

**Kimry Moor Homeowners Association**  
**Board of Directors' Meeting**  
**Feb 28, 2024**  
**Via Zoom & In-Person (Clubhouse), 6:30 pm**  
**FINAL**

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

**EXCUSED:** Linda Crawford

**ABSENT:** J Greenman

Meeting was called to order by P. Curtin at 6:32 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. Board met in Executive Session on February 12, 2024 to discuss the homeowner violation (commercial vehicle) and delinquency
- c. Discussed and confirmed a request from a homeowner requesting clarification to Bylaws whether a friend may live in unit with homeowner rent free. It was decided that this scenario is acceptable.

**2. REVIEW AND APPROVAL:**

- a. Request for approval of the minutes of the January Board Meeting. **A motion was made to approve the board meeting minutes from January 24, 2024. (7-0-1 in favor)**

**3. RESIDENT COMMENTS:**

None

**4. SECRETARY REPORT:**

See attached report.

**5. TREASURER'S REPORT (L. KUSHNER)**

- a. January Financial Statements, Bank Reconciliations and Cash Disbursement Journal report is attached. **A motion was made, seconded, and approved to accept the January 31, 2024 Financial Statements, Bank Reconciliations and Cash Disbursement Journal. (7-0 in favor)**
- b. There were no electronic votes in February.

- c. Approval requested for D’Arcangelo CPA invoice for tax preparation. **A motion was made, seconded, and approved to pay \$615.00 to D’Arcangelo for 2023 tax preparation (7-0 in favor)**
- d. Approval requested to pay current National Grid bill. **A motion was made, seconded, and approved to pay \$269.13 to National Grid for the February bill (7-0 in favor)**
- e. Approval requested to pay additional sewer charge added to County tax bill after response has been received from County that it is valid. **A motion was made, seconded, and approved to pay \$445.45 to Town of Manlius (7-0 in favor)**
- f. L Kushner requested approval to pay National Grid bills without waiting for a vote at the Board meeting. R Greene suggested amendment to allow Treasurer to pay all utility bills upon receipt. This will be tabled until the new Utilities Committee is established as was discussed at the January meeting.
- g. Unit in Arrears – Condo Lien remains in place with County. Signed Confession of Judgment has been received. If agreed payment is not made by February 29th the Confession of Judgment will be filed by TJMG at the County Courthouse. Suspension of use of Facilities remains in effect. Commercial truck violation must be removed by February 28.
- h. See attached report for additional information.

## **6. PROPERTY MANAGER’S REPORTS (K. JONES):**

a. K Jones reported that Jeanette Necastro has stepped into their HOA Mgt department and will be assisting with day-to-day matters in the future.

## **7. NOMINATION OF 2024 COMMITTEE CHAIRS / MEMBERS (P CURTIN)**

Janet McLaughlin was nominated and accepted this nomination to chair the Grievance Committee. (Approved 7-0)

Finance Review committee chair is still open

R Greene noted that a correction needs to be made to the committee member list - B Dubnoff should be added to the Pool committee.

**A motion was made, seconded, and approved to accept all committee chairs & members as shown in report distributed by P Curtin prior to meeting, with the addition of B Dubnoff, as noted 6-1 in favor.**

## **8. COMMITTEE REPORTS:**

### **Roof & Chimney Committee (J Bayanker):**

- a. The roof replacement projections worksheet was presented by J Bayanker for the next round of replacements from 2030 to 2047. This worksheet is included as part of the Roof & Chimney report. The projection shows a shortfall in current reserves to cover projected roof replacement expenses. Options to make up for this shortfall are also noted in the report and each of them was reviewed and discussed. Discussion and suggestions to meet the shortfall were clarified. The topic will be discussed again at the March meeting, and then probably an open community forum will be held in April before final decisions are made.
- b. Report attached.

### **Trees and Garden (Joanie Yanno)**

- a. The storm damage behind 305 and 407 will be addressed in the near future. Quotes have been obtained and the work is not urgent.
- b. Report Attached.

### **Contract and Legal (Joe Greenman absent)**

- a. There was a joint Committee meeting with the By-Laws Committee and Bond, Schoeneck and King to discuss the Covenant and By-Law changes related to vehicles and parking. The group is looking for more information about the changes that were made to the Covenants on 2009 and 2016 so a corrected filing can be done with Onondaga County.

### **By-Laws Committee**

Report attached showing pending revisions for Committee assignments.

### **Clubhouse Committee (B Arnold):**

- a. Discussion of the possibility of updating the décor of the Clubhouse such as furnishings, artwork. Possible that some of the existing items could be sold to help with funding. This will be a work in progress and updated on in future.
- b. Report attached.

### **Pool Committee (R Greene):**

- a. Discussion was had regarding the Maintenance Protocol (included in report) along with the bid specifications for the upcoming pool contract that will be going out to bid.

Modifications and final revisions will be sent out soon. Will vote on the final version of the Protocol in March.

- b. Report attached.

## **9. OLD BUSINESS:**

- a. Helpful Hints: Additional easy-to-read material for all residents. Distribution underway.
- 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. Legal review is currently underway by BS&K (attorney)
- 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 Winter and will be resolved in Spring 2024.
- e. Discussion: Organization of Board work and Committee assignments to even out workload. Sent to Board on Jan 31. Pending By-Laws Committee draft.

## **10. NEW BUSINESS:**

Late Fees – Discussion was had around adding an interest charge each month on outstanding balance in addition to the existing late charged. **A motion was made, seconded, and approved to assess a 1% interest charge on all outstanding balances to become effective on May 31, 2024 (6-1).**

## **11. NEXT MEETINGS:**

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

March 27, 2024 Regular Board Meeting – 6:30 PM

April 24, 2024 Regular Board Meeting – 6:30 PM

## **12. MEETING AJOURNMENT:**

**A motion was made, seconded, and approved to adjourn the Board meeting at 7:53 pm.**

Following the meeting adjournment, The Board went into Executive Session. The Executive Session ended at 8:11 PM.

Respectfully submitted,  
Keith Jones  
TJMG Properties

## **Treasurer's Report – January 2024**

Attached below are the Financial statements for January. I will be asking for approval at the Board Meeting.

TJMG followed up with the property taxes and we are on the hook for the \$437.00 sewer fee. The clubhouse is hooked up to the public sewer system. This hadn't been assessed in the last 50 years. There will be no late fees because we had filed a request for a review. I will ask for board approval to pay the property tax at our meeting..

We paid off 2 of the 3 remaining roof loans. The last roof loan (\$5,000) will be paid out in April.

The homeowner of 110 has signed the Confession of Judgement and will make \$200 payments at the end of each month to catch up on the arrears. The use of the facilities is contingent on keeping current on HOA fees and completing the monthly arrears payments. There is no grace period for the arrears payments. If the payments are not made a judgement will be filed.

We received the invoice for the umbrella policy and initial payment for the main Insurance policy. . These matched the quote we received and that were approved by the board; both were approved for payment.

I would like to ask the Board for Clarification on paying the National Grid Bills going forward. If the bill is within normal parameters does the Board still want to approve payment or only if the bill is significantly higher? The National Grid Bill for this month is \$269.13 and is within normal usage range. If the board wants to approve the bill each month I am asking for approval to pay this bill.

There were no electronic votes in January.

I sent out requests for the Budget Committee and have the following people on the committee. Barb Sweeney, Karen Hanlon, Jane Yao, Barbara Dubnoff, Jay Bayanker, John Harter and Pat Curtin. I want to thank everyone for volunteering to be on this committee with me.

Thank you

Laurie Kushner

## Balance Sheet

**Properties:** Kimry Moor Homeowners Association, LTD - Kimry Moor Fayetteville, NY 13066

**As of:** 01/31/2024

**Accounting Basis:** Accrual

**GL Account Map:** Kimry Moor GL Map

**Level of Detail:** Detail View

**Include Zero Balance GL Accounts:** No

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
M&T Bank Checking Account x0201	56,728.68
Key Bank Checking Account x2531 (Roof)	1,149.66
Key Bank Savings Account x8386 (General)	29,217.01
Petty Cash - Clubhouse	300.00
<b>Total Cash</b>	<b>87,395.35</b>
Accounts Receivable	1,765.00
<b>TOTAL ASSETS</b>	<b>89,160.35</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Loan Payable - [REDACTED]	5,000.00
Prepaid Fees	9,460.80
Accounts Payable	1,769.45
<b>Total Liabilities</b>	<b>16,230.25</b>
<b>Capital</b>	
General Reserve Fund	29,217.01
Roof Replacement Fund	1,149.66
Retained Earnings	-93,950.24
Calculated Retained Earnings	71,215.85
Calculated Prior Years Retained Earnings	65,297.82
<b>Total Capital</b>	<b>72,930.10</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>89,160.35</b>



KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD  
BALANCE SHEET

AS OF JANUARY 31, 2024

	CD	Maturity Date	DECEMBER Balance 2023	JANUARY Balance 2024	Variance to Prior Year Increase/(Decrease)	COMMENTS
<b>ASSETS</b>						
<b>General Operations</b>						
Cash - M&T Bank			\$ 44,329	\$ 56,729	\$ 12,400	Bank Stmt & Recon posted on the Portal
Petty Cash - Clubhouse			300	300	-	
Emergency Reserve - Key Bank Savings			23,804	29,217	5,413	Bank Stmt & Recon posted on the Portal
Total Cash for General Operations			\$ 68,433	\$ 86,246	\$ 17,813	
<b>Roof Replacement Reserve Funds</b>						
Cash - Key Bank Checking			\$ 1,089	\$ 1,149	\$ 60	Bank Stmt & Recon posted on the Portal
Prepaid Taxes - CPA			\$ -	\$ -		
Accounts Receivable - Common Fees			2,000	1,765	(235)	Unit #110 owes for 1/1 plus exp. - Lien Filed. Judgement in process.
Accounts Receivable - Billings						
Accounts Receivable - New Homeowners			-	-	-	
<b>TOTAL ASSETS</b>			<b>\$ 71,522</b>	<b>\$ 89,160</b>	<b>\$ 17,638</b>	
<b>CURRENT LIABILITIES</b>						
<b>General Operations</b>						
Accounts Payable			\$ 1,182	\$ 1,769	\$ 587	
Loans Payable to Residents			\$ 19,000	\$ 5,000	(14,000)	1 Loan for Roof Replacements
Accrued Expenses			\$ 843	\$ -	(843)	Accrued Int on Loans @ 4%
Prepaid Fees			48,710	9,461	(39,249)	
Total			\$ 69,735	\$ 16,230	\$ (53,505)	
<b>EQUITY</b>						
Roof Replacement Reserve Funds			\$ 1,089	\$ 1,150	\$ 61	
Emergency Reserve			23,803	29,217	5,414	
Retained Earnings			(28,518)	(13,810)	14,708	
Adjustments to Retained Earnings			5,413		(5,413)	
P&L Year-To-Date				56,373	56,373	
Total			\$ 1,787	\$ 72,930	\$ 71,143	
<b>TOTL LIABILITIES &amp; EQUITY</b>			<b>\$ 71,522</b>	<b>\$ 89,160</b>	<b>\$ 17,638</b>	
Accounts Receivable = residents who are behind in payment of common fees						
Prepaid Fees = residents who have paid common fees in advance; e.g. paid for the year						

# HOA Packet - Budget Comparison

Properties: Kimry Moor Homeowners Association, LTD - Kimry Moor Fayetteville, NY 13066

As of: Jan 2024

Additional Account Types: None

Accounting Basis: Accrual

GL Account Map: Kimry Moor GL Map

Level of Detail: Detail View

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Income</b>							
Common Fees	81,900.00	81,900.00	0.00	81,900.00	81,900.00	0.00	333,900.00
New Homeowner Fee	0.00	1,500.00	-1,500.00	0.00	1,500.00	-1,500.00	6,000.00
Late Fee Income	75.00	41.67	33.33	75.00	41.67	33.33	500.00
Miscellaneous Income	0.00	8.34	-8.34	0.00	8.34	-8.34	100.00
<b>Total Operating Income</b>	<b>81,975.00</b>	<b>83,450.01</b>	<b>-1,475.01</b>	<b>81,975.00</b>	<b>83,450.01</b>	<b>-1,475.01</b>	<b>340,500.00</b>
<b>Expense</b>							
Insurance	0.00	4,579.92	4,579.92	0.00	4,579.92	4,579.92	54,959.00
Grounds Maintenance Non-Contract	97.20	333.34	236.14	97.20	333.34	236.14	4,000.00
Taxes: Property, Income	7.72	41.67	33.95	7.72	41.67	33.95	500.00
Legal & Accounting	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00
Maintenance & Repair	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	18,000.00
M&R: Roofs	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00
M&R: Chimneys	0.00	583.34	583.34	0.00	583.34	583.34	7,000.00
M&R: Clubhouse	0.00	83.34	83.34	0.00	83.34	83.34	1,000.00
Property Management	1,277.08	1,285.50	8.42	1,277.08	1,285.50	8.42	15,426.00
Utilities: Power/Phone/Water	465.93	1,006.67	540.74	465.93	1,006.67	540.74	12,080.00
Trash Removal	1,595.83	1,623.17	27.34	1,595.83	1,623.17	27.34	19,478.00
Snow Removal	2,214.28	2,230.92	16.64	2,214.28	2,230.92	16.64	26,771.00
Grounds Maintenance Contract	4,928.57	5,040.84	112.27	4,928.57	5,040.84	112.27	60,490.00
Tree Service	0.00	1,833.34	1,833.34	0.00	1,833.34	1,833.34	22,000.00
Planting & Flowers	0.00	66.67	66.67	0.00	66.67	66.67	800.00
Pool Maintenance	0.00	737.84	737.84	0.00	737.84	737.84	8,854.00
Pool Repairs	0.00	419.75	419.75	0.00	419.75	419.75	5,037.00
Pond & Stream Maintenance	0.00	916.67	916.67	0.00	916.67	916.67	11,000.00
Clubhouse Expenses	0.00	83.34	83.34	0.00	83.34	83.34	1,000.00
Miscellaneous Expense	65.24	125.42	60.18	65.24	125.42	60.18	1,505.00

## HOA Packet - Budget Comparison

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Total Operating Expense</b>	10,651.85	22,991.74	12,339.89	10,651.85	22,991.74	12,339.89	275,900.00
Total Operating Income	81,975.00	83,450.01	-1,475.01	81,975.00	83,450.01	-1,475.01	340,500.00
Total Operating Expense	10,651.85	22,991.74	12,339.89	10,651.85	22,991.74	12,339.89	275,900.00
<b>NOI - Net Operating Income</b>	<b>71,323.15</b>	<b>60,458.27</b>	<b>10,864.88</b>	<b>71,323.15</b>	<b>60,458.27</b>	<b>10,864.88</b>	<b>64,600.00</b>
<b>Other Expense</b>							
Roof Replacement Reserve	107.30	14,950.00	14,842.70	107.30	14,950.00	14,842.70	59,800.00
General Reserve	0.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00	4,800.00
<b>Total Other Expense</b>	<b>107.30</b>	<b>16,150.00</b>	<b>16,042.70</b>	<b>107.30</b>	<b>16,150.00</b>	<b>16,042.70</b>	<b>64,600.00</b>
<b>Net Other Income</b>	<b>-107.30</b>	<b>-16,150.00</b>	<b>16,042.70</b>	<b>-107.30</b>	<b>-16,150.00</b>	<b>16,042.70</b>	<b>-64,600.00</b>
Total Income	81,975.00	83,450.01	-1,475.01	81,975.00	83,450.01	-1,475.01	340,500.00
Total Expense	10,759.15	39,141.74	28,382.59	10,759.15	39,141.74	28,382.59	340,500.00
<b>Net Income</b>	<b>71,215.85</b>	<b>44,308.27</b>	<b>26,907.58</b>	<b>71,215.85</b>	<b>44,308.27</b>	<b>26,907.58</b>	<b>0.00</b>

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD  
 PROFIT & LOSS STATEMENT  
 JANUARY 31, 2024

	ACTUALS FOR January		TOTAL YEAR		COMMENTS
	Month	Year to Date	FORECAST	BUDGET	
<b>GENERAL OPERATIONS</b>					
<b>REVENUES</b>					
Common Fees	\$ -	81,900		\$ 333,900	
New Homeowner Fees				6,000	
Late Charge Income		75		500	
Interest Income - Regular Operations					
Other Income				100	
<b>Total Income</b>	<b>\$ -</b>	<b>81,975</b>	<b>\$ -</b>	<b>\$ 340,500</b>	
<b>CONTRACT SERVICES</b>					
Grounds Maintenance -- Lawn		4,929		\$ 60,490	
Insurance				54,959	
Property Management Fees		1,277		15,426	
Snow Removal		2,214		26,771	
Trash Removal - TJMG & WMgmt		1,596	-	19,478	
<b>Total Contract Services</b>	<b>\$ -</b>	<b>10,016</b>	<b>\$ -</b>	<b>\$ 177,124</b>	
<b>CHIMNEY &amp; ROOF MAINTENANCE</b>					
Roof Repairs & Maintenance				\$ 3,000	
Chimney Repairs				7,000	
<b>Total Roof &amp; Chimney Maint.</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 10,000</b>	
<b>GENERAL MAINTENANCE &amp; REPAIRS</b>					
Lights Purchased, Repairs & Maint.					
Painting & Siding					
Repair/Replace Steps/Sidewalks to Pavers					
Mailbox/paper box replacement					
Clubhouse Repairs and Maint					
Maint./Repairs - TJMG Properties					
Structure & Misc. Maint./Repairs			\$ -	-	
<b>Total Gen. Maint. &amp; Repairs</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 18,000</b>	

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD  
 PROFIT & LOSS STATEMENT  
 JANUARY 31, 2024

	ACTUALS FOR January		TOTAL YEAR		COMMENTS
			FORECAST	BUDGET	
<b>GENERAL OPERATIONS - Continued</b>					
<b>CLUBHOUSE/RECREATIONAL EXPENSES</b>					
Social & Clubhouse Expenses			-	\$ 1,000	
Clubhouse Improvements	-		-	1,000	
Pool Repairs			-	5,037	
Pool Maintenance			-	8,854	
Water - Pool			-		
Water - Clubhouse, Pool, Irrigation	48		-	5,000	
Electricity	285		-	5,000	
Other Utilities - Phone, Internet	133		-	1,000	
Total Clubhouse/Recreational Exp.	\$ -	\$ -	\$ -	\$ 26,891	
<b>GROUND EXPENSES</b>					
Tree Service & Garden Maint.			\$ -	22,000	
Planting & Flowers	-		-	800	
Grounds Maint. - HOA	97		-	4,000	
Ponds & Stream Maintenance			-	11,000	
Energy Cost for street lighting	-		-	1,080	
Total Grounds Expenses	\$ -	\$ 97	\$ -	\$ 38,880	
<b>OTHER EXPENSES</b>					
Legal & Accounting			\$ -	3,000	
Taxes, etc.	8		-	500	
Miscellaneous	65		\$ -	1,505	
Total Other Expenses	\$ -	\$ 73	\$ -	5,005	
<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ 10,652	\$ -	\$ 275,900	
<b>REGULAR OPERATING PROFIT &amp; LOSS</b>	\$ -	\$ 71,323	\$ -	\$ 64,600	Total of 12 checks written during January
Funds Transferred from Common Fees to Roof Reserve		(14,950)	-	(59,800)	
Funds transferred from Common Fees to General Reserve			-	(4,800)	Start April 1.
Interest Income - Reserves	-		-		
<b>Total Funds Transferred</b>	\$ -	\$ (14,950)	-	\$ (64,600)	
<b>NET OPERATIONAL PROFIT &amp; LOSS</b>	\$ -	\$ 56,373	-	\$ -	Monthly/YTD Excess Income over (under) Expenses

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD  
 PROFIT & LOSS STATEMENT  
 JANUARY 31, 2024

	ACTUALS FOR January		TOTAL YEAR		COMMENTS
			FORECAST	BUDGET	
<b>ROOF REPLACEMENT FUND (CAPITAL ACCOUNT)</b>					
<b>ROOF REPLACEMENT CAPITAL FUNDS</b>					
<b>BALANCE (as of 1/1/2024)</b>	<b>\$ 1,089</b>			<b>\$ 1,136</b>	
Funds Transferred to Roof Replacement Reserve	14,950			\$ 59,800	
Additional Funds Transferred from Retained Earnings		-			
Other Replacement Income -- Loans, Net of Repayments	(14,889)			\$ (20,000)	2 loan repayments made in January. Includes interest.
Expenditures	-			\$ (8,000)	Budget: Possibly replace Clubhouse in 2024.
<b>NET ROOF REPLACEMENT GAIN OR (LOSS) TO THE FUND</b>	<b>\$ -</b>	<b>\$ 61</b>	<b>\$ -</b>	<b>\$ 31,800</b>	
<b>ROOF REPLACEMENT CAPITAL FUNDS</b>					
<b>BALANCE</b>	<b>\$ 1,150</b>		<b>\$ -</b>	<b>\$ 32,936</b>	
Accrued Interest					
<b>KEY BANK CASH BALANCE</b>	<b>\$ 1,150</b>			<b>\$ 32,936</b>	
<b>GENERAL RESERVE FUND (CAPITAL ACCOUNT)</b>					
<b>GENERAL RESERVE CAPITAL FUNDS</b>					
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ 23,803</b>	<b>\$ -</b>	<b>\$ 23,803</b>	
Funds Transferred to General Reserve				\$ 4,800	
Additional Funds Transferred	5,413		-	\$ 5,413	2022 excess. \$13,000 for ponds and swales. \$9,751 is general
Other Income		1			2023 excess. \$5,413 for ponds and swales. (Total P&S \$18,413)
Expenditures				-	
<b>NET GENERAL RESERVE GAIN OR (LOSS) TO THE FUND</b>	<b>\$ -</b>	<b>\$ 5,414</b>	<b>\$ -</b>	<b>\$ 10,213</b>	
<b>GENERAL RESERVE CAPITAL FUNDS</b>					
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ 29,217</b>	<b>\$ -</b>	<b>\$ 34,016</b>	
<b>KEY BANK CASH BALANCE</b>					
<b>KEY BANK CASH BALANCE</b>	<b>\$ -</b>	<b>\$ 29,217</b>			

**Kimry Moor HOA**  
**Proposed By-Law Changes**  
**January 24, 2024**

**1. New Committee. Add Article XI, Section 20. Utilities and Trash Management**

- a. The Committee shall consist of a least two people, and need not be Board members.
- b. The duties of the Committee are to monitor and manage the utilities of the Common Areas, being aware of problems, suggest contract changes, approve invoices, investigate usage issues, etc. The utilities include Electricity, Gas, Water, Phone, and Internet. These utilities are metered or monitored at the Clubhouse
- c. Around the neighborhood, street lights, irrigation systems and water and sewer lines may need attention. See Declaration of Covenants Article VIII, Section 1.
- d. The Committee provides coordination of managing the two types of refuse, household trash and yard waste. Tasks may include scheduling pickups and extra charges. Work with homeowners who have questions or violations. Review the surveillance cameras for fines when violations occur.
- e. The main contact with the vendors is TJMG, so the Committee will work with TJMG to accomplish the above tasks according to the TJMG Management Contract.
- f. The Committee shall report its findings and recommendations to the Board of Directors, which shall vote on any proposed expenditure according to the by-Laws.

**2. Maintenance Committee. Article XI, Section 7.**

- a. Add a sentence that says something to the effect that during the Committee's annual inspection of the units, problems with, or needed cleaning of gutters should be called to the attention of the Homeowner. Any roof or driveway issues identified to be caused by trees on the Common grounds should be called to the attention of the Tree Committee for resolution with the arborist and the other Committee Chairs.

**3. Tree Committee. Article XI, Section 11.**

- a. Add a sentence that says something to the effect that during the Committee's inspections of the grounds, any problems caused by Common area trees that effect roofs should be cared for by the Tree Committee in cooperation with the Roof Committee.

**4. Contract and Legal Committee. Article XI, Section 16.**

- a. Add a new item (E) stating that this Committee is responsible for initiating any changes to the Declaration of Covenants, including legal review, vote of the Membership, and filing with Onondaga County.

**5. Secretary Responsibilities. Article IX, Section 6 (C).**

- a. Add a new item after #2, to the effect that the Secretary will provide accurate minutes, By-Laws, Covenants, calendars, etc. to make sure each of the websites that carry official Kimry Moor documents is current and up to date. These sites are the TJMG portal (AppFolio) and KimryMoor.com.

## **Secretary Report – February 2024**

Thank you sent from Paula Haynor for the retirement gift.

Card sent to Joan Jacobs family in sympathy for her passing.

Barbara Arnold



## **Legal Committee Report – February 2024**

The Legal committee identified some concerns with the Kimry Moor Covenants while looking at the changes to the By Laws that the Board approved. We had an excellent meeting with the By Laws committee which was attended by the attorneys from the Bond office that we hired to help straighten out our situation. It was determined, after investigation, that many of the changes that were passed by the community in the past (at least 2008 and 2016) were never filed with the County as required. We are in the process of researching what changes were passed and what needs to be done to bring the Covenants up to date and filed. TJMG has found many background documents on their server and we are waiting to receive them to review.

Once that is complete, we will bring any additional changes to the Covenants that need to be brought to the Community as a whole and then determine with the ByLaws committee what additional changes to the By Laws need to be. Passed by the Board to clarify what the rules are.

Submitted,

Joe Greenman

## **Insurance Report – February 2024**

The 2024-2025 Insurance Policy was paid to John Grimaldi and Associates.

Submitted,

Linda Crawford

## Roof & Chimney Committee Report February 28, 2024 Board Meeting

### Roof Leaks 2024:

Unit 523 reported a leak on January 12, 2024. February 8, 2024, TJMG reported that the Roofing Guys had gone out and sealed the area. Thanks to Keith and Greg Cohen!

Unit 610 reported a leak around January 30, 2024. On February 8, 2024, TJMG reported that Custom Quality had attended to the leak. The chimney on the unit has been identified as requiring repointing/repair.

Unit 815 reported a leak on February 21, 2024. TJMG is working with the roofers.

Apart from the chimneys identified by Masonry Restorations in 2018-19, and subsequently attended to, We have not inspected or identified other unit chimneys for repairs. This will be looked at in the spring of 2024.

## **Roof & Chimney Report – February 2024**

Salutations Board Members,

Please find attached the following documents.

1. Roof Replacement Cycle #3 Cost Projections spreadsheet in pdf format.
2. Roof Replacement Cycle #3 Final Report narrative document.
3. Roof & Chimney Committee monthly report for February 28, 2024.

The R&C Committee urges the members to peruse the Report narrative and attendant spreadsheet projections ahead of the February 28th meeting. The monetary issues facing the Kimry Moor Hoa maintenance programs have significant impacts in the future. These involve the cost of ongoing maintenance of aging facilities as well as the underlying future valuations of the units themselves.

Respectfully submitted by the Roof & Chimney Committee.

Jay Bayanker and Pat Curtin, Co-Chairs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>KIMRY MOOR HOMEOWNERS ASSOCIATION</b>															
2	<b>ROOF REPLACEMENT SCHEDULE - 20 YEARS FOR CLUSTERS 9A,8C, 1A &amp; 1B, AND 25 YEARS FOR ALL OTHER CULSTERS</b>															
3	<b>Assumes 3% inflation annually and 3% income from investments annually</b>															
4	<b>As of February 19, 2024</b>															
5		Year Last	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
6		Replaced														
7	<b>Costs for</b>															
8	2 units		\$ 30,400	\$ 31,312	\$ 32,251	\$ 33,219	\$ 34,215	\$ 35,242	\$ 36,299	\$ 37,388	\$ 38,510	\$ 39,665	\$ 40,855	\$ 42,081	\$ 43,343	
9	3 units		\$ 41,000	\$ 42,230	\$ 43,497	\$ 44,802	\$ 46,146	\$ 47,530	\$ 48,956	\$ 50,425	\$ 51,938	\$ 53,496	\$ 55,101	\$ 56,754	\$ 58,456	
10	4 units		\$ 50,350	\$ 51,861	\$ 53,416	\$ 55,019	\$ 56,669	\$ 58,369	\$ 60,121	\$ 61,924	\$ 63,782	\$ 65,695	\$ 67,666	\$ 69,696	\$ 71,787	
11																
25	Cost at															
26	2 units	2A	2014													
27		6B	2016													
28		7C	2017													
29		7B	2018													
30	Total	7D	2018													
31	Units	5B	2019													
32	22	5C	2020													
33		8A	2020													
34		4B	2021													
35		4C	2021													
36		6A	2022													
37																
38	3 units	2B	2015													
39		3B	2018													
40	Total	5A	2018													
41	Units	6D	2018													
42	18	3A	2021													
43		6C	2022													
44																
45	4 units	9A	2010						\$ 60,121							
46		8C	2011							\$ 61,924						
47		1A	2012								\$ 63,782					
48		1B	2013									\$ 65,695				
49	Total	9B	2017													
50	Units	5D	2019													
51	44	5E	2019													
52		8B	2019													
53		8D	2020													
54		4A	2021													
55		7A	2022													
56	<b>TOTAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,121	\$ 61,924	\$ 63,782	\$ 65,695	\$ -	\$ -	\$ -	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
57	<b>KIMRY MOOR HOMEOWNERS ASSOCIATION</b>															
58	<b>ROOF REPLACEMENT SCHEDULE - 20 YEARS FOR CLUSTERS 9A,8C, 1A &amp; 1B, AND 25 YEARS FOR ALL OTHER CULSTERS</b>															
59	<b>Assumes 3% inflation annually and 3% income from investments annually</b>															
60	<b>As of February 19, 2024</b>															
61				2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
62																
63																
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65	<b>INCOME</b>															
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Note: unit cost in 2024 provide by Custom Quality

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	<b>KIMRY MOOR HOMEOWNERS ASSOCIATION</b>													
2	<b>ROOF REPLACEMENT SCHEDULE - 20 YEARS FOR CLUSTERS 9A, 8C, 1A &amp; 1B, AND 25 YEARS FOR ALL OTHER CULSTERS</b>													
3	<b>Assumes 3% inflation annually and 3% income from investments annually</b>													
4	<b>As of February 19, 2024</b>													
5	Year Last	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047		
6	Replaced													
7	<b>Costs for</b>													
8	2 units	\$ 44,643	\$ 45,983	\$ 47,362	\$ 48,783	\$ 50,246	\$ 51,754	\$ 53,306	\$ 54,906	\$ 56,553	\$ 58,249	\$ 59,997		
9	3 units	\$ 60,210	\$ 62,016	\$ 63,876	\$ 65,793	\$ 67,767	\$ 69,800	\$ 71,894	\$ 74,050	\$ 76,272	\$ 78,560	\$ 80,917		
10	4 units	\$ 73,941	\$ 76,159	\$ 78,444	\$ 80,797	\$ 83,221	\$ 85,717	\$ 88,289	\$ 90,938	\$ 93,666	\$ 96,476	\$ 99,370		
11														
25	Cost at													
26	2 units			\$ 47,362										
27	6B					\$ 50,246								
28	7C						\$ 51,754							
29	7B							\$ 53,306						
30	Total							\$ 53,306	\$ 54,906					
31	Units									\$ 56,553				
32	22									\$ 56,553				
33	8A										\$ 58,249			
34	4B										\$ 58,249			
35	4C											\$ 59,997		
36	6A												\$ 59,997	
37														
38	3 units				\$ 65,793									
39	3B							\$ 71,894						
40	Total							\$ 71,894						
41	Units							\$ 71,894						
42	18										\$ 78,560			
43	3A											\$ 80,917		
44	6C												\$ 80,917	
45	4 units													
46	9A													
47	8C													
48	1A													
49	1B													
50	Total						\$ 85,717							
51	Units								\$ 90,938					
52	44								\$ 90,938					
53	8B								\$ 90,938					
54	8D									\$ 93,666				
55	4A										\$ 96,476			
56	7A											\$ 99,370		
56	<b>TOTAL COST</b>	\$ -	\$ -	\$ 47,362	\$ 65,793	\$ 50,246	\$ 137,471	\$ 322,293	\$ 327,718	\$ 206,771	\$ 291,534	\$ 240,284		





**Draft for Discussion at February 28, 2024 Board Meeting**

**Kimry Moor  
Roof Replacement Forecast and Analysis  
Replacement Round #3  
Years 2024 through 2047**

**A. Introduction**

In the second quarter of 2024 the final loan repayments will be made for Round #2 of the Kimry Moor roof replacements as required by the Statement of Covenants. (The last residential unit replacements were completed in 2022 and the Clubhouse will be completed in 2024.) The Roof and Chimney Committee has been analyzing alternatives for funding the completion of Round #3 residential unit replacements between 2030 and 2047. Many alternatives have been analyzed, and one analysis is being presented to the Board to begin the discussion. (see Attached). Other alternatives or assumptions can be looked at as the discussion proceeds. The Committee tried to be “Realistic” in its assumptions, not overly pessimistic or optimistic.

**B. Need for Reserves**

Kimry Moor is at a critical turning point. The HOA must build reserves for future capital improvements and unforeseen emergencies. The concept is that we should be planning and saving, not addressing so many crises. The units are approximately 50 years old and will need constant attention in order to maintain property values. Most HOA’s begin building reserves as soon as the units are completed and occupied. Well managed neighborhoods have large investment funds so that each person is contributing to present and future needs. These savings raise the equity in a home when an owner is ready to sell. This has not been the case at Kimry Moor and the time is right to change the perspective. If someone owned their own home, they would certainly have built reserves for the future and unexpected needs. Kimry Moor needs to do so also.

The total expenses for this round of replacements are forecasted to be \$1,941,000, an extremely large project.

This analysis only addresses Roof Reserves, not other Capital Improvements.

**C. Background**

Clusters that were completed during 2010 -2013 may not last as long as those replaced in 2014 and later years, due to shingle quality used and plywood deterioration. Therefore, we assumed the older clusters would be replaced in 20 years and the newer roofs in 25 years. There is a possibility that the shingles will last more years, perhaps up to 30 years, but we have not yet done any calculations for this optimistic assumption. The replacement cycle begins in 2030 and the majority of the replacements take place between the years 2042 and 2047.

#### **D. Base Assumptions being presented:**

*[See Rows 1-70 on the attached analysis. The attachment is very large. If you print it, it fits on 4 letter-size pages. Lay the four pages in a rectangle. The 25 years of replacement expenses are across the top two pages and the "Options" are on the bottom two pages.]*

1. Inflation @ 3% / year (Roof Replacement cost escalation)
2. Investment Income on Savings (Roof Reserves) with an APR of 3%.
3. Annual Contribution from Common Fee to the roof reserves remain constant @ \$59,000.
4. This analysis only includes the 84 residential units, not the Clubhouse. An additional \$25,000-\$30,000 will be required to replace the Clubhouse roof in approximately 2050.

#### **E. Deficit in 2046 and 2047**

Because the HOA accelerated the replacements by borrowing money in 2022, we have a large number of roofs that will probably need to be replaced in 2046 and 2047. Therefore, we will most likely be in a negative position in those two years by amounts that exceed our annual contribution with no remaining reserve balances. See Line 70, Col. AD on the attached analysis: Deficit of \$269,896 in 2047.

#### **F. 5. FINANCIAL OPTIONS that the Committee looked at to fill that deficit.**

**#1. Share Expense with Homeowners (85/15).** This is a risk sharing option. If a sharing percentage is set, the impact of inflation and investment income will be shared between the HOA and Homeowner at the time that each particular roof is replaced. See Rows 72-76 on the attached worksheet.

**#2. Increase Common Fees going to the Roof Reserve.** (\$20/year every 2 years). This is not the Common Fee for Operating Expenses or General Reserve. Reserves will grow over the course of the replacement cycle. See Rows 78-84 on the attached worksheet.

**#3. One-time assessment of each Homeowner to start the savings account. (\$1,700).** This concept is like an annuity, that you might be familiar with. If the HOA wants to have \$270,000 in savings by 2047, each of 84 Homeowners would contribute \$1,700 in 2024 and allow it to be invested by the HOA until 2046. The savings grow over time and the reserve is started with a balance in case of unforeseen circumstances. This special assessment would require the approval of 2/3 of the Homeowners (56 units), according to the Covenants. The advantage is that everyone gets on board with the plan, and shares responsibility for the roofs. The assessment might be paid over some months, rather than a year. (for example, \$146 per month for 12 months.) See Rows 86-89 on the attached worksheet.

**#4. Borrow the money in 2046** (as the HOA did in 2022) using bank or homeowner loans. Kimry Moor HOA has a very good relationship with several banks, and in 2022 many Homeowners were also willing to lend the money to the HOA. The money would be repaid in 4-5 years. This would be more expensive than other alternatives because there is interest to be paid in addition to principal. Exact calculations have not been completed yet.

**#5. Some combination** of the above alternatives could be considered. For example, combine a smaller up-front assessment (\$1,200) and a smaller cost sharing (90/10 split). The Committee has not done these calculations yet, pending discussions with the Board.

**G. Monitor Assumptions.** Once a decision is made the assumptions should be reviewed every two years by the Roof and Chimney Committee for a status report to the Board. Course corrections should be expected to be implemented, when needed. After the first batch of 4 clusters is completed in 2030-2033, there should be a major increase in knowledge about the assumptions and status of the reserves.

## **H. Other Alternatives**

Other means of funding the shortfall could be:

1. Try to sell the excess land north of the pond to East Genesee St. or by Mott Road School, south of the pool. This could generate some unknown amount of cash. Value is unknown.
2. Have Homeowners pay for 100% of their roofs in the required timeframes. This could reduce their quarterly dues by \$180 now, but each Homeowner would have to save for 100% of the cost of their own unit, perhaps \$15,000- \$20,000 depending on where the unit falls in the schedule.
  - a. The homeowner would bear the full risk of inflation and investment earnings.
  - b. Homeowners would have to sign a document agreeing to paying the money for their own roof at the time the HOA indicated their cluster needed replaced. In order to maintain quality, the HOA would designate which roofer is to be used. If the Homeowner did not have the cash on hand, they would have to obtain their own bank loan or face penalties.
  - c. This alternative would actually reduce the equity in any particular unit if it is sold before the next replacement is done.
  - d. This conversion would take a great deal of planning, approval and procedural documentation, along with changing the Covenants and By-Laws.
  - e. There is inherent inequity and uncertainty for the people whose roofs will need to be replaced earlier compared to those that are in the later batches. Someone who expects to live in the neighborhood 10 years from now and their roof will need to be replaced before they move, will feel differently than someone who does not expect to live here that long and their roof won't need to be replaced for 25 years.

## **I. Conclusion and Next Steps:**

It is feasible to continue to have the HOA responsible for replacing homeowner's roofs. It will necessitate good financial management and discipline to stick with the plan.

### **Next steps:**

1. Consider the options and suggest additional courses of action for the Committee to analyze.
2. Discuss at the March meeting and narrow down the alternatives.
3. Hold a special members' meeting to discuss alternatives.
4. Board Vote at April or May Board meeting.

February 23, 2024

Respectfully submitted,  
Roof and Chimney Committee

Jay Bayanker  
Pat Curtin  
Claude Pilon  
John Cooper  
Barbara Dubnoff

## **Gounds, Pond & Swale Report – February 2024**

Unit 301 reported that there is a low spot in her front yard and is concerned that the sewer pipe may be cracked. TJMG investigated and is gathering further information.

Tree Limbs reported down behind the 300 and 400 block across and in the creek. The tree committee was alerted

The bill for Christmas tree pick up was paid.

Submitted,

Linda Crawford

KIMRY MOOR HOMEOWNERS ASSOCIATION  
SEPTEMBER POOL COMMITTEE REPORT  
FEBRUARY 28, 2024

Barbara Dubnoff, Judy Granastein, Jill Brooks, and Ron Muraca have agreed to serve on the 2024 Pool Committee. I am asking for the Board's approval of these members to serve on the 2024 Pool Committee.

We need to begin soliciting quotes from pool contractors on or about March 1st, so I am attaching a "draft" of the 2024 Pool Operation & Maintenance Protocol and the 2024 Pool Contractor's Scope of Work.

Please review these documents. Your comments or suggestions for changes or additions would be appreciated.

Respectively submitted,

Richard J. Greene, Chair

Kimry Moor Pool Committee



KIMRY MOOR HOMEOWNERS ASSOCIATION  
2024 POOL OPERATION & MAINTENANCE  
PROTOCOL

**History** - Kimry Moor’s pool was installed approximately 49 years ago (The date on the construction drawings is 1975.). The pool’s floor was constructed of gunite (concrete) and covered with marcite (pool plaster); while pool’s wall was constructed of gunite (concrete) and covered with fiberglass.

**Equipment** - The pool heater (Pentair) was replaced in 2022; while the water pump (Hayward Tristar) and the acid feed pump (Rola-Chem) were replaced in 2023. The chlorine feed pump, controller and sand (in the sand filter) may need to be replace in 2024; while repairs to the pool’s floor and wall need to be done on a as needed basis (See 2024 proposed pool budget).

**Regulatory Requirements** - Although our pool is regulated by the New York State Health Department (NYSHD), Part 6, Subpart 6-1, it is licensed by the Onondaga County Health Department (OCHD) as a “Commercial Pool” NOT a “Residential Pool”. A representative of the OCHD may inspect the pool at least once during the season and review the Report on Operation of Swimming Pool Form as well as the condition of the pool and the pool area for compliance with NYSHD Part 6, Subpart 6-1.

**Calendar** - The pool is opened on Memorial Day and closes after Labor Day depending on weather and budget constraints. Below is a typical calendar of events and responsibilities of contractors and members of the Pool Committee.



**March 15, 2024** (or 60 days prior to the pool opening -

The Pool Committee will request bids from pool contractors for their services in 2024. After receiving final bids, the Pool Committee will recommend to the Board of Directors the pool contractors for 2024. Subject to the Board of Director's approval. The pool contractor for 2024 will provide all services as noted below and will invoice for their services monthly. Pool chemicals will be delivered by **Solvents & Petroleum** who will invoice Kimry Moor monthly.

**April 15, 2024** (or 30 days prior to the pool opening) -

The **Pool Committee** will prepare and submit to Onondaga County Health Department a Pool

Application, (ONON-3915) and Pool Safety Plan (NYSDOH-4472) as well as a certificate of

Attestation of Exemption from the NYS Worker's Compensation (CE-200).

- The annual Pool Permit Fee (\$279) is paid at the same time as the Pool Application is submitted.
- The template for DOH 4472 Pool Safety Plan can be found at [health.ny.gov](http://health.ny.gov).
- The application for the Certificate of Attestation of Exemption is found at [web.ny.gov](http://web.ny.gov)  
(log onto "business express with the User Name: Rick501 and the Password is  
Rootroot5000).

- When issued, a copy of the Pool Permit shall be posted on the window next to the Clubhouse's door.

**May 1, 2024** (or 15—20 days prior to the pool opening):

**Greg Cohen** with the assistance from TJMG and Pool Committee shall -

- Remove, fold and store the pool cover in the Clubhouse's Basement.
- Power wash and clean the pool floor and wall.
  - Fill the pool with water by turning on the valve of the feeder at end of pool.

1 of 3

KIMRY MOOR HOMEOWNERS ASSOCIATION  
2024 POOL OPERATION & MAINTENANCE  
PROTOCOL

**May 15, 2024** (or 5-10 days prior to the pool opening):

**Greg Cohen** with the assistance from Pool Committee -

- Move pool furniture from the Clubhouse's basement to pool deck.
  - Install the handle on the shower and open water valve to shower.
  - Attached signage to Clubhouse's wall and fencing.

**May 25, 2024** (or 5-7 days prior to the pool opening):

**The Pool Contractor shall "Open" the pool -**

- Install the railings and ladders for entry and exit of the pool.
- Ready the lines - Unplugged the 4 skimmers and main pool drain as well as open the two flow valves for the four skimmers and the valve for the main drain.
- Reconnect the plumbing and water pump. Restart the water pump to check the piping lines for leaks.
- Reinstall the sensors to the chlorine and muriatic acid feed pumps.
- Replace all feeder lines to the chlorine and muriatic acid feed pumps with new lines.
- Install skimmer baskets.
- Install plug to heater.
- Test all of the pool lines.
- Add water as necessary using the feeder at the end of the pool. The water level needs to be kept up to prevent air in the water line. If air is detected, the water pump will shut down.
- Initially, arrange for the delivery of 4-30 gallon drums & 2-5 gallon containers of chlorine and 4-15 gallon drums & 2-5 gallon containers of muriatic acid. The 5-gallon containers of chlorine and muriatic do not have to be delivered thereafter (unless ordered) since they are for emergency use only.
  - Verify that there are 2-30 gallon drums of chlorine and 2-15 gallon drums of muriatic acid available for use. If not, order same.

**May 30, 2024** (or after the pool opens):

**The Pool Committee shall -**

- Verifying that there is an adequate amount of chlorine (30 gallon containers) and muriatic acid (5 gallon containers) on site at all time is the responsibility of the Pool Committee. **When**

**chemicals need to be ordered, call or text XXXX at XXX-XXX-XXXX.**

- Ensure that drums and containers of are delivered and on-line.

- Begin testing for free chlorine, pH and flow levels **three times a day every day.**

- Record all readings and note any anomalies on the monthly Report of Operation of

- Swimming Pool Form.

- The Pool Committee is responsible to verify that the water is covering 75% of the pool skimmers at all times. If the water level drops below the pool's skimmers, the water pump may be damaged. **If necessary, a member of the Pool**

**Committee will manually turn on the valve to the feeder at end of pool and add water until the water level is**

**at last half way above the pool's skimmers.**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
2024 POOL OPERATION & MAINTENANCE  
PROTOCOL

**June 1, 2024** (or after the pool is opened) to **September 3, 2024** (or until the pool is closed):

**The Pool Contractor shall “Maintain” the pool -**

- Twice weekly vacuum, clean pool of leaves and debris, empty filter baskets, backwash the two sand filters and place, if necessary, on-line 1-30 gallon drum chlorine.
- Once a week, scrub pool wall to remove accumulated scum and dirt.
- During each visit test for free chlorine and pH levels in accordance with Onondaga

County’s Health Department requirements to test with DPD for free chlorine and phenol

red for pH, and record all readings and note any anomalies on the monthly Report of

Operation of Swimming Pool Form.

- Verify that there are 2-30 gallon drums of chlorine and 2-15 gallon drums of muriatic acid available for use. If not, order same.

**September 16, 2024** (or 5-10 days after the pool is closed):

**The Pool Contractor shall “Close” the pool -**

- Remove the sensors and store in the Clubhouse where directed by the Chair of the Pool Committee.
- Remove railings, ladders, and skimmer baskets and store same in the Clubhouse’s basement.
- Winterize the pool by adding hypochlorite, algaecide and antifreeze.
- Backwash sand filters.
- Blow water from all lines, winterize piping by adding hypochlorite, algaecide and antifreeze, and plug lines.
- Disconnect system.
- Remove plug from heater.
- Cover pool.

**September 16, 2024** (or 5-10 days after the pool is closed):

**Greg Cohen** with the assistance from the Pool Committee shall -

- Move pool furniture from pool deck to the Clubhouse’s basement.
  - Disconnect the handle on the shower and store in Clubhouse’s basement, winterize (antifreeze) the shower piping, and close water valve to shower.
  - Remove signage from Clubhouse’s wall and fencing and store in basement.

Richard J. Greene, Chair  
2024 Pool Committee

KIMRY MOOR HOMEOWNERS ASSOCIATION  
2024 POOL CONTRACTORS' S  
SCOPE OF WORK

Kimry Moor's pool was installed approximately 49 years ago (The date of construction drawings is 1975.). The pool's floor was constructed of gunite (concrete) and covered with marcite (pool plaster); while pool's wall was constructed of gunite (concrete) and covered with fiberglass.

Although our pool is regulated by the New York State Health Department (NYSHD), Part 6, Subpart 6-1, it is licensed by the Onondaga County Health Department (OCHD) as a "Commercial Pool" NOT a "Residential Pool". A representative of the OCHD may inspect the pool at least once during the season and review the Report on Operation of Swimming Pool Form as well as the condition of the pool and the pool area for compliance with Part 6, Subpart 6-1 (NYSHD).

The pool is opened on Memorial Day and closes after Labor Day depending on weather and budget constraints. Below is the expected calendar for 2024

-

**May 25, 2024** (or 5-7 days prior to the pool opening):

**The Pool Contractor shall "Open" the pool -**

- Install the railings and ladders for entry and exit of the pool.
- Ready the lines - Unplugged the 4 skimmers and main pool drain as well as open the two flow valves for the four skimmers and the valve for the main drain.



- Reconnect the plumbing and water pump. Restart the water pump to check the piping lines for leaks.
- Reinstall the sensors to the chlorine and muriatic acid feed pumps.
- Replace all feeder lines to the chlorine and muriatic acid feed pumps with new lines.
- Install skimmer baskets.
- Install plug to heater.
- Test all of the pool lines.
- Add water as necessary using the feeder at the end of the pool.

The water level

needs to be kept up to prevent air in the water line. If air is detected, the water pump

will shut down.

- Initially, arrange for the delivery of 4-30 gallon drums & 2-5 gallon containers of chlorine and 4-15 gallon drums & 2-5 gallon containers of muriatic acid. The 5-gallon containers of chlorine and muriatic do not have to be delivered thereafter (unless ordered) since they are for emergency use only.

**June 1, 2024** (or after the pool is opened) to **September 3, 2024** (or until the pool is closed):

**The Pool Contractor shall “Maintain” the pool -**

- Twice weekly vacuum, clean pool of leaves and debris, empty filter baskets, backwash the two sand filters and place, if necessary, on-line 1-30 gallon drum chlorine.

- Once a week, scrub pool wall to remove accumulated scum and dirt.

- During each visit test for free chlorine and pH levels in accordance with Onondaga

County's Health Department requirements to test with DPD for free chlorine and phenol

red for pH, and record all readings and note any anomalies on the monthly Report of

Operation of Swimming Pool Form.

- Verify that there are 2-30 gallon drums of chlorine and 2-15 gallon drums of muriatic acid available for use. If not, order same.

1 of 2

KIMRY MOOR HOMEOWNERS ASSOCIATION

2024 POOL CONTRACTORS' S

SCOPE OF WORK

**September 16, 2024** (or 5-10 days after the pool is closed):

**The Pool Contractor shall "Close" the pool -**

- Remove the sensors and store in the Clubhouse where directed by the Chair of the Pool

Committee.

- Remove railings, ladders, and skimmer baskets and store same in the Clubhouse's basement.
- Winterize the pool by adding hypochlorite, algaecide and antifreeze.
- Backwash sand filters.
- Blow water from all lines, winterize piping by adding hypochlorite, algaecide and antifreeze, and plug lines.
- Disconnect system.
- Remove plug from heater.
- Cover pool.

Please quote a monthly charge to “Maintain” the pool as well as a separate quote to “Open” the pool and a separate quote to “Close” the pool. Kimry Moor shall have the option to have the monthly charge to “Maintain” the pool pro-rated in case the pool does not open June 1st or closes before or after Labor Day.

Richard J. Greene, Chair

2024 Pool Committee



## **Clubhouse Report – February 2024**

All is going well. The clubhouse was cleaned this month. I would like to talk about possibly updating the decor. I have some ideas for artwork, window treatments and even furniture (if funds are available)

Secretary report

Thank you sent from Paula Haynor for retirement gift. Card sent to Joan Jacobs family in sympathy for her passing.

Barbara Arnold

## **Tree & Garden Report – February 2024**

Dear Board Members:

Committee Members for 2024 are:

Barbara Arnold            Laurie Kushner Piri Taborosi.            Marilou Pierce

Janet Mac Loughlin      Joan Yanno

At this time, any tree work that may need to be done near units 305 and/or 407 has been deferred until further evaluation is determined.

There is no immediate danger in either of those areas.

Respectfully,

Joan Yanno