

# Board of Managers Meeting-April 2022

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APRIL 30 2022 / CALLED TO ORDER AT 11:01 AM (EST) / Online via GoToMeeting

## ATTENDEES

Board: Lee Davies, President \* Colleen McCarthy, 1st Vice President \* Suzanne Krzeminski, 2nd Vice President \* Nanette Bartkowiak, Treasurer \* Kimberly Alonge, Secretary \* Rick Clawson, Manager \* and 12 identified callers on-line: Bartkowiak, Bob #602 \* Cancilla, Connie #1308 \* Chmielewski, Catherine #307 \* Gollnitz, Marilyn #1002\* Harris, Judy #806 \* Horn, Bill # 509 \* Jones, John & Avery #1102,\* Laird, Don #406 \* Lazarony, Tony #505 \* Mapson, Susan #1205 \* Milnes, Shelia #604 \* O'Leary, Mary #409 \*

**Please remember to ID yourself when logging in. Missing IDs will be removed from the meeting.**

## AGENDA

### OPEN FORUM FOR GUESTS:

- **Avery Jones #1102** - Congratulations to Kimberly (mom of Julia) on her Rotary Honors that appeared in the Westfield Republican.
- **Bill Horn #509** - Asked for clarification on how to access the agenda for monthly Board meetings. Lee explained where the agenda is located on the eMail from Rick that also includes the GoToMeeting link.
- **Catherine Chmielewski #307C** - Notified the Board of a water issue in her unit. Ms. Chmielewski noted that she is unable to use the washing machine or turn on water at the sinks in her unit. She inquired if there was a water issue to the building and if it was turned off due to a previous issue in the unit above her. Rick explained that the issue is within her unit and he will look into it for her.
  - Lee reminded homeowners if there is a maintenance issue to contact Rick and to fill out the maintenance request form so we are aware of an issue and also so we have a record. With the maintenance request form, the Board can track the issue and see when the resolution has been made. In addition, he noted that water to all buildings is an all or nothing shutoff, but that there are individual shutoffs for each unit. In this case, the water is and has been on for the 300 building and the issue is within unit 307C, which we will look into and resolve.

### TREASURER'S REPORT :

- **Nanette Bartkowiak, Treasurer**, reported as of 03/31/22 our total Cash Assets are \$160,133.00. The Cash Assets are broken down as follows: Checking Account at \$89,304.00 and the Reserve/Savings Account at \$70, 829. Accounts Receivables are at \$17,676.00. Capital Project expenses are \$32,000 for the Office new siding and windows, and \$1,200.00 for gutters and downspouts for a total of \$33,200. We have a net loss of -\$17,733, which is a big improvement. There are five owners showing a total delinquency of \$3,137.00 over 90 days, which Rick and she are working on and will be lower next month. Nanette reports that all in all, we are doing well. The Treasurer's report was approved by Kimberly and Colleen, with a 4-0 motion carried, as Suzanne was not yet in attendance at the reading of the Treasurer's Report.

### SECRETARY'S REPORT:

- **The Secretary's Report** of the minutes of the March 26, 2022 meeting was approved with motions from Colleen and Nanette with a 4-0 motion carried, as Suzanne was not yet in attendance at the

## MANAGER'S REPORT:

- **Spring Preparation** – The mowing equipment is ready to run as soon as the weather is better. The crew cannot mow in the rain and have not had too many days without so far this Spring.
  - Rick placed a “Help Wanted” advertisement on Craig’s list for an individual to specifically take care of roadside front mowing, trimming and edging, as well as the unit fronts. Rick has received one response but no one has yet come to see him for an application. He will also place an ad in The Post Journal. If anyone knows an interested party, refer them to Lee noted the 2022-23 budget did include an additional hire for mowing and trimming.
- **400 Grounds Restoration/Drainage repair** - A quote from Westfield Nursery was received for restoration of all four sides of the building. This includes new landscaping and is open for discussion as to exactly what needs to be done at the 400 and 500 buildings. This quote is right in line with what we expected it to be. The quote includes taking out two trees currently interfering with the power lines and will be replaced with shorter trees. Rick would like to have Colleen and Suzanne involved in the planning of the landscaping plans.
  - Before new planting happens Rizzo Excavation and Trucking will be here to take care of the Vineyard drainage across from the 400 building. The repair is due to restoration work on the water lines last year. It is not draining properly and Rizzo will come back and fix the issue. Water by the grape vineyards exit road is fine, but closer to the buildings, it has nowhere to go and pools by the 400 building parking lot. The repair is something we thought our crew could handle, but the issue calls for drop lines to take water off vineyards that must be done by a contractor.
- **300 Building downspout drainage proposal** -All of the downspouts and drains are crushed or totally plugged. The proposal to repair and unplug needs to be done in order to take care of water issues. That building is at the end of the vineyard and is important to repair and restore the downspouts. The proposal is for \$6,300.00 from Rizzo Excavation and Trucking
- **WWTP update** - The line has been repaired. Rick learned the company who installed the piping work merged with another company. The newly merged company is no longer able to work in NYS due to no workers comp insurance. Casella Plumbing & Heating from Fredonia was able to come and drain approximately 25,000 gallons of sewage out of the last tank in order to get to the line, but it was repaired. No bill has been received to date.
- **Unit Front Sidewalk Repair/replacement proposals** - Rick is in the process of getting proposals and has received one from Leamer Masonry and More. Rick did reach out to two other Masonry contractors. One is coming down to look at the areas of needed repair/replacement and give a quote and the other has not returned Rick’s call to date. No matter which contractor we approve, work cannot be started before August due to still getting caught up on work due to the pandemic. As soon as we determine who is completing the repair/replacements, we will have to get a proposal in place to bring to the Board to vote and get on the contractor’s calendar.
- **The 400 and 500 Building Proposals** - Rick did get a proposal from Miller Construction to present, but right before the meeting he received a proposal from Stratton Services that he has not had a chance to look at. There is nothing to report yet on the proposal. The work entails restoration/repair of the back of units 407 & 408. The repair will be much like that done on 409 to remedy the leaking downstairs. The entire 2nd floor lake side will eventually require the removal of siding and to get down to where it is leaking. This is a more difficult process as decking is removed and put back.
- **Tree Removal & Trimming** - We are contracted with Great Lakes Tree Service who will come in and remove three dead or dying ash trees behind 800 and 900 buildings. In addition, there is considerable upper limb trimming needed lakeside behind the 300 and 400 buildings. Some other limbs/trees around the property will also be removed. The proposal is \$4,752.00 which is within budget. Great Lakes will

## MANAGER'S REPORT: *(continued) Tree Removal & Trimming*

also do some stump grinding in major areas with the remaining money budgeted. We have budgeted \$6,000 total for the tree removal, trimmings, and stump grinding.

- **Pool Preparation** - The crew has been getting the pool ready for opening. During the process. They discovered a couple of side drains that have rusted and need replacing. We can fix this inhouse.
- **Board Comments** -
  - Lee: Requested the sidewalk repair bids and the 400 & 500 building proposals be sent to the Board and reviewed by the next meeting to approve so we can get on schedule. Rick will get a hold of the entire board ahead of time so all on the same page for the May 28, 2022 meeting.
  - Lee: Regarding the Westfield Nursery proposal, are we looking for any other proposals? Rick noted we are not because we have had great luck with Westfield Nursery and they are "tried and true". Lee agreed and noted the work would be consistent and the proposal was reasonable for work being done.
- **Motion to accept Landscaping Proposal:** Nanette made a motion to accept the landscaping proposal from Westfield Nursery and was seconded by Kimberly. The motion was carried 5-0.
- **Motion to accept Drainage Repair Proposal:** Nanette made a motion to accept the drainage repair proposal from Rizzo Excavating & Trucking and was seconded by Colleen.
  - Lee noted this was a reasonable proposal and ties in with what Rizzo has already done.
- **Tree trimming Proposal** - Lee noted it is within the already passed budgeted costs and thus no motion is needed.

## COMMITTEE REPORTS:

- **Social/Recreation Committee:**
  - No report
- **Beautification Committee:**
  - No report.

## OLD BUSINESS:

- **Nominating Committee** - Kimberly Alonge, Nominating Committee Chair, thanked Don Laird and John Jones for their help in contacting homeowners either to sit on the Nominating Committee or to have their name placed on the ballot. Lee Davies & Colleen McCarthy were the two names sent forth to the Nominating Committee to run for two open seats in the upcoming June 12, 2022 Annual Meeting. Official notice of the Annual Meeting will go out on or before May 12th. Per the EWCA By-laws, the notice must go out 30 days prior to the meeting. There is a brief period for homeowners who want to petition to run who did not come forward prior to this meeting. Lee suggested reviewing the By-laws and getting requirements in by deadline dates. Homeowners will receive mailed ballots two weeks before the Annual Meeting. Due to increasing Covid numbers, the decision to hold the June 12, 2022 Annual Meeting in-person or via GoToMeeting will be made before the May 28th meeting; homeowners will be notified

## NEW BUSINESS/CORRESPONDENCE:

- **1207 Enclosure request** - The Board is in receipt of drawings for the 1207 enclosure request. There was some discussion on the request as follows:
  - Colleen noted the plans look great but there is a concern regarding completion of the construction. The request indicated that it may or may not be completed this year. There is concern about approving something so open ended. We have not done this in the past as most are looking to do immediately. Colleen asked if the motion to approve could include a requirement either

completed or submitted at a certain time frame and any changes also be submitted (from original plan). Nanette asked if the Board was comfortable with a 6 month time period and if the construction is not completed within 6 months, that another request be submitted for approval, along with any additional changes to the original plan, if warranted.

- Colleen made a motion to approve the 1207 enclosure request with completion within 6 months from the approval date. If the work will not be completed within those 6 months, a new request will need to be submitted, adding any changes or updates if warranted, again with work to be completed within 6 months from approval. The motion was seconded by Kimberly and carried 5-0.
- Kimberly asked if there were potential issues with a possible electric radiant floor installation versus electric baseboard. Due to another non-traditional heating installation causing vibration, can we determine that type of heat will not cause any issues as well. Lee noted the electric radiant floor heat should go under tile and not cause any vibration, but that it was a good idea to make sure. Rick will look into this.
- **Rick added:** #1207 is experiencing some leaking coming from chimney chase. The flashing needs repair. The homeowners intend on converting the existing fireplace to an electric insert. Rick will check with #1203 as well to see if he will continue to use the existing fireplace or convert to electric inset. If he does, Rick would like to remove the entire chimney, patch and reshingle the roof at that time. The chimney chase is in bad condition. We can take it all down and patch for \$1,000.00. It would cost the same to fix the flashing. If they both go to electric fireplaces, we can completely remove the chimney in the 1200 building.
  - Lee noted he would like to see all of the fireplaces converted to electric over time. The chimney chases constantly need repairing and there is less chance of roof leaks and fires and open flames in buildings. If both 1207 and 1203 are willing to convert to electric insets, yes, removing the chimney is a great plan to move forward with. Colleen agreed it was a very good idea.
  - Suzanne commented they were thinking of what to do with the fireplace in their unit and decided they will keep it as is, but do not plan on using it to burn. She asked if we should get a price to take the chimneys out at the same time with the 1207 and 400 buildings. Lee noted if there is no leaking at this time, there was no need to hurry up and do it. If a fireplace isn't being used to burn, the damper can be closed with no further problems. Over time Lee would like to work towards getting all the fireplace converted to electric. If we were to make a rule going forward, the board would need a little more discussion to require people to convert to electric inserts who are not currently asking to get it done because this greatly reduces the chance of roof damage and leaks.
    - It was also noted the 1207 enclosure request drawings did include alterations to the enclosure to add a roof vent. This will mean another opening in the roof, but if we can take out the chimney, there will be just one instead of two that could cause potential leaks.
- **Building Landscape Involvement:** Nanette noted they will be back at the end of May and she will reach out to each building to see who would like to be involved with landscaping for their building. This saves money and keeps people involved. Janet Greene and crew have done a good job spreading the mulch around, but it takes the entire community to keep our place looking nice. If anyone knows of or has interest contact see Nanette.

## OPEN FORUM FOR GUESTS:

- **Marilyn Gollnitz (#1002)** -It's almost Geranium time. She asked Rick to pull the invoice from last year and will meet with Rick this week to place the order but schedule a pickup time in the future, not

right away. She wanted to get the plants ordered as soon as possible but pick them up when ready to.

- **Mary O’Leary (#409)** - Asked for clarification about the repair work Rizzo on the drain line will do in front of the 400 building and the timing/location with the landscaping from Westfield Nursery. Rick confirmed the work from Rizzo will be done before landscaping is done.
- **Mary O’Leary (#409)** - Asked for clarification on a date for the Miller Construction quote for the 400 & 500 building repairs. Rick explained that it depends on the weather when work will actually begin. In addition, Lee explained we had one proposal but just received a second right before the meeting. Neither Rick or the Board has had a change to review it, so no action can be taken yet. It may or may not be Miller Construction completing the repair, it depends on the quotes. No date has been obtained as it must go through the Board and then once approved, we can obtain a start date from the contractor performing the work.
- **Bill Horn (#509)** - Asked for clarification on the work for the 500 building and how that compared to the 400 building. Rick explained the process with the 400 building, the siding was removed, tarped, and the leak was repaired and siding put back up with the 6mm plastic, ½ plywood, and T1-11 wrap with trim all around. Mr. Horn asked if the deck will need to be removed for the repair. Rick answers yes, part of it will be to repair and then it will be put back down again. Rick also noted the 500 building has a wooden deck and was never properly flashed between the deck and wall surface and this is where the leaking has been confirmed. They will need to remove pieces of the deck to get it to the repair area. Replacement of new or existing boards will be dependent on the condition of the boards. Rick would like to consider replacing the wooden decks with composite, but it is pricey.
- **Bill Horn (#509)** - Asked if retired senior citizen owners can apply for the mowing job. Rick answered they cannot have owners doing this work due to insurance.
- **Suan Mapson (#1205)**- Asked if the young person hired for mowing will also be weeding and trimming in front of the units. The answer was yes.
- **Don Laird (#406)**- Asked a question regarding the deck work needed on the 400 building and if that is looking like an August start, or earlier or later? Rick answered that we are at the mercy of the contractors and there has been no firm decision who will do the work as the second proposal has not been looked at yet. The sooner the better, but there is not a set date until the Board approves the proposal so we can be placed on the contractor’s calendar to start.

## **NEXT MEETING:**

- Saturday, May 28th, at 11:00 AM, via GoToMeeting.

## **ADJOURNMENT & EXECUTIVE SESSION:**

- The meeting was adjourned at 11:57 AM with a motion to adjourn from Nanette and Suzanne.
- An Executive Session was not held.

Respectfully submitted,  
Kimberly A. Alonge, Secretary