

# Bristol Harbour Village Association

April 24, 2008

## Board Meeting Minutes

**Members Present:** Leo Raab, Sally Eldon, Shelly Gerstner, Richard Booth, Stephanie Russ, Art Smart, Carolyn Hotchkiss and Candace Ryan

**Excused:** Larry Hubler

**Others Present:** Jay Adams, Michelle Alvaro, Gail Hewson, Dave Hewson, Jim Littwitz, Bernie Caprini, Jan Starowitz and Dave Eldon.

**Call to Order:** Meeting was called to order at 7:00 PM

### **Opening Remarks:**

- Sally Eldon reported that the Board has reached its halfway point and that this is the 7<sup>th</sup> meeting.
- Sally Eldon requested that if any residents have concerns/questions, to please submit them in writing. The Board receives all the correspondence in their Board packets.
- Larry Hubler is excused. He is on a trip to Italy.
- Sally Eldon welcomed back Bernie Caprini and Jim Littwitz and explained to them how Privilege of the Floor is conducted.

**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 to the meeting. At this time, the Board will take questions that pertain to this meeting for approximately 10 minutes.*

The Board was not addressed

### **Approval of the March 27, 2008 Board Meeting Minutes:**

*Motion for approval of the March 27, 2008 Board Meeting Minutes by Leo Raab, seconded by Carolyn Hotchkiss, motion carried.*

### **Reports:**

#### **Bristol Harbour Resorts/Steering Committee: By Larry Hubler:**

Michelle Alvaro stated that she was going to meet with Greg Mulhern regarding signage next week.

#### **Property Managers Report: By Jay Adams:**

- Michelle Alvaro recommended that the Board implement a policy regarding the posting of information the community bulletin boards. This will be revisited at the May meeting.
- Jay Adams provided information regarding a Community Associations Institute seminar to take place on May 15, 2008. Dick Aikens (President of the Kenrick Corporation) Mike Boychuk (BHVA accountant) and Ron Shubert (BHVA attorney) will be presenters at the seminar. The cost is \$35.00 per Board/Association member.

### **Standing Committee Reports:**

#### **Environmental Committee (EC) Report-By Carolyn Hotchkiss:**

- Carolyn Hotchkiss provided an overview of the monthly Environmental Committee meeting minutes.
- Reviewed applications received.
- The application submitted by BHVA to install a chain link fence around the trash compactor was denied. The committee is requesting that other options be presented. Members of the Board will attend the next EC meeting on May 15, 2008.

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- The committee is going to conduct a walk around in May. The committee is requesting that demand letters be sent to #2 SGH and #10 SGH requiring them to clean up their yards. Time limits should be included in this letter.
- The committee is continuing to update the guidelines. Guidelines for builders/construction are being considered as an addition.
- The next Environmental Committee meeting will be held on May 15, 2008.

Discrimination Complaint:

Sally Eldon provided an update on the legal fees spent to date regarding the discrimination complaint. The total of the legal fees as of March 12, 2008 are \$4,855.42.

*Motion for approval of the Environmental Committee Report by Carolyn Hotchkiss, seconded by Art Smart, motion carried.*

Facilities Committee Report-By Leo Raab:

Leo Raab provided an overview of the following topics:

- 5 bids for the Spyglass Hill project were received. A meeting will be held with the Facilities Committee and with Jay Adams and the engineer from Parrone before the information is presented to the Board.
- There were a wide range of bids. Some bids were lower than our estimate and some bids were 30% above our estimate.
- The project should be completed as soon as possible and the information should be provided to the contractors by early May.
- Jay Adams recommended that the Board consider a revolving line of credit with Canandaigua National Bank. You would only pay interest on the money that is borrowed.
- The cost projections for the trash compactor will be presented at the next Board meeting.
- Leo Raab reiterated the reasons for a fence to be installed around the compactor are to diminish the eyesore and safety issues.

*Motion for approval of the Facilities Committee Report by Leo Raab, seconded by Carolyn Hotchkiss, motion carried.*

Recreation Committee Report- By Shelly Gerstner:

- Shelly Gerstner provided an overview of the Neighbor's Night schedule.
- A recommendation that a wine tour be scheduled as an activity for the residents and guests. Use of the shuttle bus will be researched as an option for this activity.

*Motion for approval of the Recreation Report by Shelly Gerstner, seconded by Stephanie Russ, motion carried.*

Treasurer's Report-By Stephanie Russ and Jay Adams

Stephanie Russ provided overview of the BHVA March 2008 financials and the BHVA reserve.

*Motion for approval to waive a late fee by Carolyn Hotchkiss, seconded by Shelly Gerstner, motion carried.*

*Motion for approval of the Treasurer's Report by Stephanie Russ, seconded by Leo Raab, motion carried.*

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**Special Committee Reports:**

Town Board/Planning Board-By Larry Hubler:

No report at this time.

Community Center Update-By Dave Eldon:

Dave Eldon provided an overview of the following:

- Dave Eldon thanked the EC for approving the application for the installation of the lights and sidewalk for the Community Center.
- Out of the 4 bids received for the installation of the sidewalk; \$2,600.00 was the best bid.
- The shades were installed in the Great Room. Dave Eldon thanked Bernie Caprini for her contribution towards the shades.
- Pavers are finished and they will be installed after the lights and sidewalk is installed.
- The Community Center Rules and Regulations are completed.

*Motion for approval of the Community Center Report by Sally Eldon, seconded by Carolyn Hotchkiss, motion carried.*

Declaration:

The draft of the Declaration was reviewed in Executive Session prior to tonight's Board meeting. A majority of the revisions completed by the previous committee were implemented into the draft. A copy will be presented in 2 weeks and then a community forum will be scheduled.

Communication Committee-By Art Smart:

- There are no updates regarding the web site.
- The Villager publication schedule has been changed from 8 times per year to 6 times per year. It is recommended that in between publications that a flash report/informational letter be sent to the residents.
- Michelle Alvaro and Art Smart will meet to review information for a flash report/informational letter to the residents. Examples of topics that could be covered in the flash report/informational letter are the Spyglass Hill project, the Declaration, the Community Center Rules and Regulations, etc.
- We will try to influence residents to provide us with e-mail addresses as a means of communication other than just hard copy.

*Motion for approval of the Communications Committee Report by Art Smart, seconded by Leo Raab, motion carried.*

Nominating Committee-By Richard Booth:

Richard Booth explained that there was not much to report at this time. The committee is going to meet in May.

Citizen of the Year Committee-By Richard Booth:

Richard Booth reported that there have been 4 applicants submitted for Citizen of the Year. As a reminder, there is not a formal process in nominating a resident for this award. August 1, 2008 will be the last date to submit candidates for the award.

*Motion for approval of the Nominating and Citizen of the Year Report by Richard Booth, seconded by Carolyn Hotchkiss, motion carried.*

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**Old Business:**

No discussion at this time.

**New Business:**

- Sally Eldon explained that multiple correspondences have been received from Fred Sarkis regarding water and sewer. As a means to address this issue, a letter was forwarded to Fred Sarkis informing him that he may form a committee regarding this issue. Art Smart has volunteered to be a resident representative.
- **Recreation Center Attendant:** Discussion centered around the need for a Recreation Center Attendant this year.
  - There is already an existing rule in place regarding the age limit for the Richard Booth Youth Center. There should be consistency all year long.
  - The attendant can not be in two places at once. The playground is in the front of the building and the Youth Center is in the back of the building.
  - Bernie Caprini provided her input. She believes the community should have a Recreation Center Attendant. The community did not have one last year due to construction of the new center and in the past, space has been taken away from the recreation center to make room for offices.
  - An error was pointed out in the Community Center Rules and Regulations and will be corrected.
  - Violations were reviewed.
  - Possible summer activities were discussed.
  - It should be noted in the Villager and the Web Site that there will not be a Recreation Center attendant this year.

*Motion to not appoint a Recreation Center Attendant this season and to follow the current written rules with the right to re-visit the age restriction by Leo Raab, seconded by Richard Booth, motion carried.*

Meeting was adjourned at 8:09 PM

The next Board of Directors meeting will be held on May 22, 2008.

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Minutes Approved May 22, 2008

Michelle Alvaro; Recording Secretary-BHVA Board of Directors