

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
JANUARY 22, 2020
CLUBHOUSE, 4:30 PM**

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

Excused: R. Greene, E. McDonald, J. Yanno

I. Opening Remarks:

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

II. Vice President's Report:

- a. The Board of Directors on behalf of the Homeowners of Kimry Moor wish to offer their condolences to the families of Joyce Gosier, Clifford Millian and Morris Torres.
- b. Just a reminder to those present that the monthly Board or Directors meeting is for the Board to discuss business. Homeowner questions are to be held until the end of the meeting during open forum.
- c. **REMINDER** - Kathryn Wolff is the designated contact person at TJMG Properties for Kimry Moor Homeowners/Residents. If you have any concerns or requests regarding your unit such as the appearance of leaks or stains on your ceiling or walls, snow or ice accumulation on your roof (do NOT attempt to remedy yourself), or the need to dispose of large items (NOT in the dumpster), please e-mail Kathryn Wolff at (associations@tjmgproperties.com) or telephone her at 315-299-4277, ext. 108.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the November 2019 Board of Directors Meeting. **A motion was made, seconded and approved to accept the November 2019 Minutes. (6 Board members voted yes)**

IV. Treasurer's Report:

- a. Claude Pilon presented the November & December, Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the November & December 2019 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (6 Board members voted yes)**
- b. The Treasurer recommended the transfer of \$10,000, a portion of the 2019 profit and \$6,000 of retained earnings to the Roof Replacement Reserve. **A motion was made,**

seconded and approved to transfer \$16,000 to the Roof Replacement Reserve. (6 Board members voted yes). TJMG Properties will process the transfer.

- c. The December financial reports are attached.

V. Property Manager's Report:

- a. Kathryn Wolff reported that she received a call from Unit 519. The Homeowner has been listed in several of the Board of Directors meeting minutes as having reported damage caused to her home by the Roofing Guys. This is not accurate, and she would like this removed from the minutes. Janet McLoughlin reported that she had also received a call regarding this matter. After a brief discussion, it was determined that the correct Unit is 517. The Unit number will be changed in the minutes as requested.

VI. Committee Reports:

Each year the President of the HOA nominates the Chairs for all committees. Richard Green's choices are as follows:

- a. Architectural Committee - Jill Brooks
- b. Budget Committee - Claude Pilon
- c. By-Laws Committee - Ray Colton
- d. Clubhouse Committee - Careen Talbot
- e. Financial Review Committee - Pat Curtin
- f. Grievance Committee - Morris Torres
- g. Grounds/Trees Committee - Paula Haynor
(Joan Yanno will be the Board's liaison for the Grounds/Tree Committee)
- h. Insurance Committee - Linda Crawford
- i. Maintenance Committee - Marty Levine
- j. Neighborhood Watch Committee - John Cooper
- k. Nomination Committee – Barbara Sweeney
- l. Swale & Pond Committee - Ed McDonald/ TBA
- m. Pool Committee - Judy Granatstein
- n. Roof & Chimney Committee - Richard J. Greene
- o. Roof Replacement Funding Committee - Ray Colton
- p. Welcoming Committee - Linda Shapess

Claude Pilon suggested that every Board member should chair at least one committee. Ray Colton asked the Board if they thought the Roof Replacement Funding Committee should be dissolved. Several Board and committee members feel this is a needed committee. **A motion was made to nominate the submitted list of Chairs, was seconded and after a brief discussion, it was decided to table this item until the February Board of Directors meeting. (tabled item)**

Grounds Committee:

- a) Previously, Homeowners whose trees, shrubs or other plants that were rooted within 10-feet of their respective foundations were notified in writing that they were required to trim their trees, shrubs or other plants that were too close to the siding or overhanging the roofs. In December, Bartlett trimmed any trees, shrubs or other plants that the

respective Homeowner did not trim. Claude Pilon will email TJMG Properties a list of the 8 homeowners who will have to be invoiced for the work done.

Maintenance Committee:

- a. Marty Levine reported that the Maintenance Committee finished 2019 under budget. There is very little activity this time of the year. There are about 5 small projects that will receive top priority in the Spring.

Architectural Control Committee:

- a. Nothing to report

Roofs & Chimneys Committee:

- a. The Owner of Unit 407 reported shingle(s) were missing on her garage. TJMG Properties inspected and found that one shingle had come loose and nailed the shingle to the roof.
- b. The Owner of Unit 807 reported viewing a piece of metal that had come loose. TJMG Properties inspected and found and secured the metal siding.

Pool Committee:

- a. Nothing to report.

Clubhouse & Social Committee:

The holiday pot-luck dinner party was enjoyed by all who attended.

Neighborhood Watch Committee:

- a. Nothing to report.

Pond & Swale Committee:

- a. The Chair of the Swale & Pond Committee received an e-mail from Agricultural Engineering Services (AES) informing the Swale & Pool Committee that the Army Corps is concerned that the area of the pond where sediment is proposed to be removed may be a wetland. If delineation (location of the wetland) is required, this would mean additional funds would have to be allocated to AES for such a delineation. Until AES responds, no action is required.

Welcome Committee:

- a. Nothing to report.

Insurance Committee:

- a. The Insurance Committee solicited bids for the HOA's 2020-2021 insurance package. On January 20, 2020, the Committee met with Steve Grimaldi of John J. Grimaldi & Associates, to review the proposed renewal by the HOA's current insurer, Community

Association Underwriters Agency (CAU). CAU's proposed renewal was compared to those bids that were received by the Committee. After some discussion by the Board, it was decided that CAU's renewal policy offered comprehensive coverage at a competitive rate. Increasing the Umbrella policy for liability coverage was also discussed. **A motion was made, seconded and approved to renew the insurance policies and increase the Umbrella liability coverage from five million to ten million dollars with John J. Grimaldi & Associates. The total cost is projected to be \$41,100. (6 Board members voted yes).** TJMG Properties will sign the applications and notify the agent of the approval. More information will be coming to the Homeowners, and the Board may begin posting the policy on the website.

VIII. Old Business:

- a. Previously reported, the three Unit owners (Unit 517, 525 and 809) reported personal property damage that 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:

Morris Torres wanted to bring to the attention of the residents that Diane Bolds is available if anyone is looking for an experienced home health aide. Please contact Morris Torres for Diane's contact information.

X. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the January 22, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, February 26, 2020 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 2019

1 BALANCE SHEET - E-mailed to Board members

Operations - Cash Balance of \$61,228 a reduction of \$47,222 compared to 2018 year end balance of \$108,450.			
Due primarily to funds transfer to the Roof Replacement Reserve of \$72,800; profit in 2019 of \$11,462; and change in Receivables, Payables, and Prepaid fees			
Emergency Reserve - Cash Balance of \$52,206 - a \$1,291 increase for interest income			
Retained Earnings at year end = \$6,096			
Roof Replacement Reserve - Cash Balance			
2018 YEAR-END BALANCE - Key Bank		\$	58,199
Common Fees transfers - four quarters	\$ 50,400		
Funds Transferred from M&T Bank to Key Bank	<u>\$ 72,800</u>		
Total Income		\$	123,200
Total Expenditures		<u>\$</u>	<u>179,433</u> 15 units & 2 partials
2019 December G/L Balance - Key Bank		<u>\$</u>	<u>1,966</u>

2 PROFIT & LOSS STATEMENTS - E-mailed to Board members

DECEMBER PROFIT & LOSS:		<u>\$ 29,192</u>	LOSS
Revenues:			
Interest Income & Misc.	\$ 143		
Total		\$	143
Expenditures:			
Contract Services	\$ 9,052		Monthly charges from TJMG & Waste Management
General Maint. and Repairs	\$ 1,500		Property Surveying Costs
Tree Service/Grounds Maintenance	\$ 13,705		Tree maintenance
Utility Costs	\$ 1,837		4 months of club house utility costs
Pond, Stream & Swale Maint.	\$ 2,750		Remaining 50% payment of Engineering costs for Swale project
All other expenses	<u>\$ 381</u>		
Total		\$	(29,225) \$ -
Funds transferred to the Emergency Reserve		\$	(110)

KIMRY MOOR HOMEOWNERS ASSOCIATION
 FINANCIAL REPORT
 FOR THE MONTH & YEAR 2019

<u>DECEMBER YTD PROFIT & LOSS:</u>	<u>\$</u>	<u>11,462</u>	PROFIT
Income:	\$	298,920	
Common fees for three quarters	\$	285,600	
New Homeowners fee for unit 108, 114, 202, 504, 509, 707 & 805	\$	11,200	
Interest Income & Late Charges	\$	2,120	
Expenditures:	\$	(235,767)	% of Total Expenses
Contract services	\$	103,184	44%
Insurance	\$	38,434	16%
Chimney Repairs - for all roof replacements & unit 713	\$	20,100	9%
Grounds & tree Service - primarily pruning of trees in late December	\$	20,409	9%
Pool Maintenance & Repairs	\$	9,891	4%
Utility, including water charges	\$	8,778	4%
Other General Maintenance & Repairs, includes property surveyors costs	\$	7,916	3%
Pond, Stream & Swale Costs	\$	7,721	3%
Sidewalk repair at unit 306, 509, 603 & 507; and paver credit for unit 825	\$	5,840	2%
Major deck repairs at unit 607 and misc. repairs at other decks	\$	3,861	2%
Paving & Sealing Roads and Driveways	\$	2,501	1%
Roof Repairs	\$	2,842	1%
Clubhouse & Social Events	\$	1,386	1%
All other expenditures - including Accounting, Taxes, flowers etc.	\$	2,904	1%
Funds transferred to Roof Replacement Reserve	\$	(50,400)	
Interest Income transferred to the Emergency Reserve	\$	(1,291)	

3 RESIDENTS QUARTERLY COLLECTION

No owner with delays in quarterly payment

KIMRY MOOR HOMEOWNERS ASSOCIATION
FINANCIAL REPORT
FOR THE MONTH & YEAR 2019

4 CHECKS ISSUED - E-mailed to Board members

18 checks issued in December

Unusual check issued:

Bartlett Tree Experts

Superior Seal & Paving

Janet McLoughlin - reimbursements for gift cards etc.

Richard Greene - printing costs

Lanuzi & Romans Land Surveying

Fayetteville Fire Dept.

5 BANK RECONCILIATIONS - E-mailed to Board members

M&T Bank - bank balance does not agree with reconciliation balance

Key Bank - bank balance agrees with reconciliation balance

6 WORK ORDERS - December - \$21

Light repairs

7 RECOMMENDATIONS:

Transfer portion of 2019 profit to Roof Replacement Reserve \$ 10,000

Transfer portion of Retained Earnings to Roof Replacement Reserve \$ 6,000

Total \$ 16,000

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
FEBRUARY 26, 2020
CLUBHOUSE, 4:30 PM**

Present: J. McLoughlin, R. Colton, B. Sweeney, C. Pilon, E. McDonald by proxy and Kathryn Wolff of TJMG Properties.

Excused: R. Greene, E. McDonald, M. Levine, L. Crawford and J. Yanno

I. Opening Remarks:

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

II. Vice President's Report:

- a. **REMINDER** - Kathryn Wolff is the designated contact person at TJMG Properties for Kimry Moor Homeowners/Residents. If you have any concerns or requests regarding your unit such as the appearance of leaks or stains on your ceiling or walls, snow or ice accumulation on your roof (do NOT attempt to remedy yourself), or the need to dispose of large items (NOT in the dumpster), please e-mail Kathryn Wolff at (associations@tjmgproperties.com) or telephone her at 315-299-4277, ext. 108.
- b. 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.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the January 2020 Board of Directors Meeting. **A motion was made, seconded and approved to accept the January 2020 Minutes. (4 Board members voted yes and 1 by proxy)**
- b. Janet McLoughlin reported that \$50.00 donations were sent to the Syracuse University Brass Ensemble in memory of Cliff Millian and to Francis House in memory of Joyce Gosier.

IV. Treasurer's Report:

- a. Claude Pilon presented the November & December, Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the January 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (4 Board members voted yes and 1 by proxy)**
- b. The January financial reports are attached.

V. Property Manager's Report:

- a. Kathryn Wolff reported that all the fire extinguishers have been serviced by Jerome Fire Service as was required by the Associations insurance carrier. She also reported that we have caught 2 mice at the clubhouse since laying out traps.

VI. Committee Reports:

Grounds Committee:

- a. Nothing to report.

Maintenance Committee:

- a. Nothing to report.

Architectural Control Committee:

- a. Nothing to report.

Roofs & Chimneys Committee:

- a. The Owner of Unit 713 reported a stain in the ceiling above her bookcase. TJMG Properties did an inspection and found the stain dry to the touch. The Owner sent photos of a crack in the area around the chimney. TJMG Properties and a roofing contractor will view the crack in the area around the chimney. Historically, the Owner reported leaks in the ceiling around the chimney. In 2019, the chimney was covered with a tarp. In the summer of 2019, new underlayment, shingles and flashing were installed and the chimney's flue and mortar cap were replaced and the chimney pointed

Pool Committee:

- a. Nothing to report.

Clubhouse & Social Committee:

- a. The Chair of Clubhouse I Social Committee requested that TJMG Properties set mice traps in the Clubhouse. TJMG Properties will continue to monitor the traps and reset them if necessary, on Mondays while onsite picking up trash and recycling.

Neighborhood Watch Committee:

- a. Nothing to report.

Pond & Swale Committee:

- a. Richard Greene and Ray Colton spoke with the HOA's engineer, Agricultural Engineering Services, and requested that they contact the Army Corp of Engineers to determine if a delineation of the pond will be required due to the fact that a minor amount

of silt is expected to be removed from the pond during the remediation of the swale. Janet McLoughlin suggested that Ray Colton contact Karen Hanlon for any detailed information. Karen work very hard on this project and has very valuable knowledge.

Welcome Committee:

- a. Nothing to report.

Insurance Committee:

- a. Nothing to report.

VIII. Old Business:

- a. Previously reported, each year the President of the HOA nominates the Chairs for all committees. A motion was made and approved at the January meeting to table this motion to nominate Chairs for all Committees.

- A. Architectural Committee - Jill Brooks
- B. Budget Committee - Claude Pilon
- C. By-Laws Committee - Ray Colton
- D. Clubhouse Committee - Careen Talbot
- E. Financial Review Committee - Pat Curtin
- F. Grievance Committee - Morris Torres
- G. Grounds/Trees Committee - Paula Haynor (Joan Yanno will be the Board's liaison for the Grounds/Tree Committee)
- H. Insurance Committee - Linda Crawford
- I. Maintenance Committee - Marty Levine
- J. Neighborhood Watch Committee - John Cooper
- K. Nomination Committee – Barbara Sweeney
- L. Swale & Pond Committee - Ed McDonald/ TBA
- M. Pool Committee - Judy Granatstein
- N. Roof & Chimney Committee - Richard J. Greene
- O. Roof Replacement Funding Committee - Ray Colton
- P. Welcoming Committee - Linda Shapess

- b. Claude Pilon believes that it is critical that every Board member be a Committee Chair.

- c. Each committee needs to have two or more members. Committee Chairs need to submit a list of their choices by March 15, 2000. **A motion was made, seconded and approved to nominate the list of Committee Chairs. (4 Board members voted yes and 1 by proxy)**

- d. Previously reported by Richard Greene, Dr. Craig J. Tice, Superintendent of Fayetteville-Manlius Schools (FM), wrote and requested that the Clubhouse and its parking area be used by students and staff in an "emergency" situation. William Furlong, Assistant Superintendent for Business services, telephoned Richard Greene. They discussed the HOA's request for further insurance coverage, a more detailed hold-harmless agreement, and a written explanation where FM would install a gate in their fence that is adjacent to the HOA's swimming pool and FM's responsibility for maintaining the gate

and the area from the gate onto HOA property. Richard Greene explained to Mr. Furlong that until this documentation is submitted, the Board of Directors would not be in a position to discuss FM's request for the use of the Clubhouse and its parking area by students and staff in an "emergency" situation. A motion was previously made and approved to table this motion until all documents are received from Dr. Tice

- e. Previously reported, two Unit owners (Unit 517 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. A motion was previously made and approved to table this motion until finalized with The Roofing Guys. It was reported that Unit 525 received a check for \$646.92 from the Roofing Guys for the broken glazing ball.

IX. New Business:

- a. Nothing to report.

X. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the February 26, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, March 25, 2020 at 4:30 PM in the Kimry Moor Clubhouse.

XI. Open Forum:

Respectfully submitted,

Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MARCH/APRIL MEETING
APRIL 22, 2020
VIA ZOOM, 4:30 PM**

Present: R. Greene, B. Sweeney, C. Pilon, J. McLoughlin, L. Crawford, J. Yanno, R. Colton, Kim Wolff, Mark Bright and Kathryn Wolff of TJMG Properties. M. Levine joined via telephone during the meeting.

Excused: E. McDonald

I. Opening Remarks:

This March/April Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

Welcome to the March/April meeting of the HOA's Board of Directors. Due to the "Voluntary Shelter In Place Order" by Onondaga County, the March/April meeting is being held via Zoom. Your attendance is important since it is "your" money that the Board of Directors is spending.

II. President's Report:

- a. **REMINDER** - Kathryn Wolff is the designated contact person at TJMG Properties for Kimry Moor Homeowners/Residents. If you have any concerns or requests regarding your unit or the need to dispose of large items (NOT in the dumpster), please e-mail Kathryn Wolff at (associations@tjmgproperties.com) or telephone her at 315-299-4277, ext. 108.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the February 2020 Board of Directors Meeting. **A motion was made, seconded and approved to accept the February 2020 Minutes. (7 Board members voted yes)**

IV. Treasurer's Report:

- a. Claude Pilon presented the February & March Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the February & March 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (7 Board members voted yes)**
- b. TJMG Properties notified the HOA that Waste Management had submitted a new 2-year contract for their services that will result in a savings to the HOA. The treasurer reported that monthly savings would range between \$100 and \$150. **A motion was made, seconded and approved to accept the new Waste Management contract. (7 Board members voted yes)**

- c. The February & March financial reports are attached.

V. Property Manager's Report:

- a. Mark Bright reported that the County has temporarily closed their dumping facility. We have another vendor that has opened up their facility for us to dump our landscape debris only. Homeowners cannot mix any trash with their yard waste. No pots, no bags just landscape debris. TJMG Properties will get a reminder out to the homeowners. Six mailboxes were purchased for stock. Three have already been used. The current style is getting harder to find. The plastic handle is breaking or falling off. We would suggest that as we replace one bad mailbox, we replace all four with a new plastic style. Mark Bright will bring a few samples to the next Board meeting for the Board to look at.

VI. Committee Reports:

Financial Review Committee:

- a. As specified in the By-Laws, Article XI, Section 3, the Treasurer, together with the Financial Review Committee, are assigned to review the books of account for the preceding calendar year. In the Financial Review Committee's opinion, the financial statements presented fairly the assets, liabilities and equity funds of the association in all material respects. The revenues it received and expenditures it paid for the fiscal year 2019 were appropriate. Additionally, the Committee did not identify any material weaknesses or significant deficiencies in its internal controls. **A motion was made, seconded and approved to accept the Financial Review Committee report. (8 Board members voted yes)**
- b. The financial review committee report is attached.

By-Laws Committee:

- a. The By-Laws Committee proposed the following changes to the By-Laws:
 - 1. Article IX, Section 6, add: "f. Where a Committee has a budget of \$10,000 or more, a member of the Board of Directors shall chair or co-chair that Committee."
 - 2. Article XII, Section 2, replace the word "Member" with " Resident" since Member includes Homeowners who are not residents.
 - 3. Article XVI, Section 2d, add "No downspout shall dispense its rainwater directly or indirectly onto an adjacent Homeowner's Unit or the common area within 10-feet of that adjacent Homeowner's Unit. Failure to change the location of the downspout after notification of the Homeowner by the HOA and/or its Property Manager shall result in the HOA contracting with a gutter contractor to make the necessary change(s) in that Homeowner's gutter(s) and/or downspout(s) at the homeowner's expense.
 - 4. Change Article XVII of the By-Laws to Article XVIII and change Article XVIII to Article XVII of the By-Laws.

A motion was made, seconded and approved to accept the changes as proposed by the By-Laws Committee. (8 Board members voted yes)

Grounds Committee:

- a. Richard Greene reported for Paula Haynor that a proposal was received from Bartlett Tree Experts to treat certain trees and shrubs on Kimry Moor's property. Since the cost of this treatment would be \$14,573.52 and the annual budget is \$20,000, **a motion was made, seconded and approved to do only one treatment for Needlecast (Blue Spruce trees) and Scab (crabapple trees) at a cost of \$4,617. (8 Board members voted yes)** Further treatment of the trees and shrubs will be determined after Bartlett submits their proposal for trimming and cutting trees.

Maintenance Committee:

- a. Marty Levine reported that there have been several mailboxes repaired and that work continues on the clubhouse lower bathroom.

Architectural Control Committee:

- a. Richard Greene reported that the Owner of Unit 201 has submitted a Request for Architectural Change to replace four windows, one in each bedroom and two in the kitchen. Windows will be Marvin Casement Style Replacement Windows, and the trim will match the current brown color of the existing window trim. **A motion was made, seconded and approved to accept the request from the Owner of Unit 201 for the replacement of one window in the bedroom and two windows in the kitchen as long as the windows match the existing Pella windows. (8 Board members voted yes)**
- b. Richard Greene reported that the Owner of Unit 608 has submitted a Request for Architectural Change to add a landing to the rear steps as well as replace the existing steps (see submitted Application and Drawings). **A motion was made, seconded and approved to accept the Request for Architectural Change to add a landing to the rear steps and replace the existing steps as long as the landing and steps do not exceed 10-feet from the foundation of Unit 608. (8 Board members voted yes)**

Roofs & Chimneys Committee:

- a. Richard Greene reported that the Owners of Unit 202 contacted TJMG Properties and asked that TJMG Properties check the stain on the ceiling around the chimney. TJMG Properties viewed and inspected the stain, and it was thought that the stain was not from an active leak. TJMG Properties asked the Owners to be "very proactive and track the stain especially during the upcoming spring rains. If there was any indication of leaking, the Owners were asked to contact TJMG Properties immediately.
- b. The Owner of Unit 301 contacted TJMG Properties and asked that TJMG Properties view the water stain above the front door and determine if the water was coming from the roof. TJMG Properties viewed and inspected the stain, and it was thought that the stain was not from an active leak. TJMG Properties asked the Owner to be "very proactive and track the stain especially during the upcoming spring rains. If there was any indication of leaking, the Owner were asked to contact TJMG Properties immediately.
- c. The Owner of Unit 407 contacted TJMG Properties and said that there is at least one shingle missing from the North side of the Owner's garage roof. TJMG Properties viewed and made necessary repairs by replacing the shingle

Pool Committee:

- a. Janet McLoughlin reported for Judy Granatstein that due to Covid-19, there is no date to open the swimming pool. The County Health Department is not issuing permits until they receive direction from NY State. The Health Department and Pool Surgeons will update us as decisions are made.

Clubhouse & Social Committee:

- a. Richard Greene reported that Careen Talbot has submitted her resignation as Chair of the Clubhouse Committee. The Board would like to thank Careen and Hal Talbot for their efforts to make the Clubhouse a place to enjoy, including the many social events and the establishment of the book library. Lynn Greene and Jody McDonald have offered to serve as co-chairs of the Clubhouse Committee. **A motion was made, seconded and approved to appoint Lynn Greene and Jody McDonald to serve as co- Chairs of the Clubhouse Committee. (8 Board members voted yes)**
- b. Previously, the Clubhouse Committee recommended that the 4 hanging lights be replaced with LED recessed lights. Greg Cohen submitted an estimate of \$50 for each light and \$150 for labor. **A motion was made, seconded and approved to replace the 4-hanging lights with 4-recessed LED lights. (8 Board members voted yes)**

Neighborhood Watch Committee:

- a. Nothing to report.

Pond & Swale Committee:

- a. Nothing to report.

Welcome Committee:

- a. Nothing to report.

Insurance Committee:

- a. Nothing to report.

VIII. Old Business:

- a. Old business and tabled business will be reviewed at next month's Board meeting.

IX. New Business:

- a. Richard Greene reported that in the past, the HOA has been invoiced by National Grid for two street lights on Mott Road. Recently, National Grid determined that the HOA only has one street light on Mott Road and agreed to credit the HOA for \$273.52 for erroneous billings. National Grid recommended that the HOA change the current

Sodium street light to a LED street light. Although the LED has a higher cost for the light (\$7.39 vs \$5.25), it has a lower operational cost (\$1.99 vs \$7.21). The monthly charge for the LED street light will be \$9.38, while the monthly charge for the Sodium street light would continue to be \$12.46. Therefore, the monthly savings to the HOA will be \$3.08 by installing the LED street light. **A motion was made, seconded and approved to have National Grid change the sodium light on Mott Road to an LED light. (8 Board members voted yes)**

X. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the April 22, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, May 27, 2020 at 4:30 PM.

XI. Open Forum:

Respectfully submitted,

Kathryn Wolff
Association Account Manager
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MARCH/APRIL MEETING
May 28, 2020
VIA ZOOM, 4:30 PM

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

I. Opening Remarks:

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

II. President's Report:

- a. We are saddened by the passing of Doris Rudolph on May 8, 2020 and Ed McDonald on May 10, 2020. Doris, who resided in Kimry Moor for over 37 years, was a kind and compassionate person. Ed moved to Kimry Moor several years after he retired from the New York City Fire Department in 1996. Shortly after he moved to Kimry Moor, he volunteered to help Marty Levine on the Maintenance Committee, and this past January, he became a member of the Board of Directors.
- b. **REMINDER** - Kathryn Wolff is the designated contact person at TJMG Properties for Kimry Moor Homeowners/Residents. If you have any concerns or requests regarding your unit or the need to dispose of large items (NOT in the dumpster), please e-mail Kathryn Wolff at (associations@tjmgproperties.com) or telephone her at 315-299-4277, ext. 108.
- c. The HOA is not responsible for removing bees, wasps, insects or animals from the interior or exterior of units. If you need to have such services, TJMG Properties will suggest an exterminator or critter remover, but the Homeowner will be responsible for the cost of these services.
- d. The trash and garbage dumpsters weren't emptied this past week due to a mis-scheduling problem by Waste Management. Since the dumpster was filled, there was no room for additional trash and garbage. Unfortunately, someone left their trash and garbage on the ground next to the dumpster. This attracted animals and/or rodents creating a further problem. **PLEASE** do not leave trash, garbage and/or recycling adjacent to or near the dumpsters under any circumstances

III. Secretary's Report:

Janet McLoughlin requested approval of the Minutes of the March/April 2020 Board of Directors Meeting. **A motion was made, seconded and approved to accept the March/April 2020 Minutes. (8 Board members voted yes)**

Donations will be made in memory of Ed McDonald to the NYC Fire Department Burn Unit and in memory of Doris Rudolph to Meals on Wheels of Onondaga County.

IV. Treasurer's Report:

- a. Claude Pilon presented the April Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the April 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (7 Board members voted yes)**
- b. TJMG Properties notified the HOA that Waste Management had submitted a new 2-year contract for their services that will result in a savings to the HOA. The treasurer reported that monthly savings would range between \$100 and \$150. **A motion was made, seconded and approved to accept the new Waste Management contract. (7 Board members voted yes)**
- c. The April financial reports are attached.

V. Property Manager's Report:

Kathryn Wolff reported that the flowers will be in by the end of the week or the beginning of next week.

VI. Committee Reports:

By-Laws Committee:

- a. The By-Laws Committee proposed the following changes to the By-Laws:
 1. At the March-April meeting, the Board of Directors approved a motion to change Article XVI, section 2 (d) to "The Owner shall be solely responsible for repair, installation, maintenance and replacement of all gutters and downspouts belonging to their unit. No downspouts or gutters shall dispense rainwater directly or indirectly onto an adjacent Homeowner's unit. The Owner's failure to change the location of the downspout or to repair or replace the gutters, after being notified by the Association, **shall** result in the Association contracting with a gutter contractor to make the necessary change(s) to the gutter(s) and/or the downspout(s) at the homeowner's expense. (Change the highlighted shall to **may**)
 2. At the March-April meeting, the Board of Directors approved a motion to change Article XII, Section 2 by replacing the word "Member" with "Resident" since Members include Homeowners who are not residents. However, since "Resident" is not defined in the By-Laws, we must use the word "Member" when referring to a resident of a Unit. (Go back to the original wording and replace "resident" with **member**.)
 3. Article XI, section 8 of the By-Laws reads as follows: "The President with the approval of the Board of Directors shall appoint the chairperson of the Grounds

Committee whose duties shall be to supervise landscaping, snow removal, tree maintenance and all issues pertaining hereto.” The By-Laws Committee proposed an amendment to the By-Laws to delete “tree maintenance” from Article XII, Section 8 and to change Section 11 to establish a Tree and Garden Committee. A motion will be requested to delete the words “tree maintenance” from Article XI, Section 8 and add Section 11 to establish a Tree and Garden Committee whose responsibility will be to supervise all trimming and removal of trees and plantings; to maintain all gardens in common areas except for areas that are within 10-feet of a Unit; and to supervise the drafting of specifications for contracts within its purview, which shall be subject to action by the Board of Directors. The current Sections 11 & 12 should be renumbered as Sections 12 & 13 respectively.

4. The Committee also recommends that the Declaration and By-Laws should be registered with the Onondaga County Clerk’s office so new Homeowners will be informed of these documents when they purchase their respective units. A motion was made to allocate \$280 for the registration of the Declaration and By-Laws when amended or deemed necessary by the committee.

(Motions were made regarding proposals 1-4, and all were approved by the Board of Directors.)

5. An amendment was proposed to add the following to Article XVII, stating who pays for the HOA insurance deductible, at least in cases where the Owner’s unit suffers the damage. **(Tabled)**
6. An amendment is proposed to add Section 2 to Article XVIII, Homeowner’s Responsibilities to coordinate with Article XVI, Section 2 (d). “The homeowner is responsible for clearing the leaves from the gutters so that the rainwater will not backup under the roof. If the Owner fails to keep the gutters clear and after proper notification by the Association, the Association may contract for the cleaning of the gutters and bill the expense to the homeowner.” **(Tabled)**

- b. Please see the By-Laws Committee Report for the month of May 2020

Grounds Committee:

- a. Richard Greene reported that previously, a proposal was received from Bartlett Tree Experts to treat certain trees and shrubs on Kimry Moor’s property. Since the cost of this treatment would be \$14,573.52 and the budget was \$20,000, the Board asked that Bartlett submit their proposal for trimming and cutting trees before considering further treatment of the trees and shrubs. Bartlett conducted a walk-through on Wednesday, May 27th to determine what timing and cutting needs to be done.
- b. Bartlett was on-site Wednesday, May 20th and applied a fungicide to the crab apple trees.
- c. Richard Green reported that they will be adding a new Tree & Garden Committee to share some of the responsibilities of the Grounds Committee. The Grounds Committee will no longer be responsible for tree maintenance. The Grounds Committee will now be chaired by Linda Crawford and the Tree & Garden Committee will be chaired by Joan Yanno.

Maintenance Committee:

- a. Marty Levine reported that with the improvement in weather we're finally getting work done. Nothing really major through April with approximately \$800 in expenses. In May we will have payments for repairs to the clubhouse bathroom.
- b. Power washing several units should be done before the end of May along with a list of minor repairs to be completed in the next 10 days.
- c. Unit 108 has requested the deck be repaired. Marty feels the problem was missed during the initial inspection of the deck and is in agreement that the deck be repaired. **A motion was made, seconded and approved the repair of the deck. (8 Board members voted yes)**

Architectural Control Committee:

- a. The Owner of Unit 503 submitted an Architectural Request to replace a deck (landing) and steps. The work is being done by a company the HOA has used in the past to repair/build decks. The contractor will be responsible for investigating the need for a building permit. This plan stays within the 10' line and is of no expense to the HOA. **A motion was made, seconded and approved to replace the deck (landing) and steps. (8 Board members voted yes)**
- b. The owner of Unit 515 submitted an Architectural Request for constructing a patio in the rear of the Owner's Unit. There was some confusion regarding the details, so this will be formally approved at the June meeting. **(Tabled)**
- c. The Owner of Unit 504 submitted a request for Architectural Change in September 2019. After the Board tabled the original request at the September meeting due to lack of information, the Homeowner decided to go ahead with digging and constructing part of a patio before he received approval. What remains of the construction is the addition of pavers. The Owner of Unit 504 assured the Chair of the Architectural Committee he has suspended his work until the vote occurs. It stays within the 10' line and is of no expense to the HOA. **A motion was made, seconded and approved for the addition of pavers. (8 Board members voted yes)**

Roofs & Chimneys Committee:

- a. Richard Greene reported that the Owner of Unit 401 contacted TJMG Properties and reported that there is at least one shingle missing from the North side of the Owner's garage roof. TJMG Properties viewed the missing shingle and requested that a roofing contractor be contacted.
- b. The Owner of Unit 509 contacted TJMG Properties and reported that she viewed lines in her den's ceiling that may indicate a possible roof leak. TJMG Properties viewed the ceiling and requested that a roofing contractor be contacted.
- c. The Owner of Unit 817 contacted TJMG Properties and reported that the soffit on the left side of her garage roof has a piece missing and several more sections are loose. TJMG Properties will be viewing the missing and loose soffit and report its findings to the Roof & Chimney Committee.

- d. The HOA has received a letter from the Homeowner of Unit 907 discussing the issue of rainwater is damaging her basement wall. Janet McLoughlin read the correspondence received from Unit 907. The Roof and Chimney committee chair then responded with his own text. **(Please see Pat Curtain's letter and Richard Greene's response attached).**

Pool Committee:

- a. Judy Granatstein reported that there is still no determination from the State about if or how the pool will be opened. The County has recommended applying for the permit to be prepared for the decision. Our application has been submitted and we will wait for instructions from the County Health Dept. No work has been done on the pool.

Clubhouse & Social Committee:

- a. Richard Greene reported Greg Cohen replaced the 4-hanging lights with 4-recessed LED lights and finished the repairs to the downstairs bathroom.
- b. The Clubhouse has been closed due to the Coronavirus. It is recommended that only members be allowed to enter the Clubhouse to remove books from the Clubhouse's library, but the following rules must be followed:
 - 1. Only one person at a time is allowed to enter the Clubhouse.
 - 2. All persons entering the Clubhouse will wear a face mask and gloves while in the Clubhouse.
 - 3. No one will use or enter the rest rooms, basement, kitchen, and meeting room.
 - 4. No books will be returned or donated to the Clubhouse's library.

A motion was made, seconded and approved to open the Clubhouse subject to the above rules. (8 Board members voted yes)

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported that he and Ray Colton will be co-chairing this committee. Richard will be speaking with the engineer and hopefully moving forward by late July, early August.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VIII. Old Business:

Richard Greene reported that National Grid has replaced the current sodium street light at the entrance to Kimry Moor with an LED street light. National Grid believed that there were two street lights at the entrance to Kimry Moor and was billing the HOA for the 2nd street light. Since there was only one street light, National Grid is now crediting the HOA for all charges for the 2nd street light

IX. New Business:

Richard Greene reported that the Owner of Unit 206 has requested that the HOA raise the bridge that is located behind her Unit. Previously, the Board of Directors was asked to repair this bridge and another bridge that is located nearby. It was the decision of the Board of Directors that the HOA would not repair or replace these bridges since the bridges were not installed by the developer, but by previous Homeowners. **A motion was made, seconded and approved for the Board to look at the bridges for discussion at the June meeting. (8 Board members voted yes)**

X. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the May 28, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, June 24, 2020 at 4:30 PM.

XI. Open Forum:

Respectfully submitted,

Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
APRIL 2020 YTD FINANCIAL REPORT**

1 BALANCE SHEET - E-mailed to Board members

Operations - Cash Balance of \$122,340 an increase of \$8,796 compared to 2019 year end balance of \$113,544			
Due primarily to two quarters of common fees less expenditures & \$45,900 transferred to the reserve			
Roof Replacement Reserve - Cash Balance			
2019 YEAR-END BALANCE - Key Bank		\$	1,966
Common Fees transfers - two quarters	\$ 29,900		approximately \$15,000 qtr.
Funds Transferred from M&T Bank to Key Bank	\$ 16,000		from Retained Earnings
Total Income		\$ 45,900	
Total Expenditures		\$ -	
2020 April G/L Balance - Key Bank		\$	47,866

2 PROFIT & LOSS STATEMENTS - E-mailed to Board members

APRIL YTD PROFIT & LOSS:		\$ 61,287	PROFIT
Revenues:			
Two quarters of common fees	\$ 151,200		
Interest Income & Misc. income	\$ 640		\$291 billing to owners for tree service
Total		\$ 151,840	
Expenditures:			
Contract Services	\$ (35,940)		Charges from TJMG & Waste Management
Insurance	\$ (20,556)		
Utilities charges	\$ (1,307)		
General maintenance/Repairs	\$ (809)		Primarily purchase of 6 new mailboxes \$325
All other expenses	\$ (1,812)		\$500 fee for annual tax return
Total		\$ (60,424)	
Funds transferred to Roof Reserve and CD's		\$ (30,129)	2 qtr. of common fees & interest

3 RESIDENTS QUARTERLY COLLECTION

One owner paid \$850 vs. \$900 for two quarters

4 CHECKS ISSUED - E-mailed to Board members

7 checks issued in April

Petty cash reimbursement check \$104 - Claude Pilon

5 BANK RECONCILIATIONS - E-mailed to Board members

M&T Bank - resolved old outstanding checks

6 WORK ORDERS - April \$475 - E-mailed to Board members

Pond & Stream - check lights; remove board from dam	\$ 235
Mailbox repairs - unit 907	\$ 93

First of all, thank you for finally including this topic on the agenda for discussion. I first communicated with Richard Greene about the drainage issues at #907 on January 18, 2018 so it has been over 2 years and 4 months of waiting to resolve the drainage problem on the common area around my unit.

Secondly, in the agenda item for the Roof and Chimney Committee (IV, d) incorrectly states that ".....the Roof and Chimney Committee believes that the rainwater from the downspout rom the Unit 905 and from the roof of Unit 903 can be corrected by relocating the downspout of Unit 905 and adding a gutter to the roof of Unit 903." Because I have been a member of the Roof and Chimney Committee for a long time, I can assure you that this committee has never met nor communicated about this drainage issue during the 2+ years that it has been pending. The statement in the agenda is probably Richard Greene's personal opinion. I don't want the Board to get the idea that I agree with this statement just because I am a member of that Committee.

And lastly, because I am not sure if the Board has received complete and accurate information about this drainage issue, I want the Board to know that I am glad to provide that at any time, either during today's meeting or at my unit. I can explain the issue on a dry day because I have many pictures of the flooding conditions. I am also available to meet with any Board members on a rainy day as well. These would also be easy to schedule because they happen so frequently. We have had 5 flooding days since the last Board meeting, just a month ago.

Thank you so much for correcting the record.

Respectfully,

Pat Curtin

The HOA has received a complaint from the Homeowner of Unit 907 that rainwater is damaging her basement wall. Janet McLoughlin read correspondence received from Unit 907. After viewing the area outside of Units 903, 905 & 907; the Roof & Chimney Committee believes that the rainwater from the downspout of Unit 905 and from the roof of Unit 903 can be corrected by relocating the downspout of Unit 905 and adding a gutter to the roof of Unit 903. The Homeowners of Units 903 & 905 will be contacted and directed to respectively relocate the downspout and install a gutter.

In response to this statement, The Owner of Unit 907 e-mailed members of the Board on May 27, 2020: ***“First of all, thank you for finally including this topic on the agenda for discussion. I first communicated with Richard Greene about the drainage issues at #907 on January 18, 2018 so it has been over 2 years and 4 months of waiting to resolve the drainage problem on the common area around my unit.***

Secondly, in the agenda item for the Roof and Chimney Committee (IV, d) incorrectly states that “.....the Roof and Chimney Committee believes that the rainwater from the downspout rom the Unit 905 and from the roof of Unit 903 can be corrected by relocating the downspout of Unit 905 and adding a gutter to the roof of Unit 903.” Because I have been a member of the Roof and Chimney Committee for a long time, I can assure you that this committee has never met nor communicated about this drainage issue during the 2+ years that it has been pending. The statement in the agenda is probably Richard Greene's personal opinion. I don't want the Board to get the idea that I agree with this statement just because I am a member of that Committee.

And lastly, because I am not sure if the Board has received complete and accurate information about this drainage issue, I want the Board to know that I am glad to provide that at any time, either during today's meeting or at my unit. I can explain the issue on a dry day because I have many pictures of the flooding conditions. I am also available to meet with any Board members on a rainy day as well. These would also be easy to schedule because they happen so frequently. We have had 5 flooding days since the last Board meeting, just a month ago.”

The Owner of Unit 907 is correct in her first paragraph. An e-mail was addressed to Richard Greene on January 18, 2018, asking him for the name of someone at the Town of Manlius that she could speak to about getting better drainage in the stormwater system. Richard Greene referred the Owner to Bob Cushing, the Town of Manlius Highway Superintendent. On March 30, 2019, the Owner e-mailed to Richard Greene stating that she never reached out to Bob Cushing. Subsequently, Bob Cushing did visit Kimry Moor, but he explained that the Town of Manlius could not make any changes in the stormwater system.

The Owner of Unit 907 is incorrect in the second paragraph. On April 30, 2020 e-mail me and stated in her e-mail “ I WILL BE UNABLE TO PARTICIPATE IN ANY COMMITTEE ACTIVITY UNTIL THE DRAINAGE ISSUE IS RESOLVED.” Since Jim Baird had resigned from the Roof & Chimney Committee due to personal problems, Richard Greene, Chair of the Roof & Chimney Committee, is the only member of this Committee.

On April 28, 2020, the Owner of Unit 907 e-mailed Richard Greene and stated ***“There are five sources of water on the common area, and all are outside the 10-foot marker for my foundation. The five sources converge and gravity takes the stream of water and it pours into my basement (#907) from the common area. The five sources are: rain and snowmelt (water) on the open area; downhill water flow from the wooded area on the***

south property line; the un-guttered section of unit #903; the guttered section of #903; and the guttered section of unit #905”.

Richard Greene believes that the rainwater from the downspout of Unit 905 and from the roof of Unit 903 can be corrected by relocating the downspout of Unit 905 and adding a gutter to the roof of Unit 903. Most members of the Board have already viewed the area in question; if not, they should view the area behind Units 903,905 & 907

KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MARCH/APRIL MEETING
June 24, 2020
VIA ZOOM, 4:30 PM

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

I. Opening Remarks:

The June Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

II. President's Report:

- a. We are saddened by the passing of Burnis Metz, a longtime resident of Kimry Moor. Burnis was actively involved in our community, and she will be missed.
- b. The By-Laws were recently changed requiring a member of the Board of Directors to chair or co-chair a committee whose yearly budget is \$10,000 or more. The responsibilities of the Grounds Committee were changed by amendment to the By-Laws. A Tree and Garden Committee has now been added. Linda Crawford was appointed Chair of the Grounds Committee and Joan Yanno was appointed Chair of the Tree and Garden Committee. The Board wants to thank Paula Haynor for her years of service as Chair of the Grounds Committee. Her contribution to the maintenance of the grounds of Kimry Moor over the past years is very much appreciated.
- c. **Only Residents** are allowed to enter the Clubhouse to remove books from the Clubhouse's library, but the following rules shall be followed:
 - Only one person at a time shall be allowed to enter the Clubhouse.
 - All persons entering the Clubhouse shall wear a face mask and gloves while in the Clubhouse.
 - No one shall use or enter the rest rooms, basement, kitchen, and meeting room.
 - No books shall be returned or donated to the Clubhouse's library.

III. Secretary's Report:

Janet McLoughlin requested approval of the Minutes of the May 2020 Board of Directors Meeting with the following revisions to the By-Laws Committee May report: #5 – An amendment was proposed that Article XVII, Section 2 state that” effective August 1, 2020 the Owner is responsible for the Association's blanket insurance Deductible in effect at the time of the damage to the owner's property.” #6 – AN amendment was proposed to add the following to Article XVI section 2(d). “The Owner shall be solely responsible for repair, installation, maintenance and replacement of all gutters and downspouts. The Owner is also responsible for clearing leaves and debris from the gutters and

downspouts. In the event damage to the Owner's roof is determined to be due to neglect in proper maintenance of the gutters and/or the downspouts, the Association may bill the Owner for repairs or replacement of the roof. The Association is responsible for reminding owners in the spring and during the months of October and November of the need to clean their gutters and downspouts." **(Both of these proposed changes were tabled). (7 Board members voted to accept the minutes with the revisions stated above)**

A donation will be made in the memory of Burnis Metz to Clear Path for Veterans.

IV. Treasurer's Report:

- a. Claude Pilon presented the May Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the May 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (7 Board members voted yes)** Richard Greene asked that TJMG Properties email him with the Unit number of the mailbox that was hit and damaged.
- b. The May financial reports are attached.

V. Property Manager's Report:

- a. Kathryn Wolff reported that everything is on track. There were some questions in regard to doing a fertilization and weed control treatment during a drought. Richard Greene stated that after speaking to Mark Bright, the temperatures were cooling down for the weekend and it looked like some rain was forecasted making the conditions favorable.

VI. Committee Reports:

By-Laws Committee:

- a. On June 1, 2020, all Homeowners and Residents were informed that an amendment to the By-Laws is being considered that would require the Homeowner to be responsible for Association's insurance deductible in effect at the time of damage.
- b. Claude Pilon requested clarification to the proposed amendment to add Section 2 to Article XVIII, Homeowner's Responsibilities to coordinate with Article XVI, Section 2 (d). Claude has volunteered to type up a revision and will send it the Committee Chairman.

Grounds Committee:

Nothing to Report.

Tree & Garden Committee:

- a. Joan Yanno reported that Bartlett Tree along with the committee members conducted a walk-through on Wednesday, May 27, 2020. On June 19, 2020, Bartlett met with the Tree & Garden Committee to make its recommendation for trimming and cutting trees in 2020. The committee prioritizes the work by the following concerns (in order): safety,

health of tree and aesthetics. Several pine trees will be coming down, so the Committee suggests something be planted along the fence by the pool. Copies of the Bartlett Tree proposal will be sent to all Board members. It was suggested that Claude cross reference the proposal with all the bills. A Motion was made, seconded and approved for Claude to Cross reference the proposal with all the bills.

Maintenance Committee:

- a. Marty Levine reported that the sidewalk was inspected at Unit 108. The repair work needed will run about \$950 plus \$40 per stone for two stones. **A motion was made, seconded and approved to accept the repair cost. (7 Board members voted yes)** Most of the maintenance items are caught up with the exception of power washing and some minor maintenance.

Architectural Control Committee:

- a. Jill Brooks reported that Units 303 were or will soon be painted.
- b. The Architectural Control Committee received the following architectural requests:
 - ~ Unit 303 submitted a request to change the location of her air conditioning condenser.
 - ~ Unit 509 submitted a request for constructing a patio in the rear of the Unit.
 - ~ Unit 701 submitted a request to install gutters along the garage.
 - ~ Unit 801 submitted a request for constructing a patio in the rear of the Unit.**A motion was made, seconded and approved for all the submitted architectural requests. (7 Board members voted yes)**

Roofs & Chimneys Committee:

- a. Richard Greene reported that the Roof & Chimney Committee is proposing to replace roofs at Units 401, 403, 405, 407, 507-509, 801-803, 821, 823, 825, & 827. There was roof damage reported this past spring at Units 401, 407, 507, & 801. Richard will be meeting with Claude to review what roofs definitely need to be done. The Committee will review the bids received and make a recommendation to the Board of Directors at its July meeting. **(tabled)**
- b. Unit 301 reported damaged or loose shingles on the Unit's roof and the chimney's crown needed to be repointed. A repair was made to the damaged roof shingles. The chimney crown will be repointed later this month. Unit 507 reported damaged or loose shingles on the Unit's roof. The shingles were not repaired due to roof replacement scheduled for 2020.
- c. Unit 801 reported watermarks in the ceiling of the living room. A contractor cleaning their gutters viewed rot in the roof underneath the shingles in the same area of the living room.

Pool Committee:

- a. Richard Greene reported that the permit from Onondaga County's Health Department has been received by the Pool Committee. Due to COVID-19, this Permit will require several limitations to the use of the pool. Only 10 people at a time are allowed at the pool. We anticipate the opening on Saturday, June 27th. Based on NYS requirements, the Board discussed and approved additional regulations that could possibly be modified

at the July meeting. A letter with all the rules and regulations will be sent to all the homeowners before opening.

Clubhouse & Social Committee:

Nothing to report.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

- a. Richard Greene reported that he and the Tree and Garden Committee met with Scott Fonte of AES Engineers and Doug Kierst of Cayuga County Soil and Water to review the Scope of Work previously submitted to the Swale & Pond Committee. Although no Permit has yet been issued by the Army Corp of Engineers, both Scott Fonte and Doug Kierst felt that this work could commence in late July or early August, subject to receiving a Permit.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VIII. Old Business:

- a. Previously reported, Unit 206 had requested that the HOA raise the bridge that is located behind her Unit. There are three bridges located at Kimry Moor. Greg Cohen looked at the bridges and reported that they are not up to code and he is unable to do the repair. It was determined that if we are to do the repair/replacement, quotes will be needed. Nothing will be done this year, but will be revisited next spring.
- b. Previously reported, Unit 907 advised that rainwater is damaging her basement wall. After viewing the area outside of Units 903, 905 & 907; the Committee believes that the rainwater from the downspouts of Units 903 & 905 can be corrected by relocating the downspouts and connecting them into a discharge pipe towards the swamp area and by adding a gutter to the roof of Unit 903. After a brief discussion, **A motion was made, seconded and approved to spend up to \$2,000 to correct this problem. (7 Board members voted yes)**

IX. New Business:

Nothing to Report.

X. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the June 24, 2020 Board Meeting.** The next Board Meeting will be held on Wednesday, July 22, 2020 at 4:30 PM.

XI. Open Forum:

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION
MAY 2020 YTD FINANCIAL REPORT

1 BALANCE SHEET - E-mailed to Board members

Operations - Cash Balance of \$110,992 an decrease of \$2,552 compared to 2019 year end balance of \$113,544			
Due primarily to two quarters of common fees less expenditures & \$45,900 transferred to the reserve			
Roof Replacement Reserve - Cash Balance			
2019 YEAR-END BALANCE - Key Bank		\$	1,966
Common Fees transfers - two quarters	\$ 29,900		approximately \$15,000 qtr.
Funds Transferred from M&T Bank to Key Bank	\$ 16,000		from Retained Earnings
Total Income		\$ 45,900	
Total Expenditures		\$ -	
2020 May G/L Balance - Key Bank		\$	47,866

2 PROFIT & LOSS STATEMENTS - E-mailed to Board members

<u>MAY YTD PROFIT & LOSS:</u>		<u>\$ 46,709</u>	PROFIT
Revenues:			
Two quarters of common fees	\$ 151,200		
Interest Income & Misc. income	\$ 643		\$291 billing to owners for tree service
Total		\$ 151,843	
Expenditures:			
Contract Services	\$ (45,408)		Charges from TJMG & Waste Management
Insurance	\$ (23,770)		Annual cost expected to be \$40,000
Utilities charges	\$ (1,536)		
General maintenance/Repairs	\$ (809)		Primarily purchase of 6 new mailboxes \$325
Clubhouse Repairs & Maintenance	\$ (1,437)		Bathroom repairs & upstairs lighting
All other expenses	\$ (2,043)		\$500 fee for annual tax return
Total		\$ (75,003)	
Funds transferred to Roof Reserve and CD's		\$ (30,131)	2 qtr. of common fees & interest income

3 RESIDENTS QUARTERLY COLLECTION

One owner paid \$850 vs. \$900 for two quarters

4 CHECKS ISSUED - E-mailed to Board members

13 checks issued in May

Greg Cohen Clubhouse maintenance/repairs \$1,255

5 BANK RECONCILIATIONS - E-mailed to Board members

M&T Bank - resolved any issues with outstanding checks

6 WORK ORDERS - May \$126 - E-mailed to Board members

Roof Repairs \$74

Mulch for landscaping \$42

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MARCH/APRIL MEETING
JULY 22, 2020
VIA ZOOM, 4:30 PM**

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

I. Opening Remarks:

The July Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

II. President's Report:

- a. We are saddened by the passing of Herb Margolin, a longtime resident of Kimry Moor.
- b. Once again you may have received "An Important Message from OCWA" explaining their partnership with HomeServe. You are reminded that the HOA owns all piping from the road to your Unit, so any repairs to this piping would be the HOA's responsibility.

III. Secretary's Report:

Janet McLoughlin requested approval of the Minutes of the June 2020 Board of Directors Meeting with the following revisions: in the Secretary's report of June 24, 2020 the By-Law articles to be amended should read, **Article XV111, section 2 and Article XV11, section 6. (8 Board members voted to accept the minutes with these revisions)**

IV. Treasurer's Report:

- a. Claude Pilon presented the June Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the June 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (8 Board members voted yes)**
- b. The June financial reports are attached.

V. Property Manager's Report:

Nothing new to report.

VI. Committee Reports:

By-Laws Committee:

- a. It is proposed that the following be added to Article XVIII as Section 2: "The Owner is responsible for the Association's blanket insurance deductible in effect at the time of the damage." On June 1, & July 20, 2020, all Homeowners were informed that an addition to the By-Laws is being considered that would require the Homeowner to be responsible for the Association's insurance deductible, currently \$2,500, in effect at the time of damage. **A motion was made, seconded and approved to add this as Article XVIII, Section 2, effective August 1, 2020. (8 Board members voted yes)**
- b. It is proposed there be an amendment to Article XVII, Section 6 that reads as follows: "Installation or replacement and maintenance or repair of gutters and downspouts (See Article XVI, Section 3g). The homeowner is also responsible for clearing leaves and debris from the gutters and the downspouts. In the event damage to the owner's roof is determined to be due to neglect or improper maintenance of the gutters and/or downspouts, the Association may bill the owner for repairs or replacement of the roof. The Association is responsible for reminding the owners in the Spring and during the months of October and November of the need to clean their gutters and downspouts." **A motion was made, seconded and approved to amend Article XVII, Section 6. (8 Board members voted yes)**
- c. Article XII, Section 2. Use of Clubhouse and Swimming Pool. **(Item tabled)**

Grounds Committee:

Linda Crawford is working on a list of items for TJMG Properties to do on weeks they do not mow.

Tree & Garden Committee:

Joan Yanno reported that the stumps at 601 cannot be removed as they are too close to an electrical box and the tree work will begin in August.

Maintenance Committee:

Marty Levine reported that the Homeowner of 108 called to thank us for fixing her sidewalk along with some other work that needed to be done. We haven't received the bill for the sidewalk repair, but the cost will probably be around \$1,050. The sidewalk and front repair work needed at Unit 906 will run about \$1,100 plus \$40 per stone. **A motion was made, seconded and approved to accept the repair costs. (8 Board members voted yes)**

Architectural Control Committee:

- a. Jill Brooks reported that the Architectural Control Committee received the following architectural requests:
 - ~ Unit 403 submitted a request to add additional support, to reframe and rescreen the rear screened porch decking, and add a 4'x 9'6" open deck with stairway.
 - ~ Unit 601 submitted a request to install 2 sliding doors and replacement windows in the garage and basement.
 - ~ Unit 715 submitted a request to replace a section of the gutter.**A motion was made, seconded and approved all the submitted architectural requests, contingent on the drawing spec sheet for Unit 403 and the cut sheet for Unit 601. (8 Board members voted yes)**

Roofs & Chimneys Committee:

- a. Richard Greene reported that the Roof & Chimney Committee is proposing to replace roofs at Units 401, 403, 405, 407, 507-509, 801-803, 821, 823, 825, & 827. There was roof damage reported this past spring at Units 401, 407, 507, & 801. Bids were received from Custom Quality and J. Lindsley Roofing. The major difference between the bids of Custom Quality and J. Lindsley Roofing is that Custom Quality is not charging for the replacement of the plywood and fire board sheets whereas J. Lindsley Roofing is allowing only 10 plywood sheets per roof and charging \$50 a plywood sheet for any additional plywood sheets. **A motion was made, seconded and approved to replace roofs at Units 507-509, 801-803, 821, 823, 825, and 827. A motion was also made, seconded and approved to split the roof replacement between both contractors. (8 board members voted yes)** Claude Pilon suggested they use the cash from the emergency reserves CD to fund the roof replacements. **A motion was made, seconded and approved to use up to \$34,000 cash from the emergency reserves CD. (8 Board members voted yes)** The remaining amount from the \$52,000 CD will stay in the Roof Reserve Account.
- b. Attached is the updated Roof Replacement Schedule.
- c. The roofs of Units 507-509; 801-803; and 821, 823, 825, & 827 were inspected by Masonry Restoration. The inspection revealed that the chimneys of 507, 509, 801 & 823 do not need to be repaired, and there is no chimney at 803. The chimney at 825 needs to be re-pointed and a new cap installed. The cost to re-point and install a new cap is \$1,850. **A motion was made, seconded and approved to have Masonry Restoration re-point and install a new cap on the chimney at Unit 825 for \$1,850. (8 Board members voted yes)**
- d. Unit 607 reported a leak in her kitchen ceiling. Custom Quality inspected this leak and recommended removing and replacing the shingles and re-flashing the area where the flat roof meets the shingled roof for \$425. **A motion was made, seconded and approved for Custom Quality to remove and replace the singles and flash the area where the flat roof meets the singled roof of Unit 607 for \$425. (8 Board members voted yes)**
- e. Custom Quality inspected the ridge vents of Unit 605 where they meet above the kitchen hood of Unit 607. They recommended the ridge vents of Unit 605 be replaced for \$400. **A motion was made, seconded and approved to have Custom Quality remove and replace the ridge vents of Unit 605 for \$400. (8 Board members voted yes)**

Pool Committee:

- a. Richard Greene reported that in compliance with NYS and Onondaga County Health Department guidelines, Judy Granatstein has been monitoring the pool each day, conducting testing three times daily/7-days a week, and cleaning all railings and other surfaces three times daily/7-days a week. **Thank you to Judy for your hard work to keep our pool in compliance.**
- b. The Fayetteville Fire Department donated one of their rescue boards to Kimry. **A motion was made, seconded and approved to make a donation to the Fayetteville Fire Department in the amount of \$100. (8 Board members voted yes)**
- c. The ladders and the railing along the steps to the pool were secured by Greg Cohen.
- d. The pool will now be open for residents ONLY from dawn to 2:00 pm. and for Residents and guests from 2:00 pm. to dusk. This decision will be revisited in two weeks and voted on electronically.

Clubhouse & Social Committee:

Nothing to report.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported that with the new scope of work, we will not be replacing the culvert on Mott Road as it would only cause problems for Kimry Moor. The Town needs to replace the culvert. We are still waiting for the Permit and the estimated cost for the new scope of work. Copies of the scope of work will be sent to the Board members.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VII. Old Business:

- a. Previously reported, the gutter will be installed on the porch roof of Unit 903. The downspout of this gutter will connect to a drainage pipe. From the downspout of Unit 903, the drainage pipe will continue to Unit 905 and connect to its downspout. The drainage pipe will continue underneath deck of Unit 907 and discharge into the area near the road. TJMG Properties has outlined where the drainage pipe will be located. They will be taking before and after pictures of the deck to make sure no damage occurs.

VIII. New Business:

Richard Greene reported that the HOA received a letter from Phillip C. Miller, attorney for the Homeowner of Unit 704. Mr. Miller requests that the HOA quit claim a portion of the Common Area where the Owner's porch is located. There appears to be an error in the survey from the builder. The HOA is looking into how to correct/resolve this. **(Item tabled)**

IX. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the July 22, 2020 Board Meeting.** The next Board Meeting will be held on Wednesday, August 26, 2020 at 4:30 PM.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' AUGUST MEETING
AUGUST 26, 2020
VIA ZOOM, 4:30 PM**

Present: R. Greene, R. Colton, J. McLoughlin, C. Pilon, M. Levine, B. Sweeney, J. Yanno, L. Crawford, P. Curtin and Kathryn Wolff of TJMG Properties.

I. Opening Remarks:

The August Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

II. President's Report:

- a. The Annual Meeting of the HOA will be September 30, 2020 at 7:00 PM.
- b. With the passing of Ed McDonald, the President appointed Pat Curtin to complete Ed's term on the Board. Pat is a CPA and has been employed as a Chief Financial Officer. Pat currently serves on the Budget, Financial Review and Roof and Chimney Committees. The Board agreed with the President's appointment.

III. Secretary's Report:

Janet McLoughlin requested approval of the Minutes of the July 2020 Board of Directors meeting. **A motion was made, seconded and approved to accept the July 2020 Board of Directors meeting minutes. (8 Board members voted yes)**

IV. Treasurer's Report:

- a. Claude Pilon presented the July Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the July 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (8 Board members voted yes)**
- b. The July financial reports are attached.

V. Property Manager's Report:

Kathryn Wolff reported that the drainage work at Units 903-907 is done. Richard Greene stated that after speaking with Mark Bright, they still need to make sure the water from the downspouts and runoff is draining properly before burying the drainage pipe. Once that is

done, they will rake, lay top soil and seed the area. TJMG Properties reported that Mark Bright had a very productive meeting with the Grounds Committee.

VI. Committee Reports:

By-Laws Committee:

- a. Clarifications of the changes to Article 12, Sections 1 & 2 (Rights of Enjoyment) were reviewed by Ray Colton. **A motion was made and seconded to approve these changes to Article 12. After discussion, an amendment to the motion was made to eliminate the wording “in lieu of” from Article XII, section 1. (The Board voted to approve this amendment). (The original motion was tabled.)**
- a. The By-laws committee report is attached.

Grounds Committee:

Linda Crawford met with Mark Bright of TJMG Properties, Janet McLoughlin and Joanie Yanno to review TJMG’s responsibilities under the Lawn & Snow Contract and to make a plan for the future.

Tree & Garden Committee:

- a. Joan Yanno reported that Bartlett Tree would begin work on Friday, August 28th and that all extra tree work has been added to their list.
- b. The Tree & Garden Committee report is attached.

Maintenance Committee:

Marty Levine reported that we are pretty much current with maintenance work. The big exception is the repair of 4 sidewalks. The work has been approved by the board and the total cost for all 4 sidewalks will be approximately \$4500, keeping us well within our budget.

Architectural Control Committee:

- a. Please be advised that all exterior changes/improvements (such as, but not limited to, windows, landscaping, roofing, etc.) must be pre-approved by the Board of Directors. Please submit a Request for Architectural Change to 101 Kimry Moor. All exterior changes/improvements made by the homeowner must be maintained by the Homeowner and disclosed to future Homeowners.
- b. Previously mentioned at the July meeting, the Architectural Committee received requests from Unit 715 to replace the outlet and install an elbow in the gutter as well as install a new downspout; Unit 815 to replace a garage window with the same size and color as the existing window; and Unit 608 to install a gutter in the corner of the garage. **By electronic vote, the Board of Directors approved these architectural changes, providing that there are no costs to the HOA. (6 votes approved)**

- c. The Architectural Control Committee received the following architectural requests:
 - ~ Unit 303 submitted a request to replace the existing backyard brick patio with pavers.
 - ~ Unit 801 submitted a request to replace the rear sliding glass door and steps.**A motion was made, seconded and approved for both architectural requests. (8 Board members voted yes)**
- d. The Architectural Control Committee report is attached.

Roofs & Chimneys Committee:

- a. Richard Greene reported that the Board of Directors previously approved the replacing of roofs at Units 507-509; 801-803; and 821, 823, 825, & 827. A contract will be signed with Custom Quality for the replacement of roofs of Units 507-509; 801-803 and J. Lindsley for the replacement of roofs of Units 821, 823, 825 & 827. Work is expected to be completed by September 30, 2020.
- b. Unit 404 reported a leak in the spare bedroom and Unit 601 reported a leak on the ceiling above the fireplace. Custom Quality will determine the source of the leaks and what repairs are needed for both Units.

Pool Committee:

Nothing to report.

Clubhouse & Social Committee:

Nothing to report.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported that AES Engineers submitted a letter to the Corp of Army Engineers amending its previous plan, and CCSW submitted to the HOA an estimated "worst-case" budget of \$20,000 for the amended plan including the paving of the vehicle bridge between the road and the parking lot. An unknown is the cost to repair or replace the walking bridge between the road and the Clubhouse if the walking bridge needs to be removed and rebuilt. Work is expected to begin the week of September 7, 2020.

Nominating Committee:

The HOA is seeking nominations for members of the Board of Directors. Please remember that the Nomination Application form must be submitted to Barbara Sweeney, Chair of the Nominating Committee by August 28, 2020.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VII. Old Business:

- a. Previously, reported, At the July 22, 2020, meeting of the Board of Directors, I, Richard Greene (President), informed the Board that I met with Mr. Miller, attorney for his client, Linda Shapess of Unit 704. Mr. Miller presented me with a letter dated June 30, 2020 that requested that the HOA quitclaim deed to his client all parts of her as built frame house and enclosed porch.
 - Mr. Miller provided two surveys by Ianuzi & Romans. The 1st survey was dated May 3, 2005, revised June 20, 2005; while the second survey was dated May 3, 2005, revised April 3, 2020.
 - The 2nd survey by Ianuzi & Romans dated May 3, 2005, revised April 3, 2020, showed Units 702 & 704 (Cluster 7B) were not located as described in the first survey by Ianuzi & Romans dated May 3, 2005, revised June 20, 2005.
 - To resolve this issue, Ianuzi & Romans will need to file with the Town of Manlius and Onondaga County a new survey with a “lot line adjustment”. This “Lot Line Adjustment” will denote the the new lot lines resulting from a quitclaim deed and the deviation thereof from the currently filed tract and tax maps.
 - Ianuzi & Romans estimates that to prepare the proper surveys and related documents for the “Lot Line Adjustment” for Units 702 & 704 would be about \$800 plus fees.

A motion was to be requested to approved Mr. Miller request, but ONLY for the “Lot Line Adjustment”.

- All costs and expenses for the “Lot Line Adjustment” by Ianuzi & Romans including filing fees will be borne by Mr. Miller’s client except for the costs of the HOA’s attorney that will be shared 50-50.
- All documents and other information with regard to the “Lot Line Adjustment” will be submitted for review by the HOA’s attorney prior to being submitted to the Town of Manlius and Onondaga County for approval and filing.

Mr. Miller responded to the proposed motion and said that his client and Barbara Sweeney would only pay up to \$800 for the survey and not share the cost for the HOA’s attorney. Richard Greene said that he had forwarded this response to the HOA’s insurer, and he requested that this motion be tabled.

- b. According to Mr. Miller, he had requested in 2005 that the HOA quitclaim a portion of the Common Area (where the porch of Unit 704 was located) to his client, Linda Shapess. The purpose of the survey dated May 3, 2005, revised June 20, 2005 was to show a 10’ area measured from the foundation where the porch of Unit 704 was located. The HOA’s Declaration of Covenants, Article III. Property Rights in the Common Areas, Section 5 allows such transfers of the Common Area Patios.

A motion was requested to table this request until the "Lot Line Adjustment" has been approved and filed by the Town of Manlius and Onondaga County.

(7 Board members voted yes; 1 Board member opposed - item tabled)

VIII. New Business:

Nothing to report.

IX. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the August 26, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, September 23, 2020 at 4:30 PM.
- c. The Annual Homeowner Meeting will be held on Wednesday, September 30, 2020 at 7:00 PM.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

KIMRY MOOR HOMEOWNERS ASSOCIATION
JULY 2020 YTD FINANCIAL REPORT

1 BALANCE SHEET - E-mailed to Board members

Operations - Cash Balance of \$140,846 an increase of \$27,302 compared to 2019 year end balance of \$113,544			
Due primarily to three quarters of common fees less expenditures			
Roof Replacement Reserve - Cash Balance			
2019 YEAR-END BALANCE - Key Bank		\$	1,966
Common Fees transfers - three quarters	\$ 44,850		approximately \$15,000 qtr.
Funds Transferred from M&T Bank to Key Bank	<u>\$ 16,000</u>		from Retained Earnings
Total Income		\$	60,850
Total Expenditures		<u>\$</u>	-
2020 July G/L Balance - Key Bank		\$	<u>62,816</u>

2 PROFIT & LOSS STATEMENTS - E-mailed to Board members

<u>JULY YTD PROFIT & LOSS:</u>		<u>\$ 66,624</u>	PROFIT
Revenues:			
Three quarters of common fees	\$ 226,800		
New Homeowner fee	\$ 2,000		Unit 301
Interest Income & Misc. income	<u>\$ 724</u>		\$291 billing to owners for tree service
Total		\$	229,524
Expenditures:			
Contract Services	\$ (63,054)		Charges from TJMG & Waste Management
Insurance	\$ (33,412)		Annual cost expected to be \$40,000
Tree Service	\$ (5,072)		Foliage treatment on crabapple trees & blue spruce
General maintenance/Repairs	\$ (3,359)		Sicewalks \$1,070, purchased mailboxs \$325, Greg Cohen's work \$1054
Pool maintenance, repairs etc.	\$ (6,372)		
All other expenses	<u>\$ (6,545)</u>		Utilities of \$2,795
Total		\$	(117,814)
Funds transferred to Roof Reserve and CD's		\$	(45,086)
			3 qtr. of common fees & interest income

3 RESIDENTS QUARTERLY COLLECTION

2 delinquents

4 CHECKS ISSUED - E-mailed to Board members

28 checks issued in June

11 checks for annual electric reimbursements

CNY Exterminating

Richard Greene - reimbursement for office expenses UPS

Bartlett Tree Experts

5 BANK RECONCILIATIONS - July E-mailed to Board members

M&T Bank - resolved any issues with outstanding checks

6 WORK ORDERS - July E-mailed to Board members

Reposition bridge crossing \$42

Report of the ByLaws Committee

August 24, 2020

The following proposed revision to the ByLaws has been reviewed by the ByLaws committee and is submitted for approval by the Board of Governors. Document is attached.

Note: Blue underlined text is added text
Red cross-out text is deleted text.

The committee has no further possible revisions and at this time and wishes to complete its work on the final revised document. This work will include correcting any spelling and formatting errors and updating the effective date of the revision. When that work has been completed, the final document will be submitted to the board for their information and the final copy will be filed with the Couty Clerks office as has been approved by the board at a previous meeting.

Submitted by

Ray Colton, Chair

Committee members; Lynn Green, Mark Lavine, Janet McLaughlin, Barbara Sweeney.

A Committee's denial of a Member's Request may be appealed to the Board of Directors, after the next regular meeting of the Board.

Section 13. Ad Hoc Committees.

The Board of Directors may establish any other committees it deems appropriate, and prescribe the duties thereof.

ARTICLE XII Property Rights: Rights of Enjoyment

Section 1. Use of Common Areas.

The Common Areas, subject to the provisions of Article III of the Declaration, shall be limited to the use of the Members, ~~and any guests of the Member~~ of the Unit. In the event an Owner shall permit another to occupy his/her Unit without financial remuneration, the occupant shall be permitted to enjoy the use of the Common Areas, in lieu of the Owner, ~~subject to the same restrictions and limitations as would apply to the Owner. Any Member, who is an occupant of a Unit and entitled to the use of the Association facilities may extend such privileges to other adults residing in the Unit by notifying the Secretary in writing of the names of any such persons.~~

Section 2. Use of Clubhouse and Pool.

Use of the Association's facilities such as Club House and Pool shall be subject to rules and regulations ~~promulgated as defined~~ by the Pool Committee ~~or Clubhouse committee~~ and ~~enacted~~ approved by the Board of Directors. ~~At all times, the Member shall be responsible for the actions of any occupant of the Unit or guests.~~

- ~~a) Guests must, at all times, be accompanied by an adult Member,~~
- ~~b) At all times, Members and guests shall be subject to the rules pertaining to use of the pool and conduct in the pool area.~~
- ~~c) Children, who are not toilet-trained, may not use the pool.~~

a. The use of the Association's Clubhouse is for Association events and private parties.

1. Sponsoring Member shall be in attendance at the event at all times.

2. private parties cannot not to exceed the capacity of the clubhouse.

3. private parties may be subject to financial charge as determined by the

Clubhouse committee and approved by the Board of Directors.

b. The use of the Association's Swimming Pool is for the exclusive use of Kimry Moor Members and their guests.

1. At all times, Member shall be present at the pool and responsible for the actions of guests.

2. Members and guests shall be subject to the rules that are posted in the pool area.

Section 3. Occupancy of Units:

Tree & Garden Committee Report
August 26, 2020

Members of the Tree /Garden Committee met on August 13th to discuss upcoming tree work and current budget. Any remaining monies could be used to purchase plantings along the pool fence and it was decided that grasses would be selected. Lynn Greene and Joan Yanno will make selections with Mark Bright in the near future.

However, since last month's board meeting, tree chairperson has received several requests for additional tree work to be done. These requests are all in addition to the list of work previously budgeted and approved. Upon estimate from Bartlett, it is most likely that additional work will exceed the remainder of the budget.

Tree Chairperson met with Mark Bright, Richard Greene, Linda Crawford and Janet McLoughlin on August 17th to discuss the general terms of TJMG's responsibilities under the Lawn & Snow Contract.

Bartlett Tree Experts will be expected to commence work on Friday, August 28th.

Submitted by

Joan Yanno, Chair

Committee Members: Lynn Greene, Barb Sweeney, John Cooper

Architectural Control Committee Report
August 26, 2020

1. Increasingly homeowners are writing requests for steps, porches and decks which include the use of Trex or a similar material. I would like to bring to the Board's attention that prior to the summer of 2008 the residing Board had made a resolution that these materials are not only acceptable but must be "included in any approval for new decks and/or owner-built improvements". To date not many homeowners have used these materials but I would anticipate a growing use in the future. The only issue I see with these materials are the colors available. In porches etc. which are not visible to many residents, I don't think the color matters however for the few units which are clearly visible to all I think it important to maintain the chosen Kimry Moor colors as is possible. I am interested to know how the Board sees this issue. It might be important to note that the decking at the clubhouse is Trex presumably from that era. Discuss.

2. Unit 303 is requesting approval to replace the existing backyard brick patio with pavers. This is inside the fenced area. They would also be replacing the wooden steps leading from the house to the patio. All work will be done by Eastside Lawn and Landscapes. You can refer to the information received prior to the meeting. There is no expense to the HOA.

3. Unit 801 is requesting approval to replace the rear sliding glass door and steps. You have received a picture of the stair design and the cut sheet for the door. This request is for the use of a composite material for the steps, the preferred color is brown, if available. There is no expense to the HOA involved. The door is to be installed by Chancey Street and the steps are to be built by Greg Cohen.

Submitted by
Jill Brooks, Chair

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
SEPTEMBER 23, 2020
VIA ZOOM, 4:30 PM**

Present: R. Greene, R. Colton, J. McLoughlin, C. Pilon, M. Levine, B. Sweeney, J. Yanno, P. Curtin, L. Crawford and Kathryn Wolff of TJMG Properties.

I. Opening Remarks:

The September Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

II. President's Report:

- a. The Annual Meeting of the HOA will be September 30, 2020 at 7:00 PM.
- b. We are sad to report the passing of Barbara Grossman. Barbara lived in the Kimry Moor community for over 15 years. If you knew Barbara, she always had a smile when she greeted you. A donation will be made in her memory.
- c. 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.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the August 2020 Board of Directors meeting with the revision to change the Old Business section back to the way it was originally written. **A motion was made, seconded and approved to accept the August 2020 Board of Directors meeting minutes with the revisions. (8 Board members voted yes, 1 Board member opposed)**
- b. Board members and Committee Chairs are reminded to have their Annual Reports to the Secretary and Kathryn no later than Tuesday, September 29, 2020.

IV. Treasurer's Report:

- a. Claude Pilon presented the August Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the August 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (9 Board members voted yes)**

- b. The August financial reports are attached.

V. Property Manager's Report:

Richard Greene reported that TJMG Properties will not be mowing this week. Richard advised that a homeowner trimmed a tree in the common area leaving the debris out for pick-up. This is not part of the normal yard waste picked up by TJMG Properties and would be billable to the homeowner or HOA. The Board is unhappy with this decision. Claude read the contract and some of the Board members feel that the contract does not specify the type of yard waste allowed to be picked up.

VI. Committee Reports:

By-Laws Committee:

- a. Clarifications of the changes proposed to Article XII Property Rights: Rights of Enjoyment, Section 2, Use of Clubhouse and Pool was reviewed by Ray Colton. **A motion was made, seconded and approved to accept the changes. (9 Board members voted yes)**
- b. Clarifications of the changes proposed to Article VII, Meeting of Directors were also reviewed by Ray Colton. **A motion was made, seconded and approved to accept the changes. (8 Board members voted yes, 1 Board member opposed)**
- c. The By-laws committee report is attached.

Grounds Committee:

Nothing new to report.

Tree & Garden Committee:

- a. It was reported that a large limb from the silver maple tree located on the side of Unit 701 broke off on September 7, 2020. The Town of Manlius Highway Department responded and removed that portion the limb that fell into the road. **Bartlett Tree Experts was approved by electronic vote to remove the tree (\$1,200) and the stump and roots (\$350).**
- b. Joan Yanno reported that Bartlett Tree Experts is currently working from the tree removal list of large trees to be taken down.

Maintenance Committee:

Marty Levine reported that we are current with the exception of 2 units that need power washing and 3 sidewalks that need repair. He anticipates that we will finish the year within budget.

Architectural Control Committee:

- a. Jill Brooks reported that Unit 405 has put in a request to install new gutters. **A motion was made, seconded and approved for the install of new gutters. (8 Board members voted yes)**

Roofs & Chimneys Committee:

Nothing to report.

Pool Committee:

Richard Greene reported that the pool will be closing on September 27, 2020.

Clubhouse & Social Committee:

Nothing to report.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported that the Corp of Engineers has issued a permit to begin the work as designed by AES Engineers. It is expected that the work will commence the week of September 27, 2020, subject to the weather.

Nominating Committee:

The Nomination Committee reported that they have received all the nominations.

Welcome Committee:

Linda Shapess reported the following people were welcomed to the Kimry Moor Community this past month: Piri Taborosi (#301), Harriett & Craig Mead (#713) and Marilou & Will Pierce (#405).

Insurance Committee:

Nothing to report.

VII. Old Business:

- a. Previously reported, Mr. Miller, attorney for his client, Linda Shapess of Unit 704 has requested that the HOA quitclaim deed to his client all parts of her as built frame house and enclosed porch. Mr. Miller joined the meeting to answer questions for the Board members. After the discussion, it was determined that Linda Shapess and Barbara Sweeney would pay for the survey and the HOA would pay up to \$2,500 for the deed

and all required documents, legal and filing fees. **A motion was made, seconded and approved that the homeowners pay for the survey and the HOA will pay up to \$2,500 for the deed and all required documents, legal and filing fees. (8 Board members voted yes, 1 Board member opposed)**

VIII. New Business:

Nothing to report.

IX. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the September 23, 2020 Board Meeting.**
- b. The next Board Meeting will be held on Wednesday, October 28, 2020 at 4:30 PM.
- c. The Annual Homeowners Meeting will be held on Wednesday, September 30, 2020 at 7:00 PM.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
AUGUST 2020 YTD FINANCIAL REPORT**

1 BALANCE SHEET - E-mailed to Board members

Operations - Cash Balance of \$68,648 a decrease of \$44,896 compared to 2019 year end balance of \$113,544		
Due primarily to cashing CD & transferring \$52,539 to Roof Replacement Reserve		
Roof Replacement Reserve - Cash Balance		
2019 YEAR-END BALANCE - Key Bank	\$	1,966
Common Fees transfers - three quarters	\$ 44,850	approximately \$15,000 qtr.
Closing CD & transfer of funds	\$ 52,539	Discontinued CD for roof replacements
Funds Transferred from M&T Bank to Key Bank	<u>\$ 16,000</u>	from Retained Earnings
Total Income	\$ 113,389	
Total Expenditures	<u>\$ -</u>	
2020 August G/L Balance - Key Bank	\$	<u>115,355</u>

2 PROFIT & LOSS STATEMENTS - E-mailed to Board members

<u>AUGUST YTD PROFIT & LOSS:</u>		<u>\$ 50,419</u>	PROFIT
Revenues:			
Three quarters of common fees	\$ 226,800		
New Homeowner fee	\$ 2,000		Unit 301
Interest Income & Misc. income	<u>\$ 724</u>		\$291 billing to owners for tree service
Total	\$ 229,524		
Expenditures:			
Contract Services	\$ (71,986)		Charges from TJMG & Waste Management
Insurance	\$ (33,412)		Annual cost expected to be \$40,000
Tree Service	\$ (5,072)		Foliage treatment on crabapple trees & blue spruce
General maintenance/Repairs	\$ (5,840)		Sicewalks \$1,070, purchased mailboxs \$325, Greg Cohen's work \$3,746
Pool maintenance, repairs etc.	\$ (7,896)		
All other expenses	<u>\$ (9,813)</u>		Utilities of \$3,170
Total	\$ (134,019)		
Funds transferred to Roof Reserve and CD's	\$ (45,086)		from Commom Fees

3 YEAR OUTLOOK

Forecasted to be \$22,400 favorable to budget; minimum chimney costs & roof repairs

4 RESIDENTS QUARTERLY COLLECTION

1 delinquent

5 CHECKS ISSUED - E-mailed to Board members

17 checks issued in August

Atlas Aluminum Seamless Gutters - for unit 903

Ace Village Hardware - pool testing etc.

Custom Quality Contractors - roof repairs

Greg Cohen - general maint. & clubhouse repairs

6 BANK RECONCILIATIONS - July E-mailed to Board members

M&T Bank - resolved any issues with outstanding checks

7 WORK ORDERS - August E-mailed to Board members

Installed drainage pipe behind units 903 - 907 for \$1,141

Section 5. Compensation of Directors.

No Director shall receive compensation for any service the Director may render to the Association. A Director may be reimbursed, at the discretion of the Board, for actual expenses incurred in the performance of his/her duties subject to the provisions of Article X Sections 4 and 5.

Section 6. Insurance.

All Officers and Directors of the Association are to be provided with Errors and Omissions Insurance or similar coverage paid by the Association.

ARTICLE VII Meeting of Directors**Section 1. Regular Meetings.**

- a) Regular meetings of the Board of Directors shall be held at a place, and time as the Board of Directors may determine.
- b) Regular Meetings of the Board of Directors shall be open to all Members, whose conduct shall be subject to reasonable rules adopted by the Board of Directors. This provision shall not be amended as provided in Article IX Section 1 of the Declaration.
- c) Notice of the next regularly scheduled meeting of the Board of Directors; ~~together with the proposed minutes of the prior meeting;~~ shall be delivered to ~~Owners~~Member(s) as soon as possible prior to the next regular meeting. Notice of the next Regularly scheduled meeting shall also be posted in the Clubhouse.

Section 2. Special Meetings.

- a) Special meetings of the Board of Directors may be held at a time and place, called by the President, Vice-President, Treasurer, Secretary, or two Directors. Written notice of Special Meetings, stating the purpose, time and place thereof, shall be mailed to each Director's residence or place of business, no less than two (2) days before the meeting, or by delivering the same to him/her personally or by e-mail or fax at his/her residence or business address at least 24 hours prior to the scheduled time of the meeting;
- b) In case of emergency, the President may prescribe a shorter notice to be given personally or by e-mail or fax to each director at his/her residence or business address and posted in the Clubhouse. Such Special Meeting shall be held at such time and place stated in the notice. Absent Directors may waive Notice of a Special Meeting of the Board of Directors prior to or subsequent to the time of said Special Meeting;
- c) Absent Director(s) may vote by proxy prior to the meeting.[]
- d) Members may attend Special Meetings of the Board of Directors, subject to reasonable rules adopted by the Directors. Except in case of emergency,

which shall vote on any proposed expenditures.

This Committee shall supervise the drafting of specifications for contracts within its purview, which shall be subject to action by the Board of Directors.

Section 12. Review of a Member's request.

A Committee's denial of a Member's Request may be appealed to the Board of Directors, after the next regular meeting of the Board.

Section 13. Ad Hoc Committees.

The Board of Directors may establish any other committees it deems appropriate, and prescribe the duties thereof.

ARTICLE XII Property Rights: Rights of Enjoyment

Section 1. Use of Common Areas.

The Common Areas, subject to the provisions of Article III of the Declaration, shall be limited to the use of the Members, ~~and any guests of the Member~~ ~~of the Unit~~. In the event an ~~Owner~~ Member shall permit another to occupy his/her Unit without financial remuneration, the occupant shall be permitted to enjoy the use of the Common Areas ~~in lieu of the Owner~~, subject to the same restrictions and limitations as would apply to the ~~Owner~~ Member. ~~Any Member, who is an occupant of a Unit and entitled to the use of the Association facilities may extend such privileges to other adults residing in the Unit by notifying the Secretary in writing of the names of any such persons.~~

Section 2. Use of Clubhouse and Pool.

~~Use of the Association's facilities such as Club House and Pool shall be subject to rules and regulations promulgated by the Pool Committee and enacted by the Board of Directors. At all times, the Member shall be responsible for the actions of any occupant of the Unit or guests.~~

- ~~a) Guests must, at all times, be accompanied by an adult Member,~~
- ~~b) At all times, Members and guests shall be subject to the rules pertaining to use of the pool and conduct in the pool area.~~
- ~~c) Children, who are not toilet-trained, may not use the pool.~~

a. The use of the Association's Clubhouse is for Association events and private parties.

- 1. Sponsoring Member shall be in attendance at the event at all times.
- 2. Private parties cannot not to exceed the capacity of the clubhouse.
- 3. Private parties may be subject to financial charge as determined by the Clubhouse committee and approved by the Board of Directors.
- 4. Use of the Club House shall be subject to rules and regulations as defined by the Clubhouse committee and approved by the Board of Directors.

b. The use of the Association's Swimming Pool is for the exclusive use of Kimry Moor Members and their guests..

1. At all times, Member shall be present at the pool and responsible for the actions of guests.

2. Members and guests shall be subject to the rules that are posted in the pool area.

3. Use of the Pool shall be subject to rules and regulations as defined by the Pool Committee and approved by the Board of Directors

Section 3. Occupancy of Units:

Occupancy of the Units shall be restricted to "One Single-Family Occupancy" which shall be defined as residential occupancy by no more than four (4) Adults who may be related by blood or marriage, in-laws, or constant companions and their children whether, natural, adopted, foster children or stepchildren.

- a) Children, grandchildren, whether natural or adopted, foster children or stepchildren under the age of twenty-one (21) shall not be counted in the computation of "occupancy".
- b) Nothing herein contained, shall limit the right of Members to entertain guests.
- c) If a Owner or Member employs a person or persons in a housekeeping or health care capacity requiring that person or persons to live in the Home, such individual(s) shall not count towards the total number of four (4) adults plus children, natural, adopted or stepchildren.

Section 4. Leasing of Units:

- a) An Owner may not offer a unit or any part thereof for lease as a short or long term rental.

ARTICLE XIII Assessments

The Basis, Purposes, Limitations, Due Dates and Uniformity of Assessments are contained in Article IV of the Declaration, as are the effect of non-payment, creation of liens, priority of mortgages and exempt property.

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
OCTOBER 28, 2020
VIA ZOOM, 4:30 PM
DRAFT OF MINUTES**

Present: R. Greene, R. Colton, J. McLoughlin, C. Pilon, M. Levine, B. Sweeney, J. Yanno, P. Curtin, L. Crawford and Kathryn Wolff of TJMG Properties.

I. Opening Remarks:

The October Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President.

II. President's Report:

- a. We are sad to report the passing of John C. "Jack" Mott Jr, son of John & Eleanor Mott.
- b. **PLEASE** 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, the Homeowner will be responsible for paying for the cost of repairing and/or replacing the roof.
- c. The Town of Manlius requires that all dogs be on leashes and that dog poop be bagged and disposed of in the dumpster.
- d. 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.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the September 2020 Board of Directors meeting. **A motion was made, seconded and approved to accept the September 2020 Board of Directors meeting minutes. (9 Board members voted yes)**
- b. Board members and Committee Chairs are reminded to have their reports to the Secretary and Kathryn prior to the meetings.

IV. Treasurer's Report:

- a. Claude Pilon presented the September Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the September 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (9 Board members voted yes)**
- b. The September financial report are attached.

V. Property Manager's Report:

Kathryn Wolff reported that Waste Management will be billing the Association for overages. The Association will not be paying for these overages. The recycle dumpster wasn't labeled properly by Waste Management, so both dumpsters were being used for trash.

VI. Committee Reports:

Budget Committee:

The Budget Committee met Monday, October 26, 2020 via Zoom. A proposed budget for 2021 was discussed. The Committee needs to obtain additional information and should have a completed budget by mid-November.

By-Laws Committee:

Ray Colton reported that all revisions have been completed. He will send a revised version to TJMG Properties to be emailed to the homeowners. A copy will be made and mailed to all homeowners not on email.

Grounds Committee:

- a. The Chairs of the Grounds and Tree & Garden Committees met with Mark Bright of TJMG and walked throughout Kimry Moor.
- b. The Grounds Committee Report for the month of October is attached.

Tree & Garden Committee:

The Tree & Garden Committee Report for the month of October is attached.

Maintenance Committee:

- a. Marty Levine reported that the Maintenance Committee is about 98% current on all work requested. Two more residents have agreed to the sidewalk reimbursement plan. This process saves the Association money now and also in the future. If the repair quote comes in for \$1100 and a resident decides on pavers, our cost is \$750 and the

Association is no longer responsible for the sidewalk. He anticipates that we will finish the year within budget.

- b. The Owner of Unit 301 reported “dried up caulking that is used to hold the siding in place”; numerous cracks in the foundation; a bungling wall; and a drainage problem in front of the Unit”. The Owners of Unit 405 reported that their lamp post is too short and should be replaced. These concerns will be addressed in the spring.

Architectural Control Committee:

Jill Brooks reported that Unit 405 has submitted a request to upgrade/update their three-season room. **A motion was made, seconded and approved to upgrade/update their three-season room. (9 Board members voted yes)**

Roofs & Chimneys Committee:

- a. Richard Greene reported that the replacement of roofs and repair of chimneys have been completed for 2020.
- b. Unit 202 reported a leak. Custom Quality was called to look at the roof and TJMG Properties will be wrapping the chimney. The Unit owner has been instructed to not use the fireplace.

Pool Committee:

Richard Greene reported that the pool is closed for the season.

Clubhouse & Social Committee:

Richard Greene reported that the Board of Directors approved by electronic vote the opening of the Clubhouse in accordance with the rules established by the Clubhouse Committee allowing entry of up to 10 people at a time.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported the removal of soils and other spoils from the swale west of Kimry Moor 's main road has been completed. In the Spring of 2021, the work area will be reseeded.

Nominating Committee:

Nothing to report.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VII. Old Business:

Nothing to report.

VIII. New Business:

Nothing to report.

IX. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the October 28, 2020 Board Meeting.**
- b. Due to the Thanksgiving Holiday, the November Board Meeting will be held on Wednesday, December 9, 2020 at 4:30 PM.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
SEPTEMBER 2020 YTD FINANCIAL REPORT**

1 BALANCE SHEET

Operations - Cash Balance of \$65,945 a decrease of \$47,599 compared to 2019 year end balance of \$113,544		
Due primarily to cashing CD in August & transferring \$52,539 to Roof Replacement Reserve		
Roof Replacement Reserve - Cash Balance		
2019 YEAR-END BALANCE - Key Bank	\$ 1,966	
Common Fees transfers - three quarters	\$ 44,850	approximately \$15,000 qtr.
Closing CD & transfer of funds	\$ 52,539	Cashed CD in August; transferred to Roof Replacement Reserve
Funds Transferred from M&T Bank to Key Bank	<u>\$ 16,000</u>	from Retained Earnings
Total Income	\$ 113,389	
Total Expenditures	<u>\$ (63,399)</u>	Units 507 & 509; units 821-827
2020 September G/L Balance - Key Bank	<u>\$ 51,956</u>	Balance at y/e will be about \$46,600

2 PROFIT & LOSS STATEMENTS

SEPTEMBER YTD PROFIT & LOSS:		<u>\$ 34,684</u>	PROFIT
Revenues:			
Three quarters of common fees	\$ 226,800		
New Homeowner fee	\$ 6,000		Unit 301, 405 & 713
Interest Income & Misc. income	<u>\$ 725</u>		\$291 billing to owners for tree service
Total	\$ 233,525		
Expenditures:			
Contract Services	\$ (80,333)		Charges from TJMG & Waste Management
Insurance	\$ (36,618)		Annual cost expected to be \$39,800
Tree Service	\$ (5,072)		Foliage treatment on crabapple trees & blue spruce
General maintenance/Repairs	\$ (9,998)		Sidewalks \$5,030, purchased mailboxes \$325, Greg Cohen's work \$3,746
Pool maintenance, repairs etc.	\$ (8,666)		
All other expenses	<u>\$ (13,068)</u>		Utilities of \$4,225, Roof Repairs of \$1,938, Chimney Repairs of \$1,825 and installed drainage pipe behind units 903 - 907 for \$1,141
Total	\$ (153,755)		
Funds transferred to Roof Reserve and to CD's	\$ (45,086)		from Common Fees

3 YEAR OUTLOOK

Forecast \$13,000 favorable to budget due to minimum chimney costs and roof repairs

4 RESIDENTS QUARTERLY COLLECTION

One delinquent; but recently paid

5 Checks Issued - 19

Creative Hardscapes - 3 sidewalks
Richard Greene - pool supplies

Masonry Restoration - chimney repairs for unit 825
Claude Pilon - paver credit - \$750

6 BANK RECONCILIATIONS - September

M&T Bank - resolved any issues with outstanding checks

Key Bank - Bank balance of \$92,556 does not reflect payment of \$40,600 to vendor

7 Monthly Work Orders - \$159.67

Primarily mailbox repairs

Grounds Committee Report
October 27, 2020

1. Joanie Yanno and I met with Mark Bright on October 14, 2020 and walked the perimeter of the Kimry Moor property. It was determined that Mark and his team would clean up three areas before the end of the year. This cleanup would consist of clearing and trimming falling and overgrown shrubbery between the 600 and 700 blocks, behind the 800 block and behind the 100 block. Mark will also have his staff clean up the old lumber and garbage at the north end of the pond. This winter the Grounds/Tree committees hope to come up with a plan and budget to continue this clean up throughout the community and propose an ongoing maintenance program. We will explore the option of hiring an outside landscaping company that has big machinery enabling them to cut back the overgrowth along the perimeter of the property and also continue with smaller clean up as well.

2. Richard Green and I are in the process of getting estimates for dredging the creek that runs from the 100 block, under the road and down behind the 200, 300 and 400 blocks. That information will be presented to the board as soon as we have it!

Submitted by
Linda Crawford, Chair

Tree & Garden Committee Report
October 27, 2020

On October 14th, Linda Crawford (Grounds Committee) and I walked the perimeter of the Kimry property with Mark Bright of TJMG.

It was determined that 3 specific areas would receive attention for additional trimming and pruning of bushes and limbs by the TJMG maintenance crew. This is not specifically "tree work" but it will clean up areas of overgrowth. It is expected to be done in November. We were given an approximate verbal estimate of \$750. for this work with additional costs of removal. When Mark gives us a price, we will inform the Board. Our hope is that throughout the seasons, we can continue to do this type of clean up.

Bartlett Tree Experts will complete their work on trees this coming month. That expenditure is in the vicinity of \$11,000. Also, fall treatments for pests, soil care and fertilization will be upcoming and that will be approximately \$4200. I will be presenting my committee and the Board the proposals when work is completed.

I presently have a corrected (lowered) proposal for the removal of the silver maple (due to Labor Day damage) at the side of 701. This includes stump removal for a total of \$1674.

I would like to thank a new resident, Mary Lou Pierce, for her interest and donation of pumpkins to the garden areas.

Any resident who may have a concern with trees is requested to contact Kathryn Wolff at associations@tjmgproperties.com and she will send it along to me.

Any resident that is interested in gardening, or joining our committee, is asked to contact me directly at: jyanno27@gmail.com

Submitted by
Joan Yanno, Chair

**KIMRY MOOR HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
DECEMBER 9, 2020
VIA ZOOM, 4:30 PM**

Present: R. Greene, R. Colton, J. McLoughlin, C. Pilon, M. Levine, B. Sweeney, J. Yanno, P. Curtin, L. Crawford, Paula Haynor and Kathryn Wolff of TJMG Properties.

I. Opening Remarks:

The November Meeting of the Kimry Moor Homeowners Association (HOA) Board was chaired by Richard Greene, President, and held on December 9 due to scheduling issues.

II. President's Report:

- a. Last Sunday the front plants/bushes were pruned by Marilou Pierce (#405) and Paula Haynor (#203) and Joanie Yanno. Paula and Marylou enhanced last year's holiday arrangements at the front entrance. On behalf of the residents, we thank Marilou, Paula and Joanie for their time and effort.
- b. The Board of Directors, on behalf of the members of the HOA, thank Kathryn Wolff for her dedication and assistance throughout the year including the preparation of the monthly Board minutes.
- c. 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.
- d. If there is a snow accumulation of 3" or more, the plowing of driveways and cul-de-sac roads (roads owned by the HOA) begins at 2 AM and is normally completed by 7 AM. Further plowing, when necessary, is done at 1 PM and is expected to be completed by 5 PM. Shoveling of the walkways to the front door of Units and areas in front of garage doors is done the day following a snow event.
Please do not leave any motor vehicle in your driveway; this may result in your driveway not being plowed. If necessary, a motor vehicle may be parked in the Clubhouse parking lot at the south end of the parking lot closest to the grass area.
Homeowners/Residents are responsible for the salting of their driveways and sidewalks/steps. TJMG does salt the cul-de- sac roads, if requested and approved.

III. Secretary's Report:

- a. Janet McLoughlin requested approval of the Minutes of the October 2020 Board of Directors meeting. **A motion was made, seconded and approved to accept the October 2020 Board of Directors meeting minutes. (8 Board members voted yes)**

- b. At the September Board meeting, under old business, a motion was made, seconded and approved stating that the homeowners (of units 702 and 704) will pay for the survey (of said units), and the HOA will pay up to \$2,500 for the deed and all required documents, legal and filing fees. In light of new information as discussed in executive session, **A motion was made at this meeting to rescind the above motion. This was seconded and approved. (8 Board members voted yes)**
- c. Janet spoke about losing 3 major Board members, Richard Greene, Ray Colton and Claude Pilon, all hardworking members that have gone above and beyond in their service to the Homeowners Association. They have all done an outstanding job.

IV. New Business: Lot Line Adjustment

Ianuzi & Romans, the current surveyors for the HOA, found an undated and unsigned Survey Map by Phillips & Associates (surveyors for Kimry Moor's developer) showing Units 601, 603, 605, 606, 607, 608, 609, 610, 701, 702, 703, 704, 705, 707, 709, 711, 713 & 715 at "Proposed Locations". This survey map was never filed with the Onondaga County Clerk. Ianuzi & Romans can now show these Units as "As Built" by doing some additional field work, preparing an updated survey, obtaining approvals from the Town of Manlius, and filing the map with the Onondaga County Clerk. The cost to the HOA is estimated at \$1200 to \$2000. **After a brief discussion, a motion was made, seconded and approved to update the survey map. (8 Board members voted yes)**

V. Treasurer's Report:

- a. Claude Pilon presented the October Financial Report, Balance Sheet, Profit & Loss Statement, Check Register, Work Order and Bank Reconciliation. **A motion was made, seconded and approved to accept the October 2020 Financial Report, Balance Sheet, Profit & Loss Statement, Check Register and M&T Bank Reconciliation. (8 Board members voted yes)**
- b. Claude requested approval for payment of the TJMG Properties October work order invoice totaling \$632.00. **A motion was made, seconded and approved to pay the work order invoice. (8 Board members voted yes)**
- c. The October financial reports are attached.

VI. Property Manager's Report:

TJMG Properties reported that the cleanout behind the retention ponds is almost complete. Late fall pruning has also been completed. The plow stakes have been installed and homeowners are asked to not remove them. There is a lot of damage on the street corners of the 800 block. Vehicles are cutting the corners on the grass and causing ruts.

VII. Committee Reports:

Budget Committee:

- a. Claude presented the 2021 proposed budget. **A motion was made, seconded and approved to accept the 2021 budget as proposed. (8 members voted yes)**
- b. Copy attached

By-Laws Committee:

Nothing to report.

Grounds Committee:

Linda Crawford reported that the cleanout projects are almost complete. The Grounds Committee will be getting outside vendor quotes for all future work.

Tree & Garden Committee:

- a. The Tree and Garden Committee requested \$2,500 for the remaining work that needs to be done. **A motion was made, seconded and approved for an additional \$2,500 to complete the work. (8 Board members voted yes)**
- b. The Tree & Garden Committee Report for the month of November is attached.

Maintenance Committee:

Marty Levine reported that other than repairing the rubber bottoms of the garage doors of the clubhouse and one residence there has been very little maintenance activity for the past month. We are also well below budget. The Maintenance Committee anticipates expenses of less than \$1,500 for the balance of the year, resulting in the year ending \$2,500 under budget.

Architectural Control Committee:

Jill Brooks reported that Unit 405 submitted a request to install 2 new windows at no cost to the HOA. **A motion was made, seconded and approved for the installation of 2 new windows. (8 Board members voted yes)**

Roof and Chimney Committee:

Nothing new to report.

Pool Committee:

Nothing to report.

Clubhouse & Social Committee:

Richard Greene reported that if the Fayetteville area Covid-19 color code is upgraded from yellow to orange, they would close the clubhouse again.

Neighborhood Watch Committee:

Nothing to report.

Pond & Swale Committee:

Richard Greene reported that the work on the swale between Mott Road and the Clubhouse was completed except for the final grading, seeding and installing of safety guards on the bridge. The contractor, Cayuga County Soil and Water, wrote that they will return in the Spring of 2021 to complete their work at no additional cost.

Nominating Committee:

Nothing to report.

Welcome Committee:

Nothing to report.

Insurance Committee:

Nothing to report.

VII. Old Business:

Nothing to report.

IX. Meeting Adjournment:

- a. **A motion was made, seconded and approved to adjourn the December 9, 2020 Board Meeting.**
- b. The January Board Meeting will be held on Wednesday, January 27, 2020 at 4:30 PM.

Respectfully submitted,
Kathryn Wolff
Association Account Manager
TJMG Properties

**KIMRY MOOR HOMEOWNERS ASSOCIATION
OCTOBER 2020 YTD FINANCIAL REPORT**

1 BALANCE SHEET

Operations - Cash Balance of \$92,146 a decrease of \$21,398 compared to 2019 year end balance of \$113,544		
Due primarily to cashing CD in August & transferring \$52,539 to Roof Replacement Reserve & favorable Net Income		
Roof Replacement Reserve - Cash Balance		
2019 YEAR-END BALANCE - Key Bank	\$ 1,966	
Common Fees transfers - fourth quarters	\$ 59,800	approximately \$15,000 qtr.
Closing CD & transfer of funds	\$ 52,539	Cashed CD in August; transferred to Roof Replacement Reserve
Funds Transferred from M&T Bank to Key Bank	<u>\$ 16,000</u>	from Retained Earnings
Total Income	\$ 128,339	
Total Expenditures	<u>\$ (82,698)</u>	Units 507 & 509; units 821-827; units 801 & 803
2020 October G/L Balance - Key Bank	<u>\$ 47,607</u>	Balance at y/e will be about \$47,607

2 PROFIT & LOSS STATEMENTS

<u>OCTOBER YTD PROFIT & LOSS:</u>		<u>\$ 77,815</u>	PROFIT
Revenues:			
Four quarters of common fees	\$ 302,400		
New Homeowner fee	\$ 6,000		Unit 301, 405 & 713
Interest Income & Misc. income	<u>\$ 800</u>		\$291 billing to owners for tree service
Total	\$ 309,200		
Expenditures:			
Contract Services	\$ (90,195)		Charges from TJMG & Waste Management
Insurance	\$ (39,832)		Annual cost expected to be \$39,800
Tree Service	\$ (5,467)		Foliage treatment on crabapple trees & blue spruce
General maintenance/Repairs	\$ (12,772)		Sidewalks \$7,990, purchased mailboxs \$325, Greg Cohen's work \$3,746
Pool maintenance, repairs etc.	\$ (9,716)		Maintenance of \$6,116, repairs of \$2,617 & water of \$983
All other expenses	<u>\$ (13,367)</u>		Utilities of \$3,825, Roof Repairs of \$2,002, Chimney Repairs of \$1,825 and installed drainage pipe behind units 903 - 907 for \$1,465
Total	\$ (171,349)		
Funds transferred to Roof Reserve and to CD's	\$ (60,036)		from Commom Fees of \$59,800 & Interest of \$236

3 YEAR OUTLOOK

Forecast \$15,400 favorable to budget due to minimum chimney costs, roof repairs, lower maintenance & lower cost for swale project

4 RESIDENTS QUARTERLY COLLECTION

Two delinquent owners

5 Checks Issued - 17

Creative Hardscapes - 1 sidewalks

Kimry Moor - \$14,950 to Key bank from M&T Bank

Donald Stukey - paver credit - \$750

6 BANK RECONCILIATIONS - October

M&T Bank - resolved any issues with outstanding checks

Key Bank - no outstanding checks

7 Monthly Work Orders - \$632

Work at units 903-907; tree branches pick-up & misc. items

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
PROFIT & LOSS STATEMENT

2021 BUDGETS

GENERAL OPERATIONS PROFIT & LOSS

As of November 18, 2020

		ACTUALS								Forecast	BUDGET	
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2020	2021
REVENUES												
	Common Fees	\$ 268,800	\$ 268,800	\$ 268,800	\$ 268,800	\$ 268,800	\$ 268,800	\$ 285,600	\$ 285,600	\$ 302,400	\$ 302,400	\$ 302,400
	New Homeowner Fees	\$ 5,600	\$ 4,000	\$ 5,600	\$ 2,400	\$ 4,000	\$ 14,400	\$ 9,600	\$ 11,200	\$ 6,000	\$ 10,000	\$ 8,000
	Late Charge Income	\$ 525	\$ 675	\$ 775	\$ 445	\$ 750	\$ 1,230	\$ 600	\$ 400	\$ 200	\$ -	\$ 200
	Interest Income - Regular Operatons	\$ 730	\$ 1,310	\$ 1,190	\$ 780	\$ 870	\$ 229	\$ 1,334	\$ 1,680	\$ 320	\$ 1,000	\$ 100
	Interest Income - Roof Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,659	\$ -	\$ -	\$ -	\$ -
	Insurance Claim Receipts - Unit 807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,132	\$ -	\$ -	\$ -	\$ -
	Insurance Claim Receipts - Unit 907							\$ 7,390	\$ -	\$ -	\$ -	\$ -
	Other Income	\$ 500	\$ 300	\$ 425	\$ 200	\$ 100	\$ 175	\$ 857	\$ 40	\$ 300	\$ 100	\$ 100
	Total Income	\$ 276,155	\$ 275,085	\$ 276,790	\$ 272,625	\$ 274,520	\$ 284,834	\$ 319,172	\$ 298,920	\$ 309,220	\$ 313,500	\$ 310,800
CONTRACT SERVICES												
	Grounds Maintenance - TJMG	\$ 51,625	\$ 50,324	\$ 52,415	\$ 50,461	\$ 49,454	\$ 49,241	\$ 48,946	\$ 49,168	\$ 53,580	\$ 50,900	\$ 54,920
	Insurance	\$ 16,667	\$ 27,187	\$ 31,837	\$ 31,902	\$ 33,717	\$ 35,918	\$ 36,445	\$ 38,434	\$ 39,832	\$ 40,300	\$ 41,400
	Management Fees	\$ 11,400	\$ 11,400	\$ 11,856	\$ 12,330	\$ 12,823	\$ 12,823	\$ 12,866	\$ 13,170	\$ 14,025	\$ 14,025	\$ 14,446
	Snow Removal	\$ 19,214	\$ 20,103	\$ 19,290	\$ 20,715	\$ 19,592	\$ 19,493	\$ 19,753	\$ 22,177	\$ 24,070	\$ 22,900	\$ 24,672
	Trash Removal - TJMG	\$ 9,912	\$ 9,844	\$ 9,980	\$ 9,913	\$ 10,507	\$ 9,381	\$ 9,944	\$ 9,911	\$ 8,900	\$ 8,500	\$ 9,123
	Trash Removal - Waste Management	\$ 6,645	\$ 7,706	\$ 8,274	\$ 9,009	\$ 5,490	\$ 5,815	\$ 6,884	\$ 8,758	\$ 7,700	\$ 8,000	\$ 8,000
	Goose Management	\$ 4,104	\$ 4,253	\$ 10,800	\$ 4,320	\$ 5,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Contract Services	\$ 119,567	\$ 130,817	\$ 144,452	\$ 138,650	\$ 136,767	\$ 132,671	\$ 134,838	\$ 141,618	\$ 148,107	\$ 144,625	\$ 152,560
	Percent of Total Cost	51%	53%	59%	52%	58%	61%	61%	60%	63%	57%	61%
CHIMNEY & ROOF MAINTENANCE												
	Roof Repairs	\$ 5,906	\$ 11,784	\$ 10,354	\$ 15,334	\$ 5,010	\$ 2,243	\$ 2,089	\$ 2,842	\$ 2,000	\$ 6,075	\$ 4,300
	Chimneys - Repairs	\$ 9,409	\$ 13,528	\$ 832	\$ 1,660	\$ 1,740	\$ 12,202	\$ 7,168	\$ 20,100	\$ 2,000	\$ 15,000	\$ 8,000
	Chimneys - Replacements	\$ 14,040	\$ 4,212	\$ 15,604	\$ 19,200	\$ 25,650	\$ 7,300	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Chimney & Roof Maintenance	\$ 29,355	\$ 29,524	\$ 26,790	\$ 36,194	\$ 32,400	\$ 21,745	\$ 9,257	\$ 22,942	\$ 4,000	\$ 21,075	\$ 12,300
	Percent of Total Cost	12%	12%	11%	13%	14%	10%	4%	10%	2%	8%	5%
MAINTENANCE & REPAIRS												
	Lights	\$ 345	\$ 792	\$ 1,153	\$ 516	\$ 1,626	\$ 1,254	\$ 1,474	\$ 1,027	\$ 200	\$ -	\$ -
	Decks	\$ -	\$ 4,100	\$ -	\$ 2,581	\$ 5,137	\$ 2,363	\$ 12,793	\$ 3,861	\$ -	\$ -	\$ -
	Painting & Siding	\$ 351	\$ -	\$ -	\$ 2,052	\$ 127	\$ 849	\$ 396	\$ 925	\$ -	\$ -	\$ -
	Repair/Replace Steps/Sidewalks to Pavers	\$ 8,260	\$ 14,924	\$ 25,432	\$ 8,316	\$ 6,420	\$ 5,064	\$ 953	\$ 5,840	\$ 8,000	\$ -	\$ -
	Mailbox/paper box replacement	\$ -	\$ 11,249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 907	\$ 900	\$ -	\$ -
	Maint./Repairs - Billings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (629)	\$ -	\$ -	\$ -	\$ -
	Property Survey Line	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -
	Structure & Misc. Maint./Repairs	\$ 5,461	\$ 378	\$ 2,772	\$ 3,217	\$ 5,350	\$ 2,314	\$ 3,368	\$ 2,557	\$ 5,000	\$ -	\$ -
	Maintenance repairs by TJMG	\$ 886	\$ 307	\$ 1,317	\$ 1,988	\$ 2,681	\$ 7,227	\$ 1,270	\$ 1,000	\$ 600	\$ -	\$ -
	Total Maintenance & Repairs	\$ 15,303	\$ 31,750	\$ 30,674	\$ 18,670	\$ 21,341	\$ 19,071	\$ 19,625	\$ 17,617	\$ 14,700	\$ 17,500	\$ 17,500
	Percent of Total Cost	7%	13%	13%	7%	9%	9%	9%	7%	6%	7%	7%

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
PROFIT & LOSS STATEMENT

2021 BUDGETS

GENERAL OPERATIONS PROFIT & LOSS

As of November 18, 2020

		ACTUALS								Forecast	BUDGET	
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2020	2021
CLUBHOUSE/RECREATIONAL EXPENSES												
	Social & Club House Expenses	\$ 1,091	\$ 4,361	\$ 1,835	\$ 1,254	\$ 1,158	\$ 2,515	\$ 1,663	\$ 1,096	\$ 600	\$ 1,400	\$ 1,400
	Club House Improvements & Repairs	\$ 700	\$ 4,487	\$ -	\$ 3,140	\$ 1,225	\$ -	\$ 1,795	\$ 290	\$ 3,000	\$ 1,000	\$ 1,000
	Pool Repairs	\$ 22,134	\$ -	\$ -	\$ 28,080	\$ -	\$ -	\$ 910	\$ 1,026	\$ 2,700	\$ 1,000	\$ 2,000
	Pool Maintenance	\$ 14,511	\$ 14,846	\$ 9,884	\$ 6,529	\$ 8,930	\$ 7,440	\$ 7,862	\$ 8,865	\$ 6,800	\$ 7,000	\$ 7,000
	Water	\$ 2,432	\$ 1,961	\$ 1,286	\$ 2,574	\$ 1,502	\$ 1,700	\$ 1,744	\$ 2,542	\$ 2,815	\$ 2,200	\$ 2,800
	Other Utilities	\$ 5,138	\$ 6,190	\$ 7,158	\$ 5,545	\$ 5,600	\$ 5,812	\$ 6,603	\$ 6,236	\$ 4,000	\$ 6,500	\$ 5,500
	Total Clubhouse/Recreational Expenses	\$ 46,006	\$ 31,845	\$ 20,163	\$ 47,122	\$ 18,415	\$ 17,467	\$ 20,577	\$ 20,055	\$ 19,915	\$ 19,100	\$ 19,700
	Percent of Total Cost	20%	13%	8%	18%	8%	8%	9%	9%	9%	8%	8%
OTHER EXPENSES												
	Legal & Accounting	\$ 350	\$ 2,126	\$ 3,688	\$ 10,095	\$ 1,075	\$ 385	\$ 400	\$ 500	\$ 525	\$ 1,500	\$ 4,000
	Tree & Flower Service	\$ 5,596	\$ 7,641	\$ 5,935	\$ 4,369	\$ 14,311	\$ 19,293	\$ 22,678	\$ 20,409	\$ 21,000	\$ 20,000	\$ 24,000
	Tree Maint Contract - Michael Grimm	\$ 10,519	\$ 10,298	\$ 9,126	\$ 8,586	\$ 9,245	\$ 3,196					
	Grounds Maintenance - HOA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	Planting & Flowers	\$ 965	\$ 268	\$ 632	\$ 621	\$ 267	\$ 462	\$ 80	\$ 406	\$ -	\$ 500	\$ 500
	Ponds & Stream Maintenance	\$ 3,676	\$ 725	\$ 455	\$ 1,358	\$ 939	\$ 590	\$ 220	\$ 7,721	\$ 22,600	\$ 25,000	\$ 12,340
	Taxes	\$ 1,627	\$ (77)	\$ 446	\$ 421	\$ 381	\$ 576	\$ 22	\$ 328	\$ 200	\$ 400	\$ 300
	Paving & Sealing Roads	\$ -	\$ -	\$ -	\$ -	\$ 756	\$ -	\$ -	\$ 2,501	\$ -	\$ -	
	Payment - Insurance Claims -- unit 807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,133	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 1,905	\$ 2,897	\$ 1,540	\$ 2,251	\$ 1,696	\$ 1,321	\$ 2,470	\$ 1,670	\$ 2,700	\$ 4,000	\$ 2,700
	Total Other Expenses	\$ 24,638	\$ 23,878	\$ 21,822	\$ 27,701	\$ 28,670	\$ 25,823	\$ 38,003	\$ 33,535	\$ 47,025	\$ 51,400	\$ 48,840
	Percent of Total Cost	10%	10%	9%	10%	12%	12%	17%	14%	20%	20%	19%
TOTAL EXPENDITURES		\$ 234,869	\$ 247,814	\$ 243,901	\$ 268,337	\$ 237,593	\$ 216,777	\$ 222,300	\$ 235,767	\$ 233,747	\$ 253,700	\$ 250,900
	Net Income prior to funds transfer	\$ 41,286	\$ 27,271	\$ 32,889	\$ 4,288	\$ 36,927	\$ 68,057	\$ 96,872	\$ 63,153	\$ 75,473	\$ 59,800	\$ 59,900
FUNDS TRANSFERRED TO ROOF REPLACEMENT RESERVE												
	Interest Income	\$ (697)	\$ (1,293)	\$ (1,175)	\$ (760)	\$ (805)	\$ (2,348)	\$ (1,659)	\$ (1,291)	\$ (250)	\$ (1,000)	\$ (100)
	Insurance Claim transferred to Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,390)	\$ -	\$ -	\$ -	\$ -
	Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 843	\$ -	\$ -	\$ -	\$ -
	Total Funds Transferred	\$ (34,297)	\$ (34,893)	\$ (34,775)	\$ (34,360)	\$ (34,405)	\$ (35,948)	\$ (58,606)	\$ (51,691)	\$ (60,050)	\$ (59,800)	\$ (59,900)
NET INCOME/(LOSS)		\$ 6,989	\$ (7,622)	\$ (1,886)	\$ (30,072)	\$ 2,522	\$ 32,109	\$ 38,266	\$ 11,462	\$ 15,423	\$ -	\$ -

KIMRY MOOR HOMEOWNERS ASSOCIATION, LTD
PROFIT & LOSS STATEMENT

2021 BUDGETS

GENERAL OPERATIONS PROFIT & LOSS

As of November 18, 2020

	ACTUALS									Forecast	BUDGET	
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020	2021	
ROOF REPLACEMENT RESERVE P&L												
General Funds Transferred	\$ 34,297	\$ 34,893	\$ 34,775	\$ 34,360	\$ 34,405	\$ 35,948	\$ 50,400	\$ 50,400	\$ 59,800	\$ 58,800	\$ 59,800	
Additional Funds Transferred from Operations (from Retained Earnings)	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,800	\$ 16,000	\$ -	\$ -	
Gables	\$ (11,021)	\$ (8,330)	\$ (9,847)	\$ (11,465)	\$ -	\$ (8,975)		\$ -	\$ -	\$ -	\$ -	
Chimney/Gutters etc	\$ -	\$ -	\$ -	\$ -	\$ (1,959)	\$ (6,952)		\$ -	\$ -	\$ -	\$ -	
Interest Income							\$ 1,659	\$ -	\$ -	\$ -	\$ -	
Adjustments							\$ (843)	\$ -	\$ -	\$ -	\$ -	
Cashed CD for replacing roofs									\$ 52,539		\$ -	
Net Insurance Claims/Deductible -- unit 907							\$ 7,390	\$ -	\$ -	\$ -	\$ -	
Roof Replacement Expenses	\$ (54,116)	\$ (45,337)	\$ (30,652)	\$ (37,048)	\$ (26,315)	\$ (59,784)	\$ (129,614)	\$ (179,433)	\$ (82,698)	\$ (57,500)	\$ (103,700)	
ROOF REPLACEMENT RESERVE P&L	\$ (30,840)	\$ (11,774)	\$ (5,724)	\$ (14,153)	\$ 6,131	\$ (39,763)	\$ (71,008)	\$ (56,233)	\$ 45,641	\$ 1,300	\$ (43,900)	
ROOF REPLACEMENT RESERVE BALANCE SHEET												
ROOF REPLACEMENT RESERVE BALANCE SHEET	\$ 194,489	\$ 182,715	\$ 176,991	\$ 162,838	\$ 168,970	\$ 129,207	\$ 58,199	\$ 1,966	\$ 47,607	\$ 3,266	\$ 3,707	
Roof Replacements done/Budgeted	102	110	201	202	602	502 Partial	304	302	507	507	401	
Roof Replacements done/Budgeted	104	112	203	204	604	504 Partial	306	304	509	509	402	
Roof Replacements done/Budgeted	106	114		206		709	501	502 Partial	801	801	403	
Roof Replacements done/Budgeted	108	116				711	503	504 Partial	803	803	404	
Roof Replacements done/Budgeted						902	505	511	805		405	
Roof Replacements done/Budgeted						904	608	513	807		406	
Roof Replacements done/Budgeted						906	610	515	809		407	
Roof Replacements done/Budgeted						908	702	517	811		408	
Roof Replacements done/Budgeted							704	519				
Roof Replacements done/Budgeted							713	521				
Roof Replacements done/Budgeted							715	523				
Roof Replacements done/Budgeted							907 add'l work	525				
Roof Replacements done/Budgeted								606				
Roof Replacements done/Budgeted								805				
Roof Replacements done/Budgeted								807				
Roof Replacements done/Budgeted								809				
Roof Replacements done/Budgeted								811				
# of units												
Average cost per unit	\$ (13,529)	\$ (11,334)	\$ (15,326)	\$ (12,349)	\$ (13,158)	\$ (9,964)	\$ (11,271)	\$ (11,962)	\$ 10,375	\$ 14,375	\$ 12,963	

Tree & Garden Committee Report
December 9, 2020

I met with Jason Pieklik (Bartlett tree arborist) on Dec 2 to go over all tree work that has been completed. There are a few more trees that need attention and Jason has promised that they would be completed by year end. All items and treatments were itemized and will be presented for approval at the Dec 9 meeting.

As Richard mentioned in the agenda, I wanted to thank Marilou Pierce and Paula Haynor for helping me with the pruning and decorating of our front entrance.

Items that will be addressed first thing in the spring will be:

- grinding of stumps
- trimming of low hanging limbs
- new evaluation and assessment of trees that need attention/removal

I would really like to discuss utilizing some of our budget to plant new trees and to concentrate on ways to enhance and beautify our property. (Perhaps this could be coordinated with the Grounds Committee.) I am open to ideas and encourage anyone who is interested to join our Committee. Feel free to contact me with your ideas at: jyanno27@gmail.com

I thank members of my committee and look forward to a productive 2021.

Respectively submitted,
Joanie Yanno, Chair