

**BRISTOL HARBOUR VILLAGE ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 24, 2011**

Board Members Present: Candace Ryan, Kathy Wydra, Richard (Dick Scott), Bruce Hunt, Jim Mroczek, Melanie Eisenberg, Ellen Monagan, and Mark Moretti

Board Members Excused: Bob Pierce

Kenrick Corporation: Dick Aikens and Michelle Alvaro

Others Present: Mattie Bicknell, Alan Braun, Kristie Braun, Dave Eldon, Carolyn Hotchkiss, Kathy Benson, Jeff Benson, Joyce Moretti and Amy Charlton

Call to Order: Candace Ryan called the meeting to order at 7:05 pm.

Opening Remarks: Dick Aikens explained that a new template will be utilized for Board meeting minutes. The minutes will record the day of the meeting, Board members present and excused, reflect agenda items and decisions that are made by the Board of Directors.

Privilege of the Floor: Michelle Alvaro read an e-mail from Fred Sarkis that he requested be read during privilege of the floor (See attached).

Candace Ryan responded by stating that on behalf of the BHVA Board, that we appreciate Fred's intent, time and energy that he has spent on his concern for the community in regards to the Bristol Sewerage Corporation. The Board did discuss if there are any further action steps to be take and what is the responsibility of the Board from this point forward. The Board is confident that the Town of South Bristol did go through a due process when determining the rates. The Board did agree that further financial information is required in addition to what was already submitted and will be approaching the Town of South Bristol for further financial information. Ellen Monagan will be contacting the Town of South Bristol.

Request for additional financial information:

A motion was made by Jim Mroczek and seconded by Kathy Wydra, to request the most recent Bristol Sewerage Disposal Corporation audit statements from the Town of South Bristol. Motion approved.

Approval of February 24, 2011 Board Meeting Minutes:

A motion was made by Kathy Wydra and seconded by Ellen Monagan to approve the February 24, 2011 Board Meeting minutes. Motion approved.

Reports:

A. Bristol Harbour Resorts/Steering Committee-Presented by: Mark Moretti-Verbal report given.

A motion was made by Mark Moretti and seconded by Melanie Eisenberg to approve the Bristol Harbour Resorts/Steering Committee Report. Motion approved.

B. Bristol Harbour Resorts-By: Greg Mulhern-No report at this time. Greg Mulhern unable to attend meeting.

- C. Property Manager's Site Manager's Report-Presented by: Michelle Alvaro-Verbal report given. Written Report attached.

Standing Committee Reports:

- A. Environmental Committee (EC)-Presented by: Dick Scott-Verbal report given.

A motion was made by Dick Scott and seconded by Mark Moretti to approve the Environmental Committee Report. Motion approved.

- B. Facilities and Maintenance Committee-Presented by: Bruce Hunt-Verbal report given. Written Report attached.

- Bruce Hunt stated that Dan Stephens and Andy Morey have done a good job with snow removal this season and snow plow damage was minimal. The Board received a letter from a resident in regards to snow plow damage and the Board will be following up accordingly.
- Complaints were received that the Community Center is dilapidated, run down, dirty, teens are raising havoc, windows left open etc. Recent inspection indicates the property is very well kept and minimal maintenance needed. Michelle Alvaro conducts daily inspections of the building. A preventative and planned maintenance is scheduled. A local audible alarm for window in fitness center is being explored.

A motion was made by Bruce Hunt and seconded by Mark Moretti to approve the Facilities and Maintenance Committee Report. Motion approved.

- C. Recreation Committee Report-Presented by: Melanie Eisenberg-Verbal report given. Written Report attached.

A motion was made by Melanie Eisenberg and seconded by Ellen Monagan to approve the Recreation Committee Report. Motion approved.

- D. Treasurer's Report-Presented by: Jim Mroczek- Verbal report given. Written Report attached.

- Jim Mroczek recognized Michelle Alvaro for taking actions to assure that BHVA received the best price for propane which was a savings to BHVA of over \$300.00.

A motion was made by Jim Mroczek and seconded by Kathy Wydra to approve the Treasurer's Report. Motion approved.

Special Committee Reports:

- A. Town Board/Planning Board/Zoning Board-Presented by: Ellen Monagan- Verbal report given. Written Report attached.

A motion was made by Ellen Monagan and seconded by Melanie Eisenberg to approve the Town Board/Planning Board/Zoning Board Report. Motion approved.

- B. Communication Committee-Bob Pierce was excused from tonight's Board meeting. Web Site Report is attached.

Old Business:

- A. Ad-Hoc Committee Update-Verbal report given by Kathy Wydra

New Business:

Floor opened up for resident questions and comments

- The BHVA staff was thanked by a residents for marking the sidewalk, so that it was more visible where the side walk and bricks heave and become uneven during the winter months and for following up to inquire on residents well-being.

Adjournment time: 8:32 pm

A motion was made by Mark Moretti and seconded by Jim Mrozcek to adjourn the meeting. Motion approved.

The next Board Meeting will be held on April 28, 2011 at 7:00 pm at the Community Center

Minutes approved-April 28, 2011

Michelle Alvaro; Recording Secretary-BHVA Board of Directors

March 22, 2011

Dear Board Members:

On behalf of all residents I thank the Board and all concerned for obtaining copies of the Bristol Sewerage Disposal Corp's (BSDC) balance sheets from the Town which were pencil-copied by my dear wife Helen at the BHVA office and read to me over the phone. These balance sheets reflect that my past written concerns and legal action were justified. Mr. Arndt failed to reflect these balance sheets in his recent power-point presentation to our Board. He stated that a review was conducted by the Town's accountant, yet he did not provide an accountant's cover letter which explained the \$331,726 "Due from Related Parties." Instead, his focus was on adjustments to Ontario County Guidelines.

I reviewed the 2009 and 2010 Balance Sheets with two CPA's, who assisted me in past 2009 presentations to the Town and 2010 to the Court. They both agree that \$331,726 "Due from Related Parties" are most likely funds withdrawn by the shareholders of BSDC in the past five years - funds that should be allocated to a Capital Reserve Fund.

In summary,

1. What Does Capital Reserve Fund Mean? Accountants state *"that this is a type of account on a municipality's or company's balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure that the company or municipality has adequate funding to at least partially finance the project."*
2. Unfairly, in the past five years, instead of a Capital Reserve, 1/3rd of a million is "Due from Related Parties." Our villagers are paying close to 95% of the bank loan and interest on the \$860,000 upgrade-expansion of the plant in 2006. Is this fair & equitable?
3. My 2010 litigation failed but the judge did advise the Town to "get their act together". The judge did not consider my action "frivolous", nor did he require me to reimburse the town for legal fees. The Town has a fiduciary responsibility to insure that the annual depreciation charges reflected in the BSDC Income Statements are put into a Capital Reserve Fund. Were these funds instead loaned to "Related Parties?" Is so, is this proper?
4. The one-page Town Resolution of 2006 is still in effect. The Town should not be allowed to ignore the recently obtained Balance Sheet. The Town should also require a BSDC Cash Flow Statement and copied to our BHVA Board. The word "all funds" in this resolution means all - if fair & equitable treatment is the issue.
5. During the PSC review on water rates, one of our residents, Mike Tomaino, an attorney specialist in public utilities, was retained by our Board. Possibly, in addition to our BHVA auditor, they could each advise in this matter of importance to our residents.

Fred Sarkis

GOALS (from 2011 Management Plan)

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.	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.
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	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
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.	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.

PROJECTS (from Board Meetings, Emergencies, or Requests)

Resident Satisfaction Survey	Forwarded copies of the survey per resident requests. Hard copies were available in the site office.
Reserve Study	Continue to compile information that will be utilized for the study. The reserve study is scheduled to take place on April 13, 2011.
Elevator Project	The project began on March 21, 2011. The project would entail that all bronze panels, which includes doors, transom, front return wall, and handrails to be machine sanded to remove all scratches. Strip metals of existing coatings and clean with non-toxic acid free cleaning material.
Map of BHVA Common Area	Bernie Caprini is working with the engineer to obtain the map.
Security Camera Installation	The trench for the conduit was dug on 3/15/2011. Doyle Security is scheduled to install the system on March 24, 2011
Foos Ball and ping pong table	Have been delivered, assembled and are located in the Recreation Room.
Barn Repairs	An update will be provides at the March Board Meeting

OPERATIONS (from Property Calendar and Staff Job Descriptions)

Seasonal Employees	Forwarded letters to past seasonal employees to inquire if they were interested in summer employment this year. 4 have responded that they will be returning this season.
Butterfly Planting on Cliffside Drive	Attempted to obtain bids for butterfly planting, but contractors stated it was too early to begin the process.

Weed control	Negotiated and secured contracts for weed control for the upcoming summer season.
Tennis supplies	Ordered supplies as needed for the season.
Fitness Center	The fitness center equipment was serviced on March 21, 2011.

SITE ADMINISTRATION:

- Completed an EC application for removal of a tree in the common area on Vardon Drive. This was discussed at the last Board meeting.
- Have not received any information from Time Warner per the request for a group rate for the village. An e-mail was forwarded requesting information.
- Met and/or corresponded with Board President on a regular basis.
- In coordination with the maintenance staff, we developed a map outline to mark the street lights located throughout the village.
- Met with Treasurer on 3/15/2011.
- Obtained service records from Thyssennkrupp elevator.
- Continue to update the list of contractors and jobs they perform. This is utilized when residents contact the office.
- Updated rules and regulations (location of dog stations) for harboring pets.
- Processed entry cards for residents as needed.
- Continue to refer residents regarding their finances to the main office.
- 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 February 24, 2011 Board Meeting. 2 representatives from the Management Company attended this meeting.
- Recorded and transcribed the minutes of the February 24, 2011 Board Meeting Minutes.
- Maintain monthly calendar of events and reservations.
- Completed monthly check requests for truck payments, copier usage payment and barn rental payment.
- Updated Property Project List for 2011.
- Continue to assist residents on how to use fitness center equipment. This occurs on an average of 3 times a month.
- Updated equipment inventory as needed.
- Developed notices for the Board meeting.
- Recorded all monies received from pet registrations, entry cards, etc. The money is forwarded to the main office.
- Cleaned the Community Center as needed.
- Followed up with one resident complaint in regards to snow plow damage.
- Continued with follow-up with contractors regarding insurance certificates. Spent approximately 2 hours working on obtaining certificates this month.
- **Complete update on 98 pet registrations. As a means to verify that the registrations on file are correct and to assure all pets have tags, pet owners are being contacted on a one to one basis to verify information. In the past, letters were forwarded requesting updates, but we only had approximately 2% of residents respond.**
- Reviewed and sent updates for BHVA web site 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 at Wegman's and Wal-mart as needed for the office and the Community Center.
- Forwarded EC applications to the EC committee.
- 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 541 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 6 residents with entrance to the Fitness Center d/t the fact they forgot to bring there cards.

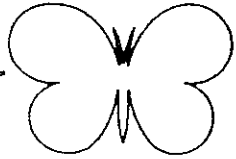
MAIN OFFICE ADMINISTRATION:

- Follow-up with residents regarding fees.
- The site office does not have access to resident accounts.
- Collect and process all monthly and special assessments.
- Maintains all receipts of expenditures.
- Completes payroll.
- Prepared the financial statements for January 2011 which shows all expenditures and receipts.
- 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 maintenance staff only.

Bristol
Harbour
Village
Association, Inc.



30 Golfside Circle
Bristol Harbour Village
Canandaigua, New York 14424

BHVA SUPERINTENDENT'S REPORT-MARCH 2011

Maintenance Tasks

1. Conducted snow removal and salting. There were 13 days for this report period.
2. Snow removal and salting is conducted for the Community Center and elevator walkways. The side walk along Cliffside Drive is plowed so that residents can utilize the sidewalk. The staff removes the snow from around all the mailboxes and drains.
3. Installed new edges on plows.
4. Repaired a break in an underground wire leading to the street light located in the Community Center parking lot.
5. Attempted to obtain bids for butterfly planting on Cliffside Drive, but contractors stated it was too early to begin the process.
6. Worked in coordination with site manager to secure weed control services for the season.
7. Completed repair and painting of elevator walkway panels.
8. Supervised the digging of trench (from Community Center to Recycling Center) and installation of conduit for the security camera installation.
9. Completed repairs on the power washer. The costs were shared with the condominiums.
10. Installed temporary markers on the Community Center walkway as a safety precaution.
11. Began repairs/painting of picnic tables, benches and chairs.
12. Continue to identify 2011 property projects with Site Manager.
13. Check the operation of elevator, base of elevator, the sump pump is operational and elevator phones on weekly basis.
14. Cleaned the beach as needed.
15. Emptied dog stations and trash cans 2 times a week.
16. Checked/cleaned Recycling Center and swept and broke down cardboard as needed daily. Removed items that cannot be thrown away and are not recyclable.
17. Checked street lights, Community Center lighting, beach stair lighting and replaced light bulbs/conducted repairs as needed.
18. Replaced 2 mailboxes as requested by residents.
19. Assembled foos ball table and ping pong table.
20. Removed snow fence at the Community Center and plow markers.
21. Cleaned and checked road sides, ditches, intersections, parking lots, and drains as needed.
22. Cleaned the barn and shop as needed.
23. Purchased supplies as needed.
24. Posted information on bulletin boards as requested.
25. Conducted maintenance checks on roadside drain covers.
26. Continue to check Harbour Lane drains. No smell detected.
27. Delivered Board and resident correspondence as needed.
28. Conducted minor maintenance on Community Center as needed which includes repair and painting of damaged walls.
29. Conducted maintenance checks, completed washing, completed minor repairs, oil/fluid changes as needed, and greasing as needed on all vehicles and equipment.
30. Serviced all hand tools.
31. Assisted Site Manager with resident requests/concerns as needed and follow up with service requests as required. Followed up with resident regarding snow plow damage to their yard.
32. Began repair of lawns damaged by the snow plow. This included the area the barn.

33. In coordination with the Site Manager, we developed a map outline to mark the street lights located throughout the village.
- 34.
35. Completed ongoing maintenance which includes trimming of bushes and/or trees in the common areas, and removal of shale as needed.
36. Met with Site Manager on a daily basis.
37. Staff is on call, 24 hours a day, 7 days a week for emergencies only.
38. Continue to work on projects in coordination with the Property Schedule and Project List.

BRISTOL HARBOUR VILLAGE ASSOCIATION
FACILITIES COMMITTEE REPORT
3/24/2011

Submitted By: Bruce H. Hunt and Facilities Team

Its official, spring is here and we are still work'n the plows and salt. It has been a very busy year and after my last property inspection this past Sunday I am happy to report minimal damage to the lawns from the plows. Some damage is unavoidable and Dan and Andy do a great job keeping the damage to a minimum. As soon as the topsoil is available and the weather cooperates, the guys will be out repairing and seeding. Thanks to Dan and Andy for a job well done this winter.

Community Center Update:

Property Inspection: completed 3/20/2011 – attached

Daily inspections – done by Michelle every Monday – Friday.

Youth Center – new ping pong table and foos ball added

Fitness Center – all equipment inspected this week and some minor equipment repairs are being evaluated.

Complaints – “building is dilapidated and run down, dirty, teens are raising havoc, windows left open etc.etc”. – recent inspection indicates the property is very well kept and minimal maintenance needed. Preventative and planned maintenance is scheduled. We will look in to local audible alarm for window in fitness center.

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

Recreationally Speaking . . .

A group of us met for February Neighbors' Night at the beautiful, newly remodeled condo of Dave and Sharon Allen. What a great time we had! Delicious food, lots to drink - and hosts extraordinaire! Oh, and did I mention, a view to DIE for?! Sounds like a James Bond movie, doesn't it?! Sharon made the most delicious hors d'oeuvres - I have to have her recipe! Thank you, Dave and Sharon for a most enjoyable evening.

In the Merry Olde Month of March, we meet - This Saturday, in fact - at Bob and Mary O'Murphy's home for a celebration of St. Paddy's Day. Corned Beef will be served and we are asking that each person attending bring along something to compliment it - be it Irish or just plain old green - we're not fussy. A good time will be had by all. Hope to see you there. Always wanted to know what "Dublin Coddle" is? BE THERE!

Saturday, April 30th, we meet at Eisenberg's for New Orleans at Lakewood Trail. John Beck and his Bourbon Street Parade, will be playing and everything is purple, green and gold - derbies for the men, beads for the ladies and . . . the Hurricane Mix JUST arrived - straight from Pat O'Briens in the French Quarter! Complimentary Hurricanes are being served anyone brave enough to try them. Bring any other beverage of your choice and a dish to pass (Cajun Meatballs, Carolyn, if you please?) If weather permits, bring your lawn chairs to enjoy the fire pit and s'mores. Finally, remember to bring your parasol to properly join in the funeral dance! A Great Way to "work off" those Hurricanes! We DEFY you not to have a truly terrific, toe-tappin' time!

PLEASE REMEMBER: Our newly resurrected GARAGE SALE will be held Saturday, May 14 at the Community Center. Contact Kristie Braun for details on reserving a table for your sales, or simply come and shop! This is a perfect way to clear out any "no-longer needed" "treasures." Soup, beverages and baked goods will be available to purchase. Proceeds benefit the Recreation Fund (Party on, People. Let the Good Times Continue to Roll!)

Of course, May finds us all down on the beach for our Annual Celebration of Memorial Day - bonfire and s'mores, enjoying the long-awaited warm weather and singing happily along with Meyer and McGuire. Life is Good at the Harbour.

June is Aloha Month at the Becks. They are hosting a luau - wear your costumes, please. There will be a contest! John's complimentary "lei at the door" starts the luau off on just the right note. Please join us!

Fritz "The Founding Father of Pickleball" Fouquet keeps us up to date on the latest in this new craze that's "Rockin' the World." I've included an attachment most of us received from him and it is absolutely amazing at how this sport has caught on - all over the nation - even on cruise ships! They're "Pickleballin' on the High Seas!"

For more jam-packed party fun and upcoming events, STAY TUNED - DON'T TOUCH THAT CHANNEL !!!

Finance Report
BHVA Board of Directors
March 24, 2011
Jim Mroczek, Treasurer.

The first two months of the year are trending according to budget. Cash on hand is up approximately \$13,000 over January, and therefore, the fund balance is up accordingly. All other key factors are similar to previous months.

The Operating budget reflects a \$8300 surplus over budget, and a net surplus of \$7000. This is due to a combination of income over budget, and expenses at or under budget.

There are three owners who are substantially in arrears with assessments, and the situation is being monitored.

Future impact of the cost of energy needs to be closely monitored for the impact on the budget.

Other Financial issues:

As per Board directive, a Finance Committee is being developed. An e-mail will be sent to all Villagers requesting interest in serving on the committee. The committee will consist of 3 Board members, and three residents, and will meet quarterly. The first meeting will be held in mid April.

I have reviewed the 2009 audit report, and will be setting up a meeting with the BHVA Accountant to prepare for the 2010 audit.

I will also be meeting with Mr. Aiken, Michelle and Candace to review the presentation of financial data to the Board.

Questions and comments please?

Jim Mroczek

March 14 Town Board Meeting

March 14 was a joint meeting of the town board and the planning board to review the Steep Slopes document. Changes were made to the document for clarification and consistency in language.

Also this meeting began the initial review of the Uniform Docking and Mooring Law which will be adopted by all six communities surrounding Canandaigua Lake.

The assessor announced that assessment notices will be going out soon, maybe next week.

Ellen Monagan

BHVA Web site Report February 1 - February 28, 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				
Apr 2010	143	428	1602				
May 2010	154	374	1029				
June 2010	157	379	1332				
July 2010	152	319	1032				
August 2010	123	250	897				
Sept. 2010	151	310	863				
Oct. 2010	182	302	932				
Nov. 2010	236	451	1105				
Dec. 2010	148	345	930				

Pages most visited for this time period: Meeting minutes, Agendas and Minutes, Calendar, Rules and Regulations, Board Members, Committees, FAQ, The Villager, Associations.

Duration of visit:

February Visit Durations		
Number of visits: 409 - Average: 70 s	Number of visits	Percent
0s-30s	374	91.4%
30s-2mn	12	2.9%
2mn-5mn	8	1.9 %
5mn-15mn	6	1.4 %
15mn-30mn	4	0.9 %
30mn-1h	3	0.7%
1h+	1	0.2 %

Method of access: Most users now access the site directly from a direct address (they type it in the address box), an email link or a shortcut (either on their local machine or a Bookmark or Favorite).

Cumulative Analysis and Comparison Chart for 2010 - 2011

