



BOARD OF DIRECTORS

Meeting Agenda

Date		
2/21/2023	Meeting opened by Kyle Cataldo at 6:34pm Kyle Cataldo Called meeting to close at 7:41pm	280 Scottsville-West Henrietta Rd. West Henrietta, NY

Attendance

- RCA: Amber, Kyle, Mike, Monica
- WEICHERT: Curt, Andrea
- GUESTS: (1) Resident – Located at **
***** *** – Discussing his HOA fees & accrued interest fees. (2) Ron – AGT Natalie

Architectural Review Board Items

- No news to report – all members will not be in attendance tonight

Finances

- Ron requested 15 minutes at the beginning of the meeting to review financials

Open Items		
Topic	Date	Update
Mailbox Update	7/2022	Email sent out to acquire information, a handful of people replied
	8/2022	A list of a couple have been received, order 1 or 2.
	9/2022	Order 1 to be ready to replace as a spare
	11/2022	Ordered but not received
	1/2023	Still waiting on delivery (8+ week waiting period)
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.
	1/2023	Contacted Acme to repair, will follow up to get a plan
	02/2023	Planks need replacing – blast paint off, staining boards for both bridges; Board approves of replacing degraded planks on bridges, looking into long-term solution; estimate to refurbish is \$20-\$25K
AGT Natalie	11/2022	Get them set up for reconciliations.
	12/2022	Ron with AGT Natalie joined us to point out potential bookkeeping errors and requests approval to spend additional time investigating and correcting errors. Brandon motions to approve, Kyle Seconds, none oppose.
	1/2023	Ron unable to join this month
	02/2023	Ron discussed remaining accounts he wanted clarified & cleaned up; Would like to speak with auditor coming up; reconciled last 2 months, updated financials from 2021 through June 2021 except cash accounts which are balanced monthly; cash is up to date with current checking account at months end; by end of 2023, will have a comprehensive package of account
2023 Annual Meeting	11/2022	What do we want to change or vote on?
	12/2022	Brandon – re-writing formula for commercial assessment rates so that it is an easily calculated number based off of the detached home rate Brandon's proposal: commercial rate for 2022 is \$79.61/1000sq ft (up from \$78.80 in 2002 according to current covenants) Current Covenants: Non-Residential Structures shall be assessed at <u>the rate of \$78.80 for each 1000 sq. ft. or portion thereof of structure contained in such Non-Residential Structure.</u> Proposed Change: Non-Residential Structures shall be assessed at the rate of 17.4% of detached home assessment rate per 1000 sq. ft. or portion thereof. Annual meeting tentatively scheduled for 3/25/23

	1/2023	Need to hire an ASL Interpreter
	02/2023	Letters for Yearly Meeting prepared, printed & sent out as of 02/27/2023 Amber will contact & confirm ASL interpreter for meeting on 03/25/2023
2023 Pool Season	1/2023	Pool update – Amber has messaged “A TON” of companies. Found one company willing to look into it. Hire lifeguards a little earlier to get ahead on pool maintenance. Contact Carrie to begin hiring early
	02/2023	Need to Hire 3-5 more Lifeguards for swim lessons; Replacing 12 pool chairs to start the season, purchasing qty 6 every season after; Pool heater has been fixed as of Feb 22-24; Northern Comfort will come back out in Spring to fully ensure it is fully fixed

NEW ITEMS

- Spectrum - Darcy (585-***-****) called & upped our internet speed from 100 to 300 & re-bundled our package
 - We went from \$270.30 to \$117.96
- **** * - in Nov 2022, he called RG&E for light poles being out
 - RG&E has not fixed/repaired/replaced - they are having trouble securing parts
 - Town of Henrietta is supposed to be upgrading poles
 - ARB found & reported additional light poles being out - see attached email print out
 - **BOD encourages residents to keep contacting RG&E as RCA does not own the light posts/poles.**
- May Budget:
 - Adobe Acrobat Pro needed for editing PDFs at RCA Office
 - Upgrade Windows - currently using Windows 7 - Microsoft stopped support/updates as of Jan 14, 2020
 - **Purchase a laptop in Spring time and upgrade current machine in office**
- ***** * -
 - Offered to office assistant for 8-12 hours a week. Potential conflict of interest - she's a resident with access to resident's private information & RCA has never had a resident work inside the office
- Found Pool Company for Repair - Northern Comfort Heating & Cooling
 - They sent over an estimate - \$11,490.20 - see attached document
 - We accepted this estimate & repair will begin Feb 23rd
 - **Heater Has Been Fixed**
- Pool Opening & Closing
 - Design Pool will open & close for us this year – We will pay attention to the process and open/close the pools ourselves next year
- Carrie Ribbing
 - Hired as Pool Supervisor
 - Had a meeting with Curt, Chris & Carrie on 02/11 at 9:30AM to discuss opening/closing, pool timelines, tasks, etc.
 - **Would like to hire more lifeguards to ensure coverages over entire season & add lessons**
- RCA Pool Party
 - Created the outline for party
 - Created Budget worksheets for estimated cost & actual cost - see attached documents
 - Would it be inappropriate to ask for volunteers at the Annual Meeting?
- Made contact with KIS of NYS on 01/19 for the interpreter needed for the annual meeting
 - They have my contact information and I will make contact with them the closer we get to the date (following up after BOD meeting)
- Homeowners & Assessment Fees:
 - Several homeowners have complained that they did not receive a notification in the mail regarding their HOA fees, but are receiving statements with accrued interest. I informed them that they probably received notification through their homeowner's portal. Most of them have stated that they never check their portal and would prefer to be notified by mail with a hardcopy. I informed them that we can do that, however, a \$5 fee would be applied to their account to cover the postage cost, as we are trying to pull away from mailing, and only utilizing email/online portal access. Their argument back has been that they should be receiving a courtesy mailer/reminder for their once a year dues/fees.
 - **Solution: start including a reminder of when assessment fees are due, in the monthly newsletter.**
- Ron – Go over financials – see print outs
 - Discuss adding RCA contracting directly with Appfolio – see attached email print out
- There are some trees that are located on RCA common property located behind *** ***** that need to be trimmed. It has been determined by the Town of Henrietta that it is RCA common property. Are we able to send ACMEE to do tree trimming or do we contract this out?
 - **Sending out tree surgeon this spring to determine what trees are diseased in spring time**