

Bristol Harbour Village Association
November 10, 2011
Board of Directors Meeting Minutes

Members Present: Jim Mroczek, Leo Raab, Candace Ryan, Kathy Wydra, Tina Lookup, Bob Pierce, Melanie Eisenberg, Bruce Hunt, and Craig Larson

Kenrick Corporation: Michelle Alvaro and Richard (Dick) Aikens

Others Present: Judi Farrar, Mike Farrar, Mattie Bicknell, Bernice Caprini, Gail Hewson, Dick Johnson, Kristie Braun, Alan Braun, Karol Mroczek, Dave Eldon, and Muriel Coleman and Jay Daniels-Bristol Harbour Resorts

1. **Call to Order:** Jim Mroczek called the meeting to order at 7:15 P.M. There was a meet and greet of the residents and the Board members prior to the meeting.
2. **Opening Remarks:** Jim Mroczek welcomed everyone to tonight's meeting and informed everyone that Privilege of the Floor would be held throughout the meeting.
3. **Reports:**
 - A. **President's Report by Jim Mroczek:**
 1. Jim informed the community that the Board has approved the contract with Kenrick at tonight's working session. He is looking forward to working with the Kenrick staff this upcoming year.
 2. The Board has approved the 2012 Budget. Tina Lookup will provide an update later in the meeting.
 3. Jim addressed the noise issues that been raised in regards to Pickle Ball. Leo Raab and Melanie Eisenberg have agreed to be the Board representatives in this matter and to come up with some recommendations that are agreeable for everyone.
 4. The Board has approved a draft of the 2011 Annual Meeting Minutes. These minutes cannot be distributed until approved by membership at the 2012 Annual Meeting. They will be available for review in the site office by appointment.
 5. Alan Braun requested that Annual Meeting committee reports be included in the Annual Meeting mailing. Jim Mroczek responded.
 - B. **Facilities Committee Updates by Bruce Hunt: Verbal report given. Written Report Attached**
 1. The Facilities has been formed. The members include: Bruce Hunt, Bob Pierce, Leo Raab, Baird Couch, Chet Starowitz, Jeff Lookup and members of the Kenrick staff.
 2. Bruce informed the community that the goal of the facilities team this year is to prioritize projects and still be able to put monies towards the reserve fund.
 3. The road crack filling project was completed this week (except for Harbour Lane and the north end of Andrews Way).
 4. The water line repair by the Community Center has been completed. New water lines have been installed and 6 Hillside Drive has had their water service restored. Next season there will be water to the tennis courts and car wash. The water/sewer department will top soil and seed the area in the spring.
 5. Mike Farrar requested that when projects are scheduled and if any surrounding properties are to get dug up or modified in any way, that there be communication to the residents whose property may be affected by the project.

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6. Dave Eldon asked where all the water was coming from last week down onto Seneca Point Road. It was reported that Paul Lamphier was flushing out the water hydrants.
- C. Finance Report and 2012 Budget by Tina Lookup:
1. The 2012 Budget has been approved as of tonight's working session.
 2. The main goal of the Finance Committee this year is to get together with the Facilities Committee to discuss expenditures in regards to future projects.
 3. The budget does include a \$10.00 increase in the association fees to help fund the deficit that we have in getting all the capital improvements completed that are planned in the reserve study.
 4. The 2012 Budget will be made available to the residents.
 5. Alan Braun inquired if suggestions for cost saving measures for the Village recommended by the AD Hoc Committee would be taken into consideration. Discussion followed. Melanie Eisenberg asked if someone from the past Ad Hoc Committee could provide a summary of the key items that were discussed for the community. Candace Ryan will follow-up.
 6. Alan Braun inquired if recommendations made by the Ad Hoc Committee had an impact on the contract with Kenrick. For example, he wondered if the non-compete clause had been removed. Jim Mroczek responded.
 7. Dave Eldon recalled that Kenrick was selected in the past with the staff in place not just for their experience but also as the low cost provider from analysis that was done. Some of the sub-contracting issues that went on for quite a few years determined that the Kenrick staff was the low cost provider in the areas of lawn maintenance and snow removal. Dick Aikens responded.
- D. Management and Superintendent Reports by Michelle Alvaro and Richard (Dick) Aikens: Verbal report given. Written Report Attached
1. A draft of a Brush Removal Policy has been completed and has been forwarded to the Board for input.
 2. When the maintenance staff trims trees and/or removes brush that overhang mailboxes, light poles, the road, etc. in the future the site office will notify those residents whose property borders these areas.
 3. The future of providing brush removal dumpsters needs to be discussed with the Facilities Committee. The last dumpster was contaminated with household trash, which resulted in a \$103.00 additional charge for removal.
 4. Meyer and McGuire have been reserved for Memorial Day and Labor Day weekends.
 5. The Villager has been completed. Michelle thanked those individuals who submitted articles. The 11" X 17" format idea that was recommended has been considered but for now, the Villager will continue in its current format. Many residents expressed their approval of this month's edition of the Villager.
 6. Jay Daniels from South Bristol Resorts was asked to communicate to Greg Mulhern that when leaf removal is being conducted on the golf course that the leaves should not be blown onto neighboring properties.
 7. The chart of Recreation Center Attendance for 2011 was completed and distributed to the Board.
 8. The road crack filling project was completed. It did not include Medalist Lane and the Golfside Circle parking lots.

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4. Standing Committee Reports:

A. Recreation Committee Report by Melanie Eisenberg: Verbal report given. Written Report Attached

1. The Halloween Party was well attended and prizes were given out for best costumes.
2. The November Neighbor's Night will be held at the Community Center and residents are asked to bring a dish to pass made from their Thanksgiving leftovers. Melanie thanked Michelle for forwarding the Neighbor's Night flyer.
3. The Hat and Mitten Tree has been placed in the Titus Room. Every donation is much appreciated and needed.
4. The Holiday Cookie Exchange will be held at Polly McCarthy's home (5579 Lochcrest Circle) on December 11, 2011.
5. Melanie was thanked for all the work she has done with the Recreation Committee.

B. Environmental Committee Report by Leo Raab: Verbal report given. Written Report Attached

1. Leo congratulated Dick Scott on the job he did as the past Chairman.
2. There is a tentatively scheduled meeting for Monday, November 14, 2011. It will be a closed meeting because Leo Raab wants to get a better understanding of how the Environmental Committee operates
3. 1 application has been approved.
4. A request to review a drainage issue along Andrews Way was received. It is on hold until further responses are received before anything can be started.
5. There was a concern about the appearance of the holding tank (concrete structure covered in stucco) at the Sewage/Water Treatment Plant. Paul Lamphier was contacted and said that it is scheduled to be cleaned, patched and painted in 2012.
6. One resident stated that if EC Applications are submitted to the committee before getting prior approval from their individual associations, then it should be sent back to the individual association for approval.

C. Communication Committee Report by Bob Pierce: Web site Written Report Attached.

1. Bob stated that he would welcome help with the committee. Candace Ryan volunteered to assist with the committee.
2. Wendy Gray, the web site contractor, has raised her fee from \$125.00 per month to \$130.00 per month beginning in November. If another page is added for pictures that would be an additional charge of \$25.00 per month. Michelle Alvaro stated that she would be willing to place pictures on the web site. She already updates the calendar. She would need for someone to show her how to do this. She also stated that the problem with anyone putting up pictures on the web-site in the past was that there had been complaints about consent. We may need written consent forms prior to posting pictures on the web site.
3. Bob has looked into another service to do the web-site. With initial costs, BHVA wouldn't see any possible savings for at least 13 to 14 months.
4. Alan Braun stated that residents used to be able to download pictures directly onto the web-site and that he thought Kenrick was looking into doing the BHVA web-site. Jim Mroczek and Dick Aikens responded.

5. Old Business:

Bernice Caprini-5536 Vardon Drive: Inquired about the work being conducted by the pool at the lodge. Jay Daniels responded they are removing some stone and cleaning out the vents around the pool area.

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6. New Business:

Gail Hewson-9 Spyglass Hill: Expressed a concern that the utilities were not properly marked out prior to the work being completed to repair the water line at the Community Center. Michelle Alvaro responded.

Alan Braun-12 Harbour Drive: Inquired if there was still a wire hanging in the trees on Spyglass Hill. Michelle Alvaro responded that there is one line left and that Dan Stephens is following up on this.

Michelle Eisenberg-5559 Lakewood Trail: Announced that there will be a Recreation Committee meeting on December 3, 2011 to decorate the Community Center for the holidays.

Richard (Dick) Aikens-Kenrick Corporation: Stated he had a discussion with Ron Shubert who said that although developers do not normally provide maps with the offering plan documents because they are subject to change, if there is a map, then it should be made available to the residents in the office. For those interested, a map could be e-mailed to them on contacting the site office. Discussion followed.

Mike Farrar-8 Hillside Drive: He asked Craig Larson what his role will be with the developer. Craig responded that he is going to increase knowledge with the developer and find out what the developer intends for the village. He is also going to try and enhance the relationship between the developer and the homeowners in order to defuse some long term tensions that exist which are counter productive. Discussion followed.

Dick Johnson-11 Cliffside Drive: He was previously informed by the developer that loans did not always show up in the profit and loss statements and that over the years there is a give and take with their corporations. He would like to know how much money is loaned out between the different corporations. Discussion followed.

Mattie Bicknell-4 Spyglass Hill: She asked that with the new system for the meetings, will the minutes include the motions and actions that the Board decides on in the working sessions. Jim Mroczek informed her that all the minutes will be made available to the residents. Discussion followed.

Craig Larson-5583 Lochcrest Circle: He pointed out that the Board Members are volunteers who are responsible to the community for doing what is best for them and that the community has a responsibility to the Board to trust them to make the right decisions for the community. He is worried that if all Board Meetings are made public, it puts the Board on a stage and being observed and it will take much longer to get business done. The Board needs to get projects completed and they cannot do that in only one Board a month. Discussion followed.

7. Meeting Adjourned: The meeting was adjourned at 8:25 P.M.

8. Next Meeting: There is not a Board meeting scheduled for December. Residents will be notified of schedule when it becomes available.

Minutes Approved: January 19, 2012

Michelle Alvaro; Recording Secretary-BHVA Board of Directors

GOALS (from 2011 Management Plan)

<p>Review Bristol Harbour Village Association's repair/maintenance responsibilities and implement preventative measures to maintain the Association's assets as defined by the Declaration and by-laws.</p>	<p>On-Site Manager and Property Manager will review and compile a list of responsibilities as defined in the Declaration and by-laws on a yearly basis and assign maintenance tasks to the Association's maintenance personnel as needed.</p>
<p>Continue to establish a good working relationship between the residents, new residents, construction companies, contractors, the Board of Directors, Kenrick Corporation, Bristol Harbour Resorts ("Developer") and Graywood Properties</p>	<p>The On-Site Manager and/or Property Manager will attend all Board of Director meetings and Homeowner meetings and work in coordination with standing committees to assure that the Association's and resident's needs are met. All formal decisions and approvals that are made by the BHVA Board of Directors at their Board meetings will be documented for public record and Homeowner's review. The Association and the Management Team will continue to meet with a representative of the Developer on a regular basis</p>
<p>Continue to reduce the Association's Insurance "risk" throughout the property to ensure that the Association's policy is with an admitted carrier and to further reduce yearly premiums.</p>	<p>The On-Site Manager, Maintenance Superintendent and Property Manager will inspect the grounds regularly and take measures to keep areas safe as possible. Insurance brokerage firm will conduct annual risk analysis as needed and on-site personnel will implement their recommendations.</p>

PROJECTS (from Board Meetings, Emergencies, or Requests)

<p>Crack filling</p>	<p>An update will be provided at the October 27, 2011 Board Meeting. Staff supervised project.</p>
<p>Water line repair</p>	<p>Will provide an update at the October 27, 2011 Board Meeting. Staff supervised project.</p>

OPERATIONS (from Property Calendar and Staff Job Descriptions)

<p>Property Schedule</p>	<p>Refer to Superintendent's Report.</p>
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SITE ADMINISTRATION:

- This report is the for a two week period from the previous report submitted in October.
- Completed a draft for a policy on bush removal.
- Completed chart on Recreation Center attendance for the summer season.
- The Site Manager compiled the information and prepared the publication of the November 2011 Villager. It was forwarded via e-mail and copies were available for residents to pick up in the site office.
- Discussed with web site contractor placing pictures on the web site.
- Conducted daily inspections of the Community Center.
- Confirmed that Meyer and McGuire will be providing music on Memorial Day and Labor Day weekends.
- Corresponded/met with members of the BHVA Board on a regular basis.

- Continue to update the list of contractors and jobs they perform. This is utilized when residents contact the office. Will prepare a list that will be located on the web site.
- Processed entry cards for residents as needed.
- Continue to refer residents regarding their BHVA fees to the Kenrick main office and to Beth Gates regarding water and sewer charges.
- Reviewed all invoices before they are forwarded to the main office for payment.
- Site Manager completed Management Report and Superintendent completed the Superintendent's Report.
- Attended the October 27, 2011 Board Working Session Meeting. 2 representatives from the Management Company attended this meeting.
- Recorded and transcribed the minutes of the October 27, 2011 Board Working Session Meeting.
- Coordinate all Community Center rentals and assure that paperwork is completed and payments are received.
- Maintain monthly calendar of events and reservations.
- Completed monthly check requests for copier usage payments.
- Assisted residents with making copies and faxing as requested.
- Updated equipment inventory as needed.
- Recorded all monies received from pet registrations, brush removal, faxing, copying, entry cards, etc. The money is forwarded to the main office.
- Cleaned the Community Center as needed.
- Continued with follow-up with contractors regarding insurance certificates. Spent approximately 1 hour working on obtaining certificates this month.
- Reviewed and sent updates for BHVA web site as needed. Updated the calendar as needed.
- The BHVA staff stocks the Community Center with supplies every Friday and maintains the office and Community Center inventory.
- Assisted residents with questions/concerns regarding BHVA.
- Continue to update resident information to assure records are current. This includes forwarding updated information to the Kenrick main office.
- Completed multiple correspondences. This included typing, mailing and e-mailing.
- Forwarded notices regarding events within Bristol Harbour.
- Completed copier count for all entities.
- Purchased supplies as needed for the office and the Community Center.
- Forwarded 1 EC application to the EC committee.
- Completed follow-up with resident to assure that they met the Environmental Committee conditions on their application approval form.
- Assist residents with Environmental Committee process as needed.
- Assisted residents with concerns and problems with the entry card system.
- Met with maintenance personnel on a daily basis.
- Scheduled committee meetings as requested/needed.
- Responded to 232 phone calls/resident concerns/office visits and e-mails.
- Staff is on call 24 hours a day, 7 days a week for emergencies only.
- We assisted 1 resident with entrance to the Fitness Center d/t the fact they forgot to bring there cards.
- Forwarded 1 new homeowner packets.

MAIN OFFICE ADMINISTRATION:

- Dick Aikens is in daily contact with Site Manager.
- Dick Aikens has been on-site on 2 occasions for this reporting period.
- Follow-up with residents regarding fees.
- The site office does not have access to resident accounts.
- Collect and process all monthly and special assessments.
- The Kenrick office is no longer utilizing Condo. Certs. for information needed in regards to real estate closings. The work will be conducted by the main office.
- Maintains all receipts of expenditures.
- Completes payroll.
- Dick Aikens met with representatives of the Board regarding the management contract.

- Dick Aikens prepared a second draft of the 2012 budget.
- Bids out for insurance and maintains all records.
- Processes and make payments for all invoices forwarded to the office. The site office does not pay any of the invoices in office.
- Completes all deposits.
- Follow up with past delinquent accounts.
- Works in coordination with the Treasurer on collection process.

SUPERINTENDENT'S REPORT:

Items listed on report for duties performed by the BHVA maintenance staff.

NEW OWNERS:

David Lefebvre and Maria Ceravalo-5564 Vardon Drive (Lot)

RECREATION REPORT-NOVEMBER 2011

The Recreation Committee, an amazing group of gals, boundlessly energetic, enthusiastic and full of great, innovative ideas, has put together a couple of fantastic Neighbors' Nights - in August, September and October. August found us congregated at the Community Center, entertaining local politicians, most of whom are running for office in South Bristol, and Judge Reed, whose roots are in South Bristol, but who is our Ontario County Surrogate Judge. We enjoyed meeting them and having them fill us in on what's happening in our Town of South Bristol. Everyone had a great time and I'll take this opportunity to say "GET OUT AND VOTE ON ELECTION DAY - NOVEMBER 8." It is not only your civic duty, but a privilege to take full advantage of.

We had a Destination Neighbors' Night September 24th at Heron Hill Tasting Room. It was a great evening - well attended and everyone thoroughly enjoyed themselves, each other and the atmosphere in general. Six folks participated in the Cooking Contest, each using Heron Hill brand wines in their recipes, all fabulously tasty: Sue Larson - pork loin and sweet potato dish; Sharon Allen - decadent cheesecake; Ellie Holtzman - seafood casserole; Ellen Beck - Mushroom Crostini (yes, folks, the Playmate of the Year DOES cook); Barb Hunt - Garden Vegetable Casserole and Jeff Lookup - Onion Dip using Eclipse Wine. Each won a prize; several folks won bottles of wine from drawings done throughout the evening, grand prize winner being Joyce Moretti. Many thanks to all who joined us. Please mark the date for next year; a repeat is definitely in order!

Last weekend saw a great number of us meeting at our Community "Haunted Mansion" for the Annual Halloween celebration. Once again, our fantastic committee met and transformed the Community Center for the event. Ladies, take a bow; you did a super job! So many really terrific, original costume choices, it made the judging super difficult. But, the winners were: Most Original Male: Jim Mroczek; Most Original Female: Dorie Deisenroth as Progressive's Flo; Scariest Male: Mark Moretti as Dracula (most folks cast their votes for "that blood-sucking lawyer - it was a great Dracula); Scariest Female: Sue Hostler (her "accessory" Bentley was priceless!); Funniest Female: Kristie Braun as an adorable Raggedy Ann; Funniest Male: George Isgrigg as his affectionate nickname "Bunny;" and Best Couple: Hugh (John Beck) Hefner and Playmate (Ellen Beck). Bernadette Yasso came within 1 of a perfect score, guessing the number of candies in the jar. She got to keep the candy, but I noticed that Ernie didn't leave her side the rest of the evening. I think he has quite the "sweet tooth." Honestly, every one there should have won a prize - the costumes just keep getting better and better - from Sue Isgrigg's Froggy Mom to Tom Deisenroth's "Face Book," to Bob Hotchkiss' Samurai Man - so many clever costumes! Hope everyone enjoys their Pumpkin Custard. And, we're already planning for "All Hallow's Eve 2012."

Watch for November's Flyer to find out what we have planned for November. A special thanks to my "In-house artist and designer, Bob Eisenberg." Nobody designs them better, honey!

On a final note: In December, we are all so very fortunate to reside in such a multi-talented community. The Finger Lakes Camerata, an extremely talented vocal group, will entertain through the holiday season: Saturday, December 3, Waterloo Elementary School 6:45 - 7:30 pm; Saturday, December 10, Farmington Friends Church at 7:00 pm (I attended that performance last year and, after the concert, we all gathered for the congregation's selection of homemade pies, one just as mouth-watering as the next. I'll be there again this year); Sunday, December 11 at 3:00pm, St. Mary's Church, Main Street, Canandaigua. Another extremely talented group, Finger Lakes Chorale will hold concerts Saturday, December 17 @ 7:00 p.m. and Sunday, December 18 @ 3:00 pm, both at St. John's Episcopal Church. All concerts are free, but donations are welcomed, and very much deserved. What an enjoyable way to spend an evening. It just doesn't get any better than this. Both groups are directed by the talented Dennis Maxfield. See Kristie Braun for more details.

BHVA Web site Report October 1 - October 31, 2011

Cumulative Summary

Month 2010		Number of visits	Pages	Month 2011		Number of visits	Pages
Jan 2010	176	530	1376	Jan 2011	249	585	1275
Feb 2010	124	328	1124	Feb 2011	163	409	884
Mar 2010	175	409	1447	Mar 2011	223	617	1611
Apr 2010	143	428	1602	Apr 2011	236	562	1153
May 2010	154	374	1029	May 2011	231	605	1289
June 2010	157	379	1332	June 2011	217	539	944
July 2010	152	319	1032	July 2011	233	505	1107
August 2010	123	250	897	August 2011	230	516	1121
Sept. 2010	151	310	863	Sept. 2011	275	586	1184
Oct. 2010	182	302	932	Oct. 2011	282	606	1294
Nov. 2010	236	451	1105				
Dec. 2010	148	345	930				

Pages most visited for this time period (other than the main or home page): Meeting Documents, Board Members, Committees, Calendar, Associations, Rules and Regulations, The Villager, FAQ .

Duration of visit:

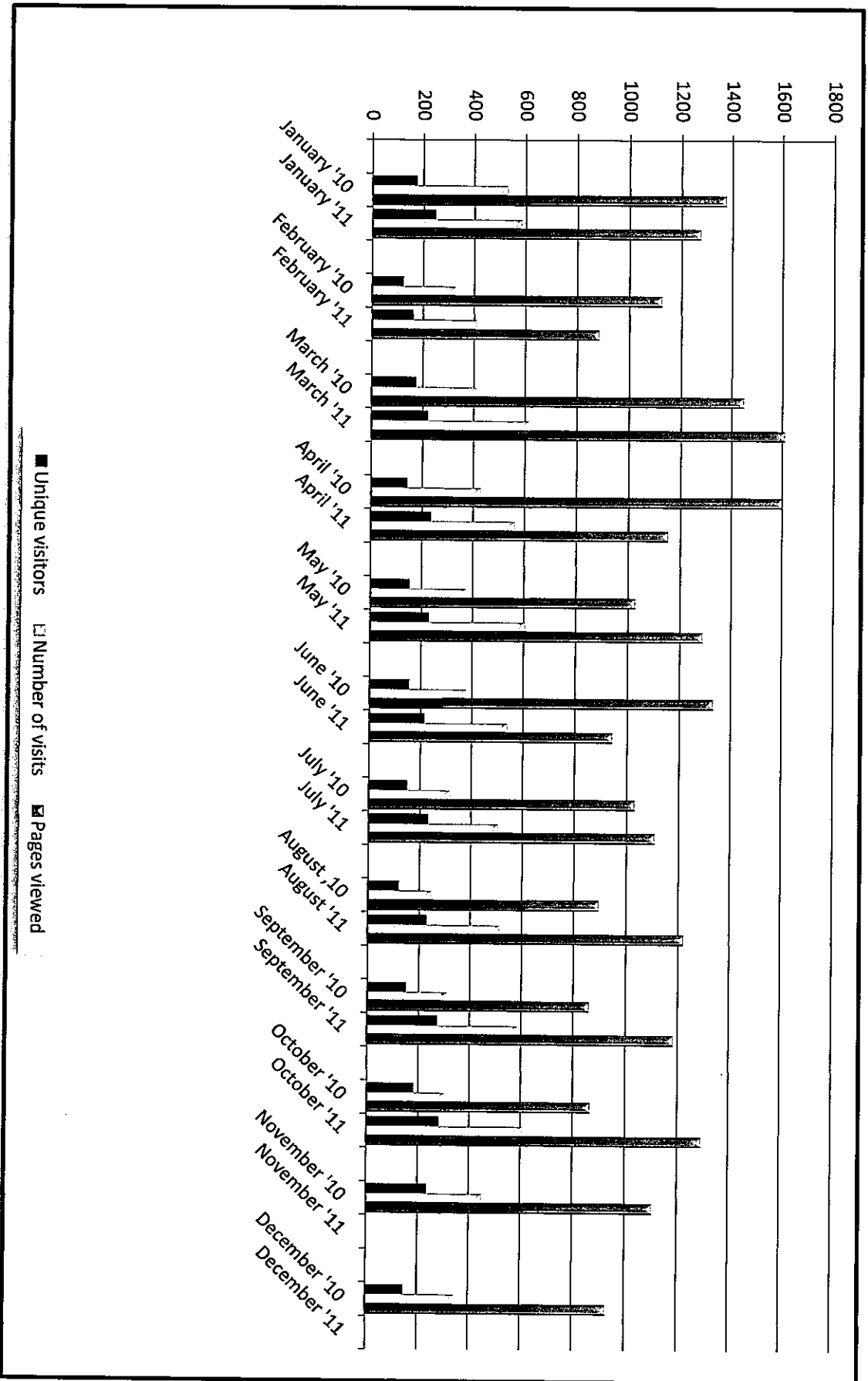
October Visit Durations		
Number of visits:	Number of visits	Percent
0s-30s	450	74.2%
30s-2mn	86	14.1%
2mn-5mn	37	6.1%
5mn-15mn	17	2.8%
15mn-30mn	6	0.9%
30mn-1h	8	1.3%
1h+	2	0.3%

Method of access: Most users now access the site directly from a direct address (they type it in the address box) which is now at 89.4%, an email link or a shortcut (either on their local machine or a Bookmark or Favorite), at 6.1%, and 4.4% access the BHVA web site using links from an external page other than a search engine, such as Internet Explorer, FireFox, Safari, etc. Interestingly, there were 26 hits from Android users (a digital device that is Internet capable, but is using the Android operating system instead of the Windows or Palm operating system)



Cumulative Analysis and Comparison Chart for 2010 - 2011

P.O. Box 215
Canandaigua, New York 14424
585.820.4968



Environmental Committee Meeting

Saturday, 10/29/2011

Attendees: Mary Murphy, Dave Allen, Melanie Eisenberg and Leo Raab

The following issues were discussed:

Future meeting schedule:

It was decided to continue with the Monday prior to the BHVA Board meeting schedule. Meetings will be called only in the event there is a need to review pending applications or at the discretion of the BHVA Environmental Chairman. It may be necessary to rotate the responsibility of the Committee Chairman during the winter months due to vacation schedules.

Pending application 11-53:

A vote to reject the application was---5 NO and 1 absent
Reasons sited---Comply with Andrews way Offering plan and BHVA Environmental Guide lines to replace windows with color of existing windows.

Excessive tree trimming on BHVA property:

Application for this work will be reviewed and letter of concern will be prepared for approval of the EVC. This will be sent to the residents of Harbour Lane.

Routine Brush removal and tree trimming done by maintenance personnel:

It will be requested that when trimming or branch removal is to be conducted adjacent to residential property that the residents be notified 1 to 2 days in advance.

Andrews Way wet backyard issue:

Meeting will be scheduled with BHVA Facilities and Environmental Chairmen and the President of Andrews Way Association to gather more details of the problem.

Appearance of the concrete water holding tank structure at water treatment plant:

This is a concrete structure which is covered in a stucco material. It is scheduled to be cleaned patched and painted every two years. It is scheduled for 2012.

Environmental Committee Chairman

LJ Raab

BRISTOL HARBOUR VILLAGE ASSOCIATION
FACILITIES COMMITTEE REPORT
11/10/11

Submitted By: Bruce H. Hunt, and Facilities Team (Michelle, Dan and Andy)

Community Center – Monthly inspection has been completed and copies are available.

The NEW Facilities Team:

Bruce Hunt
Bob Pierce
Baird Couch
Chet Starowitz
Jeff Lookup
Leo Raab
Dick Aikens – Kenrick
Dan Stephens – Kenrick
Michelle Alvaro – Kenrick

Projects

- Capital Reserve Study – DONE – Reviewing with BHVA Finance Committee
- **Maintenance Facility** – Ready to create team to investigate opportunities.
- Dock Carpet – DONE
- Elevator Panels – DONE
- Security Cameras in Recycling Center - DONE
- Sink hole repair on Spyglass – DONE
- **Cliffside Bridge Repairs** – Engineering study underway
- **Community Roads** – hot crack filling – DONE
- **Water line break** behind Community Center – Kenrick assisting with engineering study – SBR scheduling repair

Projects pending funding for 2012

- Purchase/Install Emergency Generator for Clubhouse - \$9,500
- Pave Andrews Way – North - \$20,000
- Pave Harbour Lane - \$47,000
- Complete recommended repairs to Cliffside Bridge - \$20,000
- Misc. Storm Sewer Catch basin Repairs - \$5,000
- Tennis Courts patch and color coat - \$10,500
- Tennis Court – West – new fence (possible pickle ball noise deterrent) - \$15,000
- Add rip rap to Bristol Harbour Blvd. Drainage Swale – \$18,000
- Drainage Study Cliffside Drive - \$8,700
- New Maintenance Facility – To Be Determined

Request to Home Owners – if you notice something not right at the center call Michelle immediately. We can't fix or address what we don't know about.

BHVA SUPERINTENDENT'S REPORT-NOVEMBER 2011

Maintenance Tasks

1. Stored benches and picnic tables for the season.
2. Removed and stored tennis nets for the season.
3. Removed and stored playground equipment for the season.
4. Removed and stored flags for the season.
5. Supervised Crack filling project and water line repair.
6. Coordinated brush roll-off that was delivered on October 24, 2011 and removed on November 3, 2011.
7. Continued repair and staining of mailbox posts. This included contraction of new mailbox bases.
8. Check the operation of elevator, base of elevator; assure the sump pump and elevator phones are in working order on a daily basis.
9. Began mapping street lights and meters.
10. Emptied dog stations and trash cans 2 times a week.
11. Checked/cleaned Recycling Center and swept and broke down cardboard as needed daily.
12. Checked street lights, Community Center lighting, beach stair lighting and replaced light bulbs/conducted repairs as needed.
13. Cleaned and checked road sides, ditches, intersections, parking lots, and drains as needed.
14. Cleaned the barn and shop as needed.
15. Purchased supplies as needed.
16. Posted information on bulletin boards as requested.
17. Conducted maintenance checks on roadside drain covers.
18. Continue to check Harbour Lane drains. No smell detected.
19. Delivered resident correspondence as needed.
20. Conducted maintenance checks, completed washing, completed minor repairs, inspections, oil/fluid changes as needed, and greasing as needed on all vehicles and equipment.
21. Conducted maintenance on salter and plows in preparation of the winter season.
22. Assisted Site Manager with resident requests/concerns as needed and follow up with service requests as required.
23. Cleaned and raked the beach daily and removed debris from sluiceway as needed.
24. Picked up roadside brush as requested by residents.
25. Removed fallen debris after high winds.
26. Painted base of elevator.
27. Began painting the bases of the light poles.
28. Blow off roads, intersections and parking lots on a weekly basis. Tennis courts will be done as needed.
29. Completed ongoing maintenance which includes, removal of leaves, which is a priority, lawn mowing as needed, weeding, trimming of bushes and/or trees in the common areas (which include the nature trails, the steps to the beach and the roadsides), cleaning of nature trails, and removal of shale as needed.
30. Cleaned fire pits as needed.
31. Met with Site Manager on a daily basis.
32. Staff is on call, 24 hours a day, 7 days a week for emergencies only.
33. Continue to work on projects in coordination with the Property Schedule and Project List.