

Bristol Harbour Village Association

July 22, 2010

Board Meeting Minutes

Members Present: Richard Booth, Melanie Eisenberg, Leo Raab, Richard (Dick) Scott, Bruce Hunt, Kathy Wydra and Mark Moretti.

Excused: Candace Ryan and Ellen Monagan

Others Present: Jay Adams, Michelle Alvaro, Mattie Bicknell, Bob Symon, Don Titus, Lois Titus, Alan Braun, Kristie Braun, Bernie Caprini and Kathy Scott

1. Call to order: Meeting was called to order at 7:11 pm

2. Opening Remarks:

- Richard Booth provided the following:
 - BHVA has a new Administrative Assistant, Caitlin Rahm. She just graduated from Stonybrook College and spent 6 months in London. She graduated with a degree in history and a minor in marine sciences. One day, she hopes to get her PHD in Mythological Anthropology and Marine Archeology.
 - The Golfside Circle project is almost complete.
 - Pickle Ball is in progress with many residents participating. Classes are being held for residents who want to learn to play the sport.
 - The Nominating Committee will be holding its last meeting on Saturday, July 24, 2010 and conducting the final candidate interviews. Nominations for the Board closed on July 10, 2010.

3. Privilege of the Floor: Privilege of the Floor will open for questions for 10 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.

- Alan Braun-12 Harbour Lane: Stated that he was thankful that water was turned on the beach prior to the July 4th holiday. He recommended that a sign be placed near the elevator button stating that individuals wash their feet before entering the elevator. The current sign in the bulletin board is covered up and cannot be easily seen.
- Bernie Caprini-5536 Vardon Drive: Commented that she thought Golfside Circle looked great.
- Kathy Scott-50 Cliffside Drive: Stated that she thought the Golfside Circle was well organized and that there was plenty of communication in regards to the project.
- Dick Scott-50 Cliffside Drive: Inquired if there were any problems discovered with the roads, parking lot and recycling center pad during the construction. Leo Raab responded. Leo also stated that the engineer was on site almost every day and thanked Paul Parrone (Parrone Engineering) for his assistance. He also note that the company does do work on residential properties as well as commercial properties.

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4. Approval of June 24, 2010 Board Meeting Minutes:

Motion for approval of the June 24, 2010 Board Meeting Minutes by Leo Raab, seconded by Kathy Wydra, motion carried.

5. Reports:

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

Mark Moretti provided an overview of the following:

- Regarding the assessment issue a judicial (tax) petition will be submitted on Friday, July 23, 2010 on the Town of South Bristol Tax Assessor.
- Mark has had several discussions with Greg Muller regarding the condition of the marina bathrooms. Most of the complaints are in regards to the function of the bathrooms. Mark stated that Greg Muller believes that once the floors and motion lights are installed, the project is complete. Mark has asked Greg to reconsider what he determines the bathrooms to be finished. Some extra effort and possibly sprucing up the bathrooms is needed. Discussion followed. Mark will follow-up with Greg Muller regarding the condition of the bathrooms. Richard Booth offered to speak with Doug Weans if need be.
- Leo Raab asked Mark if the Town of South Bristol could be petitioned as to tax breaks for residents who have private roads and do not require any town service. Discussion followed.

Motion for approval of Bristol Harbour Resorts/Steering Committee Report by Mark Moretti, seconded by Leo Raab, motion carried.

Property's Manager's/Site Manager's Report-By Michelle Alvaro:

- The Manager's Report and the Superintendent's Report were handed out to the Board members.
- Michelle Alvaro stated that she will be on vacation beginning July 30, 2010 until August 9, 2010.

Bristol Harbour Resorts-By Greg Mulhern:

- Greg Mulhern Could not attend tonight's meeting. Michelle Alvaro reported that Bristol Harbour Resorts is scheduled to tile one bathroom this week and the second bathroom next week. One bathroom will be shut down during this process.

6. Standing Committee Reports:

Environmental Committee (EC) Report- By Richard (Dick) Scott:

Dick Scott provided an overview of the following:

- A draft of the July 19, 2010 EC minutes were given to the Board and the 2 applications were reviewed.
- There was a great deal of focus at the EC meeting on the proposed home construction on Lakewood Trail. Concerns were raised by the residents of Lakewood Trail as it pertains to drainage, materials being used, ceilings, etc. Lakewood Trail residents will be able to discuss with representatives from Gray wood their concerns relating to home construction at the August 16, 2010 EC meeting.

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- A policy on EC fines and violations were given to the Board for review and input. The following was reviewed:

VIOLATION FREQUENCY	FINES and PENALTIES	ADDITIONAL REQUIREMENTS
1 ST	Up to \$100 plus costs	<ul style="list-style-type: none"> • Stop work immediately on the change or alteration causing the Violation. • An appeal may be made in person at the subsequent EC meeting. • Submit a proper EC Application. • If the follow-on application is rejected, then violator shall perform remedial work as required by the EC to restore affected area to pre-violation condition.
2 nd	Up to \$250 plus costs	As above
3 rd or more	Up to \$500 plus costs Plus Suspension of HVAC privileges and access to facilities for a period of 1 yr	As above

Motion for approval of the schedule of fines by Dick Scott, seconded by Kathy Wydra, motion carried.

- Discussion followed.
- There were concerns raised that residents would just pay the fines because it would be intentionally cost effective than to stop the project and find a properly insured contractor. There needs to be more distinction between a resident who makes an oversight than a resident who chooses to pay a fine because it is more economically feasible. We need to discourage residents from intentional conduct to save money.
- Also discussed was publishing names of violators, but this could put HVAC in more jeopardy of creating problems within the village.
- Leo Raab has larger concern that the current rules and regulations and EC documents are difficult to comprehend. He feels they are a burden to residents to try and figure out what they can and cannot do in the village and what they need to do to get approvals for projects, i.e. insurance, approved contractors, etc. They need to be simplified and updated. Leo is willing to work on simplifying the documents.
- The level of projects needs to be reviewed. Projects as they pertain to what residents need to do to maintain their homes/property i.e. driveway sealing, washing windows, etc. needs to be distinguished from larger projects that impact the property i.e. additions to homes, installation of driveways, etc. The current process is used for all projects.
- A one page document on what needs to be approved by the Environmental Committee and what requires an EC application could be developed.

Motion to withdraw the previous motion for approval of the schedule of fines by Dick Scott.

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

Facilities and Maintenance Committee Report-By Leo Raab:

Leo Raab provided an overview of the following:

- The road project is in its final stages. A few items need to be completed. Leo will be reviewing the final costs with Paul Parrone (Parrone Engineering) to determine what the total costs of the project will be.
- Lower Spyglass Hill will be repaired by Re-Surface (Road contractor). This area needs repair because it had to be accessed by the water company to repair a water leak. The cost for this repair will be paid by Bristol Harbour Resorts.
- A projected future project list will be presented at the August Board meeting. Some of the items to be included will be road maintenance and repair and drainage improvements.
- Review of Community Center projects has started. The projects reviewed were the installation of a patio in the back of the building, improvements to the stairway leading from the porch to the lower level and the installation of a sound system. Projects need to be reviewed based on need, costs, and impact on the Community Center and its use. This was the required criteria asked for by Leo for all proposed projects. Has not received input about the other proposed projects.
- A request for a stand by generator was submitted for review. It has validity for need because it could be used in emergencies by residents and could serve the community well. It would provide heat, air conditioning, hot water, a kitchen, keep offices functioning, etc. It has been used as a gathering point in the past for emergencies. Leo will be meeting with the contractor to get more specifics on the unit.
- Michelle Alvaro and Richard Booth have been working on obtaining the plaques for the Community Center. They will be in place by the annual meeting. They will be placed in the foyer. Paver stones that have been requested by residents have been ordered.
- Leo is waiting to hear back from Greg Mulhern about possible locations for a new barn. Richard Booth has offered to follow-up with Doug Weins. The current barn lease we have with the current owner is up for renewal on December 31, 2010. Because of recent new barn discussions, we may have to go with a month to month lease with the current landlord. During very preliminary discussions, if we were to renew the lease, there would be more requested of our maintenance staff to do more work on the barns and property. The barns are deteriorating and the owner is not willing to date to make repairs. Michelle has done a cost analysis of barn costs that she will make available for Leo.
- There is an area on Lower Spyglass Hill that will need attention due to the fact the area tends to wash out during rainstorms. The maintenance staff will follow-up.
- A draft of revisions to the Community Center rules and Regulations were distributed to the Board for review/input. They will be an agenda item for approval at the August Board meeting.

Motion for approval of Facilities and Maintenance report by Leo Raab, seconded by Dick Scott, motion carried.

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Recreation Committee Report-By Melanie Eisenberg:

Melanie Eisenberg provided an overview of the following:

- Neighbor's Nights continue to be a success and there was a large turn out at the last event held at John and Ellen Beck's home.
- The July Neighbor's Night will be held at Jan and Chet Starowitz's home. If it rains the event will be moved to the Community Center.
- The August 28, 2010 Neighbor's Night will be held at Wayne and Karen Chanler's home.
- Melanie announced an open invitation to residents to attend an informational meeting on Friday, August 20, 2010 to talk about future recreation projects, parties, events, etc. and to possibly recruit volunteers for the recreation committee.
- Melanie is working on reinstating the "Welcome Wagon" (her project) for new residents. The goal is to have one or two people from each street act as greeters to new residents.
- Pickle Ball is a hit with the residents. Classes are being held and residents who wish to participate in the sport.
- NIA classes, line dancing and Yoga are being held at the Life Path Spa for BHVA residents.
- The Stamp-In-Up class was a success and well attended and there are discussions about having future classes.

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

Treasurer's Report-By Bruce Hunt:

Bruce Hunt provided an overview of the following:

- BHVA is currently running \$43,000.00 under budget in operating expenses and have a cash balance of \$123,000.00. These numbers will change due to the fact the final costs for road project have not yet been submitted.
- There will be a budget meeting on Sunday, August 8, 2010 at 10:00 to begin working on the 2011 BHVA annual budget.

Motion for approval of the Treasurer's Report by Bruce Hunt, seconded by Melanie Eisenberg, motion carried.

7. Special Committee Reports:

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

Ellen could not be present at tonight's meeting but did submit the following:

- The Town Board continues to discuss the Steep Slopes Law proposed by the Planning Board. The Town Board is not in agreement with what has been proposed. Although they appreciate the hard work that has gone into this they think that the law is both too harsh and too vague. They intend to have a discussion with the Planning Board as to what the next step might be. They would like to see something that is simpler and easier to manage.
- There are new state requirements for fireworks this year. A \$1million bond and a certified pyrotechnic is required. There have been only 2 permits for displays this

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summer. Last year there were 8. Dan Marshall received several emails about the fireworks. There was only 1 negative email. The rest were positive.

Motion for approval of the Town Board/Planning Board/Zoning Board Report by Mark Moretti, seconded by Leo Raab, motion carried.

Communications Committee-By Kathy Wydra:

Kathy presented the mission/vision statement to the Board and reads as follows:

OUR MISSION

To manage the affairs of BHVA by establishing policy and guidelines, assuring maintenance of property and facilities, preparing annual budgets with recognition of its fiduciary responsibility and serving as liaison to developers and other entities for the purpose of ensuring conformance and cooperation with village guidelines with the intention of benefiting all village residents.

OUR VISION

To foster a highly desirable community that is attentive to the needs of its residents and provides a relaxing, healthy, and enjoyable lifestyle for work, recreation, and play while conserving the stunning surroundings of this chosen spot which is a crown jewel among the nation's great scenic places.

OUR VALUES

Responsibility and accountability-assume the responsibility for all actions and remain accountable to the community.

Integrity-honesty and forethought in all matters before us.

Service-it is a privilege to serve and represent our community.

Respect-trust demands respect for those we serve.

Motion for approval of the Communications Report and the mission/vision statement that will include adding wording under mission regarding property values by Kathy Wydra, seconded by Mark Moretti, motion carried.

Nominating Committee-By Richard Booth:

Richard provided an overview of the following:

- The Nominating Committee will be holding its last meeting on Saturday, July 24, 2010 and conducting the final candidate interviews. Nominations for the Board closed on July 10, 2010.

Motion for approval of the Nominating Committee Report by Richard Booth, seconded by Dick Scott, motion carried.

Citizen of the Year Committee-By Candace Ryan:

Candace submitted a report overview of the following:

- The Committee met on July 12, 2010.
- The Chairperson, D.J. Hubler facilitated the committee with Carolyn Hotchkiss, Ed Marshall and Candace Ryan in attendance. Bill Coleman is participating virtually.
- Several nominations have been received and the committee welcomes more nominations for consideration.

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- Reminders for nominations for Citizen of the Year were forwarded via e-mail and snail mail to all of the Association Presidents and have posted on the bulletin boards.
- Candace Ryan will be writing an article for the Villager to share info on all of the past recipients of the Citizen of the Year Award
- Nominations will be accepted until the end of August.

Motion for approval of the Citizen of the Year Committee Report by Richard Booth, seconded by Mark Moretti, motion carried.

8. **Old Business:**

There was not any old business at this time.

9. **New Business:**

- **Richard Booth-11 Andrews Way:** Stated that there have been numerous requests from residents to have Michelle forward personal e-mails for them. E-mails have to be from the Board level and cannot be allowed. If residents want to, they can place an article in the Villager. The bake sale that was held on the beach was not approved or sanctioned by the BHVA Board. A letter will be forwarded to the resident who held the bake sale. Richard supports the Welcome Wagon idea because there have been incidences of properties in BHVA selling to new owners and the offices were never informed. Richard also stated that there was only 1 complaint received by Dan Marshall regarding fireworks and the rest were in favor of them.
- **Alan Braun-12 Harbour Lane:** Recommended that when working on the EC documents, that residents should know that any work to be completed to the outside of homes requires an EC application/approval. As for the conditions of the bathrooms, the Board needs to look out for the people who rent the docks and feels the time for diplomacy has passed and that BHVA needs to take a firmer stand on the issue. Discussion followed. Mark Moretti did ask Alan for dock rental rates on other marinas in the area.
- **Mattie Bicknell-4 Spyglass Hill:** Encouraged the Board to consider other options other than just the developer when researching options for a new barn. We should be sure there is input from the Condominium Associations since they share in the costs with BHVA. Mattie also requested that a copy of the mission/vision statement be available for the Nominating Committee meeting.
- **Bernice Caprini-5536 Vardon Drive:** Agreed that we should review current documents before instituting more rules and fines. As for the fireworks, Dan Marshall received several objections to the noise and disruption of the fireworks prior to the e-mail that was sent to the residents to voice their objections directly to him.

10. **Motion to Adjourn:**

Motion for adjournment at 8:45 p.m. by Mark Moretti, seconded by Richard Booth, motion carried.

11. **Next Meeting:**

August 26, 2010 at 7:00 p.m. at the Community Center.

Minutes Approved August 26, 2010

Michelle Alvaro; Recording Secretary-BHVA Board of Directors