Nominating Committee. **Request for approval of the updated list. (5-0 in favor)** A copy of the Officers, Directors & Committee list will be distributed to the homeowners.

5. SECRETARY'S REPORT:

None.

6. TREASURER'S REPORT:

- a. Laurie Kushner reviewed the January 2023 Profit & Loss Statement and Balance Sheet. **A motion was made, seconded and approved to accept the January 2023 Profit & Loss Statement and Balance Sheet, and the Check Register and Bank Reconciliation are on the Portal. (5-0 in favor)**
- b. Laurie Kushner reported that there was **two electronic votes** taken since the last meeting.
 - 1 – February 10, 2023 – OCWA water bill \$297.00. **(8-0 in favor)**
 - 2 – February 17, 2023 – CAU insurance renewal policies \$47,833. **(8-0 in favor)**
- c. The January financial reports are attached.

7. PROPERTY MANAGER'S REPORTS:

TJMG Properties has received a risk management form CAU the HOA's insurance carrier regarding the inspection needed of the 4 clubhouse fire extinguishers. Richard Greene stated that they were inspected last spring, early summer. We will need a picture of the inspection tag to forward to CAU. Barbara Arnold will email a photo to TJMG Properties.

8. COMMITTEE REPORTS:

All Committee Chairman are reminded to get their reports to the entire Board and to Kathryn prior to the Board of Directors meeting.

Insurance Committee Report:

- a. Linda Crawford reviewed her report with the Board. Both Property and Liability policies were renewed with CAU for a total annual premium of \$47,833.
- b. Report Attached

Grounds Committee Report:

- a. Linda Crawford reviewed her report with the Board. **Request for approval of the work done by TJMG Properties on WO# 21270-1 for \$270 for the removal of leaves and debris and \$180 to clean up the area at unit 108. (5-0 in favor)**
- b. Report Attached

Maintenance Committee Report:

- a. Joe Greenman reviewed his report with the Board.
- b. Report attached.

Roof and Chimney Committee:

- a. Pat Curtin reviewed the report submitted by Claude Pilon with the Board.
- b. Report attached.

Financial Review Committee:

- a. Dr. Torres reviewed his report with the Board. There is some concern regarding the turnover of the Treasurers position. The financial committee suggests the Board consider using a professional accounting firm, if needed in the future. The Committee concluded that the financial records were accurate in all material respects.
- b. Report attached.

Pool Committee Report:

- a. Richard Greene reviewed his report with the Board.
- b. Report attached.

9. OLD BUSINESS:

Unit 201: The enforcement letter was sent regarding staining the deck and access ramp as agreed by the Board during the Executive session on November 30,2022.

Power Washing: 22 Units that are 2-story. Done in November. One-story units were not done. Greg ran out of time before the weather turned. This will be a priority for Greg when the weather permits in the spring.

Waste Management: We have had several issues with Waste Management. Keith Jones is obtaining information on a possible new contractor.

Sidewalk Hazard: The sidewalk near the school is crumbling and becoming a hazard. The Maintenance Committee will investigate this to see what can be done.

The Kimry Moor Sign: The sign is looking pretty shabby. It needs to be painted or at least touched up, especially the metal that is rusting. The Board will have Greg Cohen look at the sign to see what can be done.

10. NEW BUSINESS:

Legal Committee: We are looking to combine the Contract and Legal Committees. Pat Curtin and Joe Greenman will work on the structure and staffing of the new committee and

the By-laws Committee will work on a draft to present at the next Board meeting on March 22, 2023.

Izyk Landscaping and Property Service: They are doing a very good job at Kimry Moor. Their crew is out there shoveling even in the freezing temperatures.

11. NEXT MEETINGS:

- a. Future meeting dates:

March 22, 2023

April 26, 2023

12. MEETING AJOURNMENT:

- a. **A motion was made, seconded, and approved to adjourn the February 22, 2023, Board meeting.**

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
March 22nd, 2023
Via Zoom, 6:30 pm
FINAL**

PRESENT: P. Curtin, J Greenman, P Haynor, L. Kushner, R. Greene, J. McLoughlin, J. Yanno, B. Arnold, and Keith Jones of TJMG Properties.

EXCUSED: M. Sargent, L Crawford

Meeting was called to order by P Curtin at 6:30 PM

1. PRESIDENT'S OPENING REMRKS (P CURTIN):

- a. Best wishes were given to Kathryn Wolff on her new career move. Pat introduced Keith Jones, TJMG owner and Kimry Moor Property Manager, and welcomed him to the Board meeting.
- b. Condolences were passed on to the family of resident Joseph Kirchgessner on his passing.
- c. Claim was filed with OCWA for an Account Adjustment. They approved \$75 repair cost for the Clubhouse toilet. Credit will be on the next quarterly bill.

2. REVIEW AND APPROVAL:

- a. Correction of the Minutes from the January 25, 2023 Board Meeting. Joe Greenman was in attendance, not Janet McLoughlin. **A motion was made, 2nd and approved to approve the modifications to the minutes of Jan 25th 2023. (7-0 in favor)**
- b. Request for approval of the minutes of the February 22nd, 2023 Board Meeting. **A motion was made, 2nd and approved to approve the board meeting minutes from February 22nd, 2023. (7-0 in favor)**

3. RESIDENT COMMENTS:

None.

4. SECRETARY'S REPORT:

Two condolences cards were recently sent out for Edward Haynor and Joseph Kirchgessner

5. SECRETARY'S REPORT:

None.

6. TREASURER'S REPORT (L KUSHNER)

- a. February 28th, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal. **A motion was made, seconded, and approved to accept the February 28th Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**
- b. Electronic Votes – Request for approval to pay National Grid (\$313.24) and D'Arcangelo (\$600.00) **A motion was made, 2nd and approved to pay the National Grid and D'Arcangelo bills. (7-0 in favor)**
- c. L Kushner reported that the Waste Management bill has increased by 10%
- d. Pat C stated that the Association is in great financial standing and that things were moving in the right direction.

7. PROPERTY MANAGER'S REPORTS (K JONES):

- a. K Jones introduced himself as the TJMG member to be involved with Kimry Moor for the time being in Kathryn Wolfe's absence.
- b. TJMG has finalized the Spring Newsletter and will be publishing in early April. P Curtin requested language be added about not putting Yard Waste out if there are five Tuesdays in a month.
- c. Update given on potential change in the Trash & Recycling Services. It was reported that the company that is under consideration to change to, Rid-O-Vit, was recently acquired by Morgan Waste. K Jones suggested we wait a couple months to see how the transition goes before further considering a switch

8. NOMINATION OF 2023 COMMITTEE MEMBERS (P CURTIN):

P Curtin nominated Janet McLoughlin to Chair By-Laws Committee in replacement of Claude Pilon. **A motion was made, 2nd and approved to approve Janet McLoughlin to Chair By-Laws Committee. (7-0 in favor)**

We are in need of a Co-Chair for the Roof and Chimney Committee. After many years of service, Claude Pilon is stepping aside. He has volunteered for many years and completed this cycle of roof replacements. We thank him for his dedicated service. If anyone on the Board or other resident is interested in contributing to this work of coordinating repairs, please let Pat Curtin know.

9. COMMITTEE REPORTS:

Roof and Chimney Committee (Claude Pilon):

- a. Pat Curtin reviewed Claude's report with the Board.
- b. A note was made that concentrations will be made on roof repairs this year versus replacements. There are also several chimneys to be repaired this year.
- c. Report attached.

By-Laws Committee Report (Claude Pilon):

- a. Janet McLoughin reviewed his report with the Board
- b. There were two proposed changes to By-Laws included in report – one related to the review of Legal matters in the community and the other to electric reimbursements to units 114 and 201. **A motion was made, 2nd and approved to approve both the proposed changes noted in the report. (7-0 in favor)**
- c. Will be looking into getting all recent approved changes to the By-Laws properly filed with the County
- d. Report attached.

Grounds Committee Report (Linda Crawford):

- a. Report Attached

Tree & Garden Committee Report (Janet Yanno):

- a. Joan Yanno reviewed her report with the Board.
- b. Report attached.

Maintenance Committee Report (Joe Greenman):

- a. Joe Greenman reviewed his report with the Board.
- b. Report attached.

Pool Committee Report (Richard Greene):

- a. Richard Greene reviewed his report with the Board.

- b. A discussion was had regarding the competing quotes received for masonry repairs to the pool walls. **A motion was made, 2nd and approved to hire Kevin from Masonry Restoration for a total of \$3,900, plus materials estimated to be \$1,000. (7-0 in favor).**
Another motion was made, 2nd and approved to have a downpayment check cut immediately in the amount of \$1,500 and to also have their final check cut for \$2,400. Both checks to be delivered to Laurie Kushner (7-0 in favor).
- c. Richard requested approval of Greg Cohen's work to open the pool before the repairs are done (\$800) and build a berm in the clubhouse basement to contain chemical spills. (\$900). **Both motions approved 7-0.**
- d. Richard requested approval of the Clean-All quote to provide routine pool maintenance for the period May to September 2023 at \$1,995 plus tax, per month, prorated for partial months. **Motion approved 7-0**
- e. Report attached.

10. OLD BUSINESS:

- a. Pool: Pool will be prepped in April for May repair work. Hopefully reopen for Memorial Day.
- b. IRS Clarification: No news from the IRS on the fact that duplicate accounts were established for Kimry Moor. No response received from IRS since 2021. Close item.
- c. Helpful Hints: Additional easy-to-read material for all residents (pending). Linda Shapess will be returning north in the next few weeks and we will restart this project
- d. Power Washing Decision. 22 Units that are 2-story. Done in November. One-story units were not done. Greg ran out of time before the weather turned. This will be a priority for Greg when the weather permits in the spring.
- e. Unit #201. Enforcement Notice was sent regarding staining deck and access ramp, per decision of the Board at the November 30, 2022 Executive session. Will be obtaining project quotes in April.
- f. Legal and Contract Committee. Revision to the by-laws to add legal items to the Contract committee responsibilities. Motion to approve revised By-Laws (Section 16).

11. NEW BUSINESS:

Approval of loan repayments for resident roof loans in April - \$30,000 plus interest. **A motion was made, 2nd and approved to repay the roof loans as stated (7-0 in favor).**

12. NEXT MEETINGS:

a. Attempting to have dual meetings both in the clubhouse and on zoom again was discussed amongst the Board. It was agreed that Hybrid meetings (Zoom and In-Person) will commence in April.

b. Future meeting dates:

April 26, 2023 – 6:30 PM

May 24th, 2023 – 6:30 PM

13. MEETING AJOURNMENT:

a. **A motion was made, seconded, and approved to adjourn the March 22nd, 2023, Board meeting at 7:24 PM (7-0)**

Respectfully submitted,
Keith M Jones
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
April 26th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm**

PRESENT: P. Curtin, L. Kushner, J. Greenman, L. Crawford, J. Yanno, B. Arnold, and Keith Jones of TJMG Properties.

EXCUSED: R. Greene

ABSENT: P. Haynor, M. Sargent

Meeting was called to order by P Curtin at 6:30 PM

1. PRESIDENT'S OPENING REMARKS (P CURTIN):

- a. Introduced a new 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the March 22nd, 2023 Board Meeting. **A motion was made, 2nd and approved to approve the board meeting minutes from February 22nd, 2023. (6-0 in favor)**

3. RESIDENT COMMENTS:

None.

4. SECRETARY'S REPORT:

The association received a lovely thank you note from Carol Kirchgessner in response to our sympathy card sent when Joseph Kirchgessner died.

5. TREASURER'S REPORT (L KUSHNER)

- a. March 31st, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the March 31st Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (6-0 in favor)**
- b. Electronic Votes – None

- c. L Kushner reported that she is holding one check for the mason for when he completed the pool project that was previously approved. If there are any approved extras for this project that will be paid in one check at the end.

6. PROPERTY MANAGER'S REPORTS (K JONES):

- a. K Jones reported that he has been fully engaged with the Board and committee members with all HOA business and that he felt the transition between himself and Kathryn Wolff has gone smoothly.
- b. TJMG and Waste Management review is pending.
- c. Unit #201. Enforcement Notice was sent regarding staining deck and access ramp, per decision of the Board at the November 30, 2022 Executive session. P Curtin received a quote of \$1,650.00 to paint the wheelchair ramp along with the vertical surfaces of the deck. The homeowner will be billed by TJMG. **A motion was made, seconded, and approved to spend \$1,650 to stain the wheelchair ramp and deck surface. Approved 6-0.**

7. NOMINATION OF 2023 COMMITTEE MEMBERS (P CURTIN):

There is still a need for a chairperson for the Roof & Chimney Committee. TJMG is assisting with the monitoring and coordinating maintenance requests.

8. COMMITTEE REPORTS:

Grounds & Ponds Committee Report (Linda Crawford):

- a. L Crawford reviewed her report and mentioned that a spring walked around is scheduled for this coming Thursday with TJMG and J Yanno. Attention will be placed on reviewing areas of the grounds that need to be top-soiled and seeded and then a plan put in place.

This year's big project is the dredging of the pond and quotes are being obtained for that.

- b. Report Attached

Tree & Garden Committee Report (Joanie Yanno):

- a. J Yanno reviewed her report with the Board.
- b. It was asked that any tree requests that homeowners may have should be sent through TJMG so they can be properly logged and addressed
- c. Town of Manlius Tree commission representative, Ann Young Walked the property with the committee members. Looking for possible tree planting in the future.

- d. We received a request to remove a dead tree from our property that was endangering a property on Dabney Lane. J Yanno is working with Bartlett Tree to remedy the situation.
- e. Report attached.

Maintenance Committee Report (Joe Greenman):

- a. Joe Greenman reviewed his report with the Board.
- b. J Greenman has requested TJMG for a quote to paint the bottoms of the mailbox posts or provide an alternative solution to avoid getting damaged by weedwhackers
- c. Report attached.

Architectural Control Committee Report (Jill Brooks):

- a. There is a request for a radon mitigation system for Unit #607. A discussion was had about alternative solutions for this vent piping so that it does not have to run along the exterior of the home. A vote on this ACC request is pending until these alternate solutions are presented.
- b. An ACC request to install gutters on Unit #907 was previously submitted via E-vote. **A motion was made, seconded, and approved to accept the ACC request as submitted (6-0 in favor)**
- c. Report attached.

Pool Committee Report (Richard Greene via Pat Curtin):

- a. Richard Greene has a request for an additional \$1,500 for the pool repair project to cover additional work found by Kevin Gill during his work. (An additional \$1,000 was approved by electronic vote to cover labor costs since the last meeting. Approved 6-0.)
- b. **A motion was made, seconded, and approved to spend the additional \$1,500 needed for materials and contingencies the pool repairs (6-0 in favor).** Total approved is now \$7,400 which is still under the \$13,000 budget. Pool is still targeted to open on Memorial Day weekend.
- c. Report attached.

No reports this month from: Welcome, Neighborhood Watch, By-Laws, Clubhouse, Roof/Chimney, Insurance

9. OLD BUSINESS:

- a. Pool: Pool is being prepped for the repairs.
- b. Helpful Hints: Additional easy-to-read material for all residents (in progress). Linda Shapess will begin this project in May.

- c. Power Washing. 22 Units that are 2-story were done in November 2022. One-story units were not done. Greg ran out of time before the weather turned. This will be a priority for Greg in May.

- d. Document Filing. Updated documents should be filed with Onondaga County.

10. NEW BUSINESS:

NONE

11. NEXT MEETINGS:

- a. Future meeting dates (to be held in same hybrid format):

May 24th, 2023 – 6:30 PM

June 28th, 2023 – 6:30 PM

12. MEETING AJOURNMENT:

- a. **A motion was made, seconded, and approved to adjourn the April 26th, Board meeting at 7:25 PM (6-0)**

Respectfully submitted,
Keith M Jones
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
May 24th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
Final**

PRESENT: P. Curtin, L. Kushner, J. Greenman, L. Crawford, J. Yanno, B. Arnold, P. Haynor, R. Greene and Keith Jones of TJMG Properties.

EXCUSED: None

ABSENT: None

Meeting was called to order by P Curtin at 6:35 PM

1. PRESIDENT'S OPENING REMRKS (P CURTIN):

- a. Announced the resignation of Michele Sargent from the Board of Managers. **A motion was made, 2nd and approved to approve M Sargent's letter of resignation (7-0 in favor)**

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the April 26th board meeting. **A motion was made, 2nd and approved to approve the board meeting minutes from April 26th, 2023. (7-0 in favor)**

3. RESIDENT COMMENTS:

Unit 711 spoke regarding their (2) ACC requests for window replacement – one for a casement window and the other for double-hung. See ACC report for details.

4. SECRETARY'S REPORT:

None

5. TREASURER'S REPORT (L KUSHNER)

- a. April 30th, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the April 30th Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**

- b. Electronic Votes – \$279 for Pool Permit
- c. L Kushner asked that everyone submits receipts in timely for those seeking reimbursements.

6. PROPERTY MANAGER'S REPORTS (K JONES):

None

7. NOMINATION OF 2023 COMMITTEE MEMBERS (P CURTIN):

- a. Jay Bayanker has accepted a nomination as the Co-Chair of the Roof & Chimney Committee.
- b. Barbara Dubnoff has accepted a nomination as a member of the Roof & Chimney Committee.
- c. Joe Greenman as accepted a nomination as Chair of the Contract & Legal Committee
- d. Diane Nappa has accepted a nomination as Member of the Clubhouse Committee

A motion was made, seconded, and approved to accept all 4 of the nominated parties as noted. (7-0 in favor)

8. COMMITTEE REPORTS:

Grounds & Ponds Committee Report (Linda Crawford):

- a. L Crawford reviewed her report (report attached) **Tree & Garden Committee Report**

(Joanie Yanno):

- a. J Yanno reviewed her report with the Board.
- b. It was noted that a potential issue may exist with a tree adjacent to Dabney Ln property where, if cut, it may cause damage to an existing playset on the Dabney property. This may need to be investigated further prior to doing any work.
- c. Report attached.

Maintenance Committee Report (Joe Greenman and Ed Dera):

- a. Joe Greenman reviewed his report with the Board.
- b. P Curtin asked that the committee check their actual numbers to date against budget once quotes come in.
- c. Report attached.

Architectural Control Committee Report (Jill Brooks):

- a. There are 2 requests currently in for the replacement of exterior windows on Unit 711. One is for replacing existing with new casement (crank-style) windows while there other is for replacing with double-hung. The homeowners were present, and a discussion was had about the 2 different styles of windows. **A motion was made, seconded, and approved to accept the ACC request for the CASEMENT windows as submitted (8-0 in favor)**
- b. E-Votes were previously taken and approved for:
 1. Unit 907 Lighting
 2. Unit 607 Radon Mitigation with garage vent
- c. Report attached.

Pool Committee Report (Richard Greene)

- a. R Greene reviewed his report (report attached)

Pool Committee Report (P Curtin)

- a. P Curtin reviewed her report (report attached)

P Curtin requested approval for completing necessary repairs to chimneys of Unit 202 and the 800 cluster as previously quoted and reported by Kevin Gill. The total cost to complete the repairs is \$5,400 (\$8,400 - \$3,000 already paid).

A motion was made, seconded, and approved to approve spending the \$5,400 for these repairs (8-0 in favor)

Clubhouse Committee Report (B. Arnold)

- a. Thank you to all who helped with and attended the Spring Fling
- b. The club house was cleaned May 22,2023 and will be cleaned once every other month.
- c. The "masks Highly Recommended" sign will be removed. Mask wearing is optional.

No reports this month from: Welcome, Neighborhood Watch, By-Laws/Contracts

9. OLD BUSINESS:

- b. Unit #201. Enforcement Notice was sent regarding staining deck and access ramp, per decision of the Board at the November 30, 2022 Executive session. Since then, the Owners have initiated the staining of the wheelchair ramp (started on May 21st, 2023).
- c. Document Filing. Updated documents should be filed with Onondaga County.

10. NEW BUSINESS:

(P Curtin) We had a complaint about the trailer parked at unit #405 for several days which is in violation of the Covenants. Will Pierce had thought he had an OK from previous board president to leave it in the driveway for a couple of nights before and after a trip. This is in violation of the Covenants per Article VII, Section 1 (e) and (f). A non-passenger vehicle should be parked at the Clubhouse, for up to 7 days, without further Board approval.

A motion was made, seconded, and approved to enforce the Covenants as written in this case (8-0 in favor)

11. NEXT MEETINGS:

- a. Future meeting dates (to be held in same hybrid format):

June 28, 2023 – 6:30 PM

July 26, 2023 – 6:30 PM

12. MEETING AJOURNMENT:

- a. **A motion was made, seconded, and approved to adjourn the May 24th, Board meeting at 7:59 PM (8-0)**

Respectfully submitted,
Keith M Jones
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
June 28th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
Approved**

PRESENT: P. Curtin, L. Kushner, J. Greenman, L. Crawford, J. Yanno, R. Greene, P. Haynor

EXCUSED: B. Arnold and Keith Jones of TJMG Properties

ABSENT:

Meeting was called to order by P. Curtin at 6:35 PM with a quorum present. Thanks to Laurie Kushner for Zoom tech assistance and Janet McLoughlin for taking notes.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting.
- b. Shaun Blumin has asked if neighbors can put the mini-flags in the garden by the flag pole for the 4th of July holiday. The Board agreed, and said that they no longer have to ask permission to do this for other Federal holidays. We appreciate the patriotic gesture.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the May 24, 2023 Board Meeting. **A motion was made to approve the board meeting minutes from May 24, 2023. (7-0 in favor)**

3. RESIDENT COMMENTS:

Judy Granatstein requested weeds in the swale be removed and shingles be relocated.

4. TREASURER'S REPORT (L. KUSHNER)

- a. May 31, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the May 31, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**

- b. Three Electronic Votes were taken since last meeting:

Clean All Pool Pump Installation June 12 \$2,850 plus tax. (8-0 in favor).

Bartlett Tree Experts Proposed work list for \$10,459 plus tax. (8-0 in favor).

Kevin Gill Chimney Work. Rescind May 24 motion and approve \$10,900 list of work orders. (8-0 in favor).

- c. There is one homeowner in arrears, and the \$500 rebate for the Clubhouse HVAC was received in May.

5. PROPERTY MANAGER'S REPORTS (K. JONES read by P. Curtin):

- a. Holiday Trash pickup and mowing schedule for July 3.
- b. Landscape debris - Letter will be going out to homeowners to clarify the times that yard waste can be placed at the road. It must be out by 9 am. Individual violators will be notified by TJMG in writing.
- c. Letter has been sent to homeowners cautioning them about reported coyote(s) in the neighborhood. Please be mindful of small dogs, cats and children.

Report Attached

6. COMMITTEE REPORTS:

Architectural Control Committee Report (Jill Brooks):

- a. **Motion to approve new windows at #604. (Motion Approved 7-0).**

Pool Committee Report (Richard Greene):

Richard reported that the pool is open. The new water pump and chemical pump are being monitored. The Board had previously approved a request for Greg Cohen to build a protective berm in the basement to surround the pool chemicals. **A motion was made to have Masonry Restorations do the work instead of Cohen for a cost of \$900. (Approved 7-0).** The rules for Pool usage have been distributed to mailboxes. Report attached.

Maintenance Committee Report (Ed Dera):

- a. Ed Dera reviewed his monthly report. **Motion to repair stone walkways at #807, 813 and 817 for \$2,609 by Creative Hardscapes. (7-0 in favor). Motion to approve garage door repairs were approved at units #204, 906, 827 and 609 for a total of \$3,936 by Wayne Dalton. (5 in favor, 0 against, 2 abstentions).** Unit 204 had previously been approved in September 2022, but the work not completed. There was discussion of damage at #203 which appears to be bowed and cracked from the inside, for which the HOA is not responsible. The Committee was asked to get additional information from the vendor to see if any part of the damage appears to be the responsibility of the HOA. The Committee Chairs have discussed

future responsibility of TJMG for snowplow damage to garage doors, including annual inspections. Report attached.

Roof and Chimney Report (Pat Curtin and Jay Bayanker):

- a. The estimate for the Clubhouse chimney repair is \$12,500 so the Committee is recommending looking at other options for the chimney. It is not used very often and perhaps we should consider converting to gas, electricity or removing the chimney completely. Therefore, the committee is recommending deferring the roof replacement one more year. The Board agreed and will ask TJMG to move the shingles to a different location.
- b. The electronic vote was taken to repair chimneys at # 102, 715, 908, 601, 202, 813, 815 and 819. Masonry Restorations has requested an additional \$1,500 advance for this workorder. **Motion approved to advance \$1,500 on the first day that Kevin is on sight.** (Total work order is \$13,900 of which \$3,000 was previously advanced and today's additional \$1,500 advance is included.) Check will be held by Laurie Kushner until appropriate warranty of the work on #202 is received.
- c. **Motion to approve July loan repayments of \$2,500 to loans #5 and #6 and \$6,000 to loan #3. (Approved 7-0)**

Report Attached

Tree & Garden Committee Report (Joanie Yanno):

- a. J. Yanno reviewed her report with the Board. Attached.
- b. **Joanie presented a motion to remove the dead ash tree near 7285 Dabney Lane, according to the quote received from Bartlett Tree for \$1,684. (Approved 7-0).** The Board asked that the homeowner on Dabney be asked to sign the quote acknowledging his responsibilities.
- c. A new request has been received to allow access to 7283 Dabney Lane for that homeowner to remove a dead tree. **(Access was denied. 7-0.)** Letter will be sent to the homeowner stating they may not access the dead tree through our property or cause additional damage affecting the drainage in our neighborhood. An additional response will be sent to the owner of unit #605 acknowledging receipt of the letter of concern about the drainage situation.
- d. Town of Manlius Tree commission notified us that Kimry Moor will receive three trees this fall at no charge. The committee will work with the Town to finalize locations.

Grounds & Ponds Committee Report (Linda Crawford):

- a. Quote was received from **Salt City Lawn Care to top-dress and seed near 11 units for \$5,000. (Motion approved 7-0.)**

- b. The Committee is obtaining quotes to clean out the front swale. TJMG has been reminded to clean the dam grate each week. Letter received from Mott Rd neighbor acknowledging the work done by the HOA last year to clean the adjoining creek. Still awaiting pond work quotes. Report Attached

Clubhouse Committee Report (J. Yanno for B. Arnold):

Pizza Party scheduled for July 11 at the Clubhouse. The date was previously approved by electronic vote 8-0. The Committee was asked to update the rules for the use of the Clubhouse as required in the By-Laws.

7. OLD BUSINESS:

- a. Pool: Pool is open. Close this repair item.
- b. Helpful Hints: Additional easy-to-read material for all residents (in progress). Linda Shapess will report at the August Board meeting.
- c. Power Washing. 22 Units that are 2-story were done in November 2022. One-story units were not done. Greg ran out of time before the weather turned. This work has begun and should be completed by mid-July.
- d. Unit #201. Ramp has been stained by the homeowner. Deck to be stained by TJMG as previously approved.
- e. Document Filing. Updated documents should be filed with Onondaga County.
- f. Trailer Parking. The Board was asked to clarify the parking limit in the Clubhouse parking lot. Do the Covenants refer to 7 “consecutive” days or 7 “total” days? Discussion ensued and the topic was tabled until next month.

8. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

July 26, 2023 – 6:30 PM
August 23, 2023 – 6:30 PM

9. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 8:20 pm.

Respectfully submitted,
Pat Curtin and Janet McLoughlin

**Kimry Moor Homeowners Association
Board of Directors' Meeting
July 26, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
FINAL**

PRESENT: P. Curtin, L. Kushner, J. Greenman, L. Crawford, J. Yanno, R. Greene, P. Haynor, B. Arnold and Sevil Slater of TJMG Properties

EXCUSED: None

ABSENT: None

Meeting was called to order by P. Curtin at 6:30 PM with a quorum present.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the June 28th, 2023 Board Meeting. **A motion was made to approve the board meeting minutes from June 28th, 2023. (8-0 in favor)**

3. RESIDENT COMMENTS:

None

4. TREASURER'S REPORT (L. KUSHNER)

- a. June 30th, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the June 30th Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (8-0 in favor)**
- b. Two Electronic Votes were taken since last meeting:

Bartlett Trees-Emergency Tree Work, \$3,915 (8-0 in favor).
Maintenance and Repair Committee asked for an additional \$2500 to cover additional sidewalk repairs and additional incidental repairs that may come up for the rest of the year (8-0 in favor)
- c. There is one homeowner currently in arrears

5. PROPERTY MANAGER'S REPORTS (K. JONES):

a. Letter was sent to residents regarding yard waste pick-up and the July 25 pick-up went better.

6. COMMITTEE REPORTS:

Architectural Control Committee Report (Jill Brooks):

- a. Motion to approve new gutters at #525. Brown gutters to be installed by a reputable vendor. (Motion Approved 8-0).
- b. Full report attached

Pool Committee Report (Richard Greene):

- a. The Health Department is requesting new signage.
- b. The Chlorine reader is not working. Richard is working on getting quotes for the repair or replacement.
- c. Suggested to delay building the berm that was previously approved, pending quotes for the various pumps. Committee will work with Laurie to review budget forecast.
- d. Full Report attached.

Maintenance Committee Report (Ed Dera):

- a. **Motion to repair stone walkways at #303, # 515 and #406 for \$2,700 by Creative Hardscapes. (8-0 in favor).**
- b. **Motion to approve splitting cost of garage door repair for Unit #203 between homeowner and HOA (50/50). (6 in favor, 1 against, 1 abstentions).**
- c. Power washing one story units should be a priority. (2022 requests)
- d. This Committee anticipates a possible request for additional funding in the coming months. They will work with Laurie and Pat to review budget forecast.
- e. Full Report attached.

Roof and Chimney Report (Pat Curtin and Jay Bayanker):

- a. **Motion to authorize the President and Treasurer to amend the Repayment schedule of \$21,000 attached to the Promissory Note #4 for the next three quarters. (Approved 7-0)**
- b. Full report attached

Clubhouse (B. Arnold)

a. The Committee is working on updating Clubhouse rules and will present draft at August meeting. Report attached.

Tree & Garden Committee Report (Joanie Yanno):

- a. J. Yanno reviewed her report with the Board. She was asked to follow-up on insurance claim for July 7 storm damage. Corrected location of one of the new trees to be planted this fall is between the 500-600 block, not 600-700.
- b. She will continue to work with Bartlett and the Dabney neighbor to remove the dead ash tree.
- c. Report attached.

Grounds & Ponds Committee Report (Linda Crawford):

- a. Quotes being received on Pond and Swale and Streams maintenance – not at the point to present or discuss
- b. Full report attached

Nominating Committee Report (J Mcloughlin):

- a. All residents have received a letter (an email) from this committee. It states, per the By-Laws, which positions are open on the Board of Directors for the term beginning on Jan 1, 2024 and encourages residents to consider running. It is a great way for people with time available and particular interests to contribute to the neighborhood. They also attached a nomination application form. The Nominating Committee may also nominate individuals and will be meeting soon.

7. OLD BUSINESS:

- b. Helpful Hints: Additional easy-to-read material for all residents (in progress). Linda Shapess will report at the August Board meeting.
- c. Power Washing. 14 buildings need power washing and will be scheduled.
- d. Unit #201. Ramp has been stained by the homeowner. Deck to be stained by TJMG as previously approved.
- e. Document Filing. Updated documents should be filed with Onondaga County.
- f. Trailer Parking. The Board was asked to clarify the parking limit in the Clubhouse parking lot. Do the Covenants refer to 7 “consecutive” days or 7 “total” days? Discussion will continue with recommendation from the Legal Committee.

8. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

August 23, 2023 – 6:30 PM

September 13, 2023 (ANNUAL MEETING) – 7:00 PM

September 27, 2023) Regular Board Meeting – 6:30 PM

9. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 7:55 pm.

Respectfully submitted,
Keith Jones
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
August 30th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
FINAL**

PRESENT: P. Curtin, L. Kushner, J. Greenman, L. Crawford, J. Yanno, R. Greene, P. Haynor, B. Arnold and Keith Jones of TJMG Properties

EXCUSED: None

ABSENT: None

Meeting was called to order by P. Curtin at 6:30 PM with a quorum present.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting.
- b. Condolences were made to the Pierce Family
- c. K Jones of TJMG was introduced (in person)
- d. Reminder of a recent COVID outbreak – reminded all residents to stay safe

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the July 26th, 2023 Board Meeting. **A motion was made to approve the board meeting minutes from July 26th, 2023. (7-0 in favor)**

3. RESIDENT COMMENTS:

- a. Homeowner (Judy Granatstein) made a request that the pool be kept open for a few days after Labor Day this year. This will be discussed a little later in the Pool Committee report.

4. SECRETARY REPORT:

- a. Sympathy card sent to the Pierce Family

5. TREASURER'S REPORT (L. KUSHNER)

- b. July 31st, 2023 Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the July 31st Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (8-0 in favor)**

- c. Three Electronic Votes were taken since last meeting:
 - 1. Storm Damage Unit 519 tree removal by Bartlett Trees for \$1503. It passed on August 10th 8-0
 - 2. OCWA bill for \$744.44 passed August 10th ,7-0, 1 non-vote.
 - 3. We had an electronic vote for Reimbursement of lighting to the 9 units that the streetlamps are connected to. Each unit was reimbursed \$120.00. This passed 8-0 in July.
- d. There was a larger National Grid bill paid this month which was due to issues with the way National Grid was obtaining readings from the meter. This should be corrected moving forward. **A motion was made, seconded, and approved to pay \$647.09 for National Grid. (7-0 in favor)**
- e. There is one homeowner currently in arrears. Discussed options such as sending to collection, discontinue facility privileges, etc. TJMG will continue to work with the owner.

6. PROPERTY MANAGER'S REPORTS (K. JONES):

a. TJMG is confirming with Waste Management regarding the trash pickup schedule for Labor Day. A notice will be sent to all homeowners on 8/31 regarding when trash will be picked up.

7. NOMINATION OF COMMITTEE MEMBERS 2023 (P CURTIN)

a. Architectural Control Chair – Barb Sweeney. **A motion was made, seconded, and approved to accept BARB SWEENEY as the Architectural Control Chair (8-0 in favor)**

b. Financial Review Committee needed for Year End – the role of this committee was discussed which includes reviewing all of the invoices paid throughout the year to validate the amount and accounts. This Committee needs to be staffed.

8. COMMITTEE REPORTS:

Legal Committee (Joe Greenman):

There were multiple By-Law changes proposed and discussions ensued about each. A detailed list of these proposed changes are attached to these Minutes. A vote was taken for each of the proposed changes as noted below. Approved changes will be sent to By-Law committee to be typed up for presentation to the Board.

- a. Parking in Clubhouse lot is 7 consecutive days- **A motion was made, seconded, and approved to accept this By-Law change for membership approval (8-0 in favor)**

- b. Defining "Private Passenger Vehicle & number of vehicles parked in driveway for extended periods, to include pick-up trucks and SUV's . **A motion was made, seconded, and approved to accept this By-Law change (8-0 in favor)**
- c. Parking of Construction Vehicles allowed - **A motion was made, seconded, and approved to accept this By-Law change (8-0 in favor)**
- d. Use of Pods/Temporary Storage Units - **A motion was made, seconded, and approved to accept this By-Law change (8-0 in favor)**
- e. Definition of "Member" (adding term 'Spouse') - **A motion was made, seconded, and approved to accept this By-Law (8-0 in favor)**

A request was made by Richard Greene that the term 'Resident' be formally defined.

Architectural Control Committee Report (P Curtin):

- a. Motion to approve new gutters at #507- Brown gutters to be installed by a reputable vendor. **A motion was made, seconded, and approved to accept this ACC request (8-0 in favor)**
- b. Motion to approve new handrails at # 502 **A motion was made, seconded, and approved to accept this ACC request (7-0-1 in favor)**
- c. Full report attached

Nominating Committee Report (J Mcloughlin):

- a. The following individuals have accepted their nomination to be voted to the Board of Managers at the upcoming Annual Meeting:
 - i. Laurie Kushner
 - ii. Jane Yao
 - iii. Barbara Dubnoff

Welcome Committee (L Shapess)

a. Linda has created a Summary document with informative information regarding KMHOA which can be used for new homeowners. It was requested that Board members review the material and give Linda feedback via email.

Maintenance Committee Report (Ed Dera):

- a. The Maintenance Committee is in the middle of completing a Fall Walk-Around of the entire community. Once complete they will compile a report for the Board of their findings.
- b. Requested motion to repair driveway at #803 for \$830. Approved 8-0.
- c. Request made to TJMG to quote both removing and repair the asphalt walkway at the entry to the HOA (the walkway leading to Mott Rd School)
- d. Full Report attached.

Pool Committee Report (Richard Greene):

- a. In order to keep the pool open using 3rd party vendors after Labor Day it would cost about \$500/week. It was proposed that the Pool Committee handle the general maintenance and cleaning required to keep the pool open for a few days after Labor Day. **A motion was made, seconded, and approved to keep the pool open for a few days after Labor Day and have the Pool Committee maintain the pool (8-0 in favor)**
- b. There is a higher-than-normal OCWA bill that may be related to the pool (or the irrigation system). OCWA is putting a new meter in place to get more real-time monitoring to assist in determining which system may be leaking.
- c. Full Report attached.

Clubhouse (B. Arnold):

a. The Committee has completed a draft of changes to the Clubhouse Rules & Regulations. These will be sent to the Board one more time for their input so a final version may be voted on.

Roof and Chimney Report (J. Bayanker):

- a. There is roof repair needed at the valley of Unit 907/905. A quote was received from Custom Quality to make this repair. **A motion was made, seconded, and approved to pay Custom Quality Contractors \$1,700 to make this repair (7-0-1) in favor)**
- b. TJMG is working to procure additional quotes from another mason for work on the Clubhouse along with 2 chimneys in the 900-block.
- c. Full report attached

Tree & Garden Committee Report (J. Yanno):

- a. Claim is in progress for tree damage from storm
- b. TJMG and Bartlett Tree are coordinating regarding the dead Ash Tree adjacent Dabney Ln neighbor.
- c. Report attached.

Grounds & Ponds Committee Report (L Crawford):

- a. Quotes being reviewed on Pond and Swale and Streams maintenance
- b. Salt City has recently completed Top & Seed of various areas throughout the HOA. Homeowners have been contacted to be sure to water 2x per day
- c. Full report attached

9. OLD BUSINESS:

- a. Document Filing. Updated documents should be filed with Onondaga County.
- b. Deck at Unit #201. Has been stained. This item is closed.

c. Helpful Hints. See Welcoming Committee report.

d. Trailer Parking. See Legal Committee report.

10. NEW BUSINESS

A request was received for unit #819 to hold a moving sale in September. Awaiting additional information before asking for approval.

11. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

September 13, 2023 (ANNUAL MEMBERS MEETING) – 7:00 PM

September 27, 2023 Regular Board Meeting – 6:30 PM

October 25, 2023 Regular Board Meeting – 6:30 PM

12. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 8:15 pm.

Respectfully submitted,
Keith Jones
TJMG Properties

Kimry Moor Homeowners Association
Board of Directors' Meeting
September 27th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
FINAL

PRESENT: P. Curtin, L. Kushner, L. Crawford, J. Yanno, R. Greene, P. Haynor, and Keith Jones of TJMG Properties

EXCUSED: J. Greenman, B. Arnold

ABSENT: None

Meeting was called to order by P. Curtin at 6:30 PM with a quorum present.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting.
- b. Approval was given via electronic vote for Unit #819 to hold a one-day moving sale on September 23rd
- c. We received a notice of a privacy breach at M&T Bank where the HOA operating account is held. This was a privacy not a security matter. KMHOA was offered a free year of credit monitoring – offer was not accepted because it was for one officer only.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the August 30th, 2023 Board Meeting. **A motion was made to approve the board meeting minutes from August 30th, 2023. (6-0 in favor)**

3. RESIDENT COMMENTS:

None

4. SECRETARY REPORT:

None

5. TREASURER'S REPORT (L. KUSHNER)

- a. August Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the August 30th Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (6-0 in favor)**

- b. Two electronic votes were taken since last meeting which were tabled to be discussed at September Board meeting
- c. National Grid meter and billing error was reviewed and explained where they separated gas and electric bills, so they do not look the same as normal bills. Approval requested to approve past months' National Grid bill in amount of \$796.70. **A motion was made, seconded, and approved to pay \$796.70 for National Grid. (6-0 in favor)**
- d. Salt City invoice for topsoil and overseeding was discussed as it came in a little over the initial approved amount due to the additional areas they seeded. Approval requested to approve Salt City bill in amount of \$7,498.00 **A motion was made, seconded, and approved to pay \$7,498.00 for Salt City. (6-0 in favor). Also, a motion was made and seconded to approve the current month's charges of \$653.88.(6-0 in favor).**
- e. There is one homeowner currently in arrears. **A motion was made, seconded, and approved to allow TJMG to send a Lien Pending notice to this Homeowner after October 1st. (6-0 in favor)**
- f. Budget committee will be getting together soon. They need committee proposed numbers sent in by October 10th

6. PROPERTY MANAGER'S REPORTS (K. JONES):

a. There will be no change in trash pickup service for Columbus Day. TJMG shall send an email notice to all homeowners on 10/5 to make everyone aware.

7. NOMINATION OF COMMITTEE MEMBERS 2023 (P CURTIN)

a. Architectural Control Member – Jane Yao. **A motion was made, seconded, and approved to accept JANE YAO as member of the Architectural Control Committee (6-0 in favor)**

b. Budget Committee Members – Barb Sweeney, Judy Granatstein and Janet Yao **A motion was made, seconded, and approved to accept JANE YAO, BARB SWEENEY and JUDY GRANATSTEIN as member of the Budget Committee (6-0 in favor)**

c. Financial Review Committee needed for Year End – the role of this committee was discussed which includes reviewing all of the invoices paid throughout the year to validate the amount and accounts.

8. COMMITTEE REPORTS:

Tree & Garden Committee Report (J. Yanno):

- a. The Dabney tree removal project is still in progress. Request made to approve up to \$3,500 to pay for the protection of the playset. **A motion was made, seconded, and approved to approve spending up to \$3,500 for protecting the playset at the Dabney Ln property so that the Ash tree may be removed. (6-0 in favor)**
- b. Report attached.

Grounds & Pond Committee Report (L Crawford):

- a. A discussion was had regarding the Salt City invoice for topsoil and overseeding was discussed as it came in a little over the initial approved amount due to the additional areas they seeded. Approval requested to approve Salt City bill in amount of \$7,498.00 **A motion was made, seconded, and approved to pay \$7,498.00 for Salt City. (6-0 in favor)**
- b. Report attached

Architectural Control Committee Report (P Curtin):

- a. Electronic votes were made for 2 ACC requests noted on the attached report.
- b. (Unit # 502 6-0 in favor, Unit #507 5-0-1 in favor)
- c. Report attached

Maintenance Committee Report (Ed Dera):

- a. A discussion was had regarding garage doors and damages to them. It was suggested that since a full community walk has been done which included an audit of the garage doors, that homeowners be put on notice that they should promptly report damage to their doors moving forward.

With the current committee forecasts the Board agreed that Maintenance Committee could spend an additional \$2,000 in the current year. Total budget is now \$16,500

- b. Report attached.

Pool Committee Report (Richard Greene):

- a. Water Leak/High OCWA Bill - The initial results from the water meter monitoring is that there is a leak somewhere in the irrigation line. TJMG was put on notice

that this will have to be investigated in the spring of 2024 to attempt to find and repair this leak

- b. Report attached.

Roof and Chimney Report (J. Bayanker):

- a. Approval requested to approve the repaying of \$17,000 in roof loans in October **A motion was made, seconded, and approved to pay \$17,000 in October for scheduled roof loan repayments. (5-0 in favor)**
- b. Report attached

9. OLD BUSINESS:

- a. Helpful Hints: Additional easy-to-read material for all residents. Linda Shapess has returned north and is working on this project. Distribution pending By-Law Changes
- b. Document Filing. Updated documents should be filed with Onondaga County.
- c. Trailer Parking. The Board has been asked to clarify the parking limit in the Clubhouse parking lot. The Board agreed that it is 7 “consecutive” days not 7 “total” days. Also clarified that pickup trucks and SUV’s may be parked in driveways overnight. Also clarified exceptions for construction vehicles. Precise wording of By-Laws is being drafted by By-Laws Committee.
- d. OCWA Billing. Engineer from OCWA is working with Richard Greene to resolve the water leak at either the pool or irrigation system.

10. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

October 25, 2023 Regular Board Meeting – 6:30 PM
November 11, 2023 Regular Board Meeting – 6:30 PM

11. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 7:55 pm.

Respectfully submitted,
Keith Jones
TJMG Properties

Kimry Moor Homeowners Association
Board of Directors' Meeting
October 25th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
FINAL

PRESENT: P. Curtin, L. Kushner, L. Crawford, J. Yanno, R. Greene, J. Greenman, B. Arnold and Keith Jones of TJMG Properties

EXCUSED: None

ABSENT: P Haynor

Meeting was called to order by P. Curtin at 6:30 PM with a quorum present.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting.
- b. Condolences were given to the family of Jim Baird who passed away last week.
- c. Welcome new residents at Unit #819 were welcomed and in attendance - Terry Lindsley-Barton & Dan Barton.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the September 27th, 2023 Board Meeting. **A motion was made to approve the board meeting minutes from September 27, 2023. (7-0 in favor)**
- b. Draft minutes from the September 13, 2023 Annual Meeting are complete and will be shared with homeowners by TJMG. Minutes do not get approved until next year's meeting.

3. RESIDENT COMMENTS:

None

4. SECRETARY REPORT:

A sympathy card to the Baird family was sent. Donation in memory of Jim will also be sent.

5. TREASURER'S REPORT (L. KUSHNER)

- a. September Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the September 30th Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**

- b. Electronic Votes – there were (4) electronic votes approved since last meeting. Details of these votes can be found in the financial report included with these minutes.

Bartlet Tree \$1,755 (approved 7-0)

Stan Derdziski \$315+\$63. (approved 7-0)

Accessibility Solutions \$575. (approved 8-0)

- c. Motions were made related to the single Homeowner currently in Arrears –
 1. **A motion was made, seconded, and approved for a Condo Lien to be put in place with Onondaga County on Nov 1st if balance is not paid in full by October 31. (7-0 in favor);**
 2. **A motion was made, seconded, and approved for TJMG to send a letter after 11/1 stating that a lien has been filed on the property and that if debt is not paid in 30 days formal collection proceedings will be initiated. (7-0 in favor);**

6. PROPERTY MANAGER'S REPORTS (K. JONES):

- a. The final yard waste pickup will be on November 14th. TJMG will send a communication (email) to all homeowners informing them of this.
- b. TJMG will continue to try and procure quotes masonry work (chimney's) and asphalt work (entry way)

7. NOMINATION OF COMMITTEE MEMBERS 2023 (P CURTIN)

Financial Review Committee still needed for Year End – the role of this committee was discussed which includes reviewing all the invoices paid throughout the year to validate the amount and accounts.

8. COMMITTEE REPORTS:

Tree & Garden Committee Report (J. Yanno):

- a. Anne Young and put stakes in place where new trees will be planted. Planting will take place around October 31st.
- b. Report attached.

Insurance (L Crawford)

The estimate for 2024 insurance premium is estimated to be 20%. Therefore, the Insurance Committee will be soliciting bids for the February renewal. TJMG will assist in this process

Grounds & Pond Committee Report (L Crawford):

- a. Report attached

Architectural Control Committee Report (P Curtin):

- a. Electronic votes were made for (1) ACC request (#819) on the attached report.
- b. An emergency repair at Unit 507 was needed to repair rotted fascia board. Total cost of repair was \$543. **A motion was made, seconded, and approved for the payment of \$543 for the emergency repair of the fascia at unit 507. (7-0 in favor);**
- c. Report attached

Maintenance Committee Report (Ed Dera):

- a. Request was made for the Board to take a good look at report from recent Fall walk around.
- b. Report attached.

Pool Committee Report (Richard Greene):

- a. **A motion was made, seconded, and approved for the payment of \$694 for a new pH Pump (7-0 in favor);**
- b. **A motion was made, seconded, and approved for the payment of \$760 to close the pool at the end of the season (7-0 in favor);**
- c. Report attached.

Roof and Chimney Report (J. Bayanker):

- a. Report attached

By-Laws Report (J. McLoughlin)

- a. A discussion was had regarding the requirement to amend the Covenants vs the By-Laws related to the parking of certain vehicles on the lots. There was a concern expressed by a board member about the section regarding small trailer parking at the Clubhouse. The question was raised as to whether the Covenants would also need to be amended. This discussion was tabled until the next meeting until clarification can be obtained from an attorney.

Clubhouse Report (B. Arnold):

- a. Report attached

9. OLD BUSINESS:

- a. Helpful Hints: Additional easy-to-read material for all residents. Linda Shapess has returned north and is working on this project. Distribution pending By-Law Changes
- b. Document Filing. Updated documents should be filed with Onondaga County.
- c. Trailer Parking. The Board has been asked to clarify the parking limit in the Clubhouse parking lot. The Board agreed that it is 7 “consecutive” days not 7 “total” days. Also clarified that pickup trucks and SUV’s may be parked in driveways overnight. Also clarified exceptions for construction vehicles. Precise wording of By-Laws is being drafted by By-Laws Committee.
- d. OCWA Billing. Engineer from OCWA is working with Richard Greene to resolve the water leak at either the pool or irrigation system. Water shut off for the winter. Will resolve in the Spring of 2024

10. NEW BUSINESS:

- a. Laurie Kushner presented the draft 2024 budget showing a loss of \$8,011 for 2024 if no increase in dues is implemented. There is an unknown on what the insurance premium increase will be. Therefore, an increase of \$25/quarter increase will initially be placed in the contingency reserve fund, if needed. The Board will delay a final decision until Insurance premium bids are received for next year. Therefore, the earliest increase in fees will be for the quarter beginning April 1, 2024 due to timing of notification requirements in the By-Laws.

- b. The proposed Budget will be shared by TJMG Properties.

10. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

November 29th, 2023 Regular Board Meeting – 6:30 PM

January 24th, 2024 – Regular Board Meeting - 6:30 PM

11. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 8:05 pm.

Respectfully submitted,
Keith Jones
TJMG Properties

**Kimry Moor Homeowners Association
Board of Directors' Meeting
November 29th, 2023
Via Zoom & In-Person (Clubhouse), 6:30 pm
FINAL**

PRESENT: P. Curtin, L. Kushner, J. Yanno, R. Greene, J. Greenman, B. Arnold, P. Haynor, L. Crawford and Keith Jones of TJMG Properties

EXCUSED: None

ABSENT: None

Meeting was called to order by P. Curtin at 6:30 PM with a quorum present.

1. PRESIDENT'S OPENING REMRKS (P. CURTIN):

- a. Reviewed 'hybrid' protocol for board meeting that includes meeting in person at the Clubhouse along with a hosted Zoom meeting. Non-Board members will only be recognized if they have been scheduled to speak prior to the meeting. There will be an exception this month for the Budget Open Forum where any resident may be recognized to speak.

2. REVIEW AND APPROVAL:

- a. Request for approval of the minutes of the October Board Meeting. **A motion was made to approve the board meeting minutes from October 25, 2023. (7-0 in favor)**

3. RESIDENT COMMENTS:

None

4. SECRETARY REPORT:

- a. Paula Haynor was recognized for her time serving on the Board. A card and gift were presented and will be dropped off to her after the meeting.

5. TREASURER'S REPORT (L. KUSHNER)

- a. October Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the October 31, 2023, Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**

Electronic Votes

Nov 13. OCWA \$977.03. Passed unanimously.

- b. Homeowner in arrears (Unit #110) –

1. A condominium lien has been placed on the property by TJMG.
2. TJMG will send a communication to Owner after November 30th if they are not paid in full informing them that privileges to use of facilities us discontinued per the Covenants, and formal collection proceedings are commencing. Keys for the Clubhouse and Pool should be returned to Barb Arnold.
3. It was requested of TJMG to provide a cost for their service to initiate formal collection proceedings that would include a small claims proceeding in the Town of Manlius along with other actions. TJMG will provide the quote to P Curtin for consideration.
4. **A motion was made, seconded, and approved for TJMG to publish the Unit # in the November minutes. (7-0 in favor).**

6. PROPERTY MANAGER'S REPORTS (K. JONES):

K Jones has been in contact with Steve Grimaldi regarding the insurance policy renewal.

7. NOMINATION OF COMMITTEE MEMBERS 2023 (P CURTIN)

Financial Review Committee still needed for Year End –

8. COMMITTEE REPORTS:

Tree & Garden Committee Report (J. Yanno):

- a. Bartlett Tree completed their annual Fall Walkaround. They produced a quote of \$2,926.80 to complete miscellaneous trimming. **A motion was made, seconded and approved for the payment of \$2,926.80 to Bartlett for the completion of minor trimming found during Fall Walkaround. (7-0 in favor).**
- b. Report attached.

Grounds & Pond Committee Report (L Crawford):

- a. Report attached.

P. Curtin mentioned that the green tape near units 907 and 116 is marking the area that the Mott Rd property owner is planning to build a fence.

Architectural Control Committee Report (P Curtin):

- a. Electronic votes were made for (1) ACC request for a storm door on Unit 609
- b. It was discussed that all ACC votes should be taken at monthly Board meetings in future unless an urgent issue. This is the discretion of the Committee Chair.

Maintenance Committee Report (Ed Dera):

- a. Joe Greenman reported that driveways may have cracks sealed in future and that the Board may want to considering putting this routine maintenance on a schedule

Pool Committee Report (Richard Greene):

- a. The water leak ~~will~~ need to be addressed in the Spring. It may be a combination of TJMG staff and Greg to dig up the sprinkler system and make necessary repairs.

Roof and Chimney Report (J. Bayanker):

- a. TJMG was able to have TCM Construction inspect the chimneys at 901 and 903. TCM's professional opinion was that these chimneys only need minor repairs and estimate \$250 per chimney for this work.

Legal (J. Greenman)

- a. Inconsistencies exist between Covenants and By-Laws. Joe has started working with attorney Amy Rhinehardt at Bond Schoeneck & King to review old and new changes. **A motion was made, seconded, and approved for the payment up to \$2,500 to Bond Schoeneck & King to complete the task of comparing Covenants & By-Laws for consistency along with recently requested changes. (7-0 in favor).**

9. OLD BUSINESS:

- a. Helpful Hints: Additional easy-to-read material for all residents. Linda Shapess has completed the Information packet and will begin distributing to all residents. Linda made a target date of December 3 to have them all distributed.
- b. Document Filing. Updated documents should be filed by the board with Onondaga County.
- c. Trailer Parking. The Board has been asked to clarify the parking limit in the Clubhouse parking lot. The Board agreed that it is seven "consecutive" days not seven "total" days. Also clarified that pickup trucks and SUV's may be parked in driveways overnight. Also clarified exceptions for vehicles. By-laws Committee drafted precise wording of By-Laws. Attorneys are reviewing.
- d. OCWA Billing. Engineer from OCWA is working with Richard Greene to resolve the water leak at either the pool or irrigation system. Water shut off for the winter. Will resolve in the Spring of 2024

10. NEW BUSINESS:

An open Q&A was held regarding the proposed 2024 Budget.

Linda Shapess – stated Units are getting older and is concerned about bigger ticket items.

Richard Green – may want to convert everyone to gas fireplaces to lower the masonry expense of chimneys.

Janet McLoughlin – concerned with keeping up with costs for routine maintenance and larger projects. Agrees that consideration should be given to phase out some of the items that the Association is responsible for.

P. Curtin mentioned that the Treasurer had received three written comment letters from homeowners, one asking for no increase in dues and two asking that more money be allocated to the maintenance and chimney line items. Also, the reduction of HOA responsibilities for capital items does not save the homeowners money; they would still have to pay to keep their property in good repair. The earliest that the dues will increase is April 1, 2024, and there may be a Special Meeting of the Board to approve the Insurance renewal and 2024 budget, depending on timing of insurance bids.

10. NEXT MEETINGS:

Future meeting dates (to be held in same hybrid format):

--2024 Directors Organizational Meeting December 11, 2023, 4:00 pm
Directors only

--January 24, 2024, 6:30 pm

11. MEETING AJOURNMENT:

A motion was made, seconded, and approved to adjourn the Board meeting at 8:25 pm.

Respectfully submitted,
Keith Jones
TJMG Properties