



RIVERTON COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING AGENDA

Location: 280 Scottsville-West Henrietta Rd. West Henrietta, NY

Date: 10/18/22

Time: Meeting opened at 6:34 by Kyle Cataldo
Kyle called meeting to close at 7:10pm Brandon Seconds

ATTENDANCE

- RCA: Brandon, Kyle, Kelli, Mike, Monica

- WEICHERT:

- GUESTS: Ron – AGT Natale & Associates

ARCHITECTURAL REVIEW BOARD ITEMS

➤ Attendees: Kathy Pomerhn, Kevin Gilligan, Loren Tontarski

➤ Since our last meeting in September the ARB...

- Has researched all violations as requested and reported back with results.

- Has reviewed and approved all submissions for home improvements/changes requested through the Riverton website.

- Has received a weekly list of open violations from the realty company that we can review and follow up with any updates to the status of violations. All transactions are recorded and maintained by Lilac Weichert in the AppFolio app and available for review in that platform.

➤ Please include the following “Did You Know” from your ARB....

According to the Riverton covenants, with the exception of your trash collection day, your trash containers need to be stored where they cannot be seen from the street. This can be in your garage or in a small fenced area at the side of your home. Thanks for your cooperation!!

OPEN ITEMS

TOPIC	DATE OPENED	UPDATES
Riverton Office Painting	4/2022	Some light green color, happening in the next few months, pool area to be painted as well
Mailbox update	4/2022	Inventory Mailboxes and perform rolling upgrades.
	5/2022	We have a map of 72 mailboxes. If your mailbox is in need of repair or Replacement please email RCA@WEICHERTLILAC.COM , or BOD@RIVERTONCOMMUNITY.COM to have added to replacement Plan.
	7/2022	Email sent out to acquire information, a handful of people replied
	8/2022	A list of a couple have been received, start process to replace 1 or 2\
	9/2022	Order 1 to be ready to replace.
2022 Pool Season	4/2022	We have 12 lifeguards, looking for 15+ to expand hrs.
	5/2022	We are up to 14 lifeguards. 15 needed to run 12hrs a day. Jasmine will Manage when we can do lessons/senior hours based on ability to staff. Hours will be limited in early June when high schoolers are in school as Well as late August. Carrie and Jasmine have been monitoring chemicals and water quality. It has been a challenge to stock up on Bromine. Permit is acquired and we are on track to open on time. Painting of building has been done and files have been organized. Pool chairs and concrete were power washed this year New chairs \$125 a piece Heater has been submitted through insurance for repair. Design Pools is Preparing a bid for repair.
	7/2022	Still awaiting response from Design Pools Cost of Bromine keeps increasing
	8/2022	Pool season has been relatively successful. We should have sufficient lifeguard staff to remain open normal hours until the end of the season (labor day). During some hours, one pool may have to remain closed to

	10/2022	<p>accommodate staffing. Several lifeguards have returned to school/college so are no longer available.</p> <p>Can we get pool season numbers? Memberships and finances for this year?</p>
Document Storage	5/2022 7/2022	<p>BOD access to financial documents and organize the old storage</p> <p>Brandon needs to get on his crap. Curt to re-activate link</p>
Workers Comp Audit	5/2022	Curt is working on finalizing documents for workers comp audit
Picnic Tables	5/2022	7 picnic tables have been refurbished and are being placed back out soon. Area at the end of Coneflower has been discussed with owner. Landscapers have been informed to mow around area for picnic table and plan has been made to clean up the rest of the area.
Bridges over Lake Pamela	8/2022	Bridges seem structurally sound but are in need of minor repairs to wood, sanding/painting. Look into bids to have this done this fall or next spring.
Fall Clean-up	8/2022 10/2022	<p>Reach out to Hidden Valley to begin fall cleanup. Can we offer residents free brush dump? Will reach out to TOH and Hidden Valley for cost to do so.</p> <p>TOH Approved use of the brush dump, need to schedule with Hidden Valley?</p>
Office Manager	10/2022	Mike sent examples of what previous descriptions were, use something similar, Brandon/Kyle think bookkeeping skills should be preferred. Salary range \$20/hr range, full time, hybrid remote options, BOD meeting attendance. Job descriptions to be sent to Weichert next week.

NEW ITEMS:

- What does the BOD want the job responsibilities/job description for a full time office person to be? What will the compensation be?

Mike sent examples of what previous descriptions were, use something similar, Brandon/Kyle think bookkeeping skills should be preferred. Salary range \$20/hr range, full time, hybrid remote options.

- Mike having bookkeeping service meet with BOD to discuss services

Meeting went well, board would like to move forward with AGT Natale & Associates

- Delinquencies
- Removing fees for those under a certain amount (ex. under \$40) per email sent to BOD

Board is willing to waive fees if there is proof a mistake has been made by RCA/Weichert, otherwise RCA BOD is not willing to waive fees or interest.