

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 16, 2019  
KM CLUBHOUSE, 4:30 PM**

**Present:** R. Greene, R. Colton, C. Pilon, J. McLoughlin, K. Hanlon, M. Levine, L. Crawford, B. Sweeney, R. Bruner, M. Bright of TJMG Properties

**President's Report:**

- a. Richard Greene reminded residents that all leaks should be reported to TJMG either by email ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)) or by telephone (315-299-4277). **Please** do not attempt to shovel snow or break ice that may have accumulated on your roof and/or gutters. Such action will void the HOA's roof warranty.
- b. Once again, the Onondaga County Water Authority is allowing HomeServe to solicit a repair program for residents to cover repairs to underground water lines. We recommend that you do not sign up for this program since the HOA owns the water lines to your units.
- c. A list of emergency contacts will be posted on the window adjacent to the front door of the Clubhouse.
- d. If a resident is concerned about a dangerous icing situation on a cul de sac or steep driveway, please contact TJMG. The property manager will look at the situation and make a recommendation to a Board member who will approve or disapprove the request. Residents are responsible for salting their own walkways, and in most cases, their driveways.
- e. A reminder, TJMG sent the quarterly Maintenance Fee coupons electronically. If you did not receive or have misplaced these coupons, please call or email TJMG.

**Secretary's Report:**

- a. Janet McLoughlin asked the Board of Directors to approve the minutes of the November 28, 2018 Board of Director's Meeting. **A motion was made, seconded and approved to accept the November 28, 2018 minutes.**
- b. The 2019 Budget was added to the November 28, 2018 minutes.

**Treasurer's Report:**

- a. Claude Pilon presented the November 2018 Balance Sheets, Profit&Loss Statement, Check Register, and Bank Reconciliation. **A motion was made, seconded and approved to accept the November 2018 Balance Sheets, Profit and Loss Statement, Check Register and M&T Bank Reconciliation.**

**Property Manager's Report:**

- a. Mark Bright reported that there are problems with water seeping into the Clubhouse basement. In mid December, Greg Cohen began making repairs in and outside of the Clubhouse that were approved by the Board of Directors in July 2018. After starting the work in the basement bathroom, Greg observed that the studs were wet. Further

investigation traced the water to the basement where the furnace is located. After consultation with TJMG, it is believed that the water is seeping in from the outside of the basement. No further work will be done until maintenance and TJMG meet to decide on the appropriate remediation.

- b. Garbage pickup is always on Mondays unless the residents are notified in advance of a change. Collection begins at 11:00 am. Please flatten boxes to be recycled.
- c. Shoveling by TJMG will be done at the end of a snow event.

**Committee Reports:** Committee Chairs are asked to submit their monthly report by email to the Secretary ([Janmac45@yahoo.com](mailto:Janmac45@yahoo.com)) and Kathryn ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)) 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 with a request for the approval of the Board of Directors.

**By-Laws Committee:**

- a. Ray Colton presented the committee's suggested revisions of the existing By-laws to the Board of Directors. **A motion was made, seconded and approved to accept these revisions to the By-Laws.**

**Grounds Committee:**

- a. If you see any large trees or branches that have fallen during a storm, contact TJMG.
- b. Paula Haynor reported that there has been some interest in putting lighting by the main entrance. She will research options and report at a later date.
- c. She will also be getting proposals for any tree maintenance going forward, after a walk around the property in April.

**Maintenance Committee:**

- a. Marty Levine reported that the lighting in the Clubhouse parking lot has been repaired.
- b. Again a clarification of the work to be done on Unit 306. There will be repair of the sidewalk according to the specifications in the By-Laws. The HOA will provide the bluestones as warranted, but it is Mr. Dutch's responsibility to have them cut for the curved area. The red bricks will be saved, if possible, but not relayed. The estimated cost to the HOA for the specified repairs is between \$1500 and \$1700. **A motion was made, seconded and approved for this expenditure.**
- c. The damage to Unit 604 from plowing will be repaired.
- d. Marty will be away for the month of February. During that time Ed McDonald will be handling the maintenance problems referred to him by TJMG.

**Architectural Control Committee:** No requests for Architectural change were submitted for the months of December 2018 and January 2019.

**Roofs and Chimneys Committee:**

- a. As previously reported, the area around the exhaust pipes of Unit 601 were leaking. Richard Greene viewed the leaks and Custom Quality was contacted to repair the leaks. The repair of leaks around vents and standpipes is the responsibility of the HOA. The Board of Directors, by electronic vote, approved the payment of \$125 to Custom Quality . This vote was finalized on December 27, 2018.
- b. The owner of Unit 815 contacted the HOA after finding water stains on his ceiling. Assuming that the water was coming from the roof, Custom Quality was contacted since it had replaced the roof in 2010 and it was still under warranty. Custom Quality determined that the water was not coming from the roof, but from the siding above the second floor window. Custom Quality was directed to repair the siding, as this is the responsibility of the HOA. By electronic vote, finalized on December 27, 2018, the Board of Directors approved the payment of \$325 to Custom Quality.
- c. The owner of Unit 501 contacted the HOA and reported that the cinder blocks in his garage were wet. Since the contractor, The Roofing Guys, had replaced the roof in the summer of 2018, they were contacted and repaired the roof at no charge.
- d. The owner of 811 contacted the HOA and reported that due to high winds many of his shingles were missing or damaged. Since The Roofing Guys were to be on site to check out Unit 501, they were asked to determine what needed to be done at 811. The contractor inspected the roofs at 809 and 811 and confirmed that some shingles needed to be repaired or replaced. They did the work at no charge to the HOA, but noted that the roof may need to be replaced in 2019.
- e. The owner of Unit 713 reported new stains on the living room and family room ceilings. Custom Quality was contacted as it had replaced the roof in the summer of 2018 and the roof is under warranty. They determined that the leak was not coming from the roof, but from the chimney crown and one of the flues. They were directed to tarp the chimney since masonry work could not be done until spring. The cost to determine the source of the leak and to tarp the chimney was \$225. **A motion was made, seconded and approved to pay Custom Quality \$225.**
- f. A number of chimneys may have to be replaced or repaired in 2019. The Roof and Chimney Committee will meet over the next few months to determine what options to consider.

**Pool Committee:** The pool is closed for the season.

**Clubhouse and Social Committee:**

- a. A pot luck holiday dinner was held on Wednesday, December 12, 2018.

**Neighborhood Watch Committee:**

- a. If you currently have or are planning to install a home alarm system, you must register with Onondaga County's Alarm Enforcement Unit to obtain and display a permit number. For more information, call 315-435-3041.
- b. If you are planning on being on vacation for a substantial amount of time, you can request the Town of Manlius Police to check your home periodically. For more information, call 315-682-2212.
- c. If you have a disability or a serious illness or even if you don't, the Fayetteville Fire Department will provide you with a "file of life". You can record all of your important

medical information in this and leave it in a prominent location in case of an emergency. For more information, call 315-637-6101.

**Pond and Swale Committee:**

- a. Karen Hanlon reported that the contract for the topographical survey of the swale was signed on December 7, 2018. The survey was started on January 11, 2019. It is expected to be completed by January 18, 2019.
- b. Upon completion of the survey, Karen will locate an engineer to assess the survey and draw up a plan for remediation.

**Welcoming Committee:** No report

**Insurance Committee:**

- a. The HOA received notice from the John J Grimaldi Agency that the HOA's insurance premium for 2019 will be \$38,377.75. Proposals from other brokers are still pending.

**Old Business:**

- a. The Grounds Maintenance, Property Management & Trash Removal Services contracts will end in October 2019. A motion was made and approved at the November meeting to establish a Contract Committee. Committee members are Rick Bruner (Chair), Janet McLoughlin (Grounds), Claude Pilon (Management), and Richard Greene (Trash). At the March meeting of the Board of Directors the Committee will report on the names of contractors who are available to bid on these contracts. The Committee will also prepare a Scope of Work for each of the contracts and present the Scope of Work to the Board of Directors at its April meeting.

**New Business:**

- a. Since mid December, there have been several maintenance issues that have developed regarding the Clubhouse. These include water seepage and damage in the basement, malfunctioning of the 3D lights in the pool area, replacement of the furnace filter and replacement of parking lot lights.
- b. **A motion was made, seconded and approved to have the Maintenance Committee responsible for all future maintenance and repair to the interior and exterior of the Clubhouse.**

**A motion was made, seconded and approved to adjourn the January 16, 2019 meeting of the Board of Directors. The next Board of Directors Meeting will be held on February 27, 2019 at the Clubhouse.**

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
MARCH 27, 2019  
CLUBHOUSE, 4:30 PM**

Present: R. Bruner, R. Colton, M. Levine, R. Greene, J. McLoughlin, K. Hanlon, C. Pilon, B. Sweeney, L. Crawford, Mark Bright and Kathryn Wolff of TJMG Properties.

**I. Opening Remarks:**

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

**II. President's Report:**

- a. The HOA received notice from the John J. Grimaldi Agency that the HOA's insurance premium for 2019 will be \$38,377.75. Solicitations from other brokers, the Crowley Agency and the One-Group as well as Infocus Advisors were requested, but Crowley, the One-Group and Infocus Advisors were unable to find markets that were competitive in premium with the Grimaldi Agency. An electronic vote of the Board of Directors was requested and approved on February 14, 2019, to accept the solicitation from the Grimaldi Agency.
- b. Due to the windstorms these past few weeks, several units' roofs lost shingles. The Units where shingles were reported to be damaged included 106, 304, 407, 507, 511, 525, 601, 606, 607, 811 and 821. Custom Quality submitted an estimate of \$550 to repair the damaged shingles. An electronic vote of the Board of Directors was requested and approved on March 13, 2019 to accept the bid from Custom Quality. (After the March meeting, TJMG Properties informed the president that they found additional damage to the shingles at Units 509 and 803. Additional billing was a net \$100. The HOA Treasurer processed the \$650 invoice for payment.
- c. A homeowner requested that the Board of Directors re-visit the window changes at Unit 202. In August the Board of Directors was informed that the Homeowner of Unit 202 and its contractor, "Renewal by Anderson", were contacted regarding the size of the shutters. The contractor informed me that the Homeowner did not direct him to change the shutters. The Homeowner responded and could not understand the HOA's concern. Currently, Unit 202 is listed for sale. The Board voted six "yeas" and three "nos" to have the shutters replaced.
- d. A notice regarding the dates of Yard Waste Pickup and Board of Director Meeting Dates was electronically sent to all Homeowners/Residents, and a copy of the Notice is posted on the sidelight window next to the front door of the Clubhouse.

### **III. Secretary's Report:**

- a. The Secretary requested approval of the Minutes of the January 16, 2019 Board of Directors Meeting as revised. **A motion was made, seconded and approved to accept the January 16, 2019 Minutes as revised.** She also reported that a donation for Bob McCabe, who recently died, was made to the Alzheimer's Association.
- b. Changes need to be made to the Committee list. The Secretary provided a copy of the Board & Committee list to the Board members requesting they update the list and get any changes to her as soon as possible.

### **IV. Treasurer's Report:**

- a. The Treasurer presented the December Year-end Financial Report. **A motion was made, seconded and approved to accept the December 2018 year Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation.** The total year 2018 financial reports are attached.
- b. Due to the Associations favorable financial results at the end of 2018, the Treasurer feels very comfortable with transferring \$40,000 into the roof reserves. **After a short discussion, a motion was made, seconded and approved to move \$40,000 into the roof reserves.**
- c. The Treasurer also presented the January and February Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the January 2019 and February 2019 Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation.**

### **V. Property Manager's Report:**

- a. TJMG Properties reported that they have removed all the plow stakes and will be moving forward with the spring clean-up as weather allows. The yard waste pick-up schedule has been distributed to the homeowners via email. Long branches from the side yards should be brought up front to the road. TJMG Properties will cut them up as needed.
- b. Homeowners are reminded that Trash Day is Monday. All trash must be out before 11:00 AM. TJMG Properties reported that 3 homeowners put their trash out after 11:00 AM this week. Any trash and/or recycling that is put out in plastic grocery bags will not be picked up. Remodeling items left out will not be picked up. The dumpster is for normal household trash only.

### **VI. Committee Reports:**

#### **Grounds Committee:**

- a. The Property Manager will meet with the Committee Chair, weather permitting.

**Maintenance Committee:**

- a. The Committee Chair reported that there has not been much activity, but we are preparing to complete several projects. We are working on painting new or repaired decks, the sidewalk repair to unit 306, the repairs to the clubhouse basement, etc.
- b. The lamplight in front of Unit 601 has a problem. TJMG Properties feels that it is caused by an electrical problem inside the Unit.
- c. Mailbox posts will be painted by TJMG Properties at their own pace.
- d. Many thanks to Ed McDonald who took over while Marty Levine was away in February and a special thanks to John Cooper who takes care of the lamplights.

**Architectural Control Committee:**

- a. The Committee Chair reported that no requests for Architectural Changes were received in February or March.

**Roofs and Chimneys Committee:**

- a. The Committee Chair reported that the owners of Unit 715 reported a ceiling leak. After an inspection by TJMG Properties and Custom Quality, it was determined that it may be necessary for Custom Quality to replace a portion of the roof around the chimney in the spring. In the meantime, Greg Cohen, who is inspecting the Unit while the Owners are in Florida, will determine if the ceiling stains continue. If necessary, that portion of the roof will be temporarily covered with a tarp.
- b. The Committee Chair also reported that the Owners of Unit 515 reported ceiling stains on February 21st and March 17th. After an inspection by TJMG Properties on or about February 22nd, it was recommended that the stain be "marked" and evaluated. Another inspection by TJMG Properties will be done to determine if the new stains indicated new leaks. At the same time, the Owners asked about the "cracks" in their ceiling. TJMG Properties explained that cracks were not the responsibility of the HOA and cracks are common due to settling. Richard has asked TJMG Properties to look at this a second time to check for any changes to the stain.

**Roofs Reserve Committee (RRC):**

- a. The Committee Chair reported that at the request of the President, the RRC met on Wednesday, March 20th in the Clubhouse to consider a proposal to accelerate the replacement of roofs and to determine how much money would be available to do the job. The committee also considered a suggestion that all remaining roofs be replaced in a single year. After an in depth discussion and careful consideration of the many facets of this issue, the committee considered this proposal carefully and decided that replacement of all remaining roofs within one year would not be feasible. The committee recommends that the original schedule for multi-year replacement be continued subject to possible acceleration should funds permit. It may be necessary to increase the yearly maintenance fee to obtain additional monies for this purpose.

- b. The Roof Reserve Committee will meet to review those roofs damaged by the winter storms and to determine if the 2019 Roof Replacement Projects and/or Reserve needs to be re-evaluated. Ray Colton believes that any damaged roofs need to be called into Custom Quality first to see if they are covered under warranty.
- c. The Roof Reserve Committee will review bids solicited by the Roof & Chimney Committee to determine further the feasibility to replace all old roofs. Several Board members questioned the need for two separate committees. A suggestion was made to merge the two committees. No action was taken by the Board.

#### **Pool Committee:**

- a. The pool remains closed.
- b. The Committee Chair reported that the 2019 Onondaga County Pool Operating Permit has been completed. The annual cost for the permit is \$279.00. **A motion was made, seconded and approved to pay the expenditure of \$279.00.**

#### **Clubhouse & Social Committee:**

- a. Nothing to report.

#### **Neighborhood Watch Committee:**

- a. Nothing to report.

#### **Pond and Swale Committee:**

- a. The Committee Chair reported that a second engineer is coming to Kimry Moor on April 12th to examine the swale and the extent of the project. The director of the Onondaga County Soil and Water Conservation District will also be there. After this meeting, the Committee will receive an estimate for further work from the engineer.

#### **Welcome Committee:**

- a. Linda Shapess reported that she as well as Joan Jacobs have welcomed James Knoll, the new owner of Unit 707 to Kimry Moor.
- b. The Committee Chair is updating the welcome information for new homeowners. If anyone has anything they would like added to the welcome packet please send to Linda Shapess via text [315-427-3911](tel:315-427-3911) or email [Linda.shapess@gmail.com](mailto:Linda.shapess@gmail.com).

#### **By-Laws Committee:**

- a. The Committee Chair reported that the Board of Directors has approved all of the proposed revisions to the By-laws at the meeting of January 1, 2019. Since then, the chair and a member of the committee (Janet McLoughlin) carefully reviewed the document for formatting problems, misspellings, grammar inconsistencies and clarity.



The task has now been completed and the final document has been sent to the Board of Directors and posted on the website. The plan is to email a copy of the revised By-laws to all Homeowners who have provided their email addresses. There is, however, a need for printed copies for the Homeowners without an email address and for future use. The committee proposes to duplicate 25 copies.

**Contract Committee:**

- a. The Grounds Maintenance, Property Management & Trash Removal Services Contracts will end on October 2019. The Contract Committee will report to the Board of Directors at its April meeting the names of entities who are available to bid on these contracts. The President has provided a Scope of Work for each of these Contracts.

**VII. Old Business:**

- a. None

**VIII. New Business:**

- a. Once again someone brought several large items to the dumpster including a vanity and toilet. A suggestion was made to erect signage that prohibits such disposal in the area of the dumpster. After a brief discussion, it was determined that signs will be put up as a deterrent. TJMG Properties suggested a 2x3 foot sign be posted on the fence and next to the dumpster on a post where it is visible to the homeowners. The Vice-President and the Property Manager will work together to create the sign and determine locations for display.

**IX. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the March 27th, 2019 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, April 24, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**X. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE YEAR 2018

**1 PROFIT & LOSS STATEMENT**

**Net Operational Profit & Loss, after funds transfer to reserve - \$38,266 profit; an improvement of \$3,809 compared to prior year**

**Income: \$319,172, an increase of \$34,338 compared to prior year**

Common fees - \$16,800 higher from increase fees of \$200/unit

Insurance claims receipts - \$19,522, offset by ordinary and capital expenditures

Interest Income - from Roof Replacement Reserve - \$1,659 compared to zero in prior year

Interest Income from general operations investments - \$1,334 compared to \$229 in prior year

New Homeowners fee - lower by \$4,800 due to 6 new owners vs 9 in the prior year

**Expenditures: \$222,300, an increase of \$5,523 compared to prior year**

Contract Services - \$91,509, an increase of \$571 or 0.6% compared to prior year

Insurance Services - 36,445, an increase of \$527 or 1.5% compared to prior year

Trash Removal from Waste Management - \$6,884, an increase of \$1,069 or 18.4%. Additional pick-ups during the year

Roof Repairs - \$2,089, a reduction of \$10,113 - due in part to some costs charged to the reserve & fewer repairs needed

Chimney Repairs - \$7,168, an increase of \$4,925 for two unit owners

Chimney Replacements - zero spent compared to \$7,300 expended in prior year

General Maint & Repairs - \$19,625, favorable to prior year by \$554; deck repairs of \$12,793 were \$10,430 higher than prior year

Clubhouse expenses of \$2,353 were slightly favorable compared to prior year

Clubhouse Maint. & Repairs - \$1,105 - new account; zero costs in prior year

Pool maintenance & repairs - \$8,772, higher by \$1,332 compared to prior year. Additional maintenance required during year

Water charge \$1,774, related to pool maintenance; slightly less than prior year

Utility costs \$6,603, unfavorable by \$791

Tree Maintenance 22,678, approximately the same amount as prior year

Insurance Claim Payments - \$12,133 offset by receipts from insurance company; net cost was \$2,500

All other expenses - \$3,192, primarily for misc. expenses; slightly favorable compared to prior year

**Funds transferred to Roof Replacement Reserve: \$58,606, an increase of \$25,006 compared to prior year; mostly from common fees increase of \$16,800, insurance claim receipts of \$7,390 and interest income**

**2 BALANCE SHEET**

**Operations - Cash Balance \$108,455, an increase of \$35,502 compared to prior year, due to favorable P&L, year-end accruals and outstanding checks not paid**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE YEAR 2018

Emergency Reserve - Cash Balance \$51,025 - a \$1,025 increase compared to prior year for interest income

**Roof Replacement Reserve**

**2017 YEAR-END BALANCE - Key Bank** **\$129,207**

Common Fees transfers	\$ 50,400	
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	\$ (8,950)	
Roof Repairs Adjustment	\$ (848)	
Roof Replacement 608-610	\$ (11,999)	
Roof Replacement - 907	\$ (10,250)	
Roof Repairs - duplicate entry	\$ (848)	
Countrywide Credit Union Prior Yr. Balance	\$ 5	
Roof Replacement - 907 reimbursement to owner for misc. expenses	\$ (340)	
Total Income	\$ 58,606	\$58,606
Total Expenditures	\$ (129,614)	<u>\$(129,614)</u>

**2018 December G/L Balance - Key Bank & Countryside Cr. Union**

**\$58,199**

**3 ACTURAL RESULTS COMPARED TO BUDGET**

Budget - Loss of	\$(8,300)
Actual - Profit of	<u>\$38,266</u>
Variance Fav./(Unf.)	<u>\$46,566</u>

Major Changes:

- Income - higher by \$24,172 due to insurance claims receipt of \$19,522 and new homeowners fees of \$3,200
- Contract Services - lower by \$5,361 - budget assumed an increase of 2%; actual was 0.6%
- Insurance Services - lower by \$3,555; budget assumed a 5% increase; actual was 1.5%

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE YEAR 2018

Roof and Chimney Repairs - lower by \$12,243; significantly less repairs than 2017 which was basis for budget  
Chimney Replacements - lower by \$25,730; no replacements during 2018; budget was based on prior years experience  
Tree Service - higher by \$7,678 due to winter storms and additional tree removals and prunings  
Insurance claims payments not budgeted \$12,133  
Transfers to Roof Replacement Reserve - higher by \$6,206 for insurance claim receipts and interest income

**4 ROOF REPLACEMENT RESERVE COMPARED TO BUDGET**

Budget - Gain of	\$15,400
Actual - Loss of	<u>\$(71,008)</u>
Variance Fav./(Unf.)	<u>\$(86,408)</u>

Major Changes:

The budget anticipated replacing the roofs for units 519, 521, 523, & 525. Postponed and included in 2019 Budget  
Roof replacements completed were Clusters 3B, 5A, 6D, 7B, 7D & repairs to 9A

**5 RESIDENTS QUARTERLY COLLECTION**

No unit owners are past due  
Several unit owners have miscellaneous billings outstanding

**6 BANK RECONCILIATIONS**

M&T Bank and Key Bank have unreconciled amounts of \$340 - offsets each other. Should have been corrected in December; check issued in January 2019. Should have been accrued in December

**7 WORD ORDERS - December**

Nothing unusual

**8 TRANSFER \$40,000 TO THE ROOF REPLACEMENT RESERVE**

## KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD

## PROFIT &amp; LOSS STATEMENT

DECEMBER YTD 2018

	ACTUALS FOR DECEMBER			2018 YEAR		COMMENTS
	MONTH	TOTAL YEAR	PRIOR YEAR	FORECAST	BUDGET	
GENERAL OPERATIONS						
REVENUES						
Common Fees	\$ -	\$ 285,600	\$ 268,800		\$ 285,600	Reflects an increase of \$16,800 to prior year Units 104, 204, 502, 601, 608 & 805
New Homeowner Fees	\$ -	\$ 9,600	\$ 14,400		\$ 6,400	
Late Charge Income	\$ 25	\$ 600	\$ 1,230		\$ -	
Interest Income - Regular Operations	\$ 94	\$ 1,334	\$ 229		\$ 1,000	
Interest Income - Roof Reserve	\$ -	\$ 1,659	\$ -		\$ 2,000	Includes \$1,000 pertaining to prior year Flooded basement - unit 807 - payment of \$12,132; Roof Repairs - unit 907 - payment of \$6,489 + \$901. Total deductible \$5,000
Insurance Claim Receipts (net of deductible)	\$ -	\$ 19,522	\$ -		\$ -	
Other Income	\$ 485	\$ 857	\$ 175		\$ -	Primarily tables sold to Mark Bright
Total Income	\$ 604	\$ 319,172	\$ 284,834	\$ -	\$ 295,000	
CONTRACT SERVICES						
Grounds Maintenance	\$ 4,016	\$ 48,946	\$ 49,241		\$ 52,000	Per 3 year contract
Insurance	\$ -	\$ 36,445	\$ 35,918		\$ 40,000	Budget anticipated a 14% increase
Property Management Fees	\$ 1,090	\$ 12,866	\$ 12,823		\$ 12,870	Per 3 year contract
Snow Removal	\$ 1,804	\$ 19,753	\$ 19,493		\$ 22,000	Per 3 year contract
Trash Removal - TJMG	\$ 843	\$ 9,944	\$ 9,381		\$ 10,000	
Trash Removal - Waste Management	\$ 350	\$ 6,884	\$ 5,815		\$ 6,000	Cost higher than planned due to additional service
Goose Management	\$ -	\$ -	\$ -		\$ -	
Total Contract Services	\$ 8,103	\$ 134,838	\$ 132,671	\$ -	\$ 142,870	
CHIMNEY & ROOF MAINTENANCE						
Roof Repairs & Maintenance	\$ 450	\$ 2,089	\$ 12,202		\$ 8,500	Units 605, 907, 702, & 707
Chimney Repairs	\$ 82	\$ 7,168	\$ 2,243		\$ 13,000	Repairs to units 403 & 405
Chimney Replacement/Rebuilt	\$ -	\$ -	\$ 7,300		\$ 25,730	
Total Roof & Chimney Maint.	\$ 532	\$ 9,257	\$ 21,745	\$ -	\$ 47,230	
GENERAL MAINTENANCE & REPAIRS						
Lights	\$ 382	\$ 1,474	\$ 1,254		\$ 200	Replacements, service to units lighting poles etc.
Deck Repair	\$ -	\$ 12,793	\$ 2,363		\$ 5,000	Repairs to unit 405, 905, 202, 513, 903, 601
Painting & Siding	\$ -	\$ 396	\$ 849		\$ 200	
Repair/Replace Steps/Sidewalks to Pavers	\$ -	\$ 953	\$ 5,064		\$ 8,000	Pavers for unit 821
Maint./Repairs - Billings	\$ (270)	\$ (629)	\$ -			Billing for replacement of mailboxes etc.
Maint./Repairs - TJMG Properties	\$ 543	\$ 3,368	\$ 2,314		\$ 2,500	
Structure & Misc. Maint./Repairs	\$ 206	\$ 1,270	\$ 7,227		\$ 7,100	
Total Gen. Maint. & Repairs	\$ 861	\$ 19,625	\$ 19,071	\$ -	\$ 23,000	

## KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD

## PROFIT &amp; LOSS STATEMENT

DECEMBER YTD 2018

	ACTUALS FOR DECEMBER			2018 YEAR		COMMENTS
	MONTH	TOTAL YEAR	PRIOR YEAR	FORECAST	BUDGET	
GENERAL OPERATIONS						
CLUBHOUSE/RECREATIONAL EXPENSES						
Social & Clubhouse Expenses	\$ 342	\$ 1,663	\$ 2,515		\$ 1,200	
Clubhouse Improvements	\$ 83	\$ 690	\$ -		\$ 1,000	HVAC repairs
Clubhouse Repairs & Maint.	\$ 995	\$ 1,105	-		\$ -	New account to identify club house maint.
Pool Repairs	\$ -	\$ 910	\$ -		\$ 1,000	
Pool Maintenance	\$ 89	\$ 7,862	\$ 7,440		\$ 7,500	
Water	\$ -	\$ 1,744	\$ 1,700			
Energy Cost for street lighting	\$ -	\$ 550	\$ 550		\$ 7,500	
Other Utilities	\$ 402	\$ 6,053	\$ 5,262			
Total Clubhouse/Recreational Exp.	\$ 1,911	\$ 20,577	\$ 17,467	\$ -	\$ 18,200	
OTHER EXPENSES						
Legal & Accounting	\$ -	\$ 400	\$ 385		\$ 500	
Tree Service	\$ 4,811	\$ 22,412	\$ 19,293			Tree damage from winter storms \$3,154; Prune & remove trees \$13,527; grinding trees \$1,004 Fall work \$4,800
Tree Maint. Contract - Michael Grimm	\$ -	\$ 266	\$ 3,196		\$ 15,000	
Planting & Flowers	\$ -	\$ 80	\$ 462		\$ 1,000	
Ponds & Stream Maintenance	\$ -	\$ 220	\$ 590		\$ 500	Clean covert areas
Taxes, etc.	\$ -	\$ 22	\$ 576		\$ 600	Received credit from NYS for 2016 duplicate payment - credit balance of \$53 remains
Payment - Related to Insurance Claim	\$ -	\$ 12,133	\$ -			Payment to owner at unit 807 - flooded basement - \$14,633 less \$2,500 deductible
Miscellaneous	\$ 295	\$ 2,470	\$ 1,321		\$ 2,000	Primarily office expenses, Coupon Books, various donations & gifts, Pool brochure, Web Hosting fee for 4 years etc.
Total Other Expenses	\$ 5,106	\$ 38,003	\$ 25,823	\$ -	\$ 19,600	
Total Expenditures	\$ 16,513	\$ 222,300	\$ 216,777	\$ -	\$ 250,900	
REGULAR OPERATING PROFIT & LOSS	\$ (15,909)	\$ 96,872	\$ 68,057	\$ -	\$ 44,100	
Funds Transferred to Roof Replacement Reserve	\$ -	\$ (50,400)	\$ (33,600)	\$ -	\$ (50,400)	
Net Insurance Claim Receipts - Roof Reserve - transfer to reserve	\$ -	\$ (7,390)	\$ -	\$ -	\$ -	Roof Replacement - unit 907 - insurance claim \$8,989 less deductible of \$2,500; additional claim of \$901
Interest Income - Roof Reserve	\$ -	\$ (1,659)	\$ -	\$ -	\$ (2,000)	
Adjustment to expenditures		\$ 848				
Other Replacement Income/Expenses	\$ -	\$ (5)	\$ -	\$ -	\$ -	
NET OPERATIONAL PROFIT & LOSS	\$ (15,909)	\$ 38,266	\$ 34,457	\$ -	\$ (8,300)	

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD  
PROFIT & LOSS STATEMENT  
DECEMBER YTD 2018

ACTUALS FOR DECEMBER				2018 YEAR		COMMENTS
MONTH	TOTAL YEAR	PRIOR YEAR	FORECAST	BUDGET		
ROOF REPLACEMENT RESERVE						
Funds Transferred from Roof Replacement Reserve	\$ -	\$ 50,400	\$ 33,600	\$ -	\$ 50,400	Qtr. funds transfer/unit is \$150; an increase of \$50/qtr. or \$200 annually
Insurance Claim Receipts - Roof Reserve	\$ -	\$ 7,390	\$ -	\$ -		Insurance claim for unit 907 - roof replacement
Interest Income	\$ -	\$ 1,659	\$ 2,348	\$ -	\$ 2,000	
Adjustment to Funds Transfers	\$ -	\$ 5		\$ -		
Adjustment to expenditures		\$ (848)				
Other Replacement Income/Expenses	\$ -	\$ (129,614)	\$ (75,711)	\$ -	\$ (37,000)	Costss for clusters 3B for \$16,580; 5A for \$36,750; 7B for \$21,400 & 7D for \$22,497; 608 & 610 for \$20,950; 907 for \$10,250; and misc. adjustments
NET ROOF REPLACEMENT GAIN OR (LOSS) TO THE RESERVE	\$ -	\$ (71,008)	\$ (39,763)	\$ -	\$ 15,400	

## KIMRY MOOR HOMEOWNERS ASSOC.

## MISCELLANEOUS EXPENSES

FOR THE YEAR 2018

	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
Office Expense - Postage TJMG	\$ 10	\$ 17	\$ 8	\$ 7	\$ 12	\$ 11	\$ 14		\$ 10	\$ 18	\$ 25	\$ 53	\$ 185
Office Expense - Coupon Books	\$ 346												\$ 346
Office Expense - supplies for Treasurer		\$ 51											\$ 51
Office Expense - copies for R. Greene				\$ 30									\$ 30
Office Expense - binders, file folders, etc.		\$ 61		\$ 9									\$ 70
Office Expenses - Scan & Xerox copies				\$ 76									\$ 76
Office Expenses - CPR handouts						\$ 5							\$ 5
Office Expenses - Welcome committee portfolios						\$ 14							\$ 14
Office Expenses - UPS - 500 copies						\$ 62							\$ 62
Office Supplies - pool reimbursement						\$ 11							\$ 11
Clubhouse purchased - keys							\$ 15						\$ 15
Website hosting charge for 4 years				\$ 470									\$ 470
Gift to Barbara Sweeney - leaving Board				\$ 50									\$ 50
Pool Brochure					\$ 111								\$ 111
Office Supplies - Paper & toner - R. Bruner					\$ 83								\$ 83
Donation - Fayetteville Fire Dept.							\$ 100						\$ 100
Donation - Lustgarten Foundation - Manheim						\$ 50							\$ 50
Meal for Torres family - death of wife Judy								\$ 62					\$ 62
Purchase light bulbs								\$ 17					\$ 17
Donation - The Sam Pomeranz Jewish Center									\$ 50				\$ 50
Office supplies - reimburse R. Greene - monthly charge										\$ 15		\$ 5	\$ 20
Gift to Kathryn Wolff for secretary work										\$ 106			\$ 106
Loretta Foundation - Bonnie Detter died											\$ 50		\$ 50
Gifts to 2 Board members completed terms											\$ 100		\$ 100
Town of Manlius Police donation											\$ 50		\$ 50
Fayetteville Fire Dept. donation											\$ 50		\$ 50
Cost to remove household goods												\$ 235	\$ 235
Adjustment - unknown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ (5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 356	\$ 129	\$ 8	\$ 642	\$ 206	\$ 159	\$ 124	\$ 79	\$ 60	\$ 139	\$ 275	\$ 293	\$ 2,470
TYD	\$ 356	\$ 485	\$ 493	\$ 1,135	####	\$ 1,500	\$ 1,624	\$ 1,703	\$ 1,763	\$ 1,902	\$ 2,177	\$ 2,470	



## KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD

## BALANCE SHEET

AS OF DECEMBER 31, 2018

		CD Rate	Maturity Date	DECEMBER		
				2018	2017	Variance to Prior Year Increase/(Decrease)
ASSETS						
Roof Replacement Reserve Funds						
	Cash - Key Bank Checking			\$ 58,194	\$ 13,037	\$ 45,157
	CD - Key Bank	1.40%	4/30/2018	\$ -	\$ 27,611	\$ (27,611)
	Countryside Credit Union cash			\$ 5	\$ -	\$ 5
	CD - CFCU	1.46%	2/21/2018	\$ -	\$ 15,002	\$ (15,002)
	CD - CFCU	1.46%	5/20/2018	\$ -	\$ 37,101	\$ (37,101)
	CD - CFCU	1.46%	3/24/2018	\$ -	\$ 36,456	\$ (36,456)
	Total			\$ 58,199	\$ 129,207	\$ (71,008)
Emergency Reserve						
	CD - Key Bank	1.75%	1/20/2019	\$ 51,025	\$ 50,000	\$ 1,025
General Operations						
	Cash - M&T Bank			\$ 92,756	\$ 57,569	\$ 35,187
	Petty Cash - Clubhouse			\$ 300	\$ 300	\$ -
	CD - Key Bank	1.75%	1/20/2019	\$ 15,394	\$ 15,084	\$ 310
	Total			\$ 108,450	\$ 72,953	\$ 35,497
	Prepaid Taxes - CPA			\$ 53		
	Accounts Receivable - Common Fees				\$ 925	\$ (925)
	Accounts Receivable - Billings			\$ 1,038		\$ 1,038
	Accounts Receivable - Todd Engel			\$ -		\$ -
	Accounts Receivable - New Homeowners			\$ -	\$ 1,600	\$ (1,600)
TOTAL ASSETS				\$ 218,765	\$ 254,685	\$ (37,011)
CURRENT LIABILITIES						
General Operations						
	Accounts Payable			\$ 6,883	\$ 18,842	\$ (11,959)
	Deferred Common Fees			\$ 23,762	\$ 15,035	\$ 8,727
	Total			\$ 30,645	\$ 33,877	\$ (3,232)
EQUITY						
	Roof Replacement Reserve Funds			\$ 58,199	\$ 129,207	\$ (71,008)
	Emergency Reserve			\$ 51,025	\$ 50,000	\$ 1,025
	Retained Earnings			\$ 41,601	\$ 7,145	\$ 34,456
	Adjustments to Retained Earnings			\$ (971)	\$ -	\$ (971)
	P&L Year-To-Date			\$ 38,266	\$ 34,456	\$ 3,810
	Total			\$ 188,120	\$ 220,808	\$ (32,688)
TOTL LIABILITIES & EQUITY				\$ 218,765	\$ 254,685	\$ (35,920)

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  
BOARD OF DIRECTORS' MEETING  
APRIL 24, 2019  
CLUBHOUSE, 4:30 PM**

Present: R. Bruner, R. Colton, M. Levine, R. Greene, J. McLoughlin, K. Hanlon, C. Pilon, B. Sweeney, L. Crawford, and Kathryn Wolff of TJMG Properties.

**I. Opening Remarks:**

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

**II. President's Report:**

- a. The HOA's insurer requires all homeowners/residents to comply with the Fire Code of New York State (Section 308.1.4). This Section prohibits the use of a charcoal and other open-flame cooking devices on a deck, balcony or within 10 feet from a combustible structure when being used.
- b. Due to the dumping of furniture, toilets and other bulky items into the dumpster or in the area of the dumpster, a sign is proposed to be placed in the dumpster area that prohibits such dumping. The Board will discuss what will be printed on the sign and where they will be located.
- c. The flag was damaged during the winter storms. Richard Greene directed TJMG Properties to purchase a new flag and raise it on the flag pole. ***Post meeting: TJMG Properties purchased a new flag and it has been raised on the flag pole.***

**III. Secretary's Report:**

- a. Secretary, Janet McLoughlin requested approval of the Minutes of the March 27, 2019 Board of Directors Meeting as revised. **A motion was made, seconded and approved to accept the March 27, 2019 Minutes as revised.**

**IV. Treasurer's Report:**

- a. Treasurer, Claude Pilon presented the March Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the March 2019 Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation.**
- b. Please be reminded that TJMG Properties sent the quarterly Maintenance Fee coupons electronically. If you did not receive or misplace these coupons, please e-mail TJMG Properties at (associations@tjmgproperties.com) or call TJMG's Properties office (315-299-4277).

## **V. Financial Review Committee:**

- a. At the January 16, 2019 Board meeting, Richard Greene appointed Pat Curtin and Morris Torres to serve on the Financial Review Committee. As specified in the Bylaws, Article XI, Section 3, the Treasurer, together with the Financial Review Committee, are assigned to review the books of account for the preceding calendar year. Pat Curtin reviewed the committee's report and recommended that TJMG Properties should make every effort to present the monthly records to the Treasurer by the 20<sup>th</sup> of each month in for the Treasurer to have time to prepare financial statements for the monthly Board meeting and that at the beginning of each year, the Board should decide how to handle any positive balance in the operating statement from the previous year. ***Post meeting: TJMG Properties provides the monthly reports by the 20<sup>th</sup> of each month.***
- b. The Annual Review of Financial Results and Internal Controls report is attached.

## **VI. Property Manager's Report:**

- a. TJMG Properties will be around repairing plow damage, applying top soil and seeding as weather permits. We are cycling through mowing everyone. If the weather cooperates, we will be mowing Thursday afternoon and Friday this week. We will continue to work through the clean up as we are on site mowing. Some of the lawns have some minor snow mold that will bounce back after fertilization is done. We plan to fertilize the lawns after next week once everyone is mowed.
- b. Homeowners are reminded that Trash Day is Monday. All trash must be out before 11:00 AM. If you are done earlier in the route and your trash isn't put out before 11:00 AM your trash may not be picked up. Any trash and or recycling that is put out in plastic grocery bags will not be picked up. Remodeling items left out will not be picked up. The dumpster is for normal household trash only.

## **VII. Committee Reports:**

### **Grounds Committee:**

- a. Paula Haynor reported that she has received a pest control report and quote from Bartlett Tree Service. Both have been emailed to the Board members for review. Richard Greene asked the Board members to read the quote and come prepared to discuss at the May 22, 2019 Board meeting.
- b. Paula Haynor reported that Unit 604 has requested the HOA put in some trees for privacy purposes. Richard Greene asked the Board members to look at Unit 604 and report any other tree issues at the May 22, 2019 Board meeting. **(tabled item)**

### **Maintenance Committee:**

- a. Marty Levine reported that maintenance work will begin next week. Sidewalks need repair and decks need painting and repair, etc. He has a substantial list he is working from. Kimry Moor's main repair man has been tied up with vacations and private work, but he assures Marty Levine that he's ready to attack the various projects that need to be done at Kimry Moor.
- b. Richard Greene has asked the Maintenance Committee to report on the water problem in the basement of the clubhouse and for a list of projects that they are working from for the May 22, 2019 Board meeting. **(tabled item)**

### **Architectural Control Committee:**

- a. A request for Architectural Change was received from Unit 511 to replace its storm door. An electronic vote was requested and approved on April 1, 2019 to approve the replacement of Unit 511's storm door.
- b. A request for Architectural Changes was received from Unit 301 to replace 3 windows with the same windows manufacturer by Pella Window and Door. **A motion was made, seconded and approved for the 3 replacement windows.**
- c. A request for Architectural Change was received from Unit 204 to add 1 window with the same window that will match the existing exterior. **A motion was made, seconded and approved for the 1 replacement window.**
- d. A request for Architectural Change was received from Unit 402 to install a Direct TV Pole Mount. Article II, Use of Property, Section 8, Antennae of the Declarations and Covenants. etc. states, "Nothing herein contained shall prohibit TV dishes which may only be erected after approval has been obtained from the Board of Directors acting upon the recommendation of the Architectural Control Committee in accordance with Article VI Architectural Control. **A motion was made, seconded and after a brief discussion, the requested was denied to install a Direct TV Pole Mount (7 Board members were against and 1 Board member was in favor).**
- e. A new request for Architectural Change was received from Unit 303 to put up a 4' fence inside the arborvitaes within the 10' behind the unit. **A motion was made, seconded and after a brief discussion, the requested was approved to put up a 4' fence inside the arborvitaes within the 10' behind the unit. (8 Board members approved)**

### **Roofs and Chimneys Committee:**

- a. Due to the wind storms these past few weeks, several units' roofs lost shingles. The Units where shingles were reported to be damaged included 106, 304, 407, 507, 511, 525, 601, 606, 607, 811 and 821. Custom Quality submitted an estimate of \$550 to repair the damaged shingles. An electronic vote of the Board of Directors was requested and approved on March 13, 2019 to accept the bid from Custom Quality. While repairing the damage shingles at the above Units, Custom Quality viewed other damage shingles at Units 409 (next to Unit 407) and 823 (next to Unit 821). Subsequently, TJMG Properties informed Richard Greene that they found damage to the shingles at Units 509 and 803. **A motion was made, seconded and approved for the addition charges of Custom Quality for \$100 to repair the damage shingles at Units 409, 509, 523 and 803.**
- b. The Owners of Unit 515 reported ceiling stains on February 21, 2019 and March 17, 2019. After viewing the ceiling stains, Richard Greene asked Custom Quality to again inspect by viewing the roof from inside the attic, as well as from on the roof. Custom Quality found that the leak was not coming from the flashing around the chimney, but suspected that the leak may have been caused by shingles that were loosen by the wind storms this past winter. Unfortunately, the shingles could not be located. The roof on Unit 515 and 517 was referred to the Roof & Chimney Committee for replacement during 2019.
- c. The Owner of Unit 713 reported new stains on the living room and family room ceilings. Custom Quality was contacted as they replaced the roof in the summer of 2018 and the roof is under warranty. They determined that the leak was not coming from the roof, but from the chimney crown and one of the flues. They were directed to tarp the chimney since masonry work could not be done until the spring.
- d. The Roofs and Chimneys Committee was requested by Board members to bid the replacement of all roofs that have not replaced to date.

### **Pool Committee:**

- a. Nothing to report

### **Clubhouse & Social Committee:**

- a. Careen Talbot reported that the Book Club meets the last Tuesday of the month at 11:00 AM. The book for April is the "An American Marriage" by Tayari Jones. The book for May is "Me Before You" by Jojo Moyes. More books have added to our Clubhouse library. Feel free to enjoy a book or add to our library.
- b. Careen Talbot reported that there will be a meet and greet welcome party for all new homeowners on Wednesday, May 15, 2019 at 7:00 PM in the Clubhouse. Everyone is invited to come and meet our new neighbors and hear the Board explain their function and answer any questions.

- c. Careen Talbot reported that we are having our first “Pot Luck” dinner on Wednesday, May 29, 2019 at 6:00 PM in the Clubhouse. A flyer will be distributed prior to the dinner.

#### **Neighborhood Watch Committee:**

- a. John Cooper reported that he will be contacting the Manlius Fire Department to schedule informational meetings for the residences of Kimry Moor. As soon as he receives the schedule, flyers will be distributed to everyone’s mailbox.

#### **Pond and Swale Committee:**

- a. Karen Hanlon reported that on Friday, April 12, 2019 Doug Fisher, Director of the Onondaga County soil and water, Doug Kierst, Director of Cayuga County soil and water, and two representatives from Agricultural Engineering Services met with members of the Pond and Swale Committee. Agricultural Engineering Services will be submitting an estimate for an engineering plan for removing silt from the swale and correcting the culvert situation under our road to the clubhouse. All the professional opinions were that the culverts will probably need to be replaced. As soon as we receive the estimate from Agricultural Engineering Services, we will discuss it with the board.

#### **Welcome Committee:**

- a. Nothing to report

#### **Contract Committee:**

- a. The Grounds Maintenance, Property Management & Trash Removal Services Contracts will end on October 2019. Rick Bruner reported that he has 4 contractors that are interested in bidding the expiring contracts.
- b. The Committee will prepare a Scope of Work for each of these Contracts and present the Scope of Work to the Board of Directors at its May 22, 2019 Board meeting.

#### **VIII. Old Business:**

- a. The Committee list has been updated and will be distributed to the homeowners soon.  
***Post meeting: TJMG Properties emailed the updated Committee list to the homeowners.***
- b. At the request of the homeowner, the Board has looked at the shutters again. Most of the Board members would like the shutters changed to look the same size as the windows or have them removed. **(open item)**

#### **IX. New Business:**

- a. Anyone interested in joining a committee is encouraged to do so.

**X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the April 24, 2019 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, May 22, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING**  
**May 22, 2019**  
**CLUBHOUSE, 4:30 PM**

Present: R. Bruner, R. Colton, M. Levine, R. Greene, J. McLoughlin, K. Hanlon, C. Pilon, B. Sweeney, L. Crawford, Mark Bright and Kathryn Wolff of TJMG Properties and Jason Pieklik of Bartlett Tree Experts.

**I. Opening Remarks:**

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

**II. President's Report:**

- a. **Open-Flame Cooking Devices** - The HOA's insurer requires all homeowners/residents to comply with the Fire Code of New York State (Section 308.1.4). This Section prohibits the use of a charcoal and other open-flame cooking devices on a deck, balcony or within 10 feet from a combustible structure when being used.
- b. Judith Alderman passed away on May 7, 2019. There will be a reception for her friends and family at the Clubhouse on June 9, 2019 from 12:00 PM – 5:00 PM. Donations may be made to the Francis House.
- c. **Trash & Recycling Pickup** - Jeff, who normally pickups the trash & recycling, is out on medical leave. If your trash and/or recycling was not picked up on Monday, please e-mail TJMG Properties.
- d. **Mowing** - Due to the recent heavy rainfall, some of the areas in Kimry Moor may not be mowed until conditions are better.

**III. Secretary's Report:**

- a. Janet McLoughlin reported that there will be no comments added to the minutes. TJMG Properties has been instructed to remove the post meeting comments from the final draft Board meeting minutes.
- b. The Secretary requested approval of the Minutes of the April 24, 2019 Board of Directors Meeting with the revisions. **A motion was made, seconded and after a brief discussion, approved to accept the April 24, 2019 Minutes as revised. (9 Board members voted yes)** TJMG Properties will email the revised Board meeting minutes to the homeowners.
- c. The Secretary reported that Kimry Moor made a \$50.00 donation to Francis House in the name of Judith Alderman.



#### **IV. Treasurer's Report:**

- a. Claude Pilon presented the April Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the April 2019 Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (9 Board members voted yes)**

#### **VI. Property Manager's Report:**

- a. TJMG Properties reported that it has rained a lot and the property has not really dried up to allow for proper mowing. They have had to rush through the mowing and will clean up the property next week when they begin working on the landscaping beds. Seeding will be done very soon. TJMG Properties contractor Salt City will be on site doing a treatment next Friday. TJMG Properties has some leftover begonia's that they would give to Kimry Moor for the Grounds Committee to use wherever they would like.

#### **VII. Committee Reports:**

##### **Grounds Committee:**

- a. Paula Haynor reported that the Grounds Committee has a Tree Management Plan proposal from Bartlett Tree Experts that will allow the Grounds Committee to plan its annual tree trimming, cutting and removal budget over the next three years; hence, giving the Budget Committee a better idea of what will be the minimum expenditures for tree trimming, cutting and removal. The budget would not include any work due to winter, sudden windstorms and other emergencies.
- b. Jason Pieklik of Bartlett Tree Experts attended the meeting and reviewed in detail the tree care option plans 1, 2 & 3 with the Board. Jason was dismissed from the meeting so the Board could discuss and choose a tree plan option plan. **A motion was made, seconded and after a brief discussion, tree plan option plan 2 was approved. (9 Board members voted yes)** The Grounds Committee will be working closely with Bartlett Tree Experts.
- c. Richard Greene reported that there were over 500 trees and shrubs planted on the original site plans. Homeowners are reminded that any trees within 10 feet or less of the home are the homeowner's responsibility.

##### **Maintenance Committee:**

- a. Marty Levine reported that with the break in the weather, maintenance work has begun. He has received an estimate for the sidewalk work for Unit 306 which is lower than the original estimate that was previously approved by the Board. Weather permitting, the work will begin on May 28, 2019.

- b. The Maintenance Committee Chairman supplied the Board with a list of maintenance work to be done this year. He will bring a separate list of decks to be repaired to the June 26, 2019 monthly Board Meeting.

#### **Architectural Control Committee:**

- a. Richard Greene reported that the Architectural Committee was notified by the owner of Unit 906 that she was going to remove and install all screening on her back porch and replace rotten floorboards and skirt boards. No painting will be done for at least 90 days, but when painted it will match existing colors. Although there will be no exterior architectural changes. **A motion was made, seconded and approved to remove and install all screening on her back porch and replace rotten floorboards and skirt boards. (9 Board members voted yes)**

#### **Roofs & Chimneys Committee:**

- a. The owner of Unit 713 had previously reported new stains on the living room and family room ceilings. Custom Quality was contacted as it had replaced the roof in the summer of 2018 and the roof is under warranty. They determined that the leak was not coming from the roof, but from the chimney crown and one of the flues. They were directed to tarp the chimney since masonry work could not be done until spring. Unfortunately, the tarp was shredded due to the recent windstorms and heavy rains. The Roof and Chimney Committee is requesting quotations for repairing or replacing the chimney.
- b. Richard Greene asked TJMG Properties to look at the chimney on Unit 821 and tarp it if needed.
- c. Richard Greene reported that the Roof & Chimney Committee solicited proposals from 4 contractors for the 2019 roof replacement work. Bids were returned from Custom Quality, The Roofing Guys and J. Lindsley Roofing. The Committee opened and reviewed submitted proposals on May 21, 2019. The Board is hoping to split the work between 2 of the 3 contractors as done in the past. Pat Curtin reviewed the roof replacement plan with the Board. The Roof & Chimney Committee is proposing expenditures of \$180,000.00. **A motion was made, seconded and after a brief discussion, the Board approved the expenditure of \$183,000.00. (9 Board members voted yes)**

#### **Pool Committee:**

- a. Rick Bruner reported that he hopes to have the pool open on Memorial Day. We are having a slight problem with the pump not staying on.
- b. The Pool Committee will be repairing the broken strappings on some of the chaise lounges, as well as power washing all pool furniture on May 23, 2019. Because we keep having to repairing the strappings, Richard Greene suggested getting some new chairs for around the pool area. There are 2 different style chairs from Home Depot in the clubhouse entryway to choose from. **A motion was made, seconded and after a brief discussion, the Board approved the purchase of 16 chairs at \$16.00 each from Home Depot. (9 Board members voted yes)**

### **Clubhouse & Social Committee:**

- a. Careen Talbot reported that last Wednesday the Social Committee had a meet and greet at the clubhouse. 20 people attended and 3 were new homeowners.
- b. The Book Club meets the last Tuesday of the month at 11:00 AM. The book for May is "Me Before You" by Jojo Moyes. More books have been added to our Clubhouse library. Feel free to enjoy a book or add to our library.
- c. We are having our first Pot Luck dinner on May 29, 2019 at 6:00 PM in the Clubhouse. Everyone is invited to attend.

### **Neighborhood Watch Committee:**

- a. Nothing to report.

### **Pond & Swale Committee:**

- a. Karen Hanlon reported that the proposal from Agricultural Engineering Services was approved by electronic vote. The proposal was signed and returned on May 11, 2019. As soon as they receive the down payment, they will begin the work.

### **Welcome Committee:**

- a. Nothing to report

### **Contract Committee:**

- a. Rick Bruner reported that the Grounds Maintenance, Property Management & Trash Removal Services Contracts will end on October 19, 2019. The Contracts Committee solicited proposals from Jeff's Lawn & Landscaping Property Services, ProScapes, TJMG Properties and the Town of Manlius. AML Property Maintenance was a non-delivery because they would not give their address - the package came back from the post office. Orange Property Resources never returned their proof of receipt. Proposals are due by July 15, 2019.

### **Insurance Committee:**

- a. Rick Bruner reported that he will be contacting the Association's insurance agent Steve Grimaldi to resolve some basic generic issues regarding the current policy.

### **VIII. Old Business:**

- a. Richard Greene has received quotes from Voss Sign's for signs for the dumpster area. The cost of the 2 signs will be approximately \$300.00. He will send the quotes to the Board members for review. **A motion was made, seconded and after a brief discussion, the Board approved the expenditure of \$300.00 for the 2 signs. (9 Board members voted yes)** Notification will be sent to the homeowners regarding the new signs.

- b. As previously discussed, Unit 604 has requested the HOA put in some trees for privacy purposes. Unit 604 has requested the HOA put in some trees for privacy purposes. **A motion was made, seconded and after a brief discussion, the request to install trees for privacy was denied. (9 Board members voted yes)**
- c. Richard Greene had previously asked the Maintenance Committee to report on the water problem in the clubhouse basement. The Maintenance Committee advised that Kimry Moor's repairman can fix the problem and is giving us a cost to replace the vinyl molding, seal and paint the foundation wall.
- d. The Board of Directors has revisited the window changes at Unit 202 regarding the size of the shutters. The Board recommends they do nothing and leave them as is. **A motion was made, seconded and approved to leave the shutters as is. (9 Board members voted yes)**

#### **IX. New Business:**

- a. No new business to report.

#### **X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the May 22, 2019 Board Meeting.**
- b. The next Board Meeting will be held on June 26, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

#### **XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING**  
**JUNE 26, 2019**  
**CLUBHOUSE, 4:30 PM**

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

Absent: L. Crawford

**I. Opening Remarks:**

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

**II. President's Report:**

- a. **Understanding TJMG Properties Online AppFolio Program** – Kathryn Wolff reviewed TJMG Properties online AppFolio Program with those in attendance for a better understanding of the program. Information is emailed and shared with homeowners through AppFolio. Homeowners can also view their account history, set up auto payments, view association documents such as Board meeting minutes, agenda's, treatment letters, newsletters, etc. If you have not registered/activated your account, you will not be able to view the shared documents. To get started online, homeowners simply go to <https://tjmg.appfolio.com/connect> and activate their account with their email address and create a password. Homeowners may also contact TJMG Properties office to request an email or text link sent to them to activate their account. Richard Greene requested TJMG Properties send an email blast to all the homeowners regarding activating their account in AppFolio.
- b. **Landscaping Within 10-Feet** – Unit Owners are responsible for the care and maintenance of all trees, shrubs or other plantings that are within ten (10) feet of the unit's foundation wall as originally constructed (By-Laws, Article XVI, Section 5, b). Any trees, shrubs or other plantings within ten (10) feet of the unit's foundation as originally constructed that threaten to damage the unit's roof, siding or foundation are to be trimmed, pruned or removed (Article XVI, Section 5, c). If necessary, the HOA will trim, prune or remove such trees, shrubs or other plantings at the unit's owner's expense (Article XVI, Section 5, b & c).
- c. **Dumpsters** – Once again, trash (including garbage) was found on the ground adjacent to the dumpster. If you wish to dump your trash (especially garbage) and/or recyclables into the dumpsters, please do so. If there is not enough room in the dumpster, please do not place your trash and/or recyclables on the ground since it will attract rodents.

### **III. Secretary's Report:**

- a. The Secretary requested approval of the Minutes of the May 22, 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the May 22, 2019 Minutes. (8 Board members voted yes)**

### **IV. Treasurer's Report:**

- a. Claude Pilon presented the May Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the May 2019 Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (8 Board members voted yes)**

### **VI. Property Manager's Report:**

- a. Kathryn Wolff reported that the condition of the property is looking much better and they are finally getting caught up. Waste Management was contacted to see if the day of Kimry Moor's trash pick-up could be changed to Tuesday. Waste Management stated that they only have trucks in Onondaga County on Monday and Wednesday. On Tuesdays their trucks are in Madison County.

### **VII. Committee Reports:**

#### **Grounds Committee:**

- a. Nothing to report.
- b. Richard Greene and the Board wanted to thank Paula Haynor, the Grounds Committee and TJMG Properties for the flower planting and all the work they have done. Everything looks great.

#### **Maintenance Committee:**

- a. Marty Levine reported that progress is being made on his work order list and many miscellaneous projects have been completed. The cost of the sidewalk work for Unit 306 was \$730 less than the approved amount of \$1750. The wall next to Unit 407 that was on the Association's property has been removed at the cost of \$500. The sidewalk problem at Unit 507 should cost approximately \$500 to repair.
- b. The Maintenance Committee Chairman supplied the Board with an updated list of maintenance work to be done this year.

#### **Architectural Control Committee:**

- a. Richard Greene reported that a request for Architectural Change was received from the Owner of Unit 304 to install five (5) windows and one (1) storm door at no expense to the Association. **A motion was made, seconded and approved to remove and install**

**five windows and one storm door at no expense to the Association. (8 Board members voted yes)**

- b. A Request for Architectural Change was received from the Owner of Unit 305 to install screening and repair the deck at no expense to the Association. **A motion was made, seconded and approved to install the screening and repair the deck at no expense to the Association. (8 Board members voted yes)**
- c. A Request for Architectural Change was received from the Owner of Unit 805 to install one (1) storm door at no expense to the Association. **A motion was made, seconded and approved to install one storm door at no expense to the Association. (8 Board members voted yes)**
- d. A Request for Architectural Change was received from the Owner of Unit 907 to install one (1) storm door at no expense to the Association. **A motion was made, seconded and approved to install one storm door at no expense to the Association. (8 Board members voted yes)**

#### **Roofs & Chimneys Committee:**

- a. The owner of Unit 713 had previously reported new stains on the living room and family room ceilings. The Roof and Chimney Committee received bids from Maksi Masonry of \$4,900 and Masonry Restoration of \$1,800. Maksi Masonry's bid includes removing and replacing the entire chimney, while Masonry Restoration's bid includes removing and replacing the old flue and mortar cap from the chimney and pointing the entire chimney. Since the flashing, shingles and underlayment will be removed, Custom Quality will warranty the previous roof work, and replace the underlayment, shingles and flashing at no charge. **A motion was made, seconded and approved to accept the Masonry Restoration bid. (8 Board members voted yes)**
- b. Richard Greene reported that the Roof & Chimney Committee solicited proposals for the 2019 roof replacement work from Custom Quality, The Roofing Guys and J. Lindsley Roofing. The Committee opened and reviewed submitted proposals on Tuesday, May 21, 2019. After discussion with the Board of Directors, it was decided to award Custom Quality the work to replace the roofs of Units 606 and 502 & 504 and to award The Roofing Guys the work to replace the roofs of Units 302 & 304; 511 & 513; 515 & 517; 519, 521, 523, & 525; and 805, 807, 809 & 811. **A motion was made and passed electronically on June 18, 2019, to approve the above work to Custom Quality and The Roofing Guys.**
- c. The Roof & Chimney Committee recommends that the chimneys on Units 511, 513, 515, 517, 519, 521, 523, 805, 807, 809 & 811 be fully re-pointed with new mortar caps at a cost of \$1,500 each; while the old seal coating of the chimney on Unit 525 will be stripped down to the ground and re-coated and the crown will be taken down 2 courses and rebuilt at a cost of \$2,600. This work would be done by Masonry Restoration. **A motion was made, seconded and approved for the work to be done by Masonry Restoration for Units 511, 513, 515, 517, 519, 521, 523, 525, 805, 807, 809 & 811. (8 Board members voted yes)**

**Pool Committee:**

- a. Rick Bruner reported that there is a problem with the device that regulates the pump. He is waiting on the quote to fix the problem which should be approximately \$250.

**Clubhouse & Social Committee:**

- a. Nothing to report.

**Neighborhood Watch Committee:**

- a. Nothing to report.

**Pond & Swale Committee:**

- a. Nothing to report.

**Welcome Committee:**

- a. Nothing to report.

**Contract Committee:**

- a. Rick Bruner reported that the Grounds Maintenance, Property Management and Trash Removal proposals are due by July 15, 2019.

**Insurance Committee:**

- a. Rick Bruner reported that he will be contacting the Association's insurance agent Steve Grimaldi to resolve some basic generic issues regarding the current policy.

**VIII. Old Business:**

- a. Last month, the Board of Directors approved the expenditure of \$300 for 2 signs that would be located in the area of the dumpster. The signs would state that it is prohibited to dump illegal materials, i.e. paints, construction material as well as household goods such as toilets, furniture, etc. into the dumpsters. The HOA will not take any action regarding this signage until the Contract Committee makes its recommendation regarding the continued use of the dumpsters. **(Open item)**
- b. Last month, the owners of Unit 517 requested the HOA plant trees in the back of their property that is adjacent to the Wellington property. Richard Greene suggested that the Association obtain a quote from Ianuzi & Romans to survey the property line between the HOA and Wellington property since this would help Bartlett Tree Experts to determine what trees along these property line should be included in the HOA's Tree Plan. Ianuzi & Romans recommended that the survey include the property line between



the HOA and Dabney Lane properties. The quote for this survey is \$1,500. **A motion was made, seconded and approved to accept this quote and to hire Ianuzi & Romans for the surveying of the property lines between the Kimry Moor and Wellington and Dabney Lane properties. (8 Board members voted yes)**

- c. Richard Green reported that the tarp was not needed for the chimney at Unit 821.

**IX. New Business:**

- a. No new business to report.

**X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the June 26, 2019 Board Meeting.**
- b. The next Board Meeting will be held on July 24, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
JULY 24, 2019  
CLUBHOUSE, 4:30 PM**

Present: R. Bruner, M. Levine, R. Greene, R. Colton, B. Sweeney, K. Hanlon, L. Crawford, and Kathryn Wolff of TJMG Properties.

Absent: C. Pilon and J. McLoughlin

**I. Opening Remarks:**

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

**II. President's Report:**

**TJMG Properties AppFolio Online Program** – Homeowners are encouraged to register for the AppFolio Online Program access to be able to take advantage of all the great features offered. To get started online, go to <https://tjmg.appfolio.com/connect>.

**III. Secretary's Report:**

Richard Greene requested approval of the Minutes of the June 27, 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the June 27, 2019 Minutes. (7 Board members voted yes)**

**IV. Treasurer's Report:**

Richard Greene requested the Board of Directors review the June 2019 Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **No motion was made at the July meeting since Claude Pilon is on vacation.**

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

Nothing new to report.

**VII. Committee Reports:**

**Grounds Committee:**

Nothing to report.

**Maintenance Committee:**

- a. Marty Levine reported that the Maintenance Committee found that the deck of Unit 607 requires repair and/ or the replacement of the floorboards. It is possible that the joists and/or ledger board may require repair or replacement as well. Although Ray Colton,

Marty Levine and Greg Cohen inspected all decks last summer, somehow this deck was not determined to have damage that would have to be repaired and/or replaced. The cost of this work will be between \$1,200 to \$1,400. **A motion was made, seconded and approved to repair or replace the floorboards, joists and or ledger of the deck at Unit 607 for \$1,200 to \$1,400.**

- b. The Maintenance Committee Chairman reported that sidewalks continue to be a problem and wish more people would decide to do pavers.

#### **Architectural Control Committee:**

- a. Jill Brooks reported that a request for Architectural Change was received from the Owner of Unit 605 to install one window in the living room and one window in the dining room at no expense to the HOA. Both windows are replacing existing windows, and the design of the new windows is the same as the existing windows. **A motion was made, seconded and approved for the installation of one window in the living room and one window in the dining room at no expense to the HOA for Unit 605. (7 Board members voted yes)**
- b. The Architectural Committee reported that a request for Architectural Change and architectural drawings were received from the Owners of Unit 821 to construct an addition to their existing screen-in porch. Architectural drawings were electronically distributed to the Board of Directors. **A motion was made, seconded and, after a brief discussion, approved to add to the existing porch of unit 821. This addition will extend out 10 feet and the roof will be the same design as the existing roof. (7 Board members voted yes)**

#### **Roofs & Chimneys Committee:**

- a. Richard Greene reported that work is proceeding in the replacement of the roofs at Units 302, 304, 502, 504, 511, 513, 515, 517, 519, 521, 523, 525, 606, 805, 807, 809 & 811.
- b. The Roof & Chimney Committee reported that there was damage to the lawn ornaments at Unit 525 by the roofing contractor. A tree at Unit 517 was also damaged. The contractor, The Roofing Guys, will be financially responsible for this damage.
- c. The Roof & Chimney Committee reported that work is proceeding in the repair of chimneys at Units 511, 513, 515, 517, 519, 521, 523, 525, 805, 807, 809, & 811. Upon this work being completed, the mason will be repairing Unit 713's chimney. The chimney on Unit 821 looks in poor shape, so it has been added to the repair list.

#### **Pool Committee:**

Rick Bruner reported that he is still waiting for a bid from Clean All to repair the device that regulates the pump.

#### **Clubhouse & Social Committee:**

Richard Greene reported that the clubhouse will be closed for cleaning on July 25, 2019.

### **Neighborhood Watch Committee:**

Nothing to report.

### **Pond & Swale Committee:**

Karen Hanlon reported that the engineers came on July 16 to discuss the scope of work that they are developing for the swale improvement. After a productive meeting, they are going to complete the scope of work and submit it to the committee. When the committee receives the completed plan, contractors will be contacted and asked for bids on the project.

### **Welcome Committee:**

Linda Shapess , recently welcomed Dee and Nat Reidel to the Kimry Moor community. They recently purchased Unit 509.

### **Contract Committee:**

Rick Bruner reported that bids for the Management, Grounds Maintenance and Trash Removal were received on July 15, 2019. Since he was on vacation through July 21, 2019 and Claude Pilon is now on vacation until July 25, 2019, bids will not be opened until an agreed upon date.

### **Insurance Committee:**

Rick Bruner reported that he has read the current policy and it is his understanding that in the event a Unit needed to be replaced, the policy only covers the original contents. Our units are 40 years old and may not have anything original in the unit. He will contact the Association's insurance agent, Steve Grimaldi, for clarification of some basic generic issues regarding the current policy.

## **VIII. Old Business:**

- a. Jason Pieklik of Bartlett Tree Experts reported that their data collection for Kimry Moor's 3-Year Tree Survey is progressing. We are expected to receive the first draft of the Survey the week of August 5th to be able to present to the homeowners at the August meeting of the Board of Directors.
- b. The month before last, the Board of Directors approved the expenditure of \$300 for 2 signs that would be located in the area of the dumpster. The signs would state that it is prohibited to dump illegal materials, i.e. paints, construction material as well as household goods such as toilets, furniture, etc. into the dumpsters. The HOA will not take any action regarding this signage until the Contract Committee makes its recommendation regarding the continued use of the dumpsters. **(Open item)**

## **IX. New Business:**

The HOA was served with a Notice from the Small Claims Court for failure to repair the foundation of Unit 306. Since the return date is September 19, 2019, we are awaiting more information before determining the HOA's response.

**X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the July 24, 2019 Board Meeting.**
- b. The next Board Meeting will be held on August 28, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
AUGUST 28, 2019  
CLUBHOUSE, 4:30 PM**

Present: R. Bruner, L. Crawford, J. McLoughlin, R. Greene, R. Colton, B. Sweeney, K. Hanlon, C. Pilon and Kathryn Wolff of TJMG Properties.

Absent: M. Levine

**I. Opening Remarks:**

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

**II. President's Report:**

- a. TJMG Properties AppFolio Online Program – Homeowners are encouraged to register for the AppFolio Online Program access to be able to take advantage of all the great features offered. To get started online, go to <https://tjmg.appfolio.com/connect>.
- b. Exterior Water Line - Once again homeowners are being solicited by an agent of the Onondaga County Water Authority for optional coverage of the cost to replace their water line. The property where the water line is located is Common Property and owned by the HOA. In the event of a break of your water line on this property, the HOA would be responsible for repair or replacement of the water line. If the water line at the foundation or interior of your Unit needs to be repaired or replaced, you are responsible. We understand that this optional coverage would not cover such repairs or replacement.
- c. Gutters & Down Spouts - The installation and maintenance of gutters and down spouts are the responsibility of the homeowner. When installing gutters, please direct your contractor to direct the discharge of the downspout away from other Units, and **NOT** to nail any portion of the gutter to the roof. If such happens, the homeowner will be billed for relocating the downspout and/or removing the gutter and repairing the roof. Gutters and downspouts should be cleaned at least once a year, preferably twice a year.
- d. Dogs on Leashes - **REMINDER**, the Town of Manlius and the By-Laws of the HOA require that all dogs be on leashes, and dog waste be bagged and disposed of in the dumpster.
- e. Maintenance of Property - **REMINDER**, the homeowner is responsible to upkeep and maintain their property within 10 feet of the Unit whether they are in residence or away for any period of time.

**III. Secretary's Report:**

- a. Janet McLoughlin requested approval of the Minutes of the July 24, 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the July 24, 2019 Minutes. (7 Board members voted yes)**
- b. The Secretary reported that some of the Committees have been lax in sending their reports to her prior to the Board meeting. Committee members are reminded that this is a requirement.

#### **IV. Treasurer's Report:**

- a. Claude Pilon presented the June & July Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the June & July 2019 Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank and Key Bank Reconciliations. (7 Board members voted yes)**
- b. The June & July financial reports are attached.

#### **VI. Property Manager's Report:**

- a. Things are looking good. There is nothing new to report.
- b. The Board is requesting a status update on the following items:
  - 1. Two 2 tree stumps need to be removed where TJMG Properties took down the trees. When will this be done?
  - 2. No seeding was done to repair the plow damage from this past winter. When will this be done?
  - 3. TJMG Properties said they would paint the mailbox posts. When will this be done?
  - 4. Marty spoke to Mark regarding garage doors having dents in them that may have been caused by the plow. What was the status of the inspection of the garage doors?

Kathryn Wolff will check on the status with Mark Bright and reply to the Board.

#### **VII. Committee Reports:**

##### **Grounds Committee:**

- a. Bartlett Tree Experts reported that they have completed their inspection. They reviewed the first draft of their tree survey with the Board. Their representative will meet with the Board in the near future to present the plan and finalize everything.
- b. Paula Haynor reported that there is a tree that needs to be removed at Unit 819. **(Item open)**

### **Maintenance Committee:**

- a. Ray Colton and Ed McDonald reported that they have completed an inventory of the decks and porches. The HOA is not responsible for repairing or replacing paver material sidewalks.
- b. Marty Levine reported that the Committee is completing much of the required work as quickly as possible, however, new projects appear on a daily basis. Marty provided a list of work completed and work to be done.
- c. We have received an invoice from Greg Cohen for \$3,418.91 for completed work. \$400 of the \$3,418.91 is for roof inspections and is not part of the expenses of the Committee.
- d. The sidewalk for Unit 509 will hopefully be completed next week. Sidewalk for Unit 603 will be an expensive job and the Committee is in discussions with the owner and contractor. The Board stated that it will not pay for pop ups and/or the removal of any plants and shrubs.

### **Architectural Control Committee:**

- a. Jill Brooks reported that a request for Architectural Change was received from the owner of Unit 525 to install a retractable awning over the existing deck at no expense to the HOA. **A motion was made, seconded and approved for the installation of a retractable awning over the existing deck contingent on the color of the materials and the oversight of Greg Cohen. The homeowner has 12 months to complete the work. (7 Board members voted yes)**

### **Roofs & Chimneys Committee:**

- a. Richard Greene reported that the replacement of the roofs at Units 302, 304, 502, 504, 511, 513, 515, 517, 519, 521, 523, 525, 606, 805, 807, 809 & 811 was completed.
- b. The Roof & Chimney Committee reported that there was damage due to roof replacement to a tree at Unit 517, patio equipment at Unit 525 and interior water damage, after a subsequent rainstorm, at Unit 809. The contractor, The Roofing Guys, is expected to pay for all damages.
- c. The Roof & Chimney Committee reported that the repair of chimneys at Units 511, 515, 517, 519, 521, 523, 525, 805, 807, 809, & 811 was completed.

### **Pool Committee:**

- a. Rick Bruner reported that the pool is open and working. The closing date of the pool will be weather dependent.

### **Clubhouse & Social Committee:**

- a. Richard Greene reported that the Board has received a request for use of the clubhouse on New Year's Day. There would be approximately 40 people in attendance. Last time an event of this size was held the carpet had to be cleaned. Do we want to limit the



number of guests allowed? After a brief discussion it was decided that the Fire Department would be contacted to determine the maximum allowed occupancy at a clubhouse function. **(tabled item)**

#### **Neighborhood Watch Committee:**

- a. Richard Greene thanked John Cooper for all the work he has done.
- b. John Cooper reviewed the highlights from the recent presentation at the clubhouse regarding the file of life, replacement of smoke detectors and Knox boxes.
- c. Anyone needing smoke detectors serviced or replaced, can request up to 3 from the Fayetteville Fire Department. Go to [www.fayettevillefd.org](http://www.fayettevillefd.org) scroll to the bottom of the home page and click on "Village of Fayetteville Smoke Detector Installation Request" to register or call the firehouse at (315) 637-6101.

#### **Pond & Swale Committee:**

- a. A representative of the Agricultural Engineering Services reviewed their report for remediating the stream and the pond adjacent to the Clubhouse. **(tabled item)**

#### **Welcome Committee:**

Nothing to report.

#### **Contract Committee:**

- a. Rick Bruner reported that bids for the Management, Grounds Maintenance and Trash Removal were received on July 15, 2019. On August 22, 2019, the Contract Committee met with the apparent low bidder. **After a brief discussion, a motion was made, seconded and approved to accept the low bidder's proposal for a Management Agreement, Lawn & Snow Service Contract and Trash & Recycling Removal Contract. TJMG Properties was awarded the 5-year contracts effective November 1, 2019.**

#### **Insurance Committee:**

Nothing new to report.

#### **Nominating Committee:**

- a. Claude Pilon reported that he resigned from the Nominating Committee in January 2019. Barbara Sweeney will be taking over as Chairperson. **A motion was made, seconded and approved to accept Barbara Sweeney as the Committee Chairperson. (7 Board members voted yes)**
- b. A letter was hand distributed to all homeowners/residents' asking those homeowners who are interested in running for the position of Director on the HOA Board to submit their Nomination Application form by September 6, 2019, to the Secretary of the HOA.

### **VIII. Old Business:**

- a. Previously reported, the HOA was served with a notice to appear at the City of Syracuse's Small Claims Court on October 8, 2019, for a claim against the HOA by the owner of Unit 306. The owner of Unit 306 claims that the HOA is responsible for the repairs to his foundation. Richard Greene is requesting that one other Board member accompany him on October 8, 2019. **(Open item)**
- b. Previously reported, The HOA retained Ianuzi and Romans to survey the easterly and northeasterly property lines. Although the initial survey work was completed, Ianuzi and Romans will be returning to update their survey data and stake the property lines. **(Open item)**
- c. The owner of Unit 114 (Estate of Judith Alderman) informed the HOA that the Estate will be selling Unit 114 Unit to Edward Alderman. The Estate requested the Board of Directors' permission to allow Mr. Alderman to move into Unit 114 before the transfer between the Estate and Mr. Alderman takes place. The Board of Directors approved this request subject to the Estate paying the Transfer Fee. The Transfer Fee of \$1,600 has been received by TJMG Properties.

### **IX. New Business:**

- a. The Annual Meeting will take place on Tuesday, September 24, 2019 at 7:00 PM in the Kimry Moor Clubhouse.

### **X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the August 28, 2019 Board Meeting.**
- b. The next Board Meeting well be held on September 25, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

### **XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF JUNE 2019

**1 PROFIT & LOSS STATEMENTS:**

<b><u>MONTH OF JUNE RESULTS - \$16,050 Loss</u></b>		
<b>Revenues - \$146</b>		
Interest Income		
<b>Expenditures - \$16,084</b>		
Contract Services	\$ 8,424	Monthly charges from TJMG & Waste Management
Insurance	\$ 3,119	
General Maintenance & Repairs	\$ 909	\$600 reimbursement for pavers - unit 825
Pool Maintenance & Repairs	\$ 1,950	
Utilities	\$ 1,258	Includes \$500 payment to owners who pay for street lighting
All other expenses	\$ 424	
<b>Funds transferred to the Emergency Reserve- (\$112)</b>		

<b><u>JUNE YTD RESULTS</u></b>		<b>\$ 40,662</b>
<b>Income:</b>		<b>\$ 150,284</b>
Common fees for two quarters	\$ 142,800	
New Homeowners fee for unit 504, 509, 707 & 805	\$ 6,400	
Interest Income & Late Charges	\$ 1,084	
<b>Expenditures:</b>		<b>\$ (99,851)</b>
Contract services	\$ 51,331	
Insurance	\$ 25,926	
Tree Service - primarily pruning of trees in late December	\$ 4,504	
Sidewalk repair at unit 306 & paver reimbursement	\$ 1,620	
Purchase of mailboxes & replacements	\$ 749	
Pool Maintenance & Repairs	\$ 3,848	
Pond & Stream Surveyors & Engineering fees	\$ 4,750	
Utility, including water charges and \$500 payment to owners who pay for street lighting	\$ 2,601	
Annual reimbursement to unit owners paying for street lighting	\$ 500	
Roof repairs and maintenance	\$ 854	
Annual CPA fees and NYS tax return fees	\$ 802	
All other expenditures	\$ 2,366	
<b>Funds transferred to Roof Replacement Reserve</b>		<b>\$ (25,200)</b>
<b>Interest Income transferred to the Emergency Reserve</b>		<b>\$ (621)</b>

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF JUNE 2019

**2 BALANCE SHEET:**

Operations - Cash Balance of \$93,438 a reduction of \$15,012 compared to year end balance.			
Emergency Reserve - Cash Balance \$51,647 - a \$622 increase for interest income			
Roof Replacement Reserve - Cash Balance			
2018 YEAR-END BALANCE - Key Bank		\$	58,199
Common Fees transfers - two quarters	\$ 25,200		
Funds Transferred from M&T Bank to Key Bank	\$ 40,000		
Total Income		\$	65,200
Total Expenditures		\$	<u>0</u>
2019 June G/L Balance - Key Bank		\$	<u>123,399</u>

**3 FORECAST:**

<b>OPERATIONS:</b>			
Revenues - Higher than Budget by \$350 due primarily to late fee charges	\$ 295,450		
Expenditures - Lower than Budget	\$ (238,550)		
Roof repairs lower by \$3,000			
Chimney repairs higher by \$3,650			
Chimney Replacements lower by \$5,000			
Property survey line - not budgeted - higher by \$1,500			
Funds Transfer	\$ (51,500)		
From Common Fees and Interest Income to Emergency Reserve - lower by \$600			
Forecast Improvement to Budget	\$ 5,400		
ROOF REPLACEMENT RESERVE 1/01/2019 balance	\$ 58,200		
Income	\$ 50,900		
Funds Transferred from Retained Earnings	\$ 78,000		
Expenditures	\$ (183,000)		
Reserve balance at year end 2019	\$ 4,100		

**4 RESIDENTS QUARTERLY COLLECTION**

No unit owners are past due  
A few unit owners have miscellaneous billings outstanding, amounting to \$85

**5 CHECKS ISSUED**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
**FOR THE MONTH OF JUNE 2019**

27 checks issued in June

Unusual check issued

10 unit owners paid for street lighting utility costs

Creative Hardscapes for sidewalk repairs - unit 306

R. Greene for pool chairs

Aspinall's Tree Nursery for flowers

Nancy Sauer - unit 825 for sidewalk repairs/pavers

**6 BANK RECONCILIATIONS** - E-mailed to Board members

**M&T Bank** - bank balance agrees with reconciliation balance

**Key Bank** - bank balance agrees with reconciliation balance

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF JULY 2019

**1 BALANCE SHEET:**

**Operations - Cash Balance of \$111,190 a reduction of \$7,329 compared to year end balance.**

**Emergency Reserve - Cash Balance of \$51,756 - a \$731 increase for interest income**

**Roof Replacement Reserve - Cash Balance**

<b>2018 YEAR-END BALANCE - Key Bank</b>		<b>\$ 58,199</b>
Common Fees transfers - two quarters	\$ 25,200	
Funds Transferred from M&T Bank to Key Bank	<u>\$ 40,000</u>	
Total Income		\$ 65,200
Total Expenditures		<u>\$ (76,850)</u>
<b>2019 July G/L Balance - Key Bank</b>		<b><u>\$ 46,549</u></b>

**2 PROFIT & LOSS STATEMENTS:**

**MONTH OF JULY RESULTS** **\$ 37,132**

**Revenues - \$71,467**

Common Fees	\$ 71,400	Third quarter fees
Interest Income	\$ 142	

**Expenditures - \$34,335**

Contract Services	\$ 8,445	Monthly charges from TJMG & Waste Management
Insurance	\$ 3,127	
Chimney Repairs	\$ 18,400	All units with roof replacements and unit 713
General Maintenance & Repairs	\$ 1,271	Sidewalk repairs at unit 507 & removal of stone wall at unit 407
Pool Maintenance & Repairs	\$ 1,367	
Utilities	\$ 1,382	Includes water bill of \$784
All other expenses	\$ 343	

**Funds transferred to the Emergency Reserve- (\$109)**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF JULY 2019

**JULY YTD PROFIT & LOSS:**

**Income:**

**\$ 221,752**

Common fees for three quarters	\$ 214,200
New Homeowners fee for unit 504, 509, 707 & 805	\$ 6,400
Interest Income & Late Charges	\$ 1,152

**Expenditures:**

**\$ (134,186)**

Contract services	\$ 59,776
Insurance	\$ 29,053
Chimney Repairs - for all roof replacements & unit 713	\$ 18,400
Tree Service - primarily pruning of trees in late December	\$ 4,504
Sidewalk repair at unit 306 & paver reimbursement	\$ 2,070
Purchase of mailboxes & replacements	\$ 749
Pool Maintenance & Repairs	\$ 5,215
Pond & Stream Surveyors & Engineering fees	\$ 4,750
Utility, including water charges and \$500 payment to owners who pay for street lighting	\$ 3,983
Annual reimbursement to unit owners paying for street lighting	\$ 500
Roof repairs and maintenance	\$ 854
Annual CPA fees and NYS tax return fees	\$ 802
All other expenditures	\$ 3,530

**Funds transferred to Roof Replacement Reserve**

**\$ (25,200)**

**Interest Income transferred to the Emergency Reserve**

**\$ (730)**

**JULY YTD PROFIT & LOSS**

**\$ 61,636**

**3 FORECAST:**

**OPERATIONS:**

**Revenues - Higher than Budget by \$350 due primarily to late fee charges** **\$ 295,450**

**Expenditures - Lower than Budget by \$6,500** **\$ (238,050)**

Roof repairs lower by \$3,000

Chimney repairs higher by \$3,650

Chimney Replacements lower by \$5,000

Paving & Sealing Roads - lower by \$1,500

**Funds Transfer** **\$ (51,500)**

**From Common Fees and Interest Income to Emergency Reserve - lower by \$600**

**Forecast Improvement to Budget** **\$ 5,400**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF JULY 2019

ROOF REPLACEMENT RESERVE 1/01/2019 balance		\$ 58,200
Income	\$ 50,400	
Funds Transferred from Retained Earnings	\$ 78,800	
Expenditures	<u>\$ (179,433)</u>	
Reserve balance at year end 2019		<u>\$ 7,967</u>

**Financial Reports sent to Board members**

**4 RESIDENTS QUARTERLY COLLECTION**

One unit owner is past due

A few unit owners have miscellaneous billings outstanding, amounting to \$85

**5 CHECKS ISSUED**

24 checks issued in July

Unusual check issued:

Masonry Restoration - 4 invoices valued at \$14,900

Joan Jacob - refund for duplicate payment

Report sent to the Board members

**6 BANK RECONCILIATIONS - E-mailed to Board members**

**M&T Bank** - bank balance agrees with reconciliation balance

**Key Bank** - bank balance agrees with reconciliation balance

Report sent to the Board members

**7 WORK ORDERS - July \$495**

One item over \$100 - replaced sensor at unit 713

8 other work orders

Report sent to the Board members



Kimry Moor Homeowners Association  
Contract Proposal with TJMG Properties  
For the Years 2020 through 2024

	Actual for 2019	PRE-TAX COSTS				
		2020	2021	2022	2023	2024
Management Agreement (no sales tax)	\$ 13,080	\$ 13,620	\$ 14,025	\$ 14,445	\$ 14,880	\$ 15,325
Percent Increase		4.1%	3.0%	3.0%	3.0%	3.0%
Lawn & Snow Removal Contract	\$ 64,663	\$ 71,900	\$ 73,700	\$ 75,540	\$ 77,430	\$ 79,366
Percent Increase		11.2%	2.5%	2.5%	2.5%	2.5%
Trash & Recycling Removal Contract	\$ 10,120	\$ 8,250	\$ 8,460	\$ 8,670	\$ 8,885	\$ 9,107
Percent Increase		-18.5%	2.5%	2.5%	2.5%	2.5%
GRANT TOTAL	\$ 87,863	\$ 93,770	\$ 96,185	\$ 98,655	\$ 101,195	\$ 103,798
Percent Increase		6.7%	2.6%	2.6%	2.6%	2.6%
Annual Increase \$		\$ 5,907	\$ 2,415	\$ 2,470	\$ 2,540	\$ 2,603

CPI INFLATION RATE	
2016	1.4%
2017	2.5%
2018	2.1%
2019 - through July	1.9%

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
SEPTEMBER 25, 2019  
CLUBHOUSE, 4:30 PM**

Present: R. Bruner, M. Levine, J. McLoughlin, R. Greene, R. Colton, B. Sweeney, C. Pilon and Kathryn Wolff of TJMG Properties.

Absent: L. Crawford & K. Hanlon

**I. Opening Remarks:**

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

**II. President's Report:**

- a. Richard Greene thanked everyone who attended the Annual Meeting last night. Owners representing 26-Units attended, while prior to the Meeting, the HOA received 17-proxies.
- b. Lawn Treatment - Salt City Lawn Care will be onsite Thursday, September 26, 2019, to apply a lawn care treatment.

**III. Secretary's Report:**

- a. Janet McLoughlin requested approval of the Minutes of the August 28, 2019 Board of Directors Meeting. Richard Greene reported a discrepancy in the roofs completed that will need to be corrected in the minutes. **A motion was made, seconded and approved to accept the August 28, 2019 Minutes with revisions. (7 Board members voted yes)**

**IV. Treasurer's Report:**

- a. Claude Pilon presented the August Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the August 2019 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (7 Board members voted yes)**
- b. The August financial reports are attached.

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

Nothing new to report since last night's Annual Meeting.

## **VII. Committee Reports:**

### **Grounds Committee:**

- a. The Grounds Committee has requested that the poison ivy be sprayed on one common areas. The spraying of the poison ivy may also kill other plantings. The Board reviewed the two quotes received and after a brief discussion, agreed to table this item until Bartlett Tree Experts can explain the process to the Board. **(tabled item)**
- b. Janet McLoughlin express her concerns about the pesticides used at Kimry Moor and their side effects. We have an aging community with Owners that have serious health issues including cancer. Paula Haynor will contact Bartlett Tree Experts for a date and time within the next 10 days to meet regarding these concerns.
- c. Paula Haynor requested approval for \$1600 to treat the ash trees. The treatment will be injected into the soil. **A motion was made, seconded and approved for the treatment of the ash trees. (7 Board members voted yes)**

### **Maintenance Committee:**

- a. Marty Levine requested approval for the front step repair work at Unit 609 for \$1,450. **A motion was made, seconded and approved for the front step repair work. (7 Board members voted yes)**
- b. TJMG Properties has checked the light poles and changed the bulbs at Units 503 & 601. They still are not working properly. There may be an electrical problem within the Units. The Board will have Greg Cohen check the power going to the light pole.
- c. Maintenance report is attached.

### **Architectural Control Committee:**

- a. Jill Brooks reported that a request for Architectural Change was received from the Owner of Unit 504 to install a patio at the rear of his Unit with dimensions of 30 feet by 10 feet. The Owner has contacted his adjoining Unit who does not object. When Jill measured the dimensions, it measured only 8 ½ feet x 24 ½ feet. Jill has requested a copy of the proposal from the contractor, a sample of the stone and verification of the size. **(tabled item)**

### **Roofs & Chimneys Committee:**

- a. Richard Greene reported that there was damage to a tree at Unit 517, patio equipment at Unit 525 and water damage after a subsequent rainstorm at Unit 809. The Roofing Guys have denied the claim. Richard has contacted the HOA's insurance carrier, CAU, to notify them of these issues. He reported that they will continue to negotiate a solution with the contractor, The Roofing Guys. **(tabled item)**

**Pool Committee:**

- a. Rick Bruner reported that there is a crack in the wall of the pool. Upon draining the pool, they discovered that it is much bigger than they originally thought. They are currently working on fixing it.

**Clubhouse & Social Committee:**

- a. Nothing new to report since last night's Annual Meeting.

**Neighborhood Watch Committee:**

- a. Nothing new to report since last night's Annual Meeting.

**Pond & Swale Committee:**

- a. The Pond & Swale Committee met to discuss the forms for the Army Corps of Engineers. These forms, which are necessary for any work on the swale, were approved by the committee and sent to Agricultural Engineering Services for submission. We are currently waiting for the scope of work to be sent to us from the engineers. This will be used to solicit bids from contractors. The work will be done next year in the spring and permits are in the works.

**Welcome Committee:**

- a. Nothing new to report since last night's Annual Meeting.

**Contract Committee:**

- a. Rick Bruner reported that TJMG Properties was awarded the 5-year contracts for Management, Grounds Maintenance and Trash, effective November 1, 2019.

**Insurance Committee:**

- a. Nothing new to report since last night's Annual Meeting.

**Nominating Committee:**

- a. Nothing new to report since last night's Annual Meeting.

**VIII. Old Business:**

- a. As reported, the HOA was served with a notice to appear at the City of Syracuse Small Claims Court on October 8, 2019, for a claim against the HOA by the Owner of Unit 306. The Owner of Unit 306 claims that the HOA is responsible for the repairs to his foundation. The HOA's insurance carrier, CAU, is assisting the HOA with an attorney to give the HOA guidance. **(Open item)**
- b. Previously reported, The HOA retained Ianuzi and Romans to survey the easterly and northeasterly property lines. The survey has been completed and the property lines are marked and staked.

- c. At the August Meeting there was a request for TJMG Properties to address the 2 tree stumps, seeding where damage was done by the plow last winter, painting of the mailboxes and garage doors that were dented.

1 – The 2 tree stumps need to be removed where TJMG Properties took down the tree. When will this be done?

Answer from Management: We didn't receive direction on the work order to remove the two small stumps. This can be done at an additional cost. Let us know if you would like a work order written to have them removed at the additional cost.

2 – No seeding was done to repair the plow damage from this past winter.

Answer from Management: All seeding was completed in the spring. Management would be more than happy to look at any specific areas that you think the seed may not have taken. Richard Greene has requested a work order be written to topsoil and seed the areas needed at Unit 605.

3 – TJMG Properties said they would paint the mailbox posts. When will this be done?

Answer from Management: TJMG Properties is doing this work at no cost to the Homeowners Association. The mailbox posts are on the schedule to be painted this fall.

4 – Marty Levine spoke to Mark Bright regarding garage doors having dents in them that may have been caused by the plow. What was status of the inspection of the garage doors?

Answer from Management: All garage doors were inspected, and no plow damage was found. This was reported to Richard Greene. Management apologizes to Marty for not notifying him directly.

- d. The Annual Meeting took place on September 24, 2019.

## **IX. New Business:**

- a. The HOA has received a letter from the attorney who represents the Owner of Unit 907 demanding that the HOA correct a drainage issue that is causing rainwater to drain into the basement of 907. They want this done by October 14, 2019. The HOA will respond to the attorney that we are not in a position to do this repair. **(Open item)**
- b. The HOA has received a letter from the Mr. Craig J. Tice, Superintendent of Fayetteville-Manlius Schools. Mr. Tice states that he appreciates the support of the HOA by allowing students and faculty to use the Clubhouse in emergency situations. Further, he asks for a key to the Clubhouse that the principal of Mott Road Elementary School would place in an "Emergency Response Bag". Richard Greene will call Mr. Tice to meet with him.

**X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the September 25, 2019 Board Meeting.**
- b. The next Board Meeting will be held on October 22, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF AUGUST 2019

**1 BALANCE SHEET:**

**Operations - Cash Balance of \$41,372 a reduction of \$67,078 compared to year end balance.**

**Emergency Reserve - Cash Balance of \$51,869 - a \$844 increase for interest income**

**Roof Replacement Reserve - Cash Balance**

<b>2018 YEAR-END BALANCE - Key Bank</b>		<b>\$ 58,199</b>
Common Fees transfers - three quarters	\$ 37,800	
Advanced Common Fees transfers - one quarter	\$ 12,600	
Funds Transferred from M&T Bank to Key Bank	<u>\$ 72,800</u>	
Total Income		\$ 123,200
Total Expenditures		<u>\$ 179,433</u>
<b>2019 August G/L Balance - Key Bank</b>		<b><u>\$ 1,966</u></b>

**2 PROFIT & LOSS STATEMENTS:**

<u>MONTH OF AUGUST RESULTS</u>		<u>\$ 21,037</u>	LOSS
<b>Revenues -\$187</b>			
Common Fees	\$ -		
Interest Income		\$ 187	
<b>Expenditures - \$21,111</b>			
Contract Services	\$ 8,423		Monthly charges from TJMG & Waste Management
Insurance	\$ 3,127		
Roof Repairs	\$ 442		Roof inspections during roof replacements
Chimney Repairs	\$ 3,200		Repairing chimney repairs for unit 821
General Maintenance & Repairs	\$ 3,228		General maintenance and various deck repairs
Pool Maintenance & Repairs	\$ 1,357		Monthly maintenance
Utilities	\$ 730		
All other expenses	\$ 604		
Total		\$ (21,111)	
<b>Funds transferred to the Emergency Reserve</b>		<b>\$ (113)</b>	

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF AUGUST 2019

**AUGUST YTD PROFIT & LOSS:**

<b>Income:</b>		<b>\$ 221,939</b>
Common fees for three quarters	\$ 214,200	
New Homeowners fee for unit 504, 509, 707 & 805	\$ 6,400	
Interest Income & Late Charges	\$ 1,339	
<b>Expenditures:</b>		<b>\$ (153,795)</b>
Contract services	\$ 68,198	
Insurance	\$ 32,180	
Chimney Repairs - for all roof replacements & unit 713	\$ 20,100	
Tree Service - primarily pruning of trees in late December	\$ 4,603	
Sidewalk repair at unit 306 & 507 and paver reimbursement	\$ 2,070	
Purchase of mailboxes & replacements	\$ 802	
Other General Maintenance & Repairs	\$ 4,960	
Pool Maintenance & Repairs	\$ 6,572	
Pond & Stream Surveyors & Engineering fees	\$ 4,750	
Utility, including water charges and \$500 payment to owners who pay for street lighting	\$ 5,213	
Roof repairs and maintenance	\$ 1,296	
Annual CPA fees and NYS tax return fees	\$ 802	
All other expenditures	\$ 2,249	
<b>Funds transferred to Roof Replacement Reserve</b>		<b>\$ (50,400)</b>
<b>Interest Income transferred to the Emergency Reserve</b>		<b>\$ (845)</b>
<b>AUGUST YTD PROFIT &amp; LOSS</b>		<b>\$ 16,899</b>

**3 FORECAST:**

<b>OPERATIONS:</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenues</b>	<b>\$ 295,550</b>	<b>\$ 295,100</b>	<b>\$ 450</b>
<b>Expenditures</b>	<b>\$ (255,410)</b>	<b>\$ (244,200)</b>	<b>\$ (11,210)</b>
Higher Pond & Stream Maintenance of \$18,250			
Higher Chimney repairs by \$2,800			
Higher Contract Services of \$2,760			
Higher Pool Maintenance & Repairs of \$1,150			
Lower Roof Repairs by \$3,000			
No Chimney Replacements - saving \$5,000			
Lower Maintenance & Repairs of \$2,750			
<b>Funds Transfer - (Common Fees &amp; Interest Income to Emergency Reserve)</b>	<b>\$ (51,500)</b>	<b>\$ (50,900)</b>	<b>\$ (600)</b>
<b>Total</b>	<b>\$ (11,360)</b>	<b>\$ -</b>	<b>\$ (11,360)</b>



KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH OF AUGUST 2019

ROOF REPLACEMENT RESERVE 1/01/2019 balance		\$ 58,200
Income	\$ 50,400	
Funds Transferred from Retained Earnings	\$ 78,800	
Expenditures	<u>\$ (179,433)</u>	
Reserve balance at year end 2019		<u>\$ 7,967</u>

Financial Reports E-mailed to Board members

**4 RESIDENTS QUARTERLY COLLECTION**

No unit owner is past due

**5 CHECKS ISSUED**

21 checks issued in August

Unusual check issued:

Masonry Restoration - 3 invoices valued at \$5,200

Richard Greene for misc. office expenses

CNY Exterminating - removal of bees at clubhouse

Report E-mailed to the Board members

**6 BANK RECONCILIATIONS - E-mailed to Board members**

**M&T Bank** - bank balance agrees with reconciliation balance

**Key Bank** - bank balance agrees with reconciliation balance

Report E-mailed to the Board members

**7 WORK ORDERS - August - \$409.27**

One item over \$100 - lights burning out at units 402 & 503

6 other work orders

Report E-mailed to the Board members

## Maintenance report for Board Meeting of 9/25/19

I'm pleased to report that thanks to Greg Cohen we are substantially caught up with work that needs to be done.

There remains some painting and power washing. There are still several months remaining until the end of 2019 so I'm sure more problems will occur.

As I mentioned at the annual meeting, we are well within budget having spent about 1/3 of the \$21,500 allocated to this committee. I anticipate remaining expenditures of \$5 to \$7000.

Herb Heim's front steps need to be repaired. I have two quotes, one for \$2300 and one for \$1450. I'm requesting approval of the quote for \$1450 from a contractor who has done excellent work for us.

As I mentioned at the annual meeting, we owe a vote of appreciation to Greg Cohen who does much of the work needed. Also, I've had excellent results from Trevor Morris (sidewalks). John Cooper, the light guy, provides excellent help tending to the lamplights and other needed outside illumination. Ed McDonald is always anxious to be of assistance.

I appreciate the patience shown by most of the homeowners and their show of appreciation when work is completed.

Submitted by  
Marty Levine, maintenance chair

**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
OCTOBER 23, 2019  
CLUBHOUSE, 4:30 PM**

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

Absent: L. Crawford & R. Bruner

**I. Opening Remarks:**

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

**II. President's Report:**

- a. The filling of cracks in the asphalt roadways and driveways will be done in the first or second week of November. The material used to fill the cracks will dry in 5 minutes.
- b. The HOA has spent more than \$250,000 these past two years to replace roofs. To protect all roofs, any trees, shrubs or other plantings what are rooted within 10-feet of the foundation will be trimmed so that branches will be a minimum of 12-inches below the roof line, unless the homeowner has already trimmed these branches. To further protect all roofs, all gutters and downspouts will be cleaned, unless the homeowner has already cleaned their gutters and downspouts. The cost of this work will be billed to the respective homeowner. Work is expected to be done in late November or early December.
- c. The final pick up of yard waste by TJMG Properties will be on Tuesday, November 12, 2019.

**III. Secretary's Report:**

- a. Janet McLoughlin requested approval of the Minutes of the September 25, 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the September 25, 2019 Minutes. (7 Board members voted yes)**
- b. Committee Members were reminded to get their monthly written reports to the Secretary prior to the Board meeting.

**IV. Treasurer's Report:**

- a. Claude Pilon presented the September Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the September 2019 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (7 Board members voted yes)**

- b. The September financial reports are attached.

#### **VI. Property Manager's Report:**

- a. Property Managers report is attached.

#### **VII. Committee Reports:**

##### **Grounds Committee:**

- a. Paula Haynor reported that she had expected to receive the updated proposals for maintenance of the trees including treatment, trimming and removal of trees to present during the meeting, but unfortunately, they had not been received in time for the meeting. At the September meeting of the Board of Directors, the stem injection (Units 402, 501, 807, 907 & 200 Block) to suppress Emerald Ash Borer was approved. Once they receive the updated proposals, the Grounds Committee will be proposing to treat the honey locust plant bug by systemic soil treatment (Units 306, 408, 502, & entrance), treat the arborvitae with deer repellent by spraying lower areas (Units 108, 406, 407, 408, 501, 505, 807, 908, 502-504, and entrance), treat the cooper beech by soil drenching (Unit 907), treat the white birch to suppress Bronze Birch Borer by systemic soil treatment (Units 203, 608 & 811), and fertilize the hemlocks, white pine, red maple, white spruce, and councilor fir (Units 406, 507, 601, 603, 609, 701, 703, 715, 807, 827 & entrance. Other maintenance work being proposed will include the pruning and removal of trees (Units 108, 206, 305, 402, 515, 519, 521, 603, 606, 715, 811, 813, 819 825, & 827). After a brief discussion, the Board would like to have Bartlett Tree Experts begin phase 1. **A motion was made, seconded and approved for \$14,500 to begin phase 1. (7 Board members voted yes)**

##### **Roof Reserve Committee:**

- a. Roof Reserve report is attached.

##### **Budget Committee:**

- a. Claude Pilon reviewed the proposed 2020 Budget. Although most of the 2020 expenditures are in line with expenditures of 2019, the HOA is proposing to remediate the swale at a cost of \$25,000 and replace at least 5 roofs in 2020. In order to do this work, the Budget Committee is proposing an increase in common fees of \$50/quarter.
- b. In accordance with the Declaration of Covenants, Article IV, Section 4, a, the Board of Directors shall furnish all owners a copy of the current year's budget together with a statement of actual income and expense incurred during the period commencing January 1st of the current year. The Board shall also furnish a copy of the preliminary budget proposed for adoption by the Board. The current year's budget with a statement of actual income and expense as well as the preliminary Budget for 2020 will be emailed to all homeowners as well as posted on the HOA's website.

- c. Homeowners may send their respective comments of the preliminary budget, by November 15, 2019, to TJMG Properties, Attention: Kathryn Wolff, at [associations@tjmgproperties.com](mailto:associations@tjmgproperties.com).
- d. The Board of Directors will vote on the final budget at the November meeting.

**Maintenance Committee:**

- b. Maintenance report is attached.

**Architectural Control Committee:**

- a. Jill Brooks reported that a request for Architectural Change was received from the Owner of Unit 525 to install an awning. She has requested a sample of the awning. **(tabled item)**

**Roofs & Chimneys Committee:**

- a. Richard Greene reported that the Homeowner of Unit 202 reported a leak. After investigation by TJMG Properties, a crack was found in the area around the flashing of the chimney. TJMG Properties sealed the crack.
- b. Richard Greene reported that the Homeowner of Unit 406 reported a roof leak over her landing to the stairs going into the basement. This roof was replaced this summer, so the roofing contractor will be determining and making necessary repairs.
- c. Richard Greene reported that the Homeowner of Unit 907 reported a leak around her chimney. A portion of this roof was replaced last summer. The roofing contractor was contacted and determined that the leak was coming from loose mortar in the chimney. The roofing contractor sealed the mortar.

**Pool Committee:**

- a. Nothing to report.

**Clubhouse & Social Committee:**

- a. Nothing to report.

**Neighborhood Watch Committee:**

- a. John Cooper reported that the Fire Fayetteville Department visited 10 homes and replaced 23 smoke detectors and installed several carbon monoxide detectors. Anyone needing smoke detectors serviced or replaced, can request up to 3 from the Fayetteville Fire Department. Go to [www.fayettevillefd.org](http://www.fayettevillefd.org) scroll to the bottom of the home page and click on "Village of Fayetteville Smoke Detector Installation Request" to register or call the firehouse at (315) 637-6101. TJMG Properties will also include this in the fall newsletter.

**Pond & Swale Committee:**

- a. Pond & Swale report is attached.

**Welcome Committee:**

- a. Nothing to report.

**Contract Committee:**

- a. Nothing to report.

**Insurance Committee:**

- a. Nothing to report.

**VIII. Old Business:**

- a. Previously reported, the HOA was served with a notice to appear at the City of Syracuse Small Claims Court on October 8, 2019, for a claim against the HOA by the Owner of Unit 306. The Owner of Unit 306 claims that the HOA is responsible for the repairs to his foundation. **A motion was made, seconded and approved to table this item until a decision is made by the Small Claims Court Judge. (7 Board members voted yes - tabled item)**
- b. The HOA responded to the attorney of the owner of Unit 907. **A motion was made, seconded and approved to table this item until a letter is received from the Unit's owner's attorney. (7 Board members voted yes - tabled item)**
- c. Richard Greene met with the Safety Officer and Principal of Mott Road Elementary School at the Clubhouse to allow them to determine if the Fayetteville-Manlius School wants to continue using the Clubhouse in an "emergency" situation. A letter from Mr. Craig J. Tice, Superintendent of Fayetteville-Manlius Schools is expected in the near future that will verify whether or not the Clubhouse will be used by students and staff in an "emergency" situation. **A motion was made, seconded and approved to table this item until a letter is received from Mr. Tice. (7 Board members voted yes - tabled item)**
- d. Previously reported, the three Unit owners reported personal property damage occurred while the roof contractor, The Roofing Guys, were replacing their roofs (Unit 519, 525 and 809). Negotiations are ongoing with The Roofing Guys to pay for this damage. **A motion was made, seconded and approved to table this item until negotiations are finalized with The Roofing Guys. (7 Board members voted yes - tabled item)**

**IX. New Business:**

- a. No new business.

**X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the October 23, 2019 Board Meeting.**
- b. The next Board Meeting will be held on Monday, November 25, 2019 at 4:30 PM in the Kimry Moor Clubhouse.

**XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH & YEAR-TO-DATE - SEPTEMBER 2019

**1 BALANCE SHEET:**

**Operations - Cash Balance of \$35,605 a reduction of \$72,845 compared to 2018 year end balance.**

Due entirely to funds transfer to the Roof Replacement Reserve

**Emergency Reserve - Cash Balance of \$51,982 - a \$957 increase for interest income**

**Roof Replacement Reserve - Cash Balance**

**2018 YEAR-END BALANCE - Key Bank**

**\$ 58,199**

Common Fees transfers - three quarters

\$ 37,800

Advanced Common Fees transfers - one quarter

\$ 12,600

Funds Transferred from M&T Bank to Key Bank

\$ 72,800

Total Income

\$ 123,200

Total Expenditures

\$ 179,433

**2019 September G/L Balance - Key Bank**

**\$ 1,966**

**2 PROFIT & LOSS STATEMENTS:**

**MONTH OF SEPTEMBER RESULTS**

**\$ 16,621**

**LOSS**

**Revenues -\$1,747**

Common Fees

New Homeowners fees

\$ 1,600

Interest Income

\$ 147

**Expenditures - \$18,255**

Contract Services

\$ 8,485

Monthly charges from TJMG & Waste Management

Insurance

\$ 3,127

Sidewalk repairs

\$ 2,320

At units 509 & 603

Deck Repairs

\$ 1,805

At unit 607

Pool Maintenance & Repairs

\$ 1,497

Monthly maintenance

Tree Service

\$ 373

Remove tree at unit 819

All other expenses

\$ 648

Total

\$ (18,255)

**Funds transferred to the Emergency Reserve**

\$ (113)



KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH & YEAR-TO-DATE - SEPTEMBER 2019

**SEPTEMBER YTD PROFIT & LOSS:**

**Income:**

**\$ 223,686**

Common fees for three quarters	\$ 214,200
New Homeowners fee for unit 202, 504, 509, 707 & 805	\$ 8,000
Interest Income & Late Charges	\$ 1,486

**Expenditures:**

**\$ (172,050)**

Contract services	\$ 76,683
Insurance	\$ 35,307
Chimney Repairs - for all roof replacements & unit 713	\$ 20,100
Grounds & tree Service - primarily pruning of trees in late December	\$ 5,382
Sidewalk repair at unit 306, 509, 603 & 507; and paver credit for unit 825	\$ 4,390
Purchase of mailboxes & replacements	\$ 844
Major deck repairs at unit 607 and misc. repairs at other decks	\$ 2,860
Other General Maintenance & Repairs	\$ 3,961
Pool Maintenance & Repairs	\$ 8,068
Pond & Stream Surveyors & Enginerring fees	\$ 4,761
Utility, including water charges and \$500 payment to owners who pay for street lighting	\$ 5,276
Roof repairs and maintenance	\$ 1,296
Annual CPA fees and NYS tax return fees	\$ 821
Social and Clubhouse expenses	\$ 1,135
All other expenditures -	\$ 1,166

**Funds transferred to Roof Replacement Reserve**

**\$ (50,400)**

**Interest Income transferred to the Emergency Reserve**

**\$ (957)**

**SEPTEMBER YTD PROFIT & LOSS**

**\$ 279**

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
FOR THE MONTH & YEAR-TO-DATE - SEPTEMBER 2019

**3 FORECAST:**

<b>OPERATIONS:</b>	<b>Forecast</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenues</b>	<b>\$ 298,800</b>	<b>\$ 295,100</b>	<b>\$ 3,700</b>
<b>Expenditures</b>	<b>\$ (233,660)</b>	<b>\$ (244,200)</b>	<b>\$ 10,540</b>
Higher Chimney repairs by \$2,800			
Higher Contract Services of \$2,760			
Higher Pool Maintenance & Repairs of \$1,450			
Insurance/legal Cost - not budgeted - related to lawsuits of \$3,500			
Lower Pond & Stream Maintenance of \$5,200			
Lower Roof Repairs by \$3,200			
No Chimney Replacements - saving \$5,000			
Lower Grounds & tree maintenance - \$2,500			
Lower pavings & sealing of roads - \$1,500			
Lower Maintenance & Repairs of \$2,350			
<b>Funds Transfer - (Common Fees &amp; Interest Income to Emergency Reserve)</b>	<b>\$ (51,500)</b>	<b>\$ (50,900)</b>	<b>\$ (600)</b>
<b>Total</b>	<b><u>\$ 13,640</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 13,640</u></b>

<b>ROOF REPLACEMENT RESERVE 1/01/2019 balance</b>	<b>\$ 58,200</b>
<b>Income</b>	<b>\$ 50,400</b>
<b>Funds Transferred from Retained Earnings</b>	<b>\$ 72,800</b>
<b>Expenditures</b>	<b><u>\$ (179,434)</u></b>
<b>Reserve balance at year end 2019</b>	<b><u><u>\$ 1,966</u></u></b>

Financial Reports E-mailed to Board members

**4 RESIDENTS QUARTERLY COLLECTION**

One unit owner

**5 CHECKS ISSUED**

26 checks issued in September

Unusual check issued:

Creative Hardscapes - sidewalk repairs

Reimbursement to Janet & John McLoughlin - overpayment on common fees

CNY Exterminating - removal of bees at clubhouse

Report E-mailed to the Board members

KIMRY MOOR HOMEOWNERS ASSOCIATION  
FINANCIAL REPORT  
**FOR THE MONTH & YEAR-TO-DATE - SEPTEMBER 2019**

**6 BANK RECONCILIATIONS** - E-mailed to Board members

**M&T Bank** - bank balance agrees with reconciliation balance

**Key Bank** - bank balance agrees with reconciliation balance

**Report E-mailed to the Board members**

**7 WORK ORDERS - September - \$493**

Two item over \$100

Store furniture in pool area

Remove deck debris & take to the dump

2 other work orders

**Report E-mailed to the Board members**

# Property Manager Report

## October 23, 2019

- Yard waste was picked up early Wednesday morning on October 23, 2019 due to a truck and trailer issue on Tuesday. An email was sent to the homeowners on email when it was determined that we would not be able to do the pick-up as previously scheduled. As a reminder, the final yard waste pick-up will be made on Tuesday, November 12, 2019.
- Last week an email was sent to all the homeowners on email, on Friday, October 18, 2019 advising them that due to the heavy rains and extremely wet conditions our lawn crew was running behind schedule. Currently there were many areas that were saturated that would not be mowed until they dried. We will catch up this week and hopefully get back to a normal schedule. Upon inspection, the lawns at Kimry Moor showed minimal growth. We may be on site Thursday this week to mow or possibly Friday, weather permitting.
- TJMG Properties spoke with Superior Seal this morning and they will be crack filling the roads and driveways within the next 2 weeks. They will give us a 24-hour notice as to what day they will be there.

Submitted by

Mark Bright  
TJMG Properties  
October 23, 2019

## **Report of the Roof Replacement Fund Committee-2019**

Ray Colton, Chair

The committee met in early September to consider a proposal increase the yearly maintenance fee in order to insure that the roof replacement schedule would be completed as originally proposed. Pat Curtin presented the proposal to increase the yearly maintenance fee by \$100/year (\$25/quarter). The committee reviewed the information and voted to recommend to the Board of Directors they proposed yearly increase. The proposal will be presented to the Board at the September meeting. The Roof replacement schedule is attached.

### **Members of the Committee**

Pat Curtin  
Barbara Goldberg  
John Mott  
Morris Torres

## Proposed Roof Replacement Schedule and Costs

Year	Funds Transfer	Expenditures w/ 2% Inflation	Reserve Balance w/ 1% Interest Income	Number of Units
2019	\$ 123,200	\$179,433	\$1,966	
2020	\$ 58,800	\$57,500	\$3,286	5
2021	\$ 58,800	\$58,650	\$3,469	5
2022	\$ 58,800	\$59,823	\$2,480	5
2023	\$ 58,800	\$61,019	\$286	5
2024	\$ 58,800	\$46,920	\$12,168	4
2025	\$ 58,800	\$47,858	\$23,232	5
2026	\$ 58,800	\$0	\$82,264	
2027	\$ 58,800	\$0	\$141,887	
2028	\$ 58,800	\$0	\$202,106	
2029	\$ 58,800	\$0	\$262,927	
2030	\$ 58,800	\$0	\$324,356	
2031	\$ 58,800	\$0	\$386,399	
2032	\$ 58,800	\$0	\$449,063	
2033	\$ 58,800	\$0	\$512,354	
2034	\$ 58,800	\$0	\$576,278	
<b>Total</b>	<b>\$ 1,005,200</b>	<b>\$511,203</b>	<b>\$576,278</b>	<b>29</b>

I'm pleased to report that we are caught up with almost all of the work that needed to be done. We received some additional requests today which will be addressed in the next two weeks.

The following expenses will be forthcoming:

Greg Cohen's invoice received today.	\$2029
Clubhouse bathroom (estimate).	\$1000
Front steps to 609 (not started yet).	\$1450

We should finish well within our budget.

Submitted by:  
Marty Levine,  
Committee chair

October 23, 2019

Pond and swale committee

We have received the scope of work from the engineers. We are waiting for our permit from the Army Corps of Engineers to allow us to contract the work.

Karen Hanlon  
Pond & Swale  
Committee Chairman



**KIMRY MOOR HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
DECEMBER 4, 2019  
CLUBHOUSE, 7:00 PM**

Present: R. Bruner, M. Levine, J. McLoughlin, R. Greene, R. Colton, B. Sweeney, K. Hanlon, C. Pilon, L. Crawford and Kathryn Wolff of TJMG Properties.

Absent: Mark Bright

**I. Opening Remarks:**

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

**II. President's Report:**

- a. We have two Board members, Rick Bruner and Karen Hanlon, whose terms will end in 2019. The Board would thank them for their service to the Kimry Moor Homeowners Association. The Secretary presented both Board members with gifts of appreciation.
- b. The filling of cracks in the asphalt roadways and driveways was completed under the direction of TJMG Properties. The invoice was received from Superior Seal for \$2,501. **A motion was made, seconded and approved to pay the Superior Seal invoice of \$2,501. (9 Board members voted yes)**
- c. Cleaning of gutters and downspouts is the responsibility of each Homeowner. If you want your gutters and downspouts cleaned, please contact Kathryn Wolff at ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)). If your gutter is not clean, there is a possibility that water and debris will freeze and cause damage to your roof. If there is snow or ice accumulation on your roof, **PLEASE** notify Kathryn Wolff at ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)). Do not attempt to shovel snow or break ice that may accumulate on your roof and/ or gutters since such action will void the HOA's roof warranty. If there is damage to the roof due to your gutters and downspouts not being clean, and /or your shoveling of snow or breaking of ice on your roof, the Homeowner will be responsible for paying for the cost of repairing and/or replacing the roof.
- d. If leaks or stains appear on your ceiling or walls, please e-mail Kathryn Wolff at ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)).
- e. The dumpsters at the Clubhouse are for the disposal of garbage and recycling materials generated by Residents. No large items, i.e. toilets, rugs, etc. can be placed in these dumpsters. If you need to dispose of large items, e-mail Kathryn Wolff at ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)) and she will make the arrangements. There will be a fine if one is identified as the party depositing such items in the dumpsters illegally. If

a contractor is renovating your Unit, please direct your contractor to dispose of all construction materials at an approved OCWA site, NOT in the HOA's dumpsters.

- f. If you are planning to be on vacation or away for any extended time, you can request the Town of Manlius' Police to check your home. For more information, please call 315-682-2212.
- g. Kathryn Wolff is the designated contact person at TJMG Properties for Kimry Moor Homeowners and Residents. Kathryn Wolff can be reached by e-mail at ([associations@tjmgproperties.com](mailto:associations@tjmgproperties.com)) or telephone (315-299-4277, ext.108).

### **III. Secretary's Report:**

- a. Janet McLoughlin requested approval of the Minutes of the October 23, 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the October 23, 2019 Minutes. (9 Board members voted yes)**
- b. Janet McLoughlin reported that a \$50.00 donation was given to the Fayetteville Fire Department.

### **IV. Treasurer's Report:**

- a. Claude Pilon presented the October Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and Bank Reconciliation. **A motion was made, seconded and approved to accept the October 2019 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (9 Board members voted yes)**
- b. The October financial reports are attached.

### **V. Property Manager's Report:**

- a. The fall clean-up went well.
- b. There were no major problems with the first snow event. The process and clean-up went well.
- c. Marty Levine reported that the leaves were not cleaned up behind his unit.

### **VI. Committee Reports:**

#### **Budget Committee:**

- a. Claude Pilon presented the proposed budget for 2020. All Board members approved an increase in common fees of \$50/quarter, effective January 1, 2020. \$25/quarter of the additional quarterly fee will be transferred to the Roof Replacement Reserve, and \$25/quarter will be used for general inflationary costs and a one time special project. A copy of the budget assumptions and financial schedule is attached.

### **Grounds Committee:**

- a. Paula Haynor reported that everything is a go. Jason will be here this month to finish his work.
- b. The Grounds Committee has informed each Homeowner whose trees, shrubs or other plants, that are rooted within 10-feet of their foundation, need to be trimmed. Homeowners can trim their own branches or Bartlett Tree will do the trimming in December. The cost of the trimming will be invoiced to the respective Homeowner. The deadline for homeowners to contact Bartlett Tree is December 10, 2019.
- c. In November, Bartlett treated the honey locust plant bug by systemic soil treatment (Units 306, 408, 502, & entrance), the arborvitaes with deer repellant by spraying lower areas (Units 108, 406, 407, 408, 501, 505, 807, 908, 502-504, and entrance), the cooper beech by soil drenching (Unit 907), the white birch to suppress Bronze Birch Borer by systemic soil treatment (Units 203, 608 & 811), and fertilized the hemlocks, while pine, red maple, white spruce, and councilor fir (Units 406, 507, 601, 603, 609, 701, 703, 715, 807, 827 & entrance). Other maintenance work being done in December will include the pruning and removal of trees (Units 108, 206, 305, 402, 515, 519, 521, 603, 606, 715, 811, 813, 819 825, & 827).
- d. Carol Cifra, who owns the property behind the 100, 800, & 900 blocks of Kimry Moor, requested that the drainage ditch between Units 108 & 110 be cleaned since trees, branches and silt were blocking the stream and causing flooding on her property. By electronic vote, the Board of Directors authorized TJMG Properties to remove the debris that was blocking the stream.

### **Maintenance Committee:**

- e. Marty Levine reported that we are in good shape with our repair work. Any hold ups are due to the weather.

### **Architectural Control Committee:**

- a. Nothing to report

### **Roofs & Chimneys Committee:**

- a. Previously reported, the Homeowner of Unit 202 reported a roof leak around the chimney. Although the flashing was sealed by TJMG Properties, there was further leaking, so Custom Quality was authorized by the Board of Directors' by electronic vote to repair the area around the chimney for \$125. **(9 Board members voted yes electronically)**
- b. Previously reported, the Homeowner of Unit 406 reported a roof leak over her landing to the stairs going into the basement. It was determined that this roof was not previously repaired or replaced, so Custom Quality was authorized by the Board of Directors' electronic vote to repair the valley of the roof for \$875. During the repair, further damage

was found and repaired for \$115. The Chair of the Roof & Chimney Committee authorized this additional repair. **(9 Board members voted yes electronically)**

- c. Previously reported, the Homeowner of Unit 605 reported a roof leak. It was determined that this roof was not previously repaired or replaced, so Custom Quality was authorized by the Board of Directors' electronic vote to repair the roof for \$325. **(9 Board members voted yes electronically)**

**Pool Committee:**

- a. Nothing to report.

**Clubhouse & Social Committee:**

- a. Kathryn Wolff read the report submitted by Careen Talbot. On October 31, 2019, the Clubhouse & Social Committee sponsored a Halloween potluck dinner at the Clubhouse.
- b. On Thursday, December 5, 2019, the Clubhouse & Social Committee will sponsor a Holiday Party. Wine and appetizers will be available at 5:30 PM followed by a potluck dinner. Cost will be \$2 per person. There will be a gift exchange following the dinner.

**Neighborhood Watch Committee:**

- a. John Cooper reported that homeowners need to be more vigilant regarding their surroundings. If you see something suspicious call the police. Keep an eye on your neighbor's home while they are away.

**Pond & Swale Committee:**

- a. Pond & Swale report is attached.

**Welcome Committee:**

- a. Kathryn Wolff read the report submitted by Linda Shapess. The following people were recently welcomed to the Kimry Moor community. Barbara Arnold of Unit 108. Barbara's contact number is 201-213-3884 and Michelle Duggan and Thomas Snyder of Unit 202. Their contact number is 315-533-4334.

**Insurance Committee:**

- a. Nothing to report.

**VIII. Old Business:**

- a. Previously reported, the HOA was served with a notice to appear at the City of Syracuse's Small Claims Court on October 8, 2019, for a claim against the HOA by the Homeowner of Unit 306. The Homeowner of Unit 306 claimed that the HOA is responsible for the repairs to his foundation. Judge Rosenthal of the Small Claims Court rendered a decision on November 7, 2019 and denied the Homeowner's claim.

- b. Previously reported, the HOA responded to the attorney of the owner of Unit 907.

**Tabled item**

- c. Previously reported, Richard Greene met with the Safety Officer and Principal of Mott Road Elementary School at the Clubhouse to allow them to determine if the Fayetteville-Manlius School wants to continue using the Clubhouse in an “emergency” situation. A letter from Mr. Craig J. Tice, Superintendent of Fayetteville-Manlius Schools, is expected in the near future that will verify whether or not the Clubhouse will be used by students and staff in an “emergency” situation. **Tabled item**

- d. Previously reported, the three Unit owners (Unit 519, 525 and 809) reported personal property damage occurred while the roof contractor, The Roofing Guys, were replacing their roofs. Negotiations are ongoing with The Roofing Guys to pay for this damage.

**Tabled item**

#### **IX. New Business:**

- a. Next year’s Board of Directors meeting dates are attached.

#### **X. Meeting Adjournment:**

- a. **A motion was made, seconded and approved to adjourn the December 4, 2019 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, January 22, 2020 at 4:30 PM in the Kimry Moor Clubhouse.

#### **XI. Open Forum:**

Respectfully submitted,

Kathryn Wolff  
TJMG Properties