

**Bristol Harbour Village Association
December 2, 2010
Board Meeting Minutes**

Members Present: Melanie Eisenberg, Candace Ryan, Bruce Hunt, Kathy Wydra, Jim Mroczek-by teleconferencing, Dick Scott-by teleconferencing and Bob Pierce.

Excused: Ellen Monagan and Mark Moretti

Others Present: Gail Hewson, Kathy Scott, Barbara Welch-Town of South Bristol Board, Greg Mulhern-Bristol Harbour Resorts, Chet Starowitz, Kristie Braun, Alan Braun, Leo Raab, Richard Booth, Bob Eisenberg, John Constance, Michelle Alvaro and Dick Aikens

1. Call to order: Meeting was called to order at 7:05 pm

2. Opening Remarks:

Candace Ryan provided the following opening remarks:

- Welcomed everyone to tonight's meeting.
- Condolences go out to Bill Coleman's family. Bill Coleman passed away yesterday and will be sadly missed in the community.
- Thanked the Kenrick staff for mailing out the 2011 budget to all the residents. If residents have questions they can contact any Board member or the managing agent. Also included in the mailing was the automatic payment option to pay HOA fees.
- 2011 is going to be a busy year especially for the Board. The Board is going to begin outreaching to the community via the web site and surveys to get a sense of what the Board is doing well and areas where there could be improvement.
- We are currently in the fifth year of the current contract with Kenrick who has done an excellent job of servicing the community thus far and we pride ourselves with the level of service we get. As we begin the New Year, Kenrick should do an article for the Villager outlining who the Kenrick staff is, what they do, and what their roles are. It is important for the residents to know the current system in place and our relationship with the managing agent and underscore the level of service we have.
- Continues to follow-up with information received from the Community Association Institute. During this research, Candace is reviewing the proper process to follow in regards to potentially renewing a contract and the bidding out process that should be followed in regards to contracting with a managing agent. An ad-hoc committee will be formalized that will include community members. The committee will outline the specifications and services that the managing agent should provide that also meet the needs of the community. Anyone who is interested in serving on the committee should contact Candace.

Privilege of the Floor will open for questions for a maximum of 15 minutes. After the time allotted, the floor will close until 'New Business' at the end of the meeting. At this time, the Board will take questions that pertain to this meeting. There is no visitor participation during the meeting. Privilege of the Floor will be re-opened at the end of the meeting.

- Richard Booth-11 Andrews Way: Richard requested that in honor of Bill Coleman-who was a past recipient of the Citizen of the Year award, that the flag be lowered to half staff for one week. Discussion followed. It was determined that BHVA could not legally

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lower the flag and it was suggested that an award be named in his honor, possibly the Fishing Derby award.

- John Constance- 5 Spyglass Hill: Inquired how salaries and benefits outlined in the 2011 budget are paid. Dick Aikens responded that these amounts are not included in the fees because sales tax would apply. Therefore; the salaries and benefits are billed back to the association every two weeks.
- Bob Eisenberg-5559 Lakewood Trail: Read a statement to the Board in regards to proposed construction on Lakewood Trail. There has been a great deal of discussion and at times the topic has become a volatile, divisive issue regarding the proposed construction of a home on Lakewood Trail. Bob's intention is to share his thoughts and present some other sides of the discussion which have taken place and perhaps to balance lobbying efforts that are likely taking place currently. Bob stated that his comments directly address the issue of value and quality. Bob is not opposed to the building of new homes, but wants to make sure that homes continue to be built to the current standards that are in place and as previously built. These standards are what distinguish Bristol Harbour from other developments. While the quality of workmanship and craftsmanship in the homes being built by the current builder is good, there are questions regarding what cannot be seen which are a true measurement of the value and this is what we need to be concerned about. By not building homes to these standards, we could be affecting home values as well as our future equity that we may never get back. Do we, BHVA and its residents, have the right and duty to protect the value of the community and property within the village and will we expect and require equivalency in construction practices comparable to surrounding homes within each neighborhood? The distinction between a builder and developer is that a developer is a partner in the community and usually has a plan and maybe a vision of what that community will be in the long term and does not see these beliefs as being transferable to a builder. Bob believes that the only thing we owe the builder, if we owe anything, is to be reasonable in our expectations and it is extremely reasonable to expect that homes constructed will have the same characteristics and value that were typical when the building lots were transferred and which distinguish Bristol Harbour from other developments. In closing Bob made reference to the last paragraph of Article 14, section 7 of the Declaration which states the Association shall take into consideration the best interests of the Homeowners and residents of the property for the purpose of preserving and maintaining the property as a high quality community.
- Michelle Alvaro: Read the following on behalf of Bernie Caprini who was unable to attend tonight's meeting.

I do not think the statements attributed to me in the September 23rd, 2010 BHVA minutes under Privilege of the Floor were made by me. They were relative to a vandalism report and my response to it. Actually, for clarification, I do not recommend calling the police unless it appears to be a criminal act and I am totally against camera's in the recreation area. I would appreciate it if you would note in the 12/2/10 minutes that I have submitted this notice. Thank you, Bernie Caprini.

4. **Approval of October 28, 2010 Board Meeting Minutes:**
Motion for approval of the October 28, 2010 Board Meeting Minutes by Bob Pierce, seconded by Melanie Eisenberg, motion carried.

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Approval of October 23, 2010 Organizational Meeting Minutes:

Motion for approval of the October 23, 2010 Organizational Meeting Minutes by Kathy Wydra, seconded by Bob Pierce, motion carried.

5. Reports:

Bristol Harbour Resorts/Steering Committee Report-By Mark Moretti:

Candace Ryan provided an overview of the following from the Steering Committee Report submitted by Mark Moretti:

- Mark has spoken with Mary Jo Korona who is representing the Town in our tax assessment proceeding (to reduce BHVA's tax liability on the Community Center) and she has stated that she is reviewing the cases we cited and will be meeting with the Town Assessor. She expects to be back in touch with us by mid-December to see whether a settlement is possible.
- Mark has been in contact with the Town in regards to their due diligence to follow through on their review of the sewer rates.
- Mark has been working with Greg Mulhern on the following: maintenance/barn construction, drainage issues on lakeside which could be in reference to the Lakewood Trail drainage issue. A meeting with Bristol Harbour Resorts, Lakewood Trail Residents and EC members will be scheduled. Regarding the clean-up of Hillside Drive that was dug up due to a water main break, communications continue, with hope that it will be resolved soon. Residents should contact Greg Mulhern with concerns they have with the water main break issues. Options for carpet on the swim platform are being researched. There was also discussion around the entity responsible for paying the installation. In regards to the bathrooms, removable cabinets and pictures will be installed; and the dissatisfaction with the docks and board replacement was discussed and that this will be addressed next season.

Motion for approval of the Steering Committee Report by Kathy Wydra, seconded by Bruce Hunt, motion carried.

Bristol Harbour Resorts-By Greg Mulhern:

Greg Mulhern did not have anything to add at this time and wished everyone a happy holiday.

Chet Starowitz-5547 Vardon Drive: Brought up for discussion to install a snow fence along the golf course. This fence did help the driving conditions up Seneca Point Road years ago when the fences was installed. Discussion followed. The Facilities Committee will follow-up.

Property's Manager's/Site Manager's Report-By Jay Adams:

The Manager's Report and Superintendent's Report were forwarded to the Board. Michelle also thanked the Board members for meeting with her on an individual basis.

6. Standing Committee Reports:

Environmental Committee (EC) Report- By Dick Scott:

Dick Scott provided an overview of the following:

- The EC met via teleconferencing in November.
- An application for the installation of a picture window was reviewed and approved.

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- The EC reaffirmed gaining remediation for the removal of trees on a property on Spyglass Hill. A letter will be issued outlining a fine and a remediation plan.
- A resident on Cliffside Drive participated on the conference call in regards to tree removal on Cliffside Drive and had concerns about the process. The Cliffside Condominiums maintain the cliff side foliage and tree trimming and have done this for years. It is part of the condominium budget and an arborist is hired to manage the trees on the cliff. Because the process has been in place for years, the EC agreed that they will not interject themselves into the condominium process at this time.
- A letter will be forwarded to residents if it is determined that they have used a contractor who does not have the required insurance on file in the main office. This letter is to be used as part of the EC approval process.

Motion for approval of the Environmental Committee Report by Dick Scott, seconded by Bruce Hunt, motion carried.

Facilities and Maintenance Committee Report-By Bruce Hunt:

Bruce Hunt provided an overview of the following:

- Bruce complimented the staff on how good the property looks.
- Security camera bids have been received. These will be reviewed and a formal proposal will be presented to the Board.
- Will be working with Mark Moretti and Greg Mulhern on carpeting for the sun docks.
- A new maintenance facility is a priority and we need to get started on the project. The current lease expires at the end of December. We are in the process of renegotiating a new lease. Discussion followed.
- The Board, during the budget process, approved to have a formal maintenance/capital reserve study. It is becoming a requirement by lending companies that this study be completed. It is a tool BHVA can use in its budget process. The study is a budget planning tool which identifies the current status of the reserve fund balance as well as a stable and equitable funding plan to offset anticipated future major common area expenditures. Will work with Condominium Associations to see if we can leverage lower costs of the study. It is anticipated that the study will be done in February.
- Projects identifies include: roadways, the Cliffside Drive expansion joints; elevator walkway painting; tennis court fence repair and drainage, etc.

Motion for approval of Facilities and Maintenance Report by Bob Pierce, seconded by Candace Ryan, motion carried.

Recreation Committee Report-By Melanie Eisenberg:

Melanie Eisenberg provided an overview of the following:

- The Halloween party held on Saturday, October 30, 2010 at the Community Center was a success.
- The November Neighbor's Night held at Ted and Gina Russell's home was well attended.
- The Recreation Committee decorated the Community Center for the holidays.
- Many donations have been made to the hat and mitten tree. These donations will be given to those less fortunate. Shelly Gerstner will be delivering these to the Naples School District.
- On December 11th and 12th the Cammarata is performing; Saturday in Farmington and Sunday in Auburn.

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- The Finger Lakes Chorale is performing on December 18th and 19th. A number of our residents are part of this group and will be performing.
- The euchre club that was newly formed will be meeting the second Friday of every month.
- A new craft club is starting up and will be meeting in the evening on the first Tuesday of every month.
- On December 12, 2010 a cookie exchange will be held at the Community Center. Right afterwards the group will be caroling around the village.
- There will not be a Neighbor's Night in December.
- The January Neighbor's Night will be held at the Life Path Spa.
- The February Neighbor's Night will be held at Dave and Sharon Allen's home-46 Cliffside Drive.
- On February 12th there will be a Red Hot Lover's Chili Cook-off held at the Community Center and it will begin at 5:30 pm.
- The March Neighbor's Night will be an "Irish Night" and will be held at the Community Center.
- The BCYC is hosting its annual holiday party on December 4th.

Motion for approval of Recreation Committee Report by Melanie Eisenberg, seconded by Kathy Wydra, motion carried.

Treasurer's Report-By Jim Mroczek:

Jim Mroczek provided an overview of the following:

- It was too soon for a reconciled financial report for November and Jim had requested trending information from Jay Adams. There are no variances from the trends reported in October and continue through November. We continue to have a surplus in the budget, our income is good, our accounts payable is at \$0.00 which is due in part to the management of the Kenrick Corporation and accounts receivables are approximately what they were as reported in November.
- There were three recommendations outlined in his report to the Board and one of the recommendations Jim stated that he would like to postpone until there is an opportunity to sit down and talk with Jay. This recommendation was in regards into a monthly review and analysis in the variance of income and expenses.
- The first recommendation is the establishment of a Finance Committee that would be chaired by the Treasurer and would include members of the Board and the community. The purpose of the committee would be to review financial policies and make recommendations to the Board. Included in the policy review would be the annual budget, audit, major purchase, etc.
- The second recommendation is for the Board to approve a payment of \$10,000.00 to the CNB line of credit which would bring the outstanding balance down to \$10,000.00 by the end of the year. Discussion followed.

Motion for approval to establish a finance committee to be chaired by the Treasurer and including members of the Board and community with a purpose of reviewing financial policies and making recommendations to the Board by Jim Mroczek, seconded by Bob Pierce, motion carried.

Motion to authorize a \$10,000.00 payment to the CNB line of credit by the end of the year by Jim Mroczek, seconded by Bruce Hunt, motion carried.

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7. Special Committee Reports:

Town Board/Planning Board/Zoning Board-By Ellen Monagan:

Candace Ryan provided an overview of the following from the Town Report submitted by Ellen Monagan:

- The Town Assessor is proceeding with the 2011 re-evaluation. The state is requiring a four year assessment plan and assessments will be done year one and year four.
- The dog licensing law was adopted.
- Supervisor Marshall went on record stating that the Town Board is officially beginning the process of reviewing Bristol Harbour's sewer rates. The Town will do this review every five years beginning November 8, 2010.
- The 2011 budget was approved. The town has zero debt and the tax rate of \$.67 per \$1,000.00 will remain the same.

Motion for approval of the Town Board/Planning Board/Zoning Board Report by Kathy Wydra, seconded by Bruce Hunt, motion carried.

Communications Committee-By Bob Pierce:

Bob continues to focus on the web site and has met with Wendy Blackstone the web site contractor. Wendy has contacted the search engines regarding the error (404) that appears when Google and other search engines are utilized. Still reviewing how to make the web site more user friendly.

Dick Aikens informed the Board that Kenrick Corporation is currently working with a company that might enable BHVA to have a free web site. More information to follow.

The Board will continue to a month to month contract with Wendy at this time.

Melanie Eisenberg stated that she has had difficulty using the program Condo. Certs. that is utilized to gather information needed for real estate closings. Discussion followed and Dick Aikens will follow up with Melanie.

Motion for approval of the Communications Committee Report by Bruce Hunt, seconded by Kathy Wydra, motion carried.

8. Old Business:

Revised Community Center Rules and Regulations: A committee met to review and make revisions to the current document which was circulated to the Board for review. The new document will be posted on the web site.

Motion for approval of the Revised Community Center rules and Regulations by Candace Ryan, seconded by Kathy Wydra, motion carried.

New Business:

- Leo Raab-5559 Vardon Drive: Requested that the Board think about purchasing an extension chute for the wood chipper. He was on the Board when purchase of this equipment was approved (September 23, 2010) and after review this probably should have been purchased along with the initial equipment.

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Leo inquired about the reserve study to be completed. He is concerned about how this will benefit the community and about projecting costs. The Board should review all projects and costs before proceeding with them. He also inquired as to what the cost is to the complete this study and who would complete it. Bruce Hunt responded that the cost would be approximately \$2,800.00 to \$3,200.00. Engineering firms are usually hired to conduct these studies. Bruce Hunt and Dick Aikens both clarified to Leo that the need for the reserve study is being recommended by most managing agents and is being driven by the reality that banks are beginning to require such documentation when they are considering loans for properties in HOA communities.

- Barb Welch-Town of South Bristol Board: Reminded residents that the vote on the Naples Central School District Capital Improvement Project will be held on Tuesday, December 7, 2010. Michelle will forward a reminder to the residents.
- Greg Mulhern-Bristol Harbour Resorts: Informed residents that there are cross country trails on the golf course and residents are welcome to use them. Skis are available at the lodge for rental. Hiking trails have also been installed and a map is available.

10. Motion to Adjourn:

Motion for adjournment by Bruce Hunt, seconded by Melanie Eisenberg, motion carried.

11. Next Meeting:

January 27, 2011 at 7:00 p.m. at the Community Center.

Minutes Approved-January 27, 2011

Michelle Alvaro; Recording Secretary-BHVA Board of Directors