

Kimry Moor Homeowner's Association
Board Meeting Minutes
January 17, 2018
Kimry Moor Clubhouse – 4:30pm

Present: R. Bruner, J. McLoughlin, M. Levine, R. Colton, K. Hanlon, C. Pilon, J. Meyer, P. Haynor, R. Greene joined via telephone, M. Bright and Kathryn Wolff of TJMG Properties.

Ray Colton opened the meeting.

Our meetings will now follow “Roberts Rules of Order”, where possible. To request an approval, a Board of Director shall make a motion for the approval, the motion will be seconded, discussion of the motion, if any, will follow, and the motion will be voted on for approval or disapproval. Please note that a motion can be “tabled” instead of be voted for approval or disapproval.

A motion was made and seconded to approve the minutes from the November Board Meeting as written.

Secretary's Report: None

Treasurer's Report: Claude Pilon provided and reviewed his written report, attached. There has been a change in check signers. TJMG Properties will no longer be signing checks. The President, Vice President and Treasurer will now be signing checks. Only two officers are required to sign any check. A motion was made and seconded to approve the new signers on the checks.

Work orders for November and December were reviewed. A motion was made and seconded to approve payment.

Mark Bright reviewed the recent snow event. The Board would like to approve the expenditure of \$1,000.00 for emergency spreading of salt by TJMG Properties. Request for approval to salt are to be called into Janet McLoughlin by Mark Bright, Kathryn Wolff or Kim Wolff. If Janet is not available, the call goes to Richard Greene. No salting can be done without approval. A motion was made and seconded to approve the expenditure and procedure.

Claude Pilon would like to consolidate/combine the Social Events and Club House expenses in the operating expenses. A motion was made and seconded to approve the consolidation.

Committee Reports:

The 2018 Committee Chairs and Members list was submitted to the Board and homeowners. A motion was made and seconded to approve the 2018 list as written.

Committee Chairs are asked to submit their monthly committee report to the President & Secretary at the beginning of each Monthly meeting. If the Committee's Chair is not available for the meeting, the Chair is requested to e-mail their report to the Secretary so it can be read at the Monthly meeting. Any expenditure expected to be made before the next monthly meeting should be included in the Chair's report and requested to be approved by the Board of Directors.

Grounds: Paula Haynor reported that Jason has completed everything on his list. Tree stumps will be removed in the spring. Once the stumps have been removed, we will need to discuss planting grass seed as it was not included in the Bartlett Tree Experts quote. There are still trees down that have not been removed behind unit 505.

Maintenance: Marty Levine reported that the siding for the back of unit 303 was completed along with the sidewalk for unit 405. The big project for next year involves bridges behind 2 units. These could be expensive and he understands that the HOA is responsible for fixing or replacing them. We are also scheduled to repair the huge deck at unit 405. After speaking with the treasurer, it appears that the maintenance expenses will be under budget. Final figures are not available yet.

Roofs and Chimneys: Richard Greene reported that roof repair due to leakage was requested by unit 521. Upon inspection, it was determined that the leak was coming from around the flashing of the chimney. A quote to repair the leak was received from Custom Quality in the amount of \$825.00. The quote was electronically approved by the Board on or about December 17, 2017. Due to the weather conditions, it was decided not to do the work until the spring of 2018, so the chimney was wrapped by TJMG Properties. A motion was made and seconded to approve the work for unit 521.

Roof repair due to leakage was requested by unit 601. Upon inspection, it was determined that the leak was coming from two skylights. In accordance with the HOA's By-laws, these leaks are not the responsibility of the HOA, so the quote for repair was forwarded to the unit owner.

Architectural: None

Pool: None

Clubhouse & Social: Careen Talbot suggested that the HOA require a \$50.00 deposit from each resident who uses the Clubhouse for any function, except for functions open to all Kimry Moor residents. The deposit will be returned after the Clubhouse's Chair inspects and finds that the Clubhouse's kitchen and party room are clean and/or there is no damage. A motion for the approval was made and after a brief discussion the motion was "tabled" to be discussed at the next Board meeting. (Open item).

Careen Talbot would like approval for Greg Cohen to build a bookcase down stairs for "bring-in" and "take-out" books that residents no longer want, but can be shared with other residents. The cost would be \$259.20. A motion for the approval was made and after a brief discussion the motion was "tabled" to be discussed at the next Board meeting. (Open item)

Welcoming: None

Pond: None.

Old Business:

Fire Hydrants: A follow-up letter, dated Nov 27, 2017 was sent to the Onondaga County Water Authority (OCWA) asking about the two hydrants and how we transfer these two from Association ownership to the responsible party for all hydrants, and whether they are or are not, "serviceable". Rick Bruner will follow-up with OCWA. (Open item)

New Business:

Proposed By-laws change: Ray Colton presented the proposed By-law change for Article X, Signatures and Spending Limitations. After a brief discussion, a motion was made and seconded to approve the By-law change. Ray Colton reported that there will be more proposed changes in the upcoming months.

A motion was made, seconded and approved on to adjourn the meeting.

The next Board Meeting will be held on Wednesday, February 28, 2018 at 4:30 pm. in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

Kimry Moor Homeowners Association
Treasurer's Report
For January 17th Meeting

Per Audit report dated 4/2 and Board approval at April 26th meeting, the following financial procedures commenced this month:

The HOA converted to the modified accrual basis of accounting

At year end we accrued \$13,770 for tree service and November & December completed work orders \$1,600

Common fees will accrue quarterly

The signors for the M&T bank and Key Bank checking accounts will be the President, Vice President and Treasurer

TJMG will no longer sign any checks

Monthly completed and billed work orders will be presented to the Board for review

For petty cash reimbursement, a reconciliation of income and expenditures is required

The President of the Kimry Moor Association will be copied on all correspondence to resident owners

Per banks & credit union request, the following motions are presented for approval:

M&T Bank - The President, Vice President and Treasurer are approved to sign vendor checks - the current 9 signors should be removed.

Key Bank - Checking Account - The President, Vice President and Treasurer are approved to sign vendor checks - the current 2 signors should be removed.

Key Bank - Three CD accounts - The Treasurer is approved to manage these accounts - two current signors should be removed

Countryside Credit Union - Three CD accounts - the President and Treasurer are approved to manage these accounts - one current signor should be removed

Check Register for November is submitted for Board approval; significant items included:

Arnold & Marily Manhein - unit 904 - reimbursed 50% of engineering costs - Board approved at Sept. meeting

K.W. Custom Quality - roof repairs at units 303, 306 & 603

Todd Engel - reimbursement for duplicate payment

Work Orders for November & December

November - explanation needed why it took 6 hours to cut and remove tree - to allow mowing

December - Repair light pole #6 in front of pond - billed over \$250 - need Board approval

December - Straighten street sign - due to vendor's truck backing into it -\$101 - billable?

Financial Results

Balance Sheet - HOA increased cash \$15,100 as compared to November 2016

P&L Results - **Revenues** up \$10,500 compared to prior year - due to New Homeowners fees - 4 new owners in 2016 vs. 9 in 2017 plus increase in fee

Expenditures - down \$42,800 - due to fewer chimney repairs/replacements \$17,200; tree service \$14,300; & Goose Management \$5,000;

Roof Replacement Cost - up \$41,300 - two clusters done in 2017

Year Forecast - Estimate general operations to be \$31,000+ favorable to budget; Roof Replacement Reserve to be \$39,000 unfavorable to budget - overall net P&L - unfavorable \$8,000

New Business

- 1 Request consolidation of "Social Events" and "Club House Expenses" - social events costs approximately \$250 annually
- 2 Salt application during winter months - current contract - TJMG charges \$325 per application - advance approval of \$1,000 for "emergency" application

Kimry Moor Homeowner's Association
Board Meeting Minutes
February 28, 2018
Kimry Moor Clubhouse – 4:30pm

Present: J. McLoughlin, R. Colton, K. Hanlon, C. Pilon, J. Meyer, E. Haynor, R. Greene joined via telephone, M. Bright and Kathryn Wolff of TJMG Properties.

Opening Remarks:

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Ray Colton, Vice President.

President's Report:

- a. TJMG will be recording the Minutes for all 2018 Monthly and Annual meetings. There will be no charge by TJMG to the HOA for this service.
- b. In an effort to be more informative to our residents, TJMG will be e-mailing a copy of the Agenda for the next Monthly Meeting to all Board of Directors and homeowners/residents. Copies of the Agenda will also be available at the Monthly Meeting.
- c. After each Monthly Meeting, TJMG, will e-mail a copy of the previous Monthly Meeting's approved Minutes to all homeowners/residents. A copy of the previous Monthly Meeting's approved Minutes will be posted on Kimry Moor Homeowners Association's website and will be available in the Clubhouse's mailbox for any homeowner/resident. Copies of the previous 12 Monthly Meeting's approved Minutes are available for view on the HOA's website.
- d. At the end of each Monthly Meeting, there will be Open Forum. At this time any attendee can ask any questions or express his/her concerns to members of the Board of Directors. If necessary, such questions or concerns will be directed to the appropriate Committee Chair or placed on the next Monthly Meeting's Agenda for proper resolution.
- e. TJMG e-mailed the Kimry Moor Telephone Directory to all homeowners/residents on or about December 18, 2017. If you did not receive a copy of this Directory, please request a copy from TJMG.
- f. TJMG e-mailed a letter from the President to all homeowners/residents on or about January 8, 2018. If you did not receive a copy of this letter, please request a copy from TJMG.
- g. Our meetings will follow "Roberts Rules of Order" where possible. To request an approval, a Board of Director shall make a motion for the approval, the motion

- shall be seconded, discussion of the motion, if any, will follow, and the motion shall be voted for approval or disapproval or shall be tabled for further discussion.
- h. TJMG is sending notices including Agendas, Board Minutes, Emergency Contacts, etc. by e-mail to homeowners/residents who have given their e-mail address to TJGM. These e-mails are being sent directly to each homeowner/resident, so no homeowners can see another homeowner/resident's e-mail address. For those homeowners/residents who do not want to receive e-mails from TJMG, please contact TJGM in writing. That homeowner/resident can request a hardcopy from the Secretary, but such copies will not be "mailed". Agendas and Board Minutes will continue to be available at the Clubhouse's mailbox.

A motion was approved to e-mail all communication including Agendas, Board Minutes, Emergency Contacts, etc. to all homeowners/residents with the exception to those homeowners/residents who do not want any Agendas, Board Minutes, Emergency Contracts, etc. e-mailed to them. Those who do not want such e-mail will have to request a hardcopy from the Secretary, but such copies will not be "mailed".

Secretary's Report:

- a. Request the Board of Director to review the Minutes of the January 2018 Board of Directors Meeting and the Minutes of the February 7, 2018 Special Board of Directors Meeting. Ed Haynor was not at the January Board meeting and asked that his name be removed from the minutes.

A motion was made, seconded and approved to accept the January 17, 2018 Minutes of the Board of Directors Meeting as revised.

A motion was made, seconded and approved to accept the February 7, 2018 Minutes of the Special Board of Directors Meeting.

Treasurer's Report:

Claude Pilon provided and reviewed his written report, attached.

- a. The December 2017 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders were presented to the Board of Directors for their review. **A motion was approved to accept the December 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**
- b. The Financial Review Committee reviewed the books of account for the year 2017. The Committee submitted its review to the Board of Directors. **A motion was approved to accept Financial Review Committee's review of the books of account for the year 2017 with instructions to the Treasurer to adopt the recommendations of this Committee.**

- c. The January 2018 Financial Results, Balance Sheet, Profit & Loss Statement, Check Register and Work Orders were present to the Board of Directors for their Review. **A motion was approved to accept the January 2018 Financial Results, Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**
- d. At the Special Meeting of the Board of Directors on February 7, 2018, the Treasurer requested a motion to cash the CD at Countryside Credit Union that was maturing on February 21, 2018 and moving the proceeds into the HOA's checking account at Key Bank. This motion was approved by the Board of Director to move the proceeds into the HOA's checking account at Key Bank.

Claude Pilon discussed the need for a second set of eyes, other than the treasurers, to check and approve the check register/bank statement each month. **A motion was made and seconded to approve this new procedure.**

Invoices for 2017 were reviewed. Many invoices had been paid without proper approval and/or signature. All invoices must be approved prior to payment. Board members will be required to sign a signature sheet, a copy will be sent to TJMG Properties to verify the Board member or committee member's signature. **A motion was made and seconded to approve this new procedure.**

There were three homeowners in arrears in January. Some of the homeowners have been moved to assisted living. We were able to reach two of those homeowners who have now paid their arrears amount leaving only one homeowner who remains behind. Careen Talbot will call TJMG Properties with contact information for that homeowner. **A motion was made and seconded to approve the late fee be waived on those two homeowners accounts.**

Richard Greene has requested that he also receive a copy of any lien pending notice sent to a homeowner.

Committee Reports:

Committee Chairs are asked to submit their monthly committee report in writing, i.e. e-mail to the President & Secretary prior to the beginning of each Monthly meeting. Any expenditure expected to be made before the next Monthly Meeting should be include in the Chair's report and requested to be approved by the Board of Directors.

Grounds:

- a. The Grounds Committee will be soliciting bids for tree maintenance in the coming months. If a homeowner/resident has a specific request, it should be submitted to Paula Haynor, Chair of the Grounds Committee.
- b. The Grounds Committee received a proposal from Michael Grimm Services Inc. The Committee will be meeting with a representative of Michael Grimm to

evaluate this proposal. At this Monthly Meeting there will be no discussion on this proposal.

Paula Haynor will also be working on tree removal and pesticide proposals, weather permitting.

Maintenance: No report by the Maintenance Committee due to the Chairman being on vacation.

Roofs and Chimneys:

- a. The Roofs and Chimneys' Committee proposes to inspect all of the roofs in the Kimry Moor complex to determine the current condition of these roofs.
- b. This inspection will be done by TJMG and Custom Quality, the HOA's current roofing contractor. TJMG and Custom Quality will not charge the HOA for their inspection of the roofs.
- c. Based on the visual condition of each respective roof, a number between 1 to 10 will be assigned. "1" would mean that the roof needs to be replaced immediately while "10" would mean that roof would be one of the last to be replaced.
- d. Upon finalizing the inspection results, a report will be issue to the Board of Directors for comment, and then forwarded to the Roof Replacement Committee with a request to recommend a new schedule for replacing the roofs and as well as how the replacement of these roofs will be paid.
- e. When it is determined which roofs will be replaced in 2018, the Roofs and Chimneys Committee will follow the bidding procedure outlined in Article XIX, Section 2.

A motion was approved to authorize the Roofs and Chimneys' Committee to inspect all of the roofs to determine the current condition of these roofs.

Richard Greene reported the following:

Unit 907 - I was informed on January 19, 2018, that the owner of **Unit 907** contacted TJMG and reported that there was a water leak in the living room ceiling. TJMG responded and found a substantial amount of ice on the roof. I authorized TJMG personnel to assist the homeowner in moving furniture from the area where water as coming in and providing blowers to dry out the rug.

TJMG later determined that it was necessary to remove ice from the roof during the weekend, so not to further damage the roof. TJMG spread 50# of ice melt on the roof to break up ice jam. TJMG informed me that the cost of work may exceed \$250. I

authorized the work and informed Claude Pilon, Treasurer that the cost of the work may exceed \$250. I was informed on February 26, 2018 that the work order for addressing the leak at **Unit 907** was \$357.93. **A motion was made, seconded and approved for the payment of \$357.93 to TJMG for the emergency work at Unit 907 on or about January 19, 2019.**

On February 21, 2018, I received an e-mail from the owner of **Unit 907**. The owner said that she received a quote from a contractor to do interior repair due to the leak in her ceiling, but she did not want to begin the interior repair until the exterior repair was completed. I responded on February 26, 2018 with an apology for not responding earlier. I explained that any repairs to her roof will be done as soon as Mark Bright of TJGM determines it is feasible. Until that time, TJGM will continue, when needed, to shovel the roof to help reduce further damage to the roof.

Further, I explained, in my response to the owner of **Unit 907**, that her contractor who installed her gutters this pass fall needs to reposition and/or repair the gutters. Until this is done, ice will continue to form at the gutters, forcing a backup of snow/ice onto areas of the roof.

Unit 605 - The owner of **Unit 605** informed TJMG on January 22, 2018, that there was a leak in master bedroom ceiling. I requested TJMG to inspect, and TJMG reported that there was a buildup of ice in the gutters that was causing the leak in the ceiling. The owner notified their gutter contractor. No further work was done. **A motion was made, seconded and approved for the payment of \$74.00 to TJMG for the emergency inspection of Unit 605 on or about January 22 2019.**

Unit 707 - The owner of **Unit 707** informed TJMG on January 22, 2018, that there was a leak in the left corner of the garage. I requested TJMG to inspect. TJMG reported that there was no leak found in the garage, but found that there was a buildup of ice in the gutters. TJGM informed the owner of **Unit 707** of the buildup of ice in the gutter, and the owner requested TJGM to remove the ice in the gutters at the owner's expense. TJGM did not charge the HOA for this inspection.

Pat Curtin volunteered to be on the roof inspection committee.

Architectural: None

Pool: It was reported to the Pool Committee that the cover for the pool came apart. TJMG was contacted who inspected the damage and suggested to the Committee to contact Pool Surgeons, the HOA's pool service company. Pool Surgeons informed the Committee that nothing can be done until after the ice and snow melts.

Clubhouse & Social: Careen Talbot reported that we had a very nice donation of a book case from Mrs. Thompson, Janet McLoughlin's mother. An announcement went out to the homeowners reminding them that the Book Club meets the last Tuesday of the month.

Insurance: The Insurance Committee requested a Special Meeting of the Board of Directors that was held on February 7, 2018. due to the fact that the HOA's insurance policies would be renewing on February 20, 2018, and the next Monthly Meeting of the Board of Directors would be February 28, 2018. Participating in the Special Meeting, was the HOA's insurance broker, Steve Grimaldi of John J. Grimaldi & Associates via phone who explained the renewal process, made suggestions and answered questions. A motion was made and approved by the Board of Directors to renew the HOA's insurance policies for a total annual premium of \$35,436.08.

Roof Reserve Committee:

A motion was made, seconded and approved to rename the Roof Reserve Committee to the Roof Replacement Committee.

A motion was made, seconded and approved for a new schedule for replacing the roofs in Kimry Moor and for determining how the replacement of these roofs will be paid.

Budget: None

By-Laws: More changes to the Bylaws will be done in the spring.

Grievance: None

Nomination: None

Pond: We have seen some activity at the ponds. If the geese become a problem, we will have a further discussion regarding the use of Goose Management.

Welcoming: None

Old Business:

Fire Hydrants: A follow-up letter, dated Nov 27, was sent to the Onondaga County Water Authority (OCWA) asking about the two hydrants Rick Bruner will follow-up with OCWA. (Open item)

Drainage Swale: The maintenance of the drainage swale is the responsibility of the Town of Manlius. The Town needs to come back and finish the clean-up work that was stopped in the fall because fish were found in the swale. There are different rules and laws for brooks and drainage swales. Therefore, this needs to be investigated by the Department of Environmental Conservation (DEC). Richard Greene and Karen Hanlon will talk to the Town and engineers when he returns.

Pet Waste: It was reported that there are piles and piles of dog waste throughout Kimry Moor. A lot can be found just off the roadway. If a homeowner sees someone not picking up their dog waste, please politely ask them to pick it up and dispose of it

properly. If they do not pick it up and you know their names, please call the Town to report the incident and the Town will issue a fine to them.

New Business:

Light Bulb Replacement: John Cooper has been replacing the burnt out bulbs of his own accord. We would like to acknowledge and thank him for his work.

Open Forum:

Meeting Adjournment: A motion was made, seconded and approved to adjourn the February 28, 2018 monthly meeting.

The next Board Meeting will be held on Wednesday, March 25, 2018 at 4:30 p.m. in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

Financial Results For the Year 2017

Balance Sheet:

As compared to prior year end, the HOA **decreased** its available cash by approximately \$14,000, due primarily to additional roof replacement expenditures.

General Operations - Profit & Loss Statement:

Realized a **net profit** of approximately \$34,500 compared to a break-even budget, due primarily to the following items:

INCOME:

New homeowners' fees – **favorable \$12,000**; nine new owners vs. three budgeted and the increase of fees to \$1,600 compared to \$800 budgeted

Late charge income – **favorable \$1,230**; budget was zero

EXPENDITURES:

Contract Services – **favorable \$11,300**; TJMG charges were \$6,500 less than planned and Goose Management was favorable \$4,000

Chimney & Roof Maintenance – **favorable \$3,200**; chimney repairs significantly lower than planned

General Maintenance & Repairs – **favorable \$3,200**; expenditures for decks, sidewalks, and general maintenance/repairs were less than historical averages.

Clubhouse & Recreational Expenses – **favorable \$3,700**; utility, pool maintenance and repairs and club house improvements all favorable to budget.

Roof Replacement - Profit & Loss Statement:

Realized a net loss of approximately \$40,000 compared to a break-even budget, due primarily to the roof replacement of Clusters 7C and 9B.

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
BALANCE SHEET

AS OF DECEMBER 31, 2017

	CD	Rate	Maturity Date	2016		2017		DECEMBER 2016			
				December Year-End				2016	Variance to Prior Year Increase/(Decrease)		
ASSETS											
Roof Replacement Reserve Funds											
Cash - Key Bank Checking				\$	15,864	\$	13,037	\$	15,864	\$	(2,827)
CD - Key Bank	1.40%	4/30/2018		\$	26,704	\$	27,611	\$	26,704	\$	907
CD - CFCU	1.05%	2/21/2017		\$	53,715	\$		\$	53,715	\$	(53,715)
CD - CFCU	1.46%	2/21/2018		\$	-	\$	15,002	\$	-	\$	15,002
CD - CFCU	1.46%	5/20/2018		\$	36,187	\$	37,101	\$	36,187	\$	914
CD - CFCU	1.46%	3/24/2018		\$	36,500	\$	36,456	\$	36,500	\$	(44)
Total				\$	168,970	\$	129,207	\$	168,970	\$	(39,763)
Emergency Reserve											
CD - Key Bank	1.75%	1/20/2019		\$	50,000	\$	50,000	\$	50,000	\$	-
General Operations											
Cash - M&T Bank				\$	32,295	\$	57,569	\$	32,295	\$	25,274
Petty Cash - Clubhouse				\$	-	\$	300	\$	-	\$	300
Cash - Wilmington Savings				\$	14,855	\$		\$	14,855	\$	(14,855)
CD - Key Bank	1.75%	1/20/2019		\$	-	\$	15,084	\$	-	\$	15,084
Total				\$	47,150	\$	72,953	\$	47,150	\$	25,803
Accounts Receivable - Common Fees				\$	3,462	\$	925	\$	3,462	\$	(2,537)
Accounts Receivable - New Homeowner				\$	-	\$	1,600	\$	-	\$	1,600
TOTAL ASSETS				\$	269,582	\$	254,685	\$	269,582	\$	(14,897)
CURRENT LIABILITIES											
General Operations											
Accounts Payable				\$	-	\$	18,842	\$	-	\$	18,842
Deferred Common Fees				\$	43,467	\$	15,035	\$	43,467	\$	(28,432)
Total				\$	43,467	\$	33,877	\$	43,467	\$	(9,590)
EQUITY											
Roof Replacement Reserve Funds				\$	168,970	\$	129,207	\$	168,970	\$	(39,763)
Emergency Reserve Fund				\$	50,000	\$	50,000	\$	50,000	\$	-
Retained Earnings				\$	4,623	\$	7,145	\$	4,623	\$	2,522
P&L Year-To-Date				\$	2,522	\$	34,456	\$	2,522	\$	31,934
Total				\$	226,115	\$	220,808	\$	226,115	\$	(5,307)
TOTAL LIABILITIES & EQUITY				\$	269,582	\$	254,685	\$	269,582	\$	(14,897)
Accounts Receivable = residents who are behind in payment of common fees											
Deferred Common Fees = residents who have paid common fees in advance; e.g. paid for the year											

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
 PROFIT & LOSS STATEMENT
 DECEMBER YEAR TO DATE 2017

	ACTUALS FOR DECEMBER				2017 YEAR		COMMENTS
	MONTH	YTD	PRIOR YEAR YTD	FORECAST	BUDGET		
REVENUES							
Common Fees	\$ (439)	\$ 268,800	\$ 268,800		\$ 268,800		
New Homeowner Fees	\$ 3,200	\$ 14,400	\$ 4,000		\$ 2,400		9 new homeowners vs. 5 in prior year; and \$800 increase in fees
Late Charge Income	\$ (150)	\$ 1,230	\$ 750		\$ -		
Interest Income	\$ -	\$ 229	\$ 870		\$ -		
Other Income	\$ -	\$ 175	\$ 100		\$ 600		
Total Income	\$ 2,611	\$ 284,834	\$ 274,520	\$ -	\$ 271,800		
CONTRACT SERVICES							
Grounds Maintenance	\$ 4,091	\$ 49,241	\$ 49,454		\$ 52,000		Per contract
Insurance	\$ -	\$ 35,918	\$ 33,717		\$ 36,500		Per contract
Management Fees	\$ 1,069	\$ 12,823	\$ 12,823		\$ 12,823		Per contract
Snow Removal	\$ 1,614	\$ 19,493	\$ 19,592		\$ 21,644		Per contract
Trash Removal - TJMG	\$ 826	\$ 9,381	\$ 10,507		\$ 11,000		Per contract
Trash Removal - Waste Management	\$ 490	\$ 5,815	\$ 5,490		\$ 6,000		
Goose Management	\$ -	\$ -	\$ 5,184		\$ 4,000		Savings - no Goose Management costs in 2017
Total Contract Services	\$ 8,090	\$ 132,671	\$ 136,767	\$ -	\$ 143,967		
CHIMNEY & ROOF MAINTENANCE							
Roof Repairs	\$ 4,600	\$ 12,202	\$ 5,010		\$ 10,000		Roof repairs to units 303, 306, 403, 405, 501, 603, 702, 704, 713, 904 & Club House
Chimney Repairs	\$ 247	\$ 2,243	\$ 1,740		\$ 15,000		Chimney repairs at units 515, 713, 201, 907
Chimney Replacement/Rebuilt	\$ -	\$ 7,300	\$ 25,650		\$ -		Chimney replacements for unit 907
Total Roof & Chimney Maint.	\$ 4,847	\$ 21,745	\$ 32,400	\$ -	\$ 25,000		
GENERAL MAINTENANCE & REPAIRS							
Lights	\$ 696	\$ 1,254	\$ 1,626		\$ -		
Deck Repair		\$ 2,363	\$ 5,137		\$ -		Primarily unit 604
Painting & Siding	\$ -	\$ 849	\$ 127		\$ -		
Repair/Replace Steps/Sidewalks to Pavers	\$ 890	\$ 5,064	\$ 6,420		\$ -		
Maint./Repairs - TJMG Properties	\$ 428	\$ 2,314	\$ 2,681		\$ 3,000		For items costing \$250 or less
Structure & Misc. Maint./Repairs	\$ 1,025	\$ 7,227	\$ 5,350		\$ 19,283		
Total Gen. Maint. & Repairs	\$ 3,039	\$ 19,071	\$ 21,341	\$ -	\$ 22,283		

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
 PROFIT & LOSS STATEMENT
 DECEMBER YEAR TO DATE 2017

	ACTUALS FOR DECEMBER			2017 YEAR		COMMENTS
	MONTH	YTD	PRIOR YEAR YTD	FORECAST	BUDGET	
GENERAL OPERATIONS						
CLUBHOUSE/RECREATIONAL EXPENSES						
Club House Expenses	\$ 1,348	\$ 2,515	\$ 1,158		\$ 1,700	
Club House Improvements	\$ -	\$ -	\$ 1,225		\$ 1,000	New windows installed in 2016 for \$1,225
Pool Repairs	\$ -	\$ -	\$ -		\$ 1,500	
Pool Maintenance	\$ 10	\$ 7,440	\$ 8,930		\$ 8,000	
Utilities	\$ 568	\$ 7,512	\$ 7,102	\$ -	\$ 9,000	
Total Clubhouse/Recreational Exp.	\$ 1,926	\$ 17,467	\$ 18,415	\$ -	\$ 21,200	
OTHER EXPENSES						
Legal & Accounting	\$ 700	\$ 385	\$ 1,075		\$ 1,000	
Tree Service	\$ 13,770	\$ 19,293	\$ 14,311		\$ 20,500	
Tree Maint - Michael Grimm	\$ 266	\$ 3,196	\$ 9,245			
Planting & Flowers	\$ -	\$ 462	\$ 267		\$ 750	
Ponds & Stream Maintenance	\$ -	\$ 590	\$ 939		\$ 500	
Taxes	\$ -	\$ 576	\$ 381		\$ 500	
Paving & Sealing Roads	\$ -	\$ -	\$ 756		\$ -	
Miscellaneous	\$ 481	\$ 1,321	\$ 1,696		\$ 2,500	Mostly paper, copies, stamps, bank charges
Total Other Expenses	\$ 15,217	\$ 25,823	\$ 28,670	\$ -	\$ 25,750	
Total Expenditures	\$ 33,119	\$ 216,777	\$ 237,593	\$ -	\$ 238,200	
REGULAR OPERATING PROFIT & LOSS						
	\$ (30,508)	\$ 68,057	\$ 36,927	\$ -	\$ 33,600	
Roof Replacement Expense Transfers	\$ (8,400)	\$ (33,600)	\$ (33,600)		\$ (33,600)	
Other Replacement Expense Transfers	\$ -	\$ -	\$ (805)	\$ -	\$ -	
NET OPERATIONAL PROFIT & LOSS	\$ (38,908)	\$ 34,457	\$ 2,522	\$ -	\$ -	

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD

PROFIT & LOSS STATEMENT

DECEMBER YEAR TO DATE 2017

	ACTUALS FOR DECEMBER			2017 YEAR		COMMENTS
	MONTH	YTD	PRIOR YEAR YTD	FORECAST	BUDGET	
ROOF REPLACEMENT RESERVE						
Income - from Common fees Transfers	\$ -	\$ 33,600	\$ 33,600	\$ -	\$ -	
Interest Income	\$ (34)	\$ 2,348	\$ 805	\$ -	\$ -	Income from maturity of CD's
Expenses	\$ -	\$ 75,711	\$ 28,273	\$ -	\$ -	Cluster 5B rear roof \$6,918; Cluster 7C for \$21,737; also 9B cluster cost \$44,641; & 904 rafter work \$2,415
NET ROOF REPLACEMENT GAIN OR (LOSS) TO THE RESERVE	\$ (34)	\$ (39,763)	\$ 6,132	\$ -	\$ -	
KIMRY MOOR TOTAL PROFIT & LOSS	\$ (38,942)	\$ (5,306)	\$ 8,654	\$ -	\$ -	

TO: Board of Directors – Kimry Moor Homeowners Association
FROM: The Financial Review Committee
SUBJECT: Annual Review of Financial Results & Internal Controls
DATE: February 19, 2018

At the January 17, 2018 meeting, the President of the HOA appointed Ed Haynor, Pat Curtin and Morris Torres to serve on the Financial Review Committee. As specified in the By-Laws, Article XI, Section 3, the Treasurer, together with the Financial Review Committee, are commissioned to review the books of account for the preceding calendar year. This included:

- ✓ Examination of the monthly bank reconciliations of the financial institutions used by the HOA
- ✓ Inspection of financial transactions and proper approvals thereof to ensure compliance with the organization's By-Laws
- ✓ Preparation and fair presentation of the financial statements in compliance with Section 519 of NYS Not-For-Profit Corporation Law and the organization's By-Laws
- ✓ Compliance with the instructions contained in vendor contracts and agreements
- ✓ Maintenance of adequate internal controls

In our opinion, the financial statements presented fairly the assets, liabilities and funds equity of the association. Also, the revenues it received and expenditures it paid for the fiscal year 2017 were accurate and complete. Additionally, the committee did not identify any material weaknesses or significant deficiencies in its internal controls.

However, the committee identified areas where internal controls could be improved. Specifically, the committee noted the following:

- ✓ Many invoices were processed without documentation and/or approvals.
- ✓ Bank reconciliations were missing for several months.
- ✓ Two instances of duplicate payments – in process of obtaining reimbursement.
- ✓ One instance where two purchases, dated on the same date and within two minutes, were submitted that exceeded the \$250 permitted.
- ✓ One payment for \$7,300 was made from a quote received vs. an invoice submitted.
- ✓ Several instances where a committee member (not the committee chair) approved expenditures.
- ✓ Several payments were processed without Board approval for invoices received from TJMG Properties that exceeded the \$250 permitted.
- ✓ Several instances where the Board approval was obtained via E-mail, but not included in the monthly Board minutes.
- ✓ Letters sent by TJMG Properties to residents that excluded a "cc" copy to the HOA President.
- ✓ Purchases by the Treasurer that were not approved by the Board.
- ✓ One invoice processed where TJMG Properties requested approval and none was provided.

The committee, along with the Treasurer, recommends the following actions:

- ✓ All expenditures must include approval by a Board member or the Committee Chairperson and must include supporting documentation or an invoice.
- ✓ The Treasurer must insure that bank reconciliations are submitted monthly by TJMG Properties and are accurate and complete.
- ✓ Any memo or letter issued to HOA residents should include a copy to the President.
- ✓ Any Board approval obtained via E-mail must be included in the monthly Board minutes.
- ✓ All Treasurer expenditures should be approved by another Board member.

The committee, along with the Treasurer, are available to discuss in more detail its findings.

Sincerely,

Ed Haynor, Pat Curtin and Morris Torres

Financial Review Committee

cc: HOA Treasurer

Financial Results For January 2018

Balance Sheet:

CASH BALANCE

General Operations	\$ 111,703
Emergency Reserve	\$ 50,000
Roof Replacement Reserve	\$ 141,807

- ✓ Roof Replacement Reserve funds increased \$12,600 in January.
- ✓ General Operation funds increased \$51,575 in January due to quarterly Common fees.

General Operations - Profit & Loss Statement:

Realized a **net profit** of \$50,747 due to quarterly common fees received of \$71,400 less expenditures of \$8,508 and funds transferred to the Roof Replacement Reserve \$12,600.

Roof Replacement - Profit & Loss Statement:

Realized a **net profit** of \$12,600 from funds transferred from General Operations.

FORECAST P&L AS COMPARED TO BUDGET P&L:

	FORECAST	BUDGET
General Operations	\$2,100	(\$8,300)

Reasons for improvements of **\$10,400**

- ✓ Grounds Maintenance, Management Fees and Snow Removals are expected to be \$5,500 favorable due to 3-year contract agreement.
- ✓ Insurance fees are expected to be \$4,600 favorable due to budgeted higher rates not realized.

Kimry Moor Homeowner's Association
Board Meeting Minutes
March 28, 2018
Kimry Moor Clubhouse – 4:30pm

Present: R. Greene, R. Colton, C. Pilon, J. McLoughlin, M, Levine, K. Hanlon, J. Meyer, E. Haynor, M. Bright and Kathryn Wolff of TJMG Properties.

Excused: R. Bruner and Mark Bright of TJMG Properties.

Opening Remarks:

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard Greene, President.

President's Report:

- a. A letter was sent to all homeowners/residents reviewing the activities that took place after the snow storm of March 2nd.
- b. The Grounds Committee has solicited bids from three tree service companies for cutting trees and branches damaged by the snow storm(s). The Grounds Committee requests the Board of Directors to waive Section 2. Subsection h) of Article XIX with regard to these bids. This subsection requires "sealed bids should be opened simultaneously in the presence of one or more officers and at least two other directors". **A motion was made and seconded to waive Section 2, Subsection h of Article XIX for the grounds contract.**
- c. Deborah Miller, the daughter of the late Sally Scribner, requests to have an Estate Sale and dumpster at Unit 805. **Subject to the requirements of Article XVII, Moving and Estate Sales, parking requirements, and receiving an insurance certificate naming the HOA as an "Additional Insured"**.
- d. The HOA's insurance broker, Steve Grimaldi of John J. Grimaldi & Associates, informed the Board of Directors that the HOA's Bylaws is silent on the issue of payment responsibility for the deductible of any policy purchased by the Board of Directors. TJMG Properties will contact Steve Grimaldi for his availability for a special meeting to review the suggested resolution with the Board/Homeowners.

Secretary's Report:

- a. Request the Board of Directors to review the Minutes of the February 7, 2018 Special Board of Directors Meeting and the February 28, 2018 Board of Directors Meeting.

A motion was made, seconded and approved to accept the February 7, 2018 Minutes of the Special Board of Directors Meeting.

A motion was made, seconded and approved to accept the February 28, 2018 Minutes of the Board of Directors Meeting.

Treasurer's Report:

- a. Claude Pilon reviewed the February 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders. **A motion was made, seconded and approved to accept the December 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**

Property Managers Report:

The property manager's report has been added to the monthly meeting agenda. TJMG Properties is now required to submit a monthly written report, prior to the beginning of each monthly meeting that will be read during the meeting.

Unit 110 – Unit owner reported plow damage to the second panel of the garage door. Damage is from the previous owner, caused by someone backing into the garage door. The homeowner understands it is their responsibility.

Unit 515 – Unit owner reported drainage issues behind the unit. Richard Greene and Mark Bright meet on site to look at the issue. It was determined that a drainage pipe would need to be installed to correct the problem. TJMG Properties will coordinate the repair.

Unit 713 – Unit owner reported two leaks in the ceiling. One that is new and an old one which is getting larger. The roof has been repaired several times due to water damage caused from ice build-up. When checked the leaks appear to be currently not active. This will need to be dealt with during the spring roof walk through.

Committee Reports:

Committee Chairs are asked to submit their monthly committee report in writing, i.e. e-mail to the President & Secretary prior to the beginning of each Monthly meeting. Any expenditure expected to be made before the next Monthly Meeting should be include in the Chair's report and requested to be approved by the Board of Directors.

Grounds Committee:

- a. The Grounds Committee has solicited bids from three tree service companies for cutting trees and branches damaged by the snow storm(s). Only two companies submitted bids. The Committee requests the Board of Directors to review the bids received. The Grounds Committee recommends Bartlett Tree

Service. **A motion was made, and seconded to approve the tree service company recommended by the Grounds Committee.**

The Grounds Committee will have the red maple tree looked at. It is currently falling into the stream due to the water wearing away the soil and exposing the roots.

Maintenance Committee: Decks are not meeting codes. The Maintenance Committee is currently obtaining bids for units 202 & 405. These decks are high off the ground and will be difficult to repair and expensive to replace if necessary.

Richard Greene, Ray Colton and Marty Levine met to discuss the inclusion of work to be done and estimates received.

Marty is currently reviewing the work from last year that has not been completed.

Committee members Marty Levine, Ray Colton, and Greg Cohen will be looking at and evaluating all open decks and bridges this spring.

Roofs and Chimneys Committee: None

Architectural Committee: None

Pool Committee: Richard Greene will contact Pool Surgeons for the pool cover. Chairs need to be re-straped and cleaned or power washed.

Clubhouse & Social Committee: Careen Talbot reported that she recently visited Renee Solow. Renee is doing well and likes calls and visits.

People have begun to donate books for the lending library. Homeowners are encouraged to take and/or bring books to the clubhouse.

Members present for the monthly meetings are having difficulty hearing the Board members. **After a brief discussion, a motion was made, seconded and approved to purchase an amplifier with speakers and microphone for \$250.00 - \$300.00 to use during the meetings.**

By-Laws Committee: The Committee is getting together to work on more By-law changes. Homeowners may also suggest any changes they feel are needed.

Budget Committee: None

Grievance Committee: None

Insurance Committee: None

Nomination Committee: None

Roof Replacement Committee: None

Welcoming Committee: None

Pond Committee: None

Old Business:

Fire Hydrants: A follow-up letter, dated Nov 27, was sent by Rick Bruner to the Onondaga County Water Authority (OCWA) asking about the two hydrants (Item Open). Rick is expected to update the Board on this letter at the Monthly Meeting of the Board of Directors in March.

New Business:

Website: Justhost.com, our current website host, has informed us that the renewal for the website is now due. Ray Colton has looked at the costs for 1, 2, 3, and 4 year renewal with this host. Ray has concluded that the cheapest cost per year is the 4 year plan at \$470.94. This includes hosting the site, providing security for the site and domain name. The per/monthly cost is \$9.79/month. This is comparable to other web hosting companies for this length of term. Ray feels it is advisable to continue with the host in order to protect the domain name, kimrymoor.com. A motion is requested to approve the expenditure of \$470.94 for the renewal of the justhost.com for hosting the website. Ray is willing to charge the cost to a credit card and would request reimbursement from the Association. **A motion was made, and seconded to approve the renewal with justhost.com.**

Members have reported problems connecting with the website. Homeowners that have suggestions for the website should contact Ray Colton.

Estate Sale: Deborah Miller, the daughter of the late Sally Scribner, has requested to have an Estate Sale and dumpster at Unit 805. The road in front of the unit will be closed during the sale. Parking will only be allowed on one side of the street. Rules and regulations regarding Estate Sales will need to be implemented in the By-laws. **A motion was made, seconded and approved for the Estate Sale and locating a dumpster after the sale at 805 Kimry Moor.**

Unit 515 Drainage/Grading issue: TJMG Properties would suggest the Association take a pro-active approach to fix the problem. TJMG Properties would need to come in with a trench machine to dig a trench and install a perforated pipe in the trench to go out to the rear of the property. The cost would be \$498.00 plus tax. It would be the homeowner's responsibility and expense to tie the existing downspouts into the trench drainage system. **After a brief discussion, a motion was made, seconded and approved to fix the drainage problem in the common area.**

Newsletter: The Board would like TJMG Properties to prepare the spring newsletter and email it to the Board for additional items to be added.

Telephone Directory: The Board would like a current directory emailed to the members in early April.

Open Forum:

Meeting Adjournment: A motion was made, seconded and approved to adjourn the March 28, 2018 monthly meeting.

The next Board Meeting will be held on Wednesday, April 25, 2018 at 4:30 p.m. in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 25, 2018
CLUBHOUSE, 4:30 PM**

Present: R. Greene, R. Colton, C. Pilon, J. McLoughlin, M. Levine, K. Hanlon, J. Meyer, E. Haynor, M. Bright and Kathryn Wolff of TJMG Properties.

Excused: R. Bruner

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. **President's Report:**

a. The HOA's insurance broker, Steve Grimaldi of John J. Grimaldi & Associates, addressed the Board of Directors about his proposed resolution. This resolution outlines the responsibility for payment of the HOA's Insurance Policy deductible. Steve explained the pros and cons of this proposed resolution. Steve will prepare a final draft of the resolution and a cover letter for the Board's review and approval prior to sending to all the homeowners.

b. Over the winter months, not only has there been an accumulation of fallen trees, branches, etc., but there are droppings from dogs. Residents are asked to pick up your dog's droppings so your neighbors can continue to enjoy the common areas of Kimry Moor.

c. Recently, homeowners/residents of Kimry Moor received a letter from HomeServe USA Repair Management Corp. (HomeServe) offering "exterior water service line coverage". HomeServe is partnering with OCWA, Central New York's Water Authority, in offering this coverage. Steve Grimaldi, our insurance broker, explained that this coverage is not an "insurance" policy, but rather a "maintenance" policy and that the HOA's insurance coverage does not include coverage for water pipes between the Units and OCWA's shutoff valve.

d. For the past few years, the condition of the "swale" along the entrance way to Kimry Moor has been a source of concern. Rick Brunner, our past President, met with the Town of Manlius last year, and he succeeded in having the Town clean up a portion of the "swale". Unfortunately, this clean up did not address the majority of the stream especially where the stream is eroding. Recently, Richard Greene met with Doug Miller, the Town's Engineer, Rob Cushing, the Town's Highway Superintendent, and Randy Capriotti, the Town's Codes Officer. They explain to Richard that according to their

records, the Town of Manlius was never given an easement of the “swale”, therefore it is the Town’s position that further cleaning of the “swale’ is not the Town’s responsibility. Last year’s minimum efforts by the Town to clean the “swale” were due to the fact that the culvert pipe was plugged with silt. While removing this silt at the culvert pipe, the Town DPW decided to pull back silt in the “swale” so the water would move freely. Richard plans to research the archives at the Onondaga County Clerk’s office to determine if there were easements of the “swale” granted by Kimry Moor HOA to the Town of Manlius.

3. **Secretary’s Report:**

a. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the March 28, 2018 Board of Directors Meeting.

A motion was made, seconded and approved to accept the March 28, 2018 Minutes of the Board of Directors Meeting.

4. **Treasurer’s Report:**

a. Claude Pilon asked the Board of Directors to review the March 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders. **A motion was made, seconded and approved to accept the February 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**

b. Record Retention

1. The Treasurer presented a Record Retention Schedule prepared by Consumer Credit Counseling (CCCS) identifying records retention items. At the next meeting, the Treasurer will present his recommended Records Retention Schedule for the HOA financial documents.

2. Effective April 2018, TJMG Properties initiated a Records Retention Policy for all financial documents. They will house all financial documents electronically, backed up daily. Additionally, all financial documents will be backed up remotely. The HOA Treasurer requested that they commence the back-up procedure as of 1/1/2018. Awaiting feedback.

3. The Board needs to determine if a Records Retention schedule is required for all other documents, i.e. The Secretaries minutes, approved architectural requests, etc.

5. **Property Manager’s Report:**

a. TJMG has begun the Spring Clean Up. Please remember the TJMG’s work is limited to all areas that are covered with grass as well as trees and bushes located

more than 10-feet from your Unit. If you want to have an area that is located within 10-feet of your Unit cleaned up, you have the option to contract directly with TJMG.

b. TJMG plans to conduct “Spring Walk Around”. This “Spring Walk Around” is the periodic update survey of the condition and over all maintenance of our property (swale, ponds, driveways, decks, roofs, etc.). During this time, TJMG may make “suggestions and recommendations deemed beneficial” to the operation of the HOA. All members of the Board of Directors and Committee Chairs are invited. A date for this “Spring Walk Around” is to be scheduled.

6. **Committee Reports:**

Committee Chairs are asked to submit a hard copy or an email of their monthly committee report to the President & Secretary prior to the beginning of each Monthly meeting. Any expenditure expected to be made before the next Monthly Meeting should be included in the Chair’s report as well as a request for approval by the Board of Directors.

Grounds Committee:

a. The Grounds Committee received a proposal from Aspinall’s Tree Nursery & Landscaping for the planting of the area around the flag pole, but the Grounds Committee was not ready to discuss this proposal in detail.

b. The Grounds Committee will be doing a grounds walk around with Bartlett Tree Service and TJMG.

Maintenance Committee:

a. Clubhouse – the repair of both upstairs bathrooms has been completed for the cost of \$45.

b. Currently being reviewed:

Unit 906 – mailbox, deck, sidewalk & power wash

Unit 306 – sidewalk

Unit 904 – address number on lamppost

Unit 202 – two decks

Unit 405 – deck

Unit 709 – parging

Unit 707 – parging

Common area bridges

Estimates for items being reviewed have been on hold due to the weather conditions. We should have action on these items in the next few weeks.

Architectural Control Committee:

a. Changes to your Unit, such as patios, decks and the construction of porches, additions, etc. must be submitted to the Architectural Committee.

b. No Requests for Architectural Change were received during the month of April 2018.

Roofs and Chimneys Committee:

a. Gutters and downspouts are not the responsibility of the HOA. Clogged gutters or clogged downspouts can cause water to spill over the gutters and perhaps damage your basement. If gutters or downspouts are not clogged, but water is not channeled away from the basement, damage to the basement walls may also occur. If requested, TJMG will contract with you to clean your gutters and downspouts.

b. Roofs and Chimneys Report -

Unit 306 - Richard was informed on April 16th that there was a “stream” of water coming through the dining room light fixture. He visited the residence and confirmed that water had leaked through the dining room light fixture.

After meeting with Custom Quality, we decided to tar the roof over the area where the leak was seen. On April 19th I was informed that the homeowner had noticed 2-new stains and a crease in the kitchen ceiling adjacent to the dining room. Although we are doing a walk-through of the roofs and chimneys, I have solicited a quotation from Custom Quality to replace the roofs of Units 302, 304 & 306 for \$29,986.

Unit 702 - Richard was informed on April 4th that the shingles had come loose and were blowing off the roof. After meeting with Custom Quality, we decided to replace the shingles. During the repair Custom Quality noted several shingles were loose on Unit **704**, so those shingles were replaced. Although we are doing a walk-through of the roofs and chimneys, I have solicited a quotation from Custom Quality to replace the roofs of Units 702 & 704 for \$21,200.

Unit 713 - Richard was informed on April 23rd the owner discovered 2 more ceiling stains in his living room. I am not sure if these are the 2 stains previously reported on March 20th and noted in the March Minutes. I will be soliciting a quotation from Custom Quality to replace the roofs on Units 713 & 715.

Before any decision is made, the Roof and Chimney Committee and TJMG will be inspecting all roofs in Kimry Moor.

Using the roof dimensions at 302, 304 & 306, 702 & 704, and 713 & 715, TJMG is assisting me in soliciting competitive bids for these roofs. Whoever is chosen for replacing these roofs will do all roof replacement and repair work during 2018

Pool Committee:

a. The Pool Committee received a renewal application from the Onondaga County Health Department for the operation of the pool for the coming swimming season. The committee plans to submit the application based on operating dates of May 15, 2018 to October 1, 2018. The fee for the Application is \$279. **A motion was made, seconded and approved to pay the fee of \$279.**

b. Pool Surgeons will be inspecting the pool to determine why there continues to be a significant loss of water throughout the swimming season.

c. TJMG will be requested to repair the handrail since it is not secured to the steps. Cost of this repair will be less than \$250. **A motion was made, seconded and approved to pay for the repair of the handrail.** Kathryn will have a work order written.

d. The pool furniture needs cleaning and minor repairs. Vinyl straps will be purchased to replace the broken vinyl straps. TJMG will be asked to work with volunteers to clean the pool furniture and secure the new vinyl strapping . Cost to clean and repair the furniture will be less than \$250. **A motion was made, seconded and approved to clean and repair the pool furniture.** Kathryn will have a work order written.

Clubhouse & Social Committee:

a. Weekly social get together will begin on Wednesday, April 25, 2018 at 3:00 PM in the Clubhouse.

b. The “give and take” library on the first floor of the Clubhouse is open for business. Please feel free to bring or take a book.

c. The Pot Luck dinner will be held on May 25, 2018 at the clubhouse.

d. On May 17, 2018, at 7:00 p.m., the Social Committee will be holding a small meet and greet at the clubhouse for the new homeowners. The Board is invited to come and introduce themselves and answer any questions.

e. Judy Torres is very ill and currently in rehab. Prayers would be greatly appreciated.

By-Laws Committee:

- a. The By-Laws Committee is working on several proposed changes of the By-Laws

Welcoming Committee:

- a. We welcome our new neighbors, and hope that you will joy life in our community.
- b. Barb Sweeney is putting together a new welcome kit for Richard Greene's review.

Other Committee Reports – as needed, including Budget, Grievance, Insurance, Nomination, and Roof Replacement.

7. Old Business:

a. Fire Hydrants:

A follow-up letter, dated Nov 27, 2017, was sent by Rick Bruner to the Onondaga County Water Authority (OCWA) asking about the two hydrants (Item Open).

b. At the March Meeting of the Board of Directors, a motion was approved to fix the drainage problem in the common area of Unit 515. This work was completed by TJMG.

8. New Business:

a. Several years ago, the Fayetteville Fire Department taught a CPR/AED class to the homeowners/residents of Kimry Moor. It is suggested that we request the Fayetteville Fire Department to offer this class again. The cost will be a donation of \$100 to the Fayetteville Fire Department. **A motion was made, seconded and approved to have the Fayetteville Fire Department teach a CPR/AED class at the Kimry Moor HOA's Clubhouse. Another motion was made, seconded and approved for a donation of \$100 to the Fayetteville Fire Department.**

b. It is the practice of the HOA to send donations in memory of homeowners/residents who have passed away. I do not believe that the HOA sent a donation at the passing of Arnie Manheim. **A motion was made, seconded and approved for a donation of \$100 to be sent to Lustgarten Foundation Syracuse Pancreatic Cancer Research Walk/Fun Run in memory of Arnie Manheim.** The Board is looking into any homeowners/residents who have recently passed and whether a donation may have been missed.

c. Scott Billings, the son of Nancy Billings, has requested to have an Estate Sale at Unit 104. **Subject to the requirements of Article XVII, Moving and Estate Sales and parking requirements, a motion was made, seconded and approved to authorize this Estate Sale.**

9. Open Forum:

10. Meeting Adjournment:

a. A motion was made, seconded and approved to adjourn the April 25, 2018 Monthly Meeting. The next Board of Director's Meeting will be held on May 23, 2018 – 4:30 pm at the Clubhouse.

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 23, 2018
CLUBHOUSE, 4:30 PM**

Present: R. Greene, C. Pilon, J. McLoughlin, M. Levine, K. Hanlon, R. Bruner, J. Meyer, E. Haynor, and Kathryn Wolff of TJMG Properties.

Excused: R. Colton and M. Bright of TJMG Properties.

1. Opening Remarks:

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. President's Report:

- a. Representatives from Spyglass were introduced and welcomed to the meeting.
- b. Lieutenant Slater of the Town of Manlius' Police Department discussed the recent incidents where unlocked cars and one residence were entered. Previously, Homeowners/Residents of Kimry Moor were informed by e-mail of these incidents, and it was recommended that residents lock all automobiles and remove all valuables such as money, cell phones, electronics, pharmaceuticals, etc. from their vehicle(s) when parked in the driveway or garage. Safety tips were also reviewed including installing motion sensors, cameras, etc. that may be a deterrent. It was suggested that Kimry Moor may want to organize a Neighborhood Watch Program. Such a Program would require 2 or 3 homeowners/residents to be responsible for a phone ladder. Such a ladder would be necessary if homeowners/residents had to be notified in an emergency. Lieutenant Slater wanted to remind all homeowners that it's extremely important to call 911 if you see something suspicious.
- c. Lieutenant Slater recommended the organization install a security camera near/on the Clubhouse for monitoring all traffic in/out of the community. The Board will evaluate his recommendation and cost impact.
- d. The following dates have changed for the Monthly Meeting of the Board of Directors from May 30th to May 23rd, August 29th to August 22nd & October 31st to October 24th.
- e. Rick Bruner was away for a few Board meetings; and according to the By-laws, his absences would constitute automatic dismissal from the Board of Directors.

A motion was made, seconded and approved to reinstate Rick's position on the Board of Directors.

3. Secretary's Report:

- a. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the April 25, 2018 Board of Directors Meeting. After discussion of several minor changes, **a motion was made, seconded and approved to accept the April 25, 2018 Minutes of the Board of Directors Meeting.**
- b. Janet McLoughlin volunteered to take charge of sending get well and sympathy cards as well as donations in memoriam. Janet will request the Treasurer, via email, to issue a check for \$50 to be sent as a donation to the deceased's family designated charity. **A motion was made, seconded and approved for Janet McLoughlin to undertake this effort.** Janet requests that any resident with pertinent information please contact her anytime at 315-446-6026.

4. Treasurer's Report:

- a. Claude Pilon presented the April 2018 Balance Sheet, Profit & Loss Statement,, forecast for the year, Check Register and Work Orders. **A motion was made, seconded and approved to accept the April financial results.** Upon review of the Work Orders it was determined that 4 Work Orders should have been billed to homeowners, not the HOA. TJMG Properties will give the Treasurer a breakdown of the 4 work orders to be billed the homeowners.
- b. Record Retention – The Treasurer presented a listing of financial records maintained by the HOA and/or TJMG Properties and recommended retention periods. Rick Bruner requested an additional column be added to include location of these records. Updated report to be presented at next month's meeting. Additionally, Rick Bruner recommended all other documents should be added to the report. **(Item open)**

5. Property Manager's Report:

- a. Damage to lawns around driveways due to snow plowing is to be completed this week.
- b. Planting of flowers in the island area is to be done this week, subject to delivery of flowers to wholesaler.

- c. Working with Karen Hanlon to obtain proposals for repairing the eroded portion of the swale.

6. Committee Reports:

Grounds Committee:

- a. The Grounds Committee received a proposal from Aspinall's Tree Nursery & Landscaping for planting the garden around the flag pole, but the Committee decided not to present this proposal. It was agreed that TJMG Properties would provide a plan for preparation of planting, assist in selecting plants, and plant said plants in the flag pole garden. The Board asked TJMG Properties to submit a plan for this work in the flag pole garden.
- b. Tree stumps are expected to be ground before or after Memorial Day.

Maintenance Committee:

- a. The following projects are scheduled for the remainder of May and the month of June:

Unit 701 – Paint deck and power wash unit

Unit 505 – Repair 2 decks

Unit 202 – Repair small deck in back of unit

Unit 405 – Repair 30 foot deck

Unit 709 – Parging

Unit 907 – Power wash unit

Unit 511 – Paint steps to kitchen (repaired last year)

Unit 102 – Siding repair

Unit 519 – Paint door to garage

Unit 906 – Replace mailbox, repair deck railing, power wash unit and pavers

Unit 821 – Homeowner replacing sidewalk with pavers

Unit 306 – Marty and Richard to look at sidewalk to determine responsibility

Unit 608 – Power wash unit, repair rear steps

Unit 606 – Power wash unit

Unit 807 – Paint deck

- b. The HOA will be reimbursing homeowners of Unit 821, \$600 and for Unit 906, \$700 for replacing its walk with pavers. Please note that such reimbursement is based upon the HOA's cost of replacing the sidewalk. **A motion was made, seconded and approved for the reimbursement for both units.**

- c. Units with northern exposure are seeing some erosion of driveways and we will be inspecting these to determine what is needed.
- d. Weather has been a problem and hopefully we'll get a break, so we can finish these projects on time.
- e. After the general meeting, the Board discussed the repairs/replacement of the deck at unit 405 and requested additional information. Proposed cost was \$2,600.

Architectural Control Committee:

Unit 202 - Previously, Richard Greene informed members of the Board of Directors that the Owner of Unit 202 began the replacement of all of their windows and doors. After being notified of this activity, Richard visited with the contractor and spoke with the Owner. Richard informed them that permission was required from the Board. Since the work was more than 50% done, Richard decided to allow the work to continue subject to receiving a "Request for Architectural Change" and appropriate detail. In the future, Richard recommends that the Board of Directors consider a fine for such activity that is started without obtaining permission to do the work. **A motion was made, seconded and approved for replacement of windows and doors at Unit 202. Assessing a fine for non-compliance with the By-Laws was tabled.**

Unit 507 - The Owner has requested to replace a storm door with another storm door. The door will be the same size, color, etc. **A motion was made, seconded and approved for the storm door replacement at Unit 507.**

Unit 713 - The Owner has requested to add a seating area and walkway to the side of this Unit. **A motion was made, seconded and approved for the seating area and walkway at Unit 713.**

Roofs and Chimneys Committee:

Unit 302, 304 & 306 – Richard Greene was informed on April 16th by the Owner of this Unit that there was a "stream" of water coming through the dining room light fixture in Unit 306. Richard visited the residence and confirmed that water had leaked through the dining room light fixture. After meeting with Custom Quality, we decided to tar the roof over area where the leak was seen. On April 19th Richard was informed that the homeowner had noticed 2-new stains and a crease in the kitchen adjacent to the dining room. During 2017, repairs were made for Unit 306 for \$725. Richard received a quotation from Custom Quality to replace the roofs of Units 302, 304 & 306 for \$29,986.

Unit 501 – Richard Greene was informed on May 23rd that the Owner of this Unit discovered another leak in the rear valley of his roof. The Owner previously wrote to the HOA on April 18, 2017 “requesting” his roof be replaced. Historically, there had been at least four leaks in this roof. It was decided not to replace the roof, but to make repairs at a cost of \$1,175. Subsequently, another leak was reported on November 8, 2017. Again, it was decided not to replace this roof, but to make repairs at a cost of \$600. A quote was requested for roof replacement for units 501, 503 and 505.

Unit 610 – Richard Greene was informed on May 21st that the Owner of this Unit discovered a leak in her roof. Although Richard has not inspected this leak, he will be soliciting a quotation from Custom Quality, if necessary, to repair this roof.

Units 702 & 704 – Richard Greene was informed on April 4th by neighbors that the shingles had come loose and were blowing off the roof. After meeting with Custom Quality, we decided to replace the shingles. During the repair Custom Quality noted several shingles were loose on Unit 704, so those shingles were replaced. During 2017, repairs were made for Unit 702 for \$425 and Unit 704 for \$750. Richard has received a quotation from Custom Quality to replace the roofs of Units 702 & 704 for \$21,200.

Unit 713 – Richard Greene was informed on April 23rd that the Owner of this Unit discovered 2 more ceiling stains in his living room. During 2017, repairs were made for Unit 713 for \$750. Richard is not sure if these are the 2 stains previously reported on March 20th and noted in the March Minutes. Richard will be soliciting a quotation from Custom Quality to replace the roofs on Units 713 & 715.

Unit 807 – Richard Greene was informed on May 23rd that the Owner of this Unit discovered a leak approximately 8-10 feet from her skylights. Although Richard has not inspected this leak, he will be soliciting a quotation from Custom Quality, if necessary, to repair this roof.

Unit 907 - During the winter months the Owner of this Unit reported several leaks. After an inspection by Custom Quality, it was suggested by Custom Quality to replace a 16 x 33 foot area of the roof as well as installing all new plywood along the edge. Richard will be soliciting a quotation from Custom Quality to repair this roof.

Pool Committee:

- a. The Pool Committee received a 2018 Permit from the Onondaga County Health Department to operate the pool.
- b. A contract was issued to Clean-All for \$600 and Pool Surgeons for \$890 to test the pool’s walls and floor for leaks, to seal any leaks that were found, to power wash the pool, and to reset the railing on the steps into the pool. Rick Bruner

reported that they did a lousy job and the pool still leaks. Kimry Moor will not be paying the bill until the work has been done correctly.

- c. The pool furniture was power washed by TJMG, but some strapping on the lounge chairs needs to be repaired or replaced.
- d. The pool will be opened hopefully by Memorial Day.

Clubhouse & Social Committee:

- a. Weekly social gatherings are on Wednesdays at 3:00 PM in the Clubhouse.
- b. The “give and take” library on the first floor of the Clubhouse is open for business. Please feel free to bring or take a book.
- c. The get together for new members was held this past Wednesday, May 16th. It was well attended not only by new neighbors, but by other residents and members of the Board of Directors.
- d. The Spring Pot Luck dinner will be held tomorrow, Thursday, May 24th at 6:30 PM in the Clubhouse. Please bring a dish to share, either entree or dessert.
- e. The bulletin board in the clubhouse can be used for homeowner recommendations of handymen, plumbers, etc.

By-Laws Committee:

The By-Laws Committee is continuing to work on several changes of the By-Laws which will be reviewed in June.

Welcoming Committee:

- a. We welcome our new neighbors, Janet Sheridan, unit 502 and Jill Brook and Jay Lurie, unit 608 and hope they will enjoy life in our community.
- b. Linda Shapess will be taking over as the Welcoming Committee Chairperson. Joan Jacobs will be a member of the committee.

Pond & Swale Committee:

- a. The Committee is working with TJMG Properties to obtain proposals for repairing the eroded portion of the swale.

Nomination Committee:

- a. The Nominating Committee will issue a memo in June to all owners inviting them to submit their names to serve on the Board for fiscal year 2019.
- b. Committee members include Claude Pilon, Chairperson, Richard Greene, Rick Brunner, Ray Forest and Paula Haynor.

Other Committee Reports – as needed, including Budget, Grievance, Insurance, and Roof Replacement.

7. Old Business:

- a. Fire Hydrants:

A follow-up letter, dated Nov 27, 2017, was sent by Rick Bruner to the Onondaga County Water Authority (OCWA) asking about the two hydrants northwest of Units 206 & 305. The HOA has received a letter dated November 22, 2017 from OCWA addressed to the Town of Manlius. OCWA acknowledged the change of these hydrants from “private” to “public” as well as confirmed that these hydrants were checked and maintained on November 17, 2017 and left in good working order. **(Item Open)**

- b. The HOA’s insurance broker, Steve Grimaldi of John J. Grimaldi & Associates met with the Board of Directors in April. He explained to the Board of Directors his proposed resolution. This resolution outlines the responsibility for payment of the HOA’s Insurance Policy deductible. After a brief decision, it was determined that the Association would need an attorney to look at and clarify the proposed resolution. **(Tabled until next month)**
- c. Recently, homeowners/residents of Kimry Moor received a letter from HomeServe USA Repair Management Corp. (HomeServe) is offering “exterior water service line coverage”. HomeServe is partnering with OCWA - Central New York’s Water Authority in offering this coverage. Steve Grimaldi explained to the Board of Directors in April that this type of product is not “insurance”, but rather a maintenance policy. According to OCWA the “homeowner” is responsible for repairing or replacing an exterior water line that is located between the Unit and OCWA’s shutoff valve. The By-laws may need to be adjusted to reflect this.
- d. The Fayetteville Fire Department acknowledged the HOA’s requests for a modified CPR training program for homeowners/residents of Kimry Moor. Dates available at this time are Monday, June 4th at 3:00 PM; Thursday, June 7th anytime and Monday, June 11th at 3:00 PM. **A motion was made, seconded and approved to hold the modified CPR training program on Thursday, June 7th at 6:30 PM.**

8. New Business:

- a. It has been suggested that we alternate the times of our meetings from 4:30 PM to 7:30 PM. **A motion was made and after a brief discussion, the Board decided to keep the time as is and revisit this at a future date.**

9. Open Forum:

10. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the May 23, 2018 Monthly Meeting.**
- b. The next Board Meeting will be held on Wednesday, June 27, 2018 at 4:30 p.m. in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 27, 2018
CLUBHOUSE, 4:30 PM

Present: R. Greene, R. Colton, C. Pilon, J. McLoughlin, M. Levine, K. Hanlon, R. Bruner, J. Meyer, E. Haynor, M. Bright and Kathryn Wolff of TJMG Properties.

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. **President's Report:**

- a. At the May 23, 2018 Meeting of the Board of Directors, Lieutenant Slater of the Town of Manlius' Police Department discussed the recent incidents where unlocked cars and one residence were entered. Some of his suggestions would be that the HOA establish a Neighborhood Watch Program, install security cameras and/or post signage. John Cooper has volunteered to chair a committee to help organize a Neighborhood Watch Program and he will research the installation of security cameras and posting signage. **A motion was made, seconded and approved to establish a Neighborhood Watch Committee with John Cooper as its Chair.**
- b. TJMG has prepared an updated Homeowner Directory. This Directory will be e-mailed to all Homeowners/Residents quarterly. If you have not received your copy, please e-mail or call TJMG.
- c. CPR Training Class took place on June 7, 2018 at the Clubhouse. There were 12 people in attendance. All attending felt that the presentation by Fire Fighter Winter was informative and recommended that another class is offered in the fall.

3. **Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the May 23, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the May 23, 2018 Minutes of the Board of Directors Meeting with changes.**

4. **Treasurer's Report:**

- a. Claude Pilon presented the May 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders. **A motion was made, seconded and approved to accept the May 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**

- b. The Record Retention list was reviewed by Claude Pilon. The HOA has a significant amount of financial records dating back to the 1900s that the HOA may consider shredding. Subject to the HOA's accountant confirmation that we may shred these financial documents without liability, it is recommended by the Treasurer to shred all financial documents that are 10-years old or more. After a brief discussion, **a motion was made, seconded and approved to accept the financial record retention list.**
- c. Please see attached financial record retention list.
- d. Work orders for skylight repairs are not the Association's responsibility. They are billable to the homeowner. Homeowners will also be billed for maintenance work done due to their negligence.

5. **Property Manager's Report:**

- a. TJMG has completed the mulching and planting of the gardens in the island area, as well as at the front entrance and flag pole. Homeowners have complimented on the fantastic job TJMG did and how good it looks.
- b. TJMG has completed the spreading the stump grindings, adding top soil and grass seeding. Homeowners/Residents are requested to water these areas when possible. There are 2 stumps that could not be removed due to live wires that have grown through them. We will have to determine how to handle the removal of the wire before these stumps can be ground down.
- c. The walking path at the far side of pond 2 has been mowed. Please beware that there is a fox family in the area, and the far side of pond 2 is one of the hunting grounds for the foxes. Note the number of ducks and geese in pond 2 this year. The HOA recommends that homeowners NOT use the walking path due to the elevated deer tick population.

6. **Committee Reports:**

Grounds Committee:

- a. The Grounds Committee received a proposal from Bartlett Tree for pruning and tree removal in the amount of \$13,213. After a brief discussion, **a motion was made, seconded and approved to accept the Bartlett Tree proposal.**
- b. The Grounds Committee received a complaint from the Owner of Unit 507 regarding the sawdust from the stumps that had not been spread. Further, the Owner wanted to know when the trees that had been cut last fall would be removed. TJMG has spread the saw dust; top soiled the area and planted grass. The Grounds Committee will address the trees that were not removed in its upcoming contract with Bartlett Tree.

Maintenance Committee:

- a. A survey of porches, decks, stairs, and walkways was conducted by Ray Colton, Marty Levine, Ed McDonald and Greg Cohen. There was a brief discussion of the survey.

- b. The Board of Directors approved, by electronic vote, the repair the deck at Unit 405 for \$2,790 on June 5, 2018. The Owner was promised by the previous Chair of the Maintenance Committee that the HOA would be responsible for repairing the deck. Since that time, it has deteriorated to an unsafe condition.
- c. Marty Levine will look at the fence at unit 709 and report back to the board.
- d. Please see attached report for June.

III. Architectural Control Committee:

- a. Changes to your Unit, such as patios, decks and the construction of porches, additions, etc. must be submitted to the Architectural Committee. This includes the planting of trees and garden beds beyond 10-feet of your unit, these non architectural changes also require the notification of the Grounds Committee and your immediate neighbors.
- b. A Request for Architectural Change was received from Unit 305 to repair and replace gutters. The Architectural Control Committee recommends approval of this Request since there is no cost to the HOA for the repair/replacement of gutters. **A motion was made, seconded and approved to repair and replacement of gutters at Unit 305 at no cost to the HOA.**
- c. A Request for Architectural Change was received from Unit 907 to add an additional bed for shrubs. Grounds Committee and Architectural Committee did not find that it was necessary to approve this request since the location of the bed for the shrubs will be within 10-feet of the foundation of unit 907.
- d. Please see attached report for June 2018.

Roofs and Chimneys Committee:

- a. Bids were sent to 4 roofing contractors. 11 roofs will be done this year.
- b. Please see the attached report for the month of June.

Pool Committee:

- a. Homeowners/Residents must accompany all relatives and guests when they are using the pool.
- b. The cement on the edge of the pool is crumbling and getting into the pool and the pool is still leaking. Repairs will need to be done as soon as possible to correct this before further damage occurs.
- c. The invoice from Pool Surgeons for \$838.39 for weekly pool cleaning and maintenance was received. **A motion was made, seconded and approved to pay the Pool Surgeons invoice in the amount of \$838.39.**

- d. No food or glassware is allowed inside of the pool fencing. A picnic table is available outside of the pool fencing.

Clubhouse & Social Committee:

- a. The Clubhouse & Social Committee suggests that the HOA purchase yard signs or an A-Frame sign, so homeowners/residents will be reminded of upcoming meetings and social events that take place in the Clubhouse. The cost of 6 yard signs with specific messages, i.e. HOA Meeting, 4:30 PM, Pot Luck Dinner at 6:00 PM, etc., would be \$178 plus tax; while the A-Frame sign with changeable letters would be \$150 plus tax. **(Item open)**
- b. People have difficulty hearing what is being discussed during the meetings. A microphone was ordered, but arrived with missing components. Ray Colton is looking into purchasing a more quality microphone. (Item Open)
- c. There will be an ice cream social in July.

By-Laws Committee:

- a. The By-Laws Committee reviewed some of its proposed changes of the By-Laws.
- b. After review, it was determined that they would redraft the changes and present them at the July meeting.
- c. The Committee also presented a one-page listing of "suggested changes" to the By-Laws for minor improvements/enhancements. The Committee would appreciate feedback prior to the next meeting, when approval of the changes will be requested.

Welcoming Committee:

- a. We welcome our new neighbors, and hope that you will joy life in our community.

Neighborhood Watch Committee:

- a. On July 9, 2018 at 4PM, Officer Jim Gallup of the Town of Manlius' Police Department will speak to the Homeowners/Residents of Kimry Moor and offer guidelines and suggestions for setting up a Neighborhood Watch Program.

Pond and Swale Committee:

- a. The Pond and Swale Committee has been established. The Chair is Karen Hanlon and members include Rick Bruner, Janet McLoughlin and Jill Brooks. They have had 2 meetings, reviewing and discussing options for the swale and will soon have a report for the homeowners.

Nomination Committee:

- a. The Nomination Committee delivered a Letter and Nomination Application form to each Unit on June 14, 2018. We are looking for 3 new members. Those interested need to return the forms by July 16, 2018 or contact the Treasurer, Claude Pilon.

Other Committee Reports – as needed, including Budget, Grievance, Insurance, and Roof Replacement.

7. Old Business:

- a. Insurance:

Many homeowners want to know about the outcome of the over lapping in homeowners insurance coverage. Should they, or should they not be adjusting their homeowner insurance policies? The Board will review this during the July Monthly Meeting.

8. New Business

- a. Community Garden:

Diane Nappa of Unit 801 has requested to have a “community garden” at Kimry Moor. After a brief, discussion, **a motion was made, seconded and denied to have a community garden.**

9. Open Forum

10. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the June 27, 2018 Monthly Meeting.**
- b. The next Board Meeting well be held on Wednesday, July 25, 2018 at 4:30 p.m. in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION (KMHA)
RECORDS RETENTION POLICY
FOR ALL FINANCIAL RECORDS
AS OF JUNE 27 2018

In conjunction with TJMG Properties Record Retention Policy effective April 1, 2018, KMHA will retain the following financial records as described below:

FINANCIAL RECORDS	RETENTION PERIOD	PAPER COPY
Annual Budgets	7 Years	TJMG & KMHA
Audit Reports	7 Years	TJMG & KMHA
Bank Reconciliations	5 Years	TJMG & KMHA
Bank Statements	5 Years	TJMG & KMHA
Cancelled Checks	7 Years	TJMG
Cancelled Checks - related to special purchases, contracts	Permanently	TJMG
Contracts	7 Years	TJMG & KMHA
Expense Analyses	7 Years	TJMG & KMHA
Financial Statements - Year End	Permanently	TJMG & KMHA
Financial Statements - Monthly	7 Years	TJMG & KMHA
Homeowners Directory	7 Years	TJMG
Insurance Policies - expired	5 Years	TJMG & KMHA
Insurance records, claims, etc.	Permanently	TJMG
Internal Audit Reports	5 Years	TJMG & KMHA
Invoices	7 Years	TJMG & KMHA
Petty Cash Vouchers	3 Years	TJMG & KMHA

Maintenance report 6/27/18

We are currently deluged with requests for various maintenance problems so I ask that residents be patient. Every attempt is being made to complete needed work on a timely basis:

We have completed several projects:

#701 painted the deck and power washed the unit where needed

#505 repaired the small side deck. The large deck needs substantial work at a cost of \$500.

I have authorized this work and now request board approval.

#202 Steps to small deck in back of unit have been repaired.

#405 The 30 ft deck has been repaired

#907 Power washed

#102 Siding has been repaired

#906 Replaced mailbox, repaired deck railing, power washed

#821 Owner replaced sidewalk with pavers. We paid them \$600 which was our estimated cost to fix it.

#807 Painted deck

Our mailboxes have been under attack lately. If an owner or someone associated with the owner causes the damage, the cost of repair should be borne by the owner. In one case the person who wiped out a mailbox contacted the management company and was billed direct. That's fine. However, if we repair the mailbox, we should be reimbursed for the cost. In any event, I should be notified.

It has also been called to my attention that since we do not cover repairs to porches, we are not responsible repairing their steps.

There are 10 additional projects in the works. I'm sure there will be more.

Ed McDonald has been getting involved with the maintenance committee and will be assuming more responsibility.

Submitted by
Martin Levine, Maintenance Chairman

ARCHITECTURAL CONTROL & ROOF & CHIMNEY

COMMITTEES' REPORTS

JUNE 27, 2018

Architectural Control Committee Report:

A request for architectural change was received from Unit 305 to repair and replace gutters. The Architectural Control Committee recommends approval of this request since there is no cost to the HOA for the repair/replacement of gutters. **A motion was made, seconded and approved to repair or replace gutters at Unit 305 at no cost to the HOA.**

Roof & Chimney Committee Report:

Unit 304 & 306 - I was informed on April 16th by the Owner of Unit 306 that there was a "stream" of water coming through the dining room light fixture in Unit 306. I visited the residence and confirmed that water had leaked through the dining room light fixture. After meeting with Custom Quality, we decided to tar the roof over area where the leak was seen. On April 19th I was informed that the homeowner had noticed 2-new stats and a crease in the kitchen adjacent to the dining room. During 2017, repairs were made for Unit 306 for \$725. **This item was tabled until the committee completes its review of the three bids received.**

Unit 501, 503 & 505 - I was informed on May 23rd that the Owner of Unit 501 discovered another leak in the rear valley of his roof. The owner previously wrote to the HOA on April 18, 2017 "requesting" his roof be replaced. Historically, there had been at least four leaks in this roof. It was decided not to replace the roof, but to make repairs at a cost of \$1,175. Subsequently, another leak was reported on November 8, 2017. Again, it was decided not to replace this roof, but to make repairs at a cost of \$600. **This item was tabled until the committee completes its review of the three bids received.**

Unit 601 - I was informed June 4th that the Owner of Unit 601 viewed that shingles were missing. This will be repaired at a cost of \$125.00. **A motion was made, seconded and approved to replace the shingles at Unit 601 for \$125.**

Unit 608 & 610 - I was informed on May 21st that the Owner of Unit 610 discovered a leak in her roof. **This item was tabled until the committee completes its review of the three bids received.**

Units 702 & 704 - I was informed on April 4th by neighbors that the shingles had come loose and were blowing off the roof. After meeting with Custom Quality, we decided to replace the shingles. During the repair Custom Quality noted several shingles were loose on Unit 704, so those shingles were replaced. During 2017, repairs were made for Unit 702 for \$425 and Unit 704 for \$750. **This item was tabled until the committee completes its review of the three bids received.**

Unit 713 & 715 - I was informed on April 23rd that the Owner of this Unit discovered 2 more ceiling stains in his living room. During 2017, repairs were made for Unit 713 for \$750. **This item was tabled until the committee completes its review of the three bids received.**

Unit 807 - I was informed on May 23rd that the Owner of this Unit discovered a leak approximately 8-10 feet from her skylights. This will be a repair, but cost to the HOA is not known at this time. **Open item.**

Unit 907 - During the winter months the Owner of this Unit reported several leaks. After an inspection by Custom Quality, it was suggested by Custom Quality to replace a 16 x 33-foot area of the roof as well as installing all new plywood along the edge. This will be a repair, but the cost to the HOA is to be negotiated with Custom Quality who originally replace the roofs of Units 903, 905 & 907. **Open item.**

Submitted by
Richard Greene, President
Roof Committee Chairman
Architectural Control Committee Chairman

KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 25, 2018
CLUBHOUSE, 4:30 PM

Present: R. Greene, R. Colton, C. Pilon, J. McLoughlin, M. Levine, K. Hanlon, J. Meyer, E. Haynor, M. Bright and Kathryn Wolff of TJMG Properties.

Excused: R. Bruner

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. **President's Report:**

- a. Thank you Ray Colton for our new microphone system.
- b. During the heavy rain storm on Monday, July 16, 2018, I e-mailed Rob Cushing, the Town of Manlius' Highway Superintendent, with copies to Ed Theobald, Town Supervisor and Doug Miller, Town Engineer. I informed Mr. Cushing that the storm water basin in Spyglass could not contain the water coming from the Town's drainage ditch on Moot Road, so it flow into Kimry Moor at a velocity that caused damage to Kimry Moor's property including the banks of the swale, the road to the Clubhouse, and the bridge over the swale. I asked if we could meet at Kimry Moor to review and find a solution to prevent any further damage to Kimry Moor's property. Supervisor Theobald responded, and once again said that the Town of Manlius could not work on private property. Further information will be reported by the Swale and Pond Committee.
- c. On Monday, July 23, 2018. TJMG informed Richard Greene that the dumpster was used for disposal of televisions and other electronics, household pillows, glassware, etc. Disposing of televisions and other electronics is a violation of New York State and Onondaga County laws. TJMG removed the televisions and other electronics. The cost of this separation was \$25.00 per item. If OCCRA finds other electronic items in the dumpster at the tripping station, the dumpster will be reloaded and sent back to Waste Management's separation facility. The HOA will incur a fine from OCCRA and an extra charge by Waste Management. With Monday's collection of household garbage, the dumpster is overflowing. Please do not dump electronics, household furniture and other bulky items in the dumpster. At the Homeowners cost you can also contact TJMG in advance if you would like them to pick up and dispose on any televisions or electronics, etc. If you need to clean-out your residence, please take these items directly to OCCRA's Rock Cut Road or Ley Creek Drop-off site. Alternatively, you can contract a licensed hauler to provide a dumpster for such clean-outs. Richard Greene determined that a Homeowner's son had dumped the electronics, household furniture and other bulky items in the dumpster. Richard Greene

informed the Homeowners son that the cost of the extra work done by TJMG and potential fines by OCCRA and Waste Management will be passed on to the homeowner. **A motion was made, seconded and approved to pass the labor for the extra work by TJMG, fines by OCCRA, and extra charges by Waste Management onto the Homeowner and any future Homeowners who dump any electronics, household furniture and other bulky items in the dumpster.**

3. **Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to review and approve the modified Minutes of the May 23, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the May 23, 2018 modified Minutes.**
- b. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the June 27, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the June 27, 2018 Minutes.**

4. **Treasurer's Report:**

- a. Claude Pilon presented the June 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders. **A motion was made, seconded and approved to accept the June 2018 Balance Sheet, Profit & Loss Statement, Check Register and Work Orders.**
- b. TJMG reported that their office going paperless and converting to digitization. Therefore, they will no longer have any paper copies of financial documents available at the office.

5. **Property Manager's Report:**

6. **Committee Reports:**

Grounds Committee:

- a. Two small trees fell during yesterday's rain storm at Unit 907. Bartlett Tree was on site and addressed the issue.
- c. Paula Haynor reported that the work that Bartlett Tree is doing is progressing well.

Maintenance Committee:

- a. A survey of porches, decks, stairs, and walkways was conducted by Ray Colton, Marty Levine, Ed McDonald and Greg Cohen.
- b. The Board of Directors approved by electronic vote to repair the decks at Unit 903 for \$600 on July 13, 2018 and at Unit 905 for \$1,700 on July 5, 2018. These decks had deteriorated to be determined to be in an unsafe condition. **A motion was made,**

seconded and approved for the electronic vote to repair the decks at Unit 903 for \$600 and Unit 905 for \$1,700.

- c. At the June meeting of the Board of Directors, there was a discussion about responsibility of repairing and/or replacing mailboxes. After communication with TJMG and the Maintenance Committee, it was agreed that TJMG would be responsible for repair/replacing all mailboxes. **A motion was made, seconded and approved to give responsibility for repairing and/or replacing all mailboxes to TJMG.** Paint needed to paint the mailboxes will be available and kept in the clubhouse garage.
- d. The Maintenance Committee received a request to repair the deck at Unit 601. After reviewing the work requested, it was recommended by the Maintenance Committee that the HOA replace the deck boards, lag the deck to the Unit, and install joist hangers for a cost of \$800. **A motion was made, seconded and approved to repair of the deck at Unit 601.**
- e. Please see the attached report for the month of July.

Architectural Control Committee:

- a. Changes to your Unit, such as patios, decks and the construction of porches, additions, etc. must be submitted to the Architectural Committee. This includes the planting of trees and garden beds beyond 10-feet of your unit. These non-architectural changes also require the notification of the Grounds Committee and your immediate neighbors.
- b. No Requests for Architectural Change were received during the month of July.

Roofs and Chimneys Committee:

- a. Bids were received from 3 roofing contractors: Custom Quality, Eastern Roofing and the Roofing Guys. After review and discussion of the bids, **a motion was made, seconded and approved to allocate \$115,000 to the roof reserves for the Roofing Guys.**
- b. Richard Greene received requests to check the roof for missing shingles at Unit 509, to replace/repair chimney cap at Unit 521, to repair shingles and replace missing shingles at Unit 601, and to repair roof due to a leak at Unit 801.

Pool Committee:

- a. Mark Bright reported that while on site over the 4th of July weekend, he came upon 2 couples with their children swimming and having a picnic lunch at the pool. When asked who they were and who they were visiting, they would not give that information. If this happens in the future, please contact Richard Greene and make sure to get a copy of their license plate also. Homeowners/Residents must accompany all relatives and guests when they are using the pool.
- b. No food or glassware is allowed inside of the pool fencing. A picnic table is available outside of the pool fencing. This is a State and County law.

- c. The Board of Directors approved by electronic vote to pay invoices to Pool Surgeons for \$838.89 for swimming pool chemicals and pool services and Clean-All for \$ 455.76 for pool chemicals. **A motion was made, seconded and formally approved to pay the invoices from Pool Surgeons for \$838.89 and Clean-All for \$455.76.** During the meeting the July Clean-All bill for \$531.26 was reviewed. **A motion was made, seconded and approved to pay the invoice from Clean-All for \$531.26.**
- d. One of the flood lights facing the swimming pool exploded during the last rain storm. Greg Cohen was requested to replace this flood light. Due to the fact that all of the flood lights facing the swimming pool were of the same vintage, it was decided to replace all six of the flood lights with LED flood lights. Cost for this repair was estimated to be \$110 with materials and labor. **A motion was made, seconded and approved for the replacement of all of the flood lights facing the swimming pool at an estimated cost of \$110 for materials and labor.**
- e. There was a discussion at the June meeting of the Board of Directors about the damage to the concrete deck around the swimming pool. TJMG has removed all the broken pieces. It was suggested that the broken concrete be repaired with "thin-set". The cost of this repair is estimated to be \$100 for materials and labor. **A motion was made, seconded and approved to repair of the broken concrete around the deck of the pool at an estimated cost of \$100 for materials and labor.**

Clubhouse & Social Committee:

- a. The Ice Cream Social was held yesterday, Tuesday, July 24, 2018. There was a good turnout and everyone seemed to have a good time.
- b. The Clubhouse & Social Committee has purchased a small A-Frame sign, so Homeowners/Residents will be reminded of upcoming meetings and social events. The A-Frame plus 2 signs are approximately \$75 plus tax. Each additional sign is approximately \$17 plus tax. 4 signs were purchased. Careen Talbot recommends the HOA purchase 8 signs, one for each side of the A-Frame. The signs will be for Book Club, Ice Cream Social, Pot Luck and Board Meeting. After a brief discussion regarding the A-Frame sign placement, the road vs the front of the clubhouse, it was decided that an email should go to the members for their opinion. **(Open item)**
- c. There are several repairs needed at the Clubhouse in removing and replacing the molding on both sides of the garage door (estimated cost \$135); cleaning black mold off wall and molding and painting downstairs bathroom (estimated cost \$180); cleaning black mold off walls and molding and paint basement bathroom (estimated cost \$180); and sanding and painting of back upstairs door (estimated cost \$80). **A motion was made, seconded and approved for the work at the Clubhouse.**
- d. On Monday afternoon, July 23, 2018, it was noticed that the air conditioner was not working. On Tuesday, July 24, 2018, Charles Heating determined that the blower motor had to be replaced. Due to the Ice Cream Social scheduled for that night, an emergency authorization was made by the Richard Greene to replace the blower motor. The cost for replacement, related parts and labor was \$688.98. **A motion was made, seconded and approved for payment of the Charles Heating invoice of \$688.98.**

- e. Careen Talbot reported that more books have been donated than our bookshelf can hold. Careen is suggesting that 2 additional shelves be installed for the donated books. **A motion was made, seconded and approved for the installation of 2 additional selves.**

By-Laws Committee:

- a. The By-Laws Committee has given the Board members its proposed changes of the By-Laws. A separate executive meeting will be held to review and discuss the changes.

Welcoming Committee:

- a. We welcome our new neighbors and hope that you will joy life in our community.

Neighborhood Watch Committee:

- a. On July 9, 2018 at 4:00 PM, Officer Jim Gallup of the Town of Manlius' Police Department spoke to the Homeowners/Residents of Kimry Moor offering guidelines and suggestions for establishing a Neighborhood Watch Program. Homeowners are reminded to keep an eye out and report anything unusual.
- b. John Cooper reported that we will be purchasing a 12 x 18 metal Neighborhood Watch sign for \$280 and that we are also looking into security cameras at the clubhouse.

Pond and Swale Committee:

- a. Karen Hanlon reported that the culverts are blocked and eroding. The road can collapse at any time. She has requested bids from 4 contractors for next spring.
- b. Please see the attached report for the month of July.

Nomination Committee:

- a. The Nomination Committee reported that they have identified 3 residents who may be interested in a position on the Board. They will be calling to speak with those individuals.

Other Committee Reports – as needed, including Budget, Grievance, Insurance, and Roof Replacement.

7. Old Business:

- a. 306 Kimry Moor: Several e-mails were recently received from the owner of Unit 306 regarding his concerns to his Unit. On July 18, 2018, a letter, with the approval of the Board of Directors, was sent to the owner of Unit 306 explaining which concerns the Kimry Moor HOA would take responsibility for.

- b. 603 Kimry Moor: On June 21, 2018, an e-mail was sent to the owner of Unit 603 regarding the condition (trees, shrubs and plants) of the exterior of this Unit. On June 25, 2018, the owner responded by e-mail and agreed to remediate the exterior area of the Unit. All work was completed at the homeowner's expense.
- c. 202 Kimry Moor: Previously the members of the Board of Directors were informed of the complaint about the windows that were replaced at Unit 202. The Homeowner and her contractor, Renewal By Anderson, were contacted and they were told of the concerns regarding the size of the shutters. We are awaiting a response from the homeowner.

8. New Business

- a. A request has been received for an Estate Sale at Unit 504 to take place Saturday, August 4, 2018 from 9:00 AM to 4:00 PM. **A motion was made, seconded and approved the Estate Sale at Unit 504 that will take place Saturday, August 4, 2018 from 9:00 AM to 4:00 PM.**
- b. Recently, the homeowner of Unit 106 viewed water in the basement walls that seems to be coming from accumulation of water along the front foundation of her Unit. She contracted with Greg Cohen to adjust and extend the downspout in front of her Unit. It was necessary for her to contact the Homeowner of Unit 104 and request that that they adjust and extend their downspout also. After several failed attempts by the Homeowner to work with the Homeowners son, the HOA was requested to contact him. After Richard Greene spoke with the Homeowners son, it was understood that the downspout we be adjusted and extended. With no action taken by the Homeowners son, the HOA was requested to send a letter to the Homeowner of Unit 104. Copies of the letter were forwarded to the Homeowners son, realtor of record and all members of the Board of Directors.

9. Open Forum

10. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the July 25, 2018 Monthly Meeting.**
- b. The next Board Meeting well be held on Wednesday, August 22, 2018 at 4:30 PM in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

Maintenance report 7/25/18

Since the last board meeting we have completed many projects including power washing, painting, etc.

Major project completed was the repair of the deck for unit #905.

A large growing hole where the driveway meets the unit was filled with concrete for #605

Additional large projects to be done in the next few weeks:

Repair the following decks:

Unit 601 Estimated cost \$800 has board approval

Unit 903 Estimated cost \$600 has board approval

Unit 513 Waiting for an estimate. Cost will be substantial

Unit 306, waiting for estimate to repair sidewalk and other miscellaneous items

We are trying to get as many decks taken care of due to bylaw changes being considered.

Our budget is \$23,000 for the year. We have used approximately \$9100 to date. An additional \$1400 has been approved. Much more work to be done.

Submitted by

Martin Levine, Maintenance Chairman

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 22, 2018
CLUBHOUSE, 4:30 PM**

Present: R. Greene, R. Colton, C. Pilon, J. McLoughlin, R. Bruner, J. Meyer, E. Haynor, M. Bright and Kathryn Wolff of TJMG Properties.

Excused: M. Levine and K. Hanlon

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. **President's Report:**

- a. The Annual Meeting of the Members of Kimry Moor is required to take place in September on a day and time fixed by the Board of Directors (Article V, Section 2 of the By-Laws). **A motion was made, seconded and approved to hold the Annual Meeting of the Members on September 26, 2018 following the Monthly Meeting of the Board of Directors.**

3. **Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the July 25, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the July 25, 2018 Minutes.**

4. **Treasurer's Report:**

- a. Claude Pilon presented the July 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the July 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation.**
- b. The Board of Directors reviewed the updated Record Retention Policy that includes electronic and/or paper copy. **A motion was made, seconded and approved to accept the updated Record Retention Policy that includes the heading "electronic and/or paper copy".**
- c. Street lights are energized through local homeowners, and the additional cost is passed onto the Homeowners directly. There are 11 Homeowners who incur additional cost on their National Grid bills for energizing the street lights owned by the Kimry Moor HOA. **A motion was made, seconded and approved to approve payment of \$50 annually**

to the 11 Homeowners who incur additional cost on their National Grid bills for energizing the street lights owned by the HOA in front of their respective Units. The By-Laws, currently being updated, will include a list of the 11 homeowners.

5. Property Manager's Report:

- a. Mark Bright reported that all the areas recently seeded that did not take due to the weather will be reseeded by mid-September.

6. Committee Reports:

Grounds Committee:

- a. Paula Haynor reviewed the Bartlett Tree quote for the second round of tree work, amounting to \$4,179.60. Additional pruning and/or removal may need to be added to the quote. After a brief discussion, it was decided that the Board would put a hold on the quote and review this again in September. **(Tabled item)**
- b. Paula Haynor reported that there are two units, 606 & 608, where tree branches are hanging on/over the roofs and need to be removed. Mark Bright will investigate.

Maintenance Committee:

- a. An electronic request was made to the Board of Directors to approve the work to repair decks at Units 202, 513, 601 & 903 for \$1,150, \$3,200, \$1,000 and \$1,500 respectively, for a total of \$6,850. This request was approved on August 18, 2018, by eight Board of Directors.
- b. The committee does not anticipate any major deck expenses for they remainder of this year. There are several decks that do need minor repairs.
- c. Unless something major occurs, the committee anticipates staying within the maintenance budget. It is possible that some work may not be completed by the end of the year as weather can always present problems.

Architectural Control Committee:

- a. Changes to your Unit, such as patios, decks and the construction of porches, additions, etc. must be submitted to the Architectural Committee. This includes the planting of trees and garden beds beyond 10-feet of your unit. These non-architectural changes also require the notification of the Grounds Committee and your immediate neighbors.
- b. No Requests for Architectural Change were received during the month of August.

Roofs and Chimneys Committee:

- a. An electronic request was made to the Board of Directors to approve work to repair roofs at Units 509, 521-523, 525, 601, & 807 for \$75, \$225, \$75, \$75 and \$248. This request was approved on August 16, 2018 by five Board of Directors. Please note that these repairs were reported at the July Meeting of the Board of Directors, but no motion was requested at that time.

- b. The Roof and Chimney Committee received authorization at the July meeting of the Board of Directors to allocate \$115,000 from the Roof Reserve. Since that time, the Committee made a recommendation that the roof replacement and the roof repair work be split between the two low bidders, Custom Quality and the Roofing Guys, so the HOA has a “safety net in case there is a problem with one of the bidders getting the work done on a timely basis”. The work is expected to commence the 2nd week of September for the full roof replacements of Units 501, 503 & 505; 702 & 704; and 713 & 715 and partial roof replacements of Units 304 & 306 and 608 & 610.
- c. Repairs/replacement of shingles were made to units 507 & 603 for \$75 each. **A motion was made, seconded and approved for payment of the shingle repair/replacement.**
- d. Due to storm damage the roof at Unit 907 needs to be repaired. A claim was submitted to the HOA’s insurer, and a claims adjuster recently inspected the damage. We are awaiting a decision from the insurer whether or not the storm damage will be covered. The expected cost to repair the roof at Unit 907 is approximately \$9,000.

Pool Committee:

- a. Homeowners/Residents must accompany all relatives and guests when they are using the pool.
- b. No food or glassware is allowed inside of the pool fencing. A picnic table is available outside of the pool fencing. This is a State and County law.
- c. A vine had grown over the pool’s fence to the point that its droppings could be endangering the pool’s filtering system. A quote was requested and received from Bartlett to trim the vine for \$125. The Pool Committee will pay for this trimming from its budget.
- d. At the July Meeting of the Board of Directors, the Members were informed that one of the flood light bulbs facing the swimming pool exploded during the last rain storm. Greg Cohen was asked to replace this flood light bulb. Noting that all of the flood light bulbs facing the swimming pool were of the same vintage, it was decided to replace all six of the flood light bulbs with LED flood light bulbs. Last week, it was determined that none of the motion detectors were working, so the lights do not turn on when someone is in the pool area after dark. The cost of replacing three (3) fixtures that are equipped with motion detectors is estimated to be \$40 for each fixture and \$80 for labor. The recently installed LED flood light bulbs will be installed in the new fixture. **A motion was made, seconded and approved for the replacement of the three (3) light fixtures with motion detectors for an estimated cost of \$200 since \$110 was already spent on the LED flood light bulbs.**

Clubhouse & Social Committee:

- a. A going away party was held Monday, August 13, 2018, for Renee Solow who is moving to Long Island to be closer to her son. Renee who has resided in Kimry Moor for the

past 15 years is the past Secretary of the Board of Directors as well as Chair of the Social Committee. The Board of Directors wish her well and good health.

- b. The Clubhouse & Social Committee reported that a table, chairs and entertainment center has been donated by Brenda and Edward Dera. The Board of Directors would like to thank Brenda and Ed for their generous donation.
- c. Another ice cream social is planned for September.

By-Laws Committee:

- a. The Board of Directors along with The By-Laws Committee held an Executive Board Meeting to review improvements to the By-Laws.. An e-mail copy of the proposed changes to the By-Laws will be sent to the homeowners prior to the September meeting. Please take the time to review these. The Board of Directors will be voting on these changes at its October meeting.

Welcoming Committee:

- a. We welcome our new neighbors and hope that you will joy life in our community.

Neighborhood Watch Committee:

- a. John Cooper presented and reviewed the estimate received for surveillance cameras for the club house. The estimate was for \$4,800. He also reviewed the estimate received for the Neighborhood Watch sign. It would be \$39.95 for each non-reflective sign or \$44.95 for reflective signs. We would also have to pay an art charge for them to create the signs. After a brief discussion, John was asked to continue his research and obtain quotes as needed. **(Tabled item)**
- b. Ray Forest suggested homeowners look into doorbell cameras. The cost is approximately \$200 and can also hook up to your cell phone.

Pond and Swale Committee:

- a. Karen Hanlon reported (in absencia) that the Committee has finalized its bid requirements for cleaning the swale, the culverts and surrounding areas. They will be mailed to contractors, within the next week. The deadline for the receipt of sealed bids is September 20, 2018. The committee will present its recommendations at the September Board meeting.

Nomination Committee:

- a. Per Article VI, Section 2, the Nominating Committee nominates the following owners for election to the Board of Directors for the fiscal year 2019:

Martin Levine – Unit 815 – Second Term
Barbara Sweeney – Unit 702 – First Term
Linda Crawford – Unit 403 – First Term

All three members have accepted their nominations.

7. **Old Business:**

- a. Insurance/maintenance policy: A letter from HomeServe USA Repair Management Corp. (HomeServe) offered exterior water service line coverage stating that the HOA's insurance coverage does not include coverage for water pipes between the Units and OCWA's shutoff valve. It has been determined that the HOA owns all the common areas from the foundation to the shutoff valve. Therefore, the maintenance policy is not needed.

b.

Several e-mails were recently received from the Homeowner of Unit 306 regarding his concerns about his Unit. On July 18, 2018, a letter, with the approval of the Board of Directors, was sent to the Homeowner of Unit 306 explaining which concerns the Kimry Moor HOA would take responsibility for. At the July meeting of the Board of Directors, the Homeowner said that he would appeal the decision of the Board of Directors. The Board recommended that he contact the Grievance Committee.

- c. Previously, the members of the Board of Directors were informed of a complaint about the windows that were replaced at Unit 202. The Homeowner and her contractor, Renewal by Anderson, were contacted, and they were told of the Board's concerns regarding the size of the shutters. No response has been received from the homeowner, and the contractor referred the HOA to the Homeowner.
- d. The Treasurer asked the Board to approve the expenditure of \$125.12 for the purchase of one Quick Stand and four custom signs. A motion was made, seconded and approved to process invoices amounting to \$125.12.
- e. The request to survey the homeowners on the benefits of displaying the Quik Stand and signs prior to events was withdrawn. A motion was made, seconded and approved to withdraw the tabled item from the July Board of Director's meeting

8. **New Business**

- a. The Board would like the Homeowner directory provided by TJMG to go back to the old format. Kathryn Wolff advised the Board that this is the new TJMG standard directory used for all Associations. Ray Colton volunteered to redo the directory to the old format. TJMG will send Ray Colton a current directory. Ray will redo the directory and email it back to TJMG to distribute to the Members.

9. **Open Forum**

10. **Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the August 22, 2018 Monthly Meeting.**

- b. *Post Meeting:* The Annual Meeting date has changed. The Annual Meeting will be held on Monday, September 24, 2018 at 7:00 PM in the Kimry Moor Clubhouse.

- c. The next Board Meeting well be held on Wednesday, September 26, 2018 at 4:30 PM in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
SEPTEMBER 26, 2018
CLUBHOUSE, 4:30 PM**

Present: R. Greene, C. Pilon, J. McLoughlin, R. Bruner, M. Levine, K. Hanlon, J. Meyer and Kathryn Wolff of TJMG Properties.

Excused: E. Haynor, R. Colton, M. Bright

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard J. Greene, President.

2. **President's Report:**

- a. The Annual Meeting of the Members of Kimry Moor was held on September 24, 2018. We had a great turnout. Forty two homes were represented. Eighteen proxies were sent in.
- b. The HOA received a thank you note from the family of Judith Torres. Morris Torres addressed the group and read, "Judy and I often spoke of how lucky we were to be living in this great little community at Kimry Moor. We would like to thank everyone for their support and generous donation in her memory".

3. **Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to review and approve the Minutes of the August 22, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the August 22, 2018 Minutes.**

4. **Treasurer's Report:**

- a. Claude Pilon presented the August 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the August 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation.**
- b. TJMG Properties is proposing a coupon sheet to replace the coupon books currently used by the homeowners. By using the new coupon sheet, the association will save approximately \$350 per year. Homeowners can request a new sheet to be emailed to them. A letter will go out to homeowners along with the new coupon sheet sometime in late November, early December. **After a brief discussion, A motion was made,**

seconded and approved for the use of the new coupon sheet effective January 1, 2019.

5. Property Manager's Report: None

6. Committee Reports:

Grounds Committee:

- a. Paula Haynor reported that Unit 707 has tree branches hanging over the roof of the home. This situation can damage the roof and cause problems with clogged gutters. Homeowners were reminded that any tree with 10 feet of their home is the homeowner's responsibility.
- b. Claude Pilon is currently obtaining quotes to clean the gutters twice a year, late fall and early spring.

Maintenance Committee:

- a. Unless something major occurs, the committee anticipates staying within the maintenance budget. It is possible that some work may not be completed by the end of the year as weather can always present problems.

Architectural Control Committee:

- a. The owner of Unit 303 submitted plans to install a 4-foot wooden fence around her patio. The location of the fence would be around her arborvitaes and would extend 1-1/2 feet into the Common Area. The need for the fence is to secure her dog. After a brief discussion, a motion was made to approve the fence and denied. The homeowner is welcome to revise and resubmit her request.
- b. The Owner of Unit 819 wishes to install new gutters. Due to the questionable weather, the contractor, All Sea-Sons Seamless Gutters, wants to install these gutters immediately. After meeting with the contractor, permission was granted to install the gutters. Gutters conform to all requirements of Kimry Moor. **A motion was made, seconded and approved for the installation of the gutters.**

Roofs and Chimneys Committee:

- a. Due to the expenditure of \$115,000 for roof replacement work this summer, it is requested that the Roof Reserve Committee review its 2017 projections and update same. The committee consists of Richard Greene, Ray Colton, Pat Curtin, John Mott, Morris Torres, and Barb Goldberg.

Pool Committee:

- a. The pool is now closed.

- b. We were adding water to pool every 2 hours due to a large leak. On Friday, September 28th a diver is coming to address the leak issue.

Clubhouse & Social Committee:

- a. Another ice cream social is planned for September.
- b. The Clubhouse & Social would like to thank Brenda and Ed Dera for their generous donation of furniture.

By-Laws Committee:

- a. The By-Laws Committee has sent by e-mail a copy of the proposed changes to the By-Laws. The Board of Directors will be voting on these changes at its November meeting.

Welcome Committee:

- a. We welcome our new neighbors including Joe & Sharon DeVito (Unit 104) and Jim and Christine Connors (Unit 601) and hope that you will enjoy life in our community.

Neighborhood Watch Committee:

- a. Nothing to report.

Pond and Swale Committee:

- a. The Pond and Swale Committee received a bid from Lynch Landscaping of Central New York for cleaning the culverts and excavating the swale between Mott Road and the pond. The committee made the decision to focus on the culverts this fall. No permits will be needed for this phase and will cost approximately \$2800. A motion was made, seconded and approved to make this money available for this purpose.

Grievance Committee:

- a. The Grievance Committee met at the request of the Owner of Unit 306 regarding the repair/replacement of his sidewalk, repair of the foundation and repair/replacement of the red bricks on the perimeter of the sidewalk. The Committee reported on its findings and recommends the following remedy: the Association would replace the sidewalk and elevate the front steps/cinderblocks, per the By-laws. If the homeowner still wants the red bricks around the perimeter, the Association get an estimate and pay one third the cost of the bricks & installation, and that the homeowner be responsible for two thirds of the cost. The homeowner has red replacement bricks available for the repair. **After a discussion, it was decided that the Board will look further into this issue. (Tabled item)**

10. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the September 26, 2018 Monthly Meeting.**
- b. The next Board Meeting well be held on Wednesday, October 24, 2018 at 4:30 PM in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
OCTOBER 24, 2018
CLUBHOUSE, 4:30 PM**

Present: R. Colton, C. Pilon, J. McLoughlin, E Haynor, M. Levine, K. Hanlon, J. Meyer, R. Greene via cell phone, and Kathryn Wolff of TJMG Properties.

Excused: R. Bruner

1. **Opening Remarks:**

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Ray Colton, Vice President.

2. **President's Report:**

- a. Bonnie Dettor, a resident of Kimry Moor since 1999, passed away on Saturday, October 8, 2018. A celebration of Bonnie's life will be held at a later date. The Board of Directors wishes to extend its condolences to the family of Bonnie Dettor. A donation will be made in her memory. **A motion was made, seconded and approved for a donation in memory of Bonnie Dettor.**
- b. The President, Chairman of the By-Laws Committee and the Treasurer of the HOA met with Steve Grimaldi, the HOA's insurance broker on Thursday, October 11, 2018. The discussion of the meeting focused on the current coverage of the HOA's insurance policy. This coverage will be discussed during the November meeting of the Board of Directors because the HOA's insurance policy is due for renewal in February of 2019. (There is no December meeting). No business was transacted during this meeting.
- c. An Executive Meeting of the Board of Directors was held on Friday, October 12, 2018. No business was transacted during this meeting.

3. **Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to approve the Minutes of the September 26, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the September 26, 2018 Minutes.**
- b. All board and committee reports are to be typed in a word document and emailed to Janet prior to the monthly Board meeting. She will email them to TJMG.
- c. A final draft of the Board meeting minutes will be emailed to the homeowners prior to the next Board meeting so the homeowners are not waiting two months for the approved minutes.

4. Treasurer's Report:

- a. Claude Pilon presented the September 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the September 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation.**
- b. A work order invoice to repair the light at Unit 907 came in over the \$250-dollar amount totaling \$258.33. **A motion was made, seconded and approved to pay the invoice amount of \$258.33.**
- c. TJMG Previously reported that there was severe water damage at Unit 807 due to a broken pipe on the exterior wall. (This breakage was not due to lack of maintenance.). The damage was reported to the HOA's insurance carrier who agreed to cover this damage. KMHA paid the \$2,500 insurance deductible.
- d. The treasurer's financial comments are attached.

5. Property Manager's Report:

- a. TJMG has one more yard waste pick-up on Tuesday, November 13, 2018. Mowing is still being done at Kimry Moor depending on how the grass is growing, conditions of the lawns and when weather allows. Staking of the property for plowing will be done after Halloween.

6. Committee Reports:

Grounds Committee:

- a. Paula Haynor reported that a letter was sent to the Owner of Unit 707 to remove the tree branches that are hanging over the roof of their Unit. An e-mail was received from the Owner's family acknowledging this request and stating that the branches will be removed.

Maintenance Committee:

- a. Marty Levine reported that we are working to complete an array of maintenance projects and hopefully we'll get some decent weather between now and the end of November. There is still a substantial list of work. What we can't complete now we'll get to in the spring. We are well within our budget and expect to complete the year in good shape from a financial standpoint. Greg Cohen is away this week, but as soon as he returns, he will complete as much as possible.

Architectural Control Committee:

- a. No requests were submitted to the Architectural Control Committee for the month of October.

Roofs and Chimneys Committee:

- a. Richard Greene previously reported that the back roof of Units 608 & 610 area will be replaced the last week of October or the first week of November. The cost of replacing the back roof of Units 608 & 610 will be \$11,999. **A motion was made, seconded and approved to replacement the back roof of Units 608 & 610 for \$11,999.**
- b. Richard Greene previously reported, the chimney of Unit 521 required repairs to the crown. We have received an estimate of \$4,500 to repair the crown. **A motion was made, seconded and approved to repair the chimney at Unit 521 at an estimated cost of \$4,500.**
- c. Richard Green previously reported, there was damage during the past winter to a portion of the roof at Unit 907. This damage to the roof was reported to the HOA's insurance carrier who agreed to pay for replacement of the portion of the roof including some insulation between the roof and ceiling. Work to replace the portion of the roof and insulation is expected to begin on or about October 29, 2018. The cost of the work will be \$9,889. The HOA will be responsible for paying the insurance deductible of \$2,500. **After a discussion, a motion was made, seconded and approved to pay the \$2,500 deductible.**
- d. During the power washing of the siding of Unit 525, water leaked inside of the Unit staining the ceiling. A request was made of Custom Quality to inspect the roof to determine if any repair needs to be done. After the roof is repaired, if necessary, the stained ceiling will be repainted (Refer to Maintenance Committee).
- e. Roof replacement update - we have completed 15 buildings. There are 13 buildings and the Clubhouse that still need to be done.

Pool Committee:

- a. The pool is now closed.

Clubhouse & Social Committee:

- a. Careen Talbot reported that a fall Pot Luck Dinner was held on Friday, October 12, 2018 at the Clubhouse.
- b. The holiday party will be held in early December.

By-Laws Committee:

- a. Ray Colton reported that the By-Laws Committee has sent by e-mail a copy of the proposed changes to the By-Laws. The Board of Directors will be voting on these changes at its November meeting. Owners can look at and comment on the proposed changes on the Kimry Moor website.

Welcome Committee:

- a. We welcome our new community resident Michele Sargent (Unit 204). Michele has relocated from Florida to be closer to her family. We hope that you will enjoy life in our community.
- b. Linda Shapess reported that she is in the process of making sure the information in the Kimry Moor Welcome packet is the most current information related to Kimry Moor. She may be checking with some residents to make sure their information listed on the phone list is accurate. Anyone who has information about a new resident moving in, or has changes to their personal information, please call or text Linda at 315-427-3911. TJMG will email Linda a current homeowner list with email addresses.

Neighborhood Watch Committee:

- a. Nothing to report.

Pond and Swale Committee:

- a. At the last board meeting, the board approved \$2,800 for cleaning the culverts. The committee had requested two separate bids from the contractors. One was for cleaning the culverts, and one for excavation of the swale. The contractor has decided that it would not be advisable to clean the culverts without excavating the swale at the same time. Therefore, the \$2,800 that the board approved, will not be used for cleaning the culverts at this time. The cleaning of the culverts and swale excavation will need to be performed at the same time. We will delay the culvert project until 2019. The committee continues to believe that we need a consultant.

7. Old Business:

- a. Richard Greene reported that at the September meeting of the Board of Directors, the Grievance Committee presented its decision after reviewing a request by the Owner of Unit 306 to have his walkway replaced including replacing its red brick border along the walkway. The Grievance Committee recommended a compromise that included replacing the walkway with bluestone that required the cutting of curves in the bluestone as well as replacing the red brick border along the walkway. This compromise required the Owner of Unit 306 to pay 2/3 of the cost of replacing the red brick border along the walkway. **the Members of the Board of Directors voted electronically and decided unanimously to only replace the walkway with 2 x 3 rectangular bluestone (in accordance with the current By-Laws) and not replace the red brick border (in accordance with the current By-Laws).**

In the spirit of compromise, the Owner of Unit 306 suggested that the bricks currently there be put back in the current position once raised. Regarding the curvature, the Owner requests the stone be given to him and he will have it cut himself. Marty Levine will meet with the Owner and they will look at this together. **(Tabled item)**

8. New Business:

- a. A request from the family of Bonnie Dettor was received to hold an Estate Sale for Unit 707 on Sunday, October 21, 2018, between 10:00 AM & 3:00 PM. After meeting with the party in charge of the sale and reviewing all parking and safety requirements, the President asked for approval for this Estate Sale by electronic voting. **Approval by the Board of Directors of the Estate Sale was unanimous.**

9. Other Business:

- a. At a previous Board meeting, TJMG announced that they would be over seeding areas as needed. This was never done and there are many huge bald spots/areas throughout Kimry Moor. When will TJMG be over seeding these areas? TJMG will look in to this and respond to the Board.
- b. Use of the weed-eater is ruining the mailbox posts. The posts are all nicked/gouged at the bottom and in desperate need of painting. Painting the posts should be the responsibility of TJMG not the Association. What are some solutions to preventing this damage? Should they all look like Ray Forests or should we look in to metal sleeves to wrap the bottom of the post with? TJMG will look in to this and respond to the Board.
- c. The Ponds and swales are already clogged, and several Board members and homeowners have witnessed the mowing crew blowing grass clippings and leaves into the ponds and swales. TJMG should make sure the mowing crew is blowing everything away from the ponds and swales. Pictures can be provided if needed. TJMG will look in to this and respond to the Board.

10. Open Forum:

11. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the October 24, 2018 Monthly Meeting.**
- b. The next Board Meeting will be held on Wednesday, November 28, 2018 at 4:30 PM in the Kimry Moor Clubhouse.

Respectfully submitted,
Kathryn Wolff
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION
 FINANCIAL REPORT
 OCTOBER 24, 2018 BOARD MEETING

1 PROFIT & LOSS STATEMENT - SEPTEMBER YTD:

Operations Results - prior to funds transferred to reserve - \$62,154 profit; \$28,410 lower than prior month

Income: \$224,083, an increase of \$3,322 compared to prior month

Received New Homeowners fees of \$3,200 from units 601 & 805

Expenditures: \$161,929, an increase of \$31,732 compared to prior month

Contract & Insurance services - \$8,500 for the month

Tree Service - \$13,500 for the month for pruning & removal of many trees

Deck repairs to several units - \$6,800 for the month

Pool maintenance & repairs - \$1,100 for the month

Misc. Maintenance & repairs - \$1,042 - various painting & general Maint.

All other expenses - \$790

2 BALANCE SHEET - SEPTEMBER YTD

Operations - Cash Balance \$82,100, a decrease of \$14,400 compared to prior month

Emergency Reserve - Cash Balance \$50,805 - a slight increase compared to prior month

Roof Replacement Reserve

2017 YEAR-END BALANCE \$129,207

Common Fees transfers \$37,800

Interest Income \$1,659

Insurance Claim Receipts \$8,989

Insurance Deductible (\$2,500)

608-610 Roof Replacement (\$8,950)

702-704 Roof Replacement (\$21,400)

Roof Repairs (\$848) - to be corrected

2018 September Balance \$143,957

3 TOTAL YEAR FORECAST - OPERATIONS:

Budget - Loss of

Forecast - Profit of

Variance (Fav./Unf.)

(\$8,300)

\$19,700

\$28,000

Income - \$4,000 favorable - anticipate 6 new homeowners vs. 4 budgeted

Contract Services - \$8,400 favorable - budget anticipated inflationary costs; also Insurance rates lower

Roof/Chimney Repairs - \$22,000 favorable - primarily minimal chimney replacements & fewer roof/chimney repairs

General Maintenance - \$2,000 favorable - Although deck cost are significantly higher to budget \$8,500; all other maintenance items are favorable

Tree Service - \$6,800 unfavorable - tree damage from winter storms not planned & Fall pruning effort

Pond & Stream Maintenance - \$2,500 unfavorable - clean covert areas not budgeted

All other items - \$1,600 unfavorable - primarily insurance deductible - unit 807

KIMRY MOOR HOMEOWNERS ASSOCIATION
FINANCIAL REPORT

OCTOBER 24, 2018 BOARD MEETING

4 TOTAL ROOF REPLACEMENT RESERVE FORECAST:

Budget - increase of	\$15,400
Forecast - Loss of	(\$69,200)
Variance (Fav./Unf.)	<u>(\$84,600)</u>

Budgeted anticipated \$37,000 expense; estimate \$129,000 for roof replacements for clusters 3B, 5A, 7B, 7D and units 608 & 610; replacements for unit 907

Year End 2018 Roof Replacement Reserve balance is estimated to be \$60,000 (as compared to y/e 2017 of \$129,200)

5 RESIDENTS QUARTERLY COLLECTION

One owner past due - will be paid as part of sale of unit

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 28, 2018
CLUBHOUSE, 4:30 PM**

Present: Rick Bruner, R. Colton, E Haynor, M. Levine, Richard Greene, J. McLoughlin, K. Hanlon, C. Pilon, and Kathryn Wolff of TJMG Properties.

Excused: J. Meyer

1. Opening Remarks:

This Monthly Meeting of the Kimry Moor Homeowners Association (HOA) was chaired by Richard Greene, President.

2. President's Report:

- a. Richard Greene has received several requests to try to shorten the time of the monthly Board of Directors meeting. To do this, the Board of Directors will be following the Agenda below. Any discussion or concerns from the Members of HOA will be heard during "Open Forum".
- b. Once again, the dumpster was used for depositing household goods. The party responsible has been identified and will be charged for this illegal dumping of household goods including the cost of having Waste Management make a special trip to empty the dumpster, and TJMG to remove the mattresses. Please refer to Article XVI, Section 10 of the By-Laws, "large items such as furniture, appliances, etc. and/or trash or recyclables exceeding three (3) 30-gallon containers must be removed from Kimry Moor by the Owner at his/her expense." If you do have such household goods or large amount of trash to dispose, please contact TJMG who may be able to assist you.
- c. The Board of Directors held an Executive Session on November 26, 2018, and no business was transacted.
- d. The election of officers of the HOA was held on November 26, 2018, in accordance with Article VII, Section 3. Those elected were Richard J. Greene - President, Ray Colton - Vice President, Claude Pilon - Treasurer and Janet McLoughlin - Secretary

3. Secretary's Report:

- a. Janet McLoughlin asked the Board of Directors to approve the Minutes of the October 24, 2018 Board of Directors Meeting. **A motion was made, seconded and approved to accept the October 24, 2018 Minutes.**

4. Treasurer's Report:

- a. Claude Pilon presented the October 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the October 2018 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation.**
- b. Claude Pilon reported that the Board approved the month of October work orders that exceeded items over \$250.
- c. Claude Pilon reported that the insurance carrier has reimbursed the HOA for the water damage in the basement of Unit 807.
- d. Richard Greene reported that TJMG will be sending the quarterly Maintenance Fee coupons electronically. If you have not received the coupons or have misplaced them, please e-mail TJMG at (associations@tjmgproperties.com) or call TJMG's office (315-299-4277).
- e. The treasurer's financial comments are attached.

5. Property Manager's Report:

- a. TJMG is about half way through our fall clean-up. They will complete the remainder as weather permits.

6. Committee Reports:

Grounds Committee:

- a. Paula Haynor reported that she is waiting for further information from Jason of Bartlett Tree Service.
- b. Paula Haynor reported that letters were sent to the residents who have branches on their roofs asking them to remove the branches.

Maintenance Committee:

- a. Marty Levine reported that due to inclement weather, little has been done other than repairing lamplights, etc. We are well within our budget.
- b. Marty Levine estimates the cost of repairing the sidewalk at Unit 306 to be approximately \$1,800 based on the compromise reached with Chip Dutch.

Architectural Control Committee:

- a. The Architectural Control Committee has received a Request for Architectural Change from Unit 401 to replace its porch steps. There will be no cost to the HOA for replacing the porch steps. **A motion was made, seconded and approved to replace the porch steps at Unit 401.**

Roofs and Chimneys Committee:

- a. Richard Greene previously reported that the chimney of Unit 521 required repairs to the crown. Received an estimate to repair the crown for \$4,500. A motion was approved at the November 24th Meeting of the Board of Directors to approve this repair. It is now reported that the chimney of Unit 519 request repairs. Since the roof of Units 519, 521, 523 & 525 are expected to be replaced in the Spring of 2019, the repairs to the chimneys will not be made until the Spring of 2019.
- b. Richard Greene previously reported, that there was damage during the past 2018 winter to a portion of the roof at Unit 907. This damage to the roof was reported to the HOA's insurance carrier who agreed to pay for replacement of the portion. The cost of the work to replace the portion of the roof was \$10,250. Since the previously reported cost of the work was \$9,889.79 (\$7,389.79 + \$2,500 deductible), **A motion was made, seconded and approved to pay the contractor an additional \$361.**
- c. Richard Green previously reported that there was additional damage to the insulation underneath the roof of Unit 907. The HOA's insurer approved the replacement of the sheathing (\$285.67), insulation (\$273.23) plus a dumpster (\$132.77). Since the dumpster was included for the replacement of the insulation (\$273.23) and sheathing (\$285.67), the Owner of Unit 907 agreed to split the cost of the dumpster. The Owner of Unit 907 replaced the insulation at her expense. **A motion was made, seconded and approved to reimburse the Owner of Unit 907 \$339.61 (\$273.23 + \$66.38).**
- d. Richard Green previously reported that during the power washing of the siding of Unit 525, water leaked inside of the Unit staining the ceiling. A request from Custom Quality to inspect the roof to determine if any repair needs to be done. After the roof is repaired, if necessary, the stain ceiling will be repainted (Refer to Maintenance Committee). We are waiting for a quote to repair the leak in the roof.

Pool Committee:

- a. The pool is now closed.

Clubhouse & Social Committee:

- a. Careen Talbot reported that the last meeting of the Book Club was on November 27, 2018. After a winter break, we will start back up again on the last Tuesday of March with a book of your choice.
- b. Careen Talbot reported that the Holiday Pot Luck Dinner will be held on Wednesday, December 12, 2018 at 6:00 PM in the Clubhouse. We will again have a gift exchange game. All those wishing to be in the exchange are asked to bring a gift of about \$10.00. Notices will be in your mailboxes. We hope to see everyone there.

Neighborhood Watch Committee:

- a. John Cooper reported that homeowners should be aware of our new Neighborhood Watch Sign posted as you enter Kimry Moor under the 30 MPH sign. As many of our neighbors are away to warmer climates this time year, please be reminded to call the Manlius Police with anything suspicious.
- b. John Cooper previously reported that the Neighborhood Watch Committee discussed the usage of signs and security cameras in Kimry Moor. To determine the cost of Neighborhood Watch Signs, the Committee contacted the Town of Manlius Police and the Town Highway Department and asked for the cost of this signage. The Town of Manlius Police and the Town Highway Department assumed that the HOA wanted such signage and posted a Neighborhood Watch Sign near the entrance to Kimry Moor. **A motion was made, seconded and approved to post this sign.**

Pond and Swale Committee:

- a. Karen Hanlon reported that the Pond and Swale Committee has been working with the Onondaga County Soil and Water Conservation District. One of the requirements of the Army Corps of Engineers is a copy of the original profile of the stream that runs through the Kimry Moor swale. The Soil and Water District suggested contacting the Stormwater Department of the DEC. The DEC said that the Town of Manlius would have it. No one has the original profile of the stream. Therefore, we will hire a surveyor. **A motion was made, seconded and approved to retain a surveyor at a cost of \$2,500.**

Welcome Committee:

- a. Linda Shapess reported that she is continuing to update material distributed in the Welcome folder given to new homeowners. Presently, she is reviewing the Homeowners' Directory. If on the previous directory there is any inaccurate information please send corrections to, Linda Shapess via text 315.427.3911 or email Linda.shapess@gmail.com.
- b. Linda Shapess reported that with several KM units recently on the market &/or selling, if you are aware that the new owner has moved in, please contact me with that information.

By-Laws Committee:

- a. Ray Colton reported that the By-Laws Committee has sent by e-mail a copy of the proposed changes to the By-Laws. The Board of Directors will be voting on these changes at its November meeting. Owners can look at and comment on the proposed changes on the Kimry Moor website.

Budget Committee:

- a. Claude Pilon presented and reviewed the 2019 proposed budget. **A motion was made, seconded and approved to accept the 2019 budget.**

7. Old Business:

- a. Richard Greene reported that at the September meeting of the Board of Directors, the Grievance Committee presented its decision after reviewing a request by the Owner of Unit 306 to have his walkway replaced including replacing its red brick border along the walkway. The Grievance Committee recommended a compromise that included replacing the walkway with bluestone that required the cutting of curves in the bluestone as well as replacing the red brick border along the walkway. This compromise required the Owner of Unit 306 to pay 2/3's of the cost of replacing the red brick border along the walkway. The Members of the Board of Directors voted electronically and decided unanimously to only replace the walkway with 2' x 3' rectangular bluestone (in accordance with the current By-Laws) and not replace the red brick border (in accordance with the current By-Laws). At the October meeting of the Board of Directors, the Owner of Unit 306 requested that the red bricks be put back in the current position once raised and the stone be given to him to cut himself. The request was tabled. There will be a further discussion of the Owner's request. **After a discussion, a motion was made, seconded and approved for the original compromise with Greg Cohen doing the work with an expenditure of \$1,800.**

- b. At the October meeting of the Board of Directors, Janet McLoughlin requested the following information from TJMG:

1. TJMG announced that they would be over seeding areas as needed. This was never done and there are many huge bald spots/areas throughout Kimry Moor. When will TJMG be over seeding these areas? TJMG will look in to this and respond to the Board.

Answer from Mark Bright: The bald spots/areas were previously seeded but didn't take due to lack of watering. It has also been a very wet fall. Mark would be more than happy to walk the property with someone who can identify the areas and give him direction

2. Use of the weed-eater is ruining the mailbox posts. The posts are all nicked/gouged at the bottom and in desperate need of painting. Painting the posts should be the responsibility of TJMG not the Association. What are some solutions to preventing this damage? Should they all look like Ray Forests or should we look into metal sleeves to wrap the bottom of the post with?

Answer from Mark Bright: There is no way that TJMG is responsible for painting the posts. When all the mailboxes & posts were replaced approximately 5-6 years ago, the Board chose not to wrap the posts. The metal would rot, and it would add to the cost, so they made the decision not to protect the bottom of the posts. It is impossible to not nick the posts and that is my most Associations have their posts painted once a year.

3. The ponds and swales are already clogged, and several Board members/homeowners have witnessed the mowing crew blowing grass clippings and leaves into the ponds and swales. TJMG should make sure the mowing crew is blowing everything away from the ponds and swales. They have pictures of this if needed.

Answered from Mark Bright: We do not purposely blow the clippings and/or leaves into the ponds and swales. We can do nothing about the falling leaves from trees, but we will do the best we can to keep as much of the clippings away from the swales as possible

8. New Business:

- a. The Grounds, Management & Trash Contracts will end on October 2019. **A motion was made, seconded and approved to establish a Contract Committee to determine what entities are available in Central New York who can bid on these Contracts. The names of these entities will be presented to the Board of Directors in February 2019. The Committee will prepare a Scope of Work for each of these Contracts and the Scope of Work will be presented to the Board of Directors in March 2019.**

9. Other Business:

- a. Janet McLoughlin suggested that the HOA give a donation to both the Manlius Police Department and the Manlius Fire Department. **A motion was made, seconded and approved to make a \$50 donation to both organizations.**

10. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the October 24, 2018 Monthly Meeting.**
- b. The next Board Meeting will be held on Wednesday, January 23, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

11. Open Forum:

Respectfully submitted,
Kathryn Wolff
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION

FINANCIAL REPORT

NOVEMBER 28, 2018 BOARD MEETING

1 PROFIT & LOSS STATEMENT - OCTOBER YTD:

Operations Results - prior to funds transferred to reserve - \$124,285 profit; \$87,922 higher than prior month

Income: \$318,445, an increase of \$87,922 compared to prior month

Income from quarterly Common Fees of \$71,400

Receipts for New Homeowners fees of \$3,200 from units 601 & 805

Receipts from Insurance claims for units 807 & 907 for \$19,522

Expenditures: \$194,160, an increase of \$32,281 compared to prior month

Contract & Insurance services - \$14,630 for the month; includes final payments for insurance

Insurance payment to owner -unit 807 - offset by income above \$12,133

General Maint & Repairs - \$2,191 for the month; nothing unusual

Pool maintenance & repairs - \$961 for the month; includes prior months bills

Tree Service - \$1,016 for the month for grinding stumps

All other expenses - \$1,350; mostly for monthly utility charges

2 BALANCE SHEET - OCTOBER YTD

Operations - Cash Balance \$117,300, an increase of \$35,177 compared to prior month, due to quarterly Common Fees

Emergency Reserve - Cash Balance \$50,877 - a slight increase compared to prior month

Roof Replacement Reserve

2017 YEAR-END BALANCE \$129,207

Common Fees transfers \$37,800

Interest Income \$1,659

Net Insurance Claim Receipts \$7,390

Roof Replacement - 3B cluster \$16,580

Roof Replacement - 5A cluster \$36,750

Roof Replacement - 7D cluster \$22,497

Roof Replacement - 7B cluster \$21,400

Roof Replacement 608-610 for \$8,950 and \$12,000

Roof Repairs (\$848) - to be corrected and charged to Operations

2018 October Balance \$57,031

3 TOTAL YEAR FORECAST - OPERATIONS:

Budget - Loss of (\$8,300)

Forecast - Profit of \$34,700

Variance (Fav./Unf.) **\$43,000**

Income - \$6,400 favorable - anticipate 8 new homeowners vs. 4 budgeted

Contract Services - \$8,300 favorable - budget anticipated inflationary costs; also

Insurance rates lower

KIMRY MOOR HOMEOWNERS ASSOCIATION
FINANCIAL REPORT
NOVEMBER 28, 2018 BOARD MEETING

Roof/Chimney Repairs - \$37,200 favorable - primarily minimal chimney replacements & fewer roof/chimney repairs

General Maintenance - \$2,000 favorable - Although deck cost are significantly higher to budget \$8,500; all other maintenance items are favorable

Tree Service - \$11,500 unfavorable - tree damage from winter storms not planned & Fall pruning effort

Utility Cost - \$1,300 unfavorable - primarily higher water and electrical costs

All other items - \$1,900 favorable

4 TOTAL ROOF REPLACEMENT RESERVE FORECAST:

Budget - increase of	\$15,400
Forecast - Loss of	<u>(\$68,932)</u>
Variance (Fav./Unf.)	<u>(\$84,332)</u>

Budgeted anticipated \$37,000 expense; estimated \$128,400 for roof replacements for clusters 3B, 5A, 7B, 7D and units 608 & 610; replacements for unit 907

Year End 2018 Roof Replacement Reserve balance is estimated to be \$60,300 (as compared to y/e 2017 of \$129,200)

5 RESIDENTS QUARTERLY COLLECTION

One owner past due - will be paid as part of sale of unit

Kimry Moor Homeowner's Association
Special Meeting of Board of Directors
February 7, 2018
KM Clubhouse, 4:30 pm

Present: Ray Colton, Claude Pilon, Janet McLoughlin, Ed Haynor, Jerry Meyer, Karen Hanlon, Richard Greene joined via telephone

Excused: Rick Bruner, Marty Levine

Ray Colton, Vice President of Kimry Moor Homeowners Association, chaired this meeting. This out of cycle meeting was necessary because the HOA's insurance policies will be renewing on Feb 20, 2018 and the next scheduled Board of Director's meeting is on Feb. 28, 2018. The information regarding this renewal, forwarded by TJMG to Richard Greene on January 18, 2018, was made available to the Board members prior to Feb 7, 2018. Steve Grimaldi of John J. Grimaldi & Associates joined the meeting via speaker phone to explain the renewal as well as to answer questions. At this time Mr Grimaldi also proposed a simple addition to our bylaws pertaining to our insurance. (Item open)

A motion was made and seconded to renew the HOA's insurance policies for a total annual premium of \$35,436.08. A discussion followed and the motion was passed by eight yes votes.

There is an option to reduce the annual premium by increasing the deductible. Currently the deductible is \$2,500. If the deductible is increased to \$5,000, there would be an annual savings of \$1,567.00. If the deduction is increased to \$10,000, there would be an annual savings of \$3,113.00. The board decided to continue this discussion, as an adjustment to the policy can be made at anytime. (Item open)

New Business:

A motion was made and seconded to not renew a CD with Country Side, and to put the cash in a Key Bank Checking Account. Both of these accounts are part of the same roof reserve fund.

A motion was made and seconded to adjourn this meeting. The meeting was adjourned at 5:00 pm.

Respectfully submitted,
Janet McLoughlin, Secretary