

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

10 Maine Road  
Plattsburgh, NY 12903

[www.lakecountryhoa.com](http://www.lakecountryhoa.com)

June 15, 2010 - Board Meeting - DRAFT

Meeting came to order at 7:05 PM

**Report of Officers:**

**President** – Calvin Miller – I am resigning as Building Committee Chair and Bob Olsen is taking over as interim Committee Chair. We are looking for a permanent Chair of the Committee.

**Vice President** – Dan Shusda – No Report

**Secretary** – Virginia Johnson – You all have a copy of the 9 pages of minutes from April May 11<sup>th</sup>. Does anyone have corrections or additions? Motion to accept minutes as distributed made by Susan Phillips. Seconded by John Burdo. Motion approved by unanimous vote.

**Treasurer** – Pat Lucia

Motion to accept Treasurers Report by Ginger Johnson, Seconded Susan Phillips. Motion passed unanimously.

**Report of Committees:**

**Beautification** – Bob Turek – I heard that there is money available to build another planter. Calvin – there's a possibility. Bob – Well I'm not going to build one unless I get some money from the Board because I'm not going to raise the money again. So how much is available? Pat – Are we talking about money left from this year or from the new budget for next year? Sue – Is there anything left from this year or is there new money coming up in the new budget? Where are you going to build the planter? Bob – Up on Kansas. Audience – Fort Brown? Ginger – Is the Fort Brown sign is still up on Kansas? Audience – Yes. Ginger – I really think it needs to be taken down because it is confusing, especially for the people living up there. Sue – Is that on our property? Ginger – I believe so. Bob – That is sentimental item and is historical so the people up there want it up there. Ginger – Then let's put Lake Country Village – Fort Brown. We'll compromise. (laughter) Pat - The Beautification does not have a budget. The Landscaping budget has \$128.53 left, the Fence and Repair budget has money in it and we should have done something with it. We should have budgeted money for that and we have not in the past so we didn't this year. Sue – What we have done in the past we should equal that amount. Bob – You have never given any money to me I've always raised the money. Sue - Then we should start making it as part of the budget. Pat – In Landscape there is a \$128 dollars left how much are you thinking? Sue – What did the other one cost you? Bob – I think it was around \$800. Pat – The Social Committee, do they have anything else they have to do before the end of June. That's \$690 there. Ginger – Give it to Bob. Bob – What I will do is I'll come up with the price and give you an idea of what it will cost. Ginger – Before the end of June. Pat – As of the end of June this budget is done and we go into the next budget. The money that we planned to spend this year and just didn't spend it. We can change it over to Beautification and they've got \$880.62. Calvin – Before we transfer that money over we should let John get together with his committee. Although, I don't see a problem. Actually, Ginger you should get together with the Social Committee first before you authorize the transfer of the money. Ginger – Why? Calvin – That's where the money will be coming from. Ginger – I'm the Chair the Liaison and pretty much the committee today. So, the Committee says transfer the money. Calvin - He said you can wait so you really should go back to Committee before you transfer that money. Ginger – I have nothing planned. John – If we don't spend it, it goes to reserve and we can take it back out of reserve. (Everyone agreed.) Pat – you or the Landscape Committee that does not spend the money by the end of this month you will have a whole new fund as of July 1<sup>st</sup>. Ginger – There a few Social Committee members here so I can just ask them. Pat – Why don't you just go ahead and call them and get back to us. Ginger- I can just take a vote know if you want me to there are several members here. There are five members here that I can see. So how do you all feel? So those of you who want to transfer the money to the Beautification Committee raise your hand. (Five people raised their hands.) Bob Olsen – Motion to transfer funds from Social Committee to Beautification for sign planter on Kansas. Seconded by Susan Phillips. Motion passed unanimously. Calvin – That will get you started Bob. Bob – I also donate my labor so you are not paying for the labor. There are other people on the Beautification Committee that would like to help. Like Mike Herring told me that he would truck the materials



for free. So if there other people who would like to help that would be good. Calvin – Anything else Bob? Bob – Not really, not on beautification.

**Building** – Calvin Miller (Temp.) – As I said earlier I'm resigning as Building Committee Chair as of tonight. Ginger – You need to tell the audience why. Calvin – That can come under new business. Ginger – I guess if you want to but you should just explain. Calvin – The reason I'm resigning is I am beginning to work for Chris Thomas tomorrow morning at 7 am. So the least I'm going to do is resign from the Building Committee. It is up to the Board and the homeowners to decide if I should resign from the HOA Board entirely. But that will be under new business for us to decide. This is only a temporary thing. Miriam Najimy – Can't you just recues yourself from voting on anything regarding the Building Committee. Calvin – Yes. Miriam – Then why would you resign? Calvin – Perception. I just don't want, there are people in this, no trust me, there are people here in this homeowners association, that would say that two and half years ago we hired Chris Thomas here just so that he could go to work for him. Unfortunately, there are people here that would say that. Lou McIntyre – Listen if you're lucky enough to get a job, go for it. (laughter) Sue – Very well said. Calvin – Listen, I have got other things in the works. Chris Thomas may be a short lived thing. I was supposed to start today and I said I'm not going to do that because of the perception. So, I'm putting it out there to the Board. Most of the Board members I think don't have a problem. So I'm putting it out there. Audience – You can't get a hold of you anyway. Calvin – But you know where I live. Audience – I know but I don't want to disturb you at home. Calvin – Listen, I've had a knock on my door on Sunday afternoon at 4 o'clock for the past couple weeks. (laughter). So that is why I'm resigning from the Building Committee. We need an interim Chair. Bob Olsen – I would accept the interim. But I want somebody out here to take over. You've got Curley, you've got Louis, you've got Ray, there are a lot of committee members who can take over. Calvin – I will tell you one thing though it is probably the busiest committee.

**Election/Political Action** – Carol Shuttleworth -- No Report

**Landscape** – James Trombley – Not in attendance – John Burdo, Board Liaison gave the following report: We have a few things. You probably have seen we have marked on some stumps around. We have about 51 stumps. We have two bids and expect another bid. We've also got some bids on some trees that need to come down. We are establishing a priority list over the next couple of years. The Board says it will give us some money to start the projects. Then on an ongoing basis for the next couple years. It will take several years to get things back in shape. Also, we did a survey for compliance for patio's regarding trees, shrubs, etc. That list should be coming, it is at CSS right now. People will be getting letter about their patios that are in violation. They have issues with branches over roofs and fences that need to be trimmed and taken care of as soon as possible. It should also state that we talked to some people who live here that Bob Turek and I will offer for a small fee or donation to Beautification we will help the homeowners, who are unable to do it themselves, correct the situation. People will be notified, I think, very soon about what we found. If it is incorrect please let us know. We may have made some false identification as far as numbers belonging to who. If you get one and you don't think that is an issue for you please call John and John will call us and we will go an verify that you are ok. If you need some help please call CSS and they will call the Landscape Committee. We will contact you and make arrangements to get these things taken care of. It looks like it has been several years since anybody has attempted to have these trees and branches, etc. taken care of. We tried to identify the ones that are really bad hanging over the roofs. Since we are responsible for the roofs we are responsible for the maintaining the property. So with everybody's help maybe within this year, by the end of the summer, we will have all these issues, except for the trees, taken down and trimmed. It is going to be a multi-year program. So if anybody has any questions please contact me, contact Jim Trombley, or contact CSS who will contact us. Bob Turek – One other thing is we talked about is working on the landscape contract, for the new contract. We want participation from homeowners to get their input. John – Thanks Bob. We are going to be starting a committee to write the next landscape contract which will take effect next April when Yardworks contract expires. We want input from everybody, anybody, and everybody through email, letters, call myself or other committee members. We would like it in writing. If you have any suggestion of what you would like to see in the next contract. What you want to see in the next contract. How you would like it written, what you would like to see covered, etc. etc. There are going to be a lot of changes, I think. We would like anybody who would like to participate, help us out with this, to please come forward. We are open to any ideas. Calvin – By the way, Thank you John, thank you Bob, thank you Jim we appreciate that you guys did a lot of work, a lot of hard work getting all of this done. I personally appreciate it. Good job.



**Social/Neighbors** – Ginger Johnson – First of all there is no Board meeting in July. I don't know how many of you are aware of that but there is no Board Meeting in July. In August we can't meet here at the school so we don't have a place to meet. Pat came up with a suggestion, this is also listed under new business, but we have a barbecue. We are working out the details but we are thinking maybe some people can bring some grills and maybe the Social Committee, because it will be a new budget, we'll provide the hot dogs and hamburgers. We thought we would try to make the Board Meeting a social gathering and do something different. We are talking about up on Iowa near the new playground. The other think I have is the Yard Sale. The Yard Sale is July 16, 17, 18. I was asked by one of the members of the Social Committee if I was going to do the HOA community table again this year. In the last couple of years I have collected items from homeowners and whatever we make at that table goes into the Building Fund. I wasn't going to do it because it is a lot of coordination but I think I can figure out a way to do it without it being so much work for me. I think, if I can get people to sit at the table, volunteer to sit there and do the sales and all that stuff and people to bring the stuff there to the flagpole area then we will probably do that as another fundraiser again this year. It really is successful. I will try to have Social Committee meeting in the next couple of weeks because we want to get the ad ready for the Yard Sale and everything. Does anybody have any other things or questions? Ok then we can move on.

**Utilities** – Bob Turek – I haven't called another meeting and I'll tell you why. I presented a proposal to the Board in January and I have not heard a word from anybody. Six months is too long to get back to me, I'm sorry. If you have anything to say about, that is why I haven't done anything. Calvin – I think the only thing we can tell you Bob is that we have been so busy with everything else going on that we, to be honest with you, just put it on the back burner. I apologize for that. Sue – We need to revisit this perhaps. Go through the whole thing. Calvin - I know that Don Cosgro has some good ideas too. Are you on the Utility Committee Don? Don – Not officially, I have been hanging and lurking in the background. Calvin – You have been hanging and lurking in the background for three years. Don – I know and now my backs to the door and I can be the first one out if I have to go. (laughter) Bob Olsen – I'm sorry; I wasn't on the Board on that time so I'm not familiar with your proposal. Bob Turek – I don't have the proposal with me. We were trying to do something about the water over usage. One of the ideas was to come up with something legally through Gary to charge the over water users. There are some of these units that have 4, 5, 6 people in them. These rates of 2000 or 4000 gallons per unit were set for 2 people in a unit. When you have 5 or 6 people, some people come and take showers at these places and go on with their business, they are using water that we are paying for. Something needs to be done about it. So that was the proposal, basically. I also wanted to re-plum one of the quads to get an idea of how much is going to cost and also to put meters in it. To me that is the fairest way to go because if somebody in the quad is using all the water they should be paying for it not the other three homeowners. Gary, when we talked about, thought it was a very good idea. We had a meeting and I had a couple of Board members there, we talked about it, I drafted the proposal, which I don't have with me, it was immediately tabled. I just think that six months is too long. This water report that I have, I didn't get it until just the other day and here it is the middle of June. Anyway, there are several people over again and some of them are over significantly. We are spending money on water that we shouldn't. If the homeowners association wants to do something about it the Utilities Committee is trying. I am not going waste my time if the Board is not going to take it seriously and do something about it. Bob Olsen – You want to plum one unit? Curley – There are some of us that uses what for the use of the homeowners like the kiosk I am water the area around the kiosk from the man on the corner. He will go over because of the watering there. Bob Turek – I'm not talking about that. I'm talking about every month there are several over. Bob Olsen – If we use the homeowners water we'll compensate them for it. Bob Turek – I'm not concerned about that. What I'm concerned about is that some of these units are over every single month, it's not just one month. Bob Olsen – Is that what you want to do? You want to plum one unit with a meter? Bob T – Well that was not my whole proposal. Bob O – I know that was just one part of it. Bob T – What I wanted to do was, I wanted to plum one quad, separate the water lines, and put a meter on each unit. There is one meter there now so that means leaving the one unit the way it is and then the other three units put new plumbing in so that it is separated with a meter on it. Then we are going to know where each one of those units. Bob O – Do you have price tag for it? Bob T – This is what I'm trying to find out. I mean everybody said yup we jumped and we say how much it is going to cost. Bob O – Do you have any idea? Bob T – No, I don't. Bob O – So we don't know what the price tag is going to be before... Curley – That is the fairest way to go. Bob T. – That is the fairest way to go. We have been talking about this for years and years and years. Curley – But it is an expensive one. Bob T – Well, do you have any other suggestion? Curley – No, I don't. Naomi Bradshaw –



May I ask a question? Does the city charge, like if, no water at all was used for a quad they charge for one unit right? Bob T – No they charge for four. John – No they charge for one unit. John – They charge for the quad. Naomi – That's the problem. If we put meters in all four is the city likely to jump on it and say, oh you're four now you've got four minimums. So, all at once that extra money we have been putting in the treasury is gone. John – We have had a lot of discussion about it since you've been gone. Bob T – Have you? John – Yup. Bob T – I haven't heard a thing about it. John – One of the things we talked about is if you put a meter in every unit your absolute minimum charge goes to about \$3000 a more per month than you are paying right now. Bob T – It would be nice if I got clued into what you guys are talking about. Gary – This is something that this HOA has wrestled with forever. This Board has wrestled with it. People like Bob and others before him have done a lot of work, given it a lot of thought. There is no Board meeting in July. Might I suggest that you schedule a work session in July, spread the word, the topic will be utilities, specifically water. Let the people who have done this before, Don has come up with this a suggestion, Bob's clear proposal months ago, the Boards looked at, other people have talked about it. Let's invite somebody from the City Water & Sewer Department see if they will come and answer some on the spot questions about cost and feasibility. What you can do, what you can't do, and devote a work session to this issue. Bring all the work that has been done before it just evaporates and goes away. Discuss it, share ideas, put it on the website, get the word out, and let interested people come and it's that topic. It's not something you take on hour and a half after you have dealt with everything else. You come forward. I think you owe that to the people who have put this in and worked this hard to bring proposals forward. I think that is the only meaningful way you are going to deal with it. Devote a meeting to that as work session. Then after that you are going to have a lot more information, you're going to have a lot more sharing, and you can find out if you have a feasible choices from there. Calvin – I think money is going to become an issue too. We have a storm drain on Baltimore, that is our property. It could be one of those nightmares we have talking about. It has got to be repaired. It is a foot and half below grade now. We are going to have to pay somebody ourselves to take it up and find out where the problem is. Bob T – What are you talking about a storm drain on Baltimore? Calvin – Down at the bottom of Baltimore. John - It is at the very end of the drive, right next to the curb. Gerry Egan – Do you know the numbers of the units that are there? Calvin – Right down at the bottom of cul-de-sac. Bob Olsen – I have already had Northern out there, he looked at, he says it's serious, we don't want it to collapse. In his opinion that was soon. I don't know what soon was I didn't inquire. He refused to be interested in it. He said he would have to pull his crew off and he wouldn't be interested in doing that. But he stated that it is serious and needs to be addressed. He said there is something leaking under there which is causing that to drop. Pat – The City has a camera, is there any chance they can look at it for us. Calvin – It's our property. Pat – I know but sometimes they will. Bob O – Just heads up folks it is going to be expensive and it needs to be addressed. That is what the professional says, one so far. Miriam – Ball Park figure? Bob O – No. Calvin – they have to go down there to find out what the problem is before we can answer that. We have to get some bids on that. My main concern about doing the meters and stuff right now is this could be a major issue. Gary – Just meet before you lose it because you have people who have done a lot of hard work. It is going to be very difficult for people to continue to do hard work if nothing ever comes of it. Whether you have the money to do something you can still move forward in a meaningful way and come up with some ideas and have a plan. Calvin – I know that Don Cosgro has a good idea. Don – Everyday that that proposal sits wherever is a day that everybody here is throwing money away. Collectively we pay for every gallon of water. You have a proposal that will give an incentive to the homeowner right now that has no incentive to replace something that the Air Force put in that's very inefficient, that's prone to failure, and create an incentive program. My first suggestion would be sub-metering. Not individual meters installed by the city. Individual sub-meters that the City doesn't have anything to do with, that we read, that we read. So we don't have the minimum fee that John is talking about. We have been chasing our tails for seven years. There is no way you can tell me how much water I use in my unit. I can tell me how much I pay for it but you can't tell me how much I'm using. Chances are in any one of these paths with the over usage, this is where Bob and I disagree, if you go down this path that we start charging for these overages then you might as well set Caitlin Way and Alan Way, and Baltimore Way up with a higher HOA fee because those are the roads and those are the infrastructures that we are paying. So, my preference is, like I said in my letter, that meters are the long term answer that we somehow have to wean ourselves off of one meter per quad. It can't be done overnight, it can't be done in one year. It should be done like roofing. It should be done over several years. We will have to work with the City official because I've been told sub-metering is not allowed. But, I think the City officials will work



with us because if we can install three more meters in each quad and show where each unit is billed then we can get people to conserve on their own. The next best thing is installing new water conservation toilets. If you are expecting people to just go out and buy one it is not going to happen. You have to give them monetary incentive to do it. That's the tricky part. How much is too much and how much is too little. At some point there is a breakeven point. I think you will take care of a lot of these usage spikes. When a toilet flapper, the little chain gets hooked on it or it is not sitting just right, they are a disaster. They are a disaster for not just us but for anybody who pays water bills. If a toilet flapper got stuck in my house it would only happen once. This is not the way we pay our water bill. We are stuck with what the developer left us, unfortunately. I just think we are chasing our tails and have been for seven years. If you guys can work out a rebate program and people start throwing out their old toilets and getting new toilets that use one gallon instead of five you are going to see your water bill start going down. The way it has been trending is up and even if we were to hold the trend at a level spot the City is guaranteed to raise water rates in the next ten years. It is not going to stay the same. The water usage debate I know you guys have spent a lot of time on it. I have given a suggestion and it is the best suggestion I can come up with for the interim. Like I said, I think the long term solution is we have to have more meters in more houses. What John said the minimum usage, if that is what the City says and they demand that we have City meters put in then the idea goes straight out the window. We are going to pay meter charges that are a lot more. Calvin – Plus \$280 a meter. John and I know that. We have already talked to Mike Brody about this. If you get new toilets that meet the water conservation, the homeowners put those in, your water usage goes down by a factor of 400% per flush. Calvin – Your idea is great but let me explain something to you. Bob Turek and Nancy McNally couldn't even get in the units by knocking on the door as a neighbor and saying we would like to check your toilet. I understand, in theory what you are saying is great. Don – But let me tell you something if somebody comes in and checks my toilet and walks out the door the next day it might start all over again. This is a brand new EPA tested toilet. Sue – At whose cost is putting this new toilet in, is it the homeowner, is it the person that lives there? Don – Yes. Sue – Ok. Do you realize that people putting in three new toilets, they may not be able to afford such a thing. Don – I understand that. Sue – Ok. We can't go to these people and just say put in three new toilets. Don – If you get half the people you cut half the bill. This is not a hundred percent solution. Sue – I realize that. But when you start saying the only way we are going to cut this is to put in new toilets. Everybody is just going to go, I can't put in new toilets, I can't afford to pay my electric bill as it is, I can't afford to do this that and the other thing. Don – I understand that. Sue – You have to take into consideration the economy, where we're at, what's going on. We can't propose something like this, you can't mandate something. Calvin – You can't mandate it. He's not saying that. Lou McIntyre – I've got new toilets in my house and I'm still paying the minimum. So why bother. Why would someone bother if they have to pay the minimum anyway. Bob O – Can we discuss both these issues at a July work session. Lou – Yes we can. Bob O – Can we get a written proposal from Bob? Can we get an estimated cost per house? Pat – Can we get them early enough that we can review them? Audience – How many gallons per unit are we allowed? Ginger – 1600 per unit. Bob O – Is that all right with you Bob? We'll have to get all of our schedules together and let you know. Would that be alright with the Board? Board – yes. Gary – Somebody should find out what the cost of the toilets are and then you can buy them in bulk. Bob T – I'll check on it. Gary – Through a vender if you commit to buy a hundred you might get a reduced price. Don – Some people have already done it on their own and I mean if you are remodeling your bathroom chances are you are going to replace that too. Bob O – I know you said for the Board to do a lot of this stuff but can you do it seeing as you already have a head start on all of us. Don – What is it that you want me to do. Bob O – Gathering as much information as you can present. As far as, you are talking about an incentive program. What are you talking about, how much? Don – You can buy a toilet for \$50 or up to \$300. I'll bring some stuff to the July meeting. Pat – Can we get this information, that we are going to have this work session and the two proposals that we have at this point distributed. So that if somebody wanted to stop and read them they can have some idea of what is being proposed. Calvin – Sure. We will make it a work session for anybody who wants to attend and discuss possible saving options for utilities. But, Don is right this has been going on for seven years. It is what it is. But, then again my concern is money and where we are going to find the funds. Especially when I know we have one major thing on Baltimore that we have got to get fixed. That may be \$3000 it may be \$30,000. We won't know until we get in there with a camera. I will talk with Mike Brody to see if they would be willing to do that. Don – We can still start this. Calvin – Yes. Then again, we didn't budget any money to buy toilets right now. Every penny that we have in our budget is spoken for. Bob O – Let's all discuss this in July. Calvin – Bob Turek I do apologize, seriously.



Personally there was just so much going on getting the budget in place and everything else. John W - We have talked about it though. We've talked about sub-metering, we talked about the legality of it and there has been a lot of discussion about it. Bob T - Well like I said, it would have been nice if you informed the Utilities Committee who made the proposal instead of ignoring us completely. Calvin - Bob I apologize. How many times do you want me to apologize? Bob O - Are we under new business? Ginger - No we are still under Utilities. Gary - Do we have a date for the work session? Are you going to pick a date now? Calvin - No, we have to check schedules.

**Website** - Mary Cackler - Not in attendance - Ginger Johnson, Board Liaison gave the following report: Working at the college I know a few people here and there (laughter). We have a student who is on the Dean's List. He is a very good student in Computer Science and I have approached him. I have talked to Mary about it and she agrees that the website needs to be updated and made really fresh and new along with more user friendly. So this student, Anu, is going to do a website, a mock up, so that we can all see it, probably the Board members and Mary. Also, Kathy Miller has volunteered to help the updating on the website once we have it up and ready. That is where we are right now. I'm just waiting for Anu to get back to me and then we will all take a look at and see what he has for us. Then we will go from there. He is not going to charge us a lot which is wonderful. I think he will come up with something really good. We have new advertiser and we have new advertiser that are waiting to advertise. Bob Olsen - Is there a price for the mock up or the website. Ginger - Not for the mock up just for developing the website, not for the mock up. He wanted to do that to show us what he can come up with for us.

**CSS** - John Wheeler - Managers Report for June 15, 2010 - homeowners past due; 8 - under 30 days, 4 - 31 to 60 days, 2 - 61 to 90 days, 4 - over 90 days. There were 16 checks, reconciled bank statement on June 14, 2010, water report on June 11, 2010, 0 - new homeowners, 165 incoming emails, 62 going out, 21 Mailings; 16 HOA fee reminder letters, 1 enforcement letters, 1 welcome packets, 3 checks, 0 HOA Vouchers, 0 Rental Reminder Notices, 0 other (Roofing proposal).

#### **Unfinished Business:**

**August Board Meeting** - Calvin - Ginger you brought up the August meeting already. Ginger - Yes. We have to figure out what the Board wants to do and what the Social Committee is willing to do before we know what we are going to do. Calvin - Well we know it is the third Tuesday in August. So it is just a matter of where. The Social Committee can get together to determine this. Ginger - If we are going to do a barbecue. I would suggest that we do it on Iowa and that was Pat's suggestion too. Well, I think we might as well have a discussion about it. One of things discussed is that we should have a rain date. So, why not schedule it for the 2<sup>nd</sup> Tuesday and then the rain date the 3<sup>rd</sup> Tuesday. Calvin - I'm fine with that. Ginger - we should have a rain date unless we have a big tent. (laughter. Pat - You will have enough on the budget. Bob O - Why don't we leave the details to the Social Committee? Ginger - Right. But right now we are trying to figure out when to schedule it or do you want us to schedule it too. Bob O - Well what you just said, why not? Ginger - So we'll get the word out. We will need grills.

#### **New Business:**

**Chain of Command** - Calvin - We have been trying to do is get some kind of protocol for the way things are done. What has been working or works right is that if somebody has a building issue or a landscape issue is that they contact CSS and they contact the proper Committee. If somebody wants to do some work in their yard a work request is desired. I think a work request should be mandatory so that we don't have the same incident that we had with the cedar trees on Alana. CSS has offered to pick up the work request on Mondays and Thursdays from all four mail kiosk. They will then deliver them to the Chair of each committee or email them or call them to tell them they have work request. I think seven days is a sufficient amount of time for the Committee to make their decision. I also think that the Committee should notify the homeowner that they have the work request in hand so the homeowners doesn't think they were forgotten. If the Committee can't make the decision they can bring it to the Board but I think the homeowner should be notified that it may take a little longer than seven days because it does have to go back to the Board for approval. Most times that will because of a monetary thing. Voting on an expenditure. We need to get, Board members included, some kind of protocol in place so that things are done consistently. John can attest to the fact that thing are not consistent. John - Things are not consistent. Calvin - Not like they should be, they have gotten better, but they need to be consistent. Something simply that you want to replace your front door put in a work request so that it is on file



that you replaced your front door. Sue – Wouldn't it be the basic theory that no matter what you are going to do a work order should be filled out and sent to CSS. Then it should be, if it is not enough information or if its, I mean there will be communication between the homeowner and CSS. Isn't that the way it will roll. John W – It used to roll that way before somewhat, more so than it does now. Now it is just passed on to the committee and they meet with the homeowners. A lot of times the Committee is going to have a lot of questions. Whether it takes standing in front of the house which is sometimes what you have to do to get all of the information. Sue – But the basic protocol would be to fill out a work order for anything and everything. Calvin – Yes. John W – Our policy typically is, whether it is complaint or a repair or something you want to do, it has to be written down. Pat – Do we have a way of logging the work orders so that somebody three years from now can't say they put in a work order and never got a reply? John W – I don't keep a log before it goes to the committee. I get it after the Committee approves it. So it passes through our office the first time and then it would come back to us after it has been approved that this was done at that address. Pat – So there is no guarantee that it won't get lost? Calvin – Since I'm the building chair. The slip comes to the Building Chair the white copy is gone, CSS gets the middle copy and the pink copy goes to the homeowner, Yellow stays with the Committee. Ginger – Calvin, you said that LeeAnn is getting plastic things for the kiosk. Calvin – first of all we are getting rid of those locked wooden boxes. We've got four plastic containers now. They are going to be moved a little higher where people can see them, there will be blank work forms in one, when a person fills one out they will be moved to the one that is for the filled out forms. Lee Ann has offered to pick them up on Mondays and Thursdays from the four mail kiosk, she will sort them out. If Jim and John agree if they are for the Landscape Committee request she can drop them off to John and Jim. If it is a Building Committee request and the interim agrees she can drop them off to Bob. Or if people are not comfortable dropping in a filled out request they can mail them to 10 Maine Road and LeeAnn will get them that way. That's how it should be done so that it is consistent. Ginger – The forms on the website never really got up and running and they will be with the new website. Calvin – So this is something that we were getting better at we just needed to be more consistent. Gary – If CSS maintained a file, just numerically, and when a work order comes in because I'm listening to this and it's a great idea but it's a piece of paper that is going to travel there are chances it is going to potentially get lost or trashed or destroyed or something. Also you don't have a central record of what is happening within a unit. If CSS maintains a file for each unit number and every time a work request comes in whether it's by email or fax or mail or put in the kiosk. The first thing that is done a copy is made and it goes in that file. Then it goes off to the appropriate committee for action. It is the only way you are going to keep track of them and it will also give you the ability if you have a history with a unit or something or somebody is questioning was this done. Was this utility fix done, was this problem done with this unit. You'll know by unit what the history of action has been done in the past. You get somebody like Sherry Roberts who says hey three years ago I filed a work order and nothing every happened. Three years later you'll have a copy of work order under her unit with the action. It will also allow CSS to follow up. You have no follow up scheme with moving this around very well because it like a handoff. But there is nothing to keep an eye on when this is handed off. It is a simple thing to do. John B – Doesn't CSS maintain a file now with all of those documents. John W – There is a file for each unit. Gary – The first thing that should be done is a copy is made and it is put in that file. Sally Connor – Wait a minute I think there is a first step before that. You should apply a unique sequential number to each work order before it goes off. That way if something is missing you know it. You can keep control on it. You have fifteen things coming and fifteen things going out in all directions. Put a number on the thing and add one to it every time that way you have a complete record and you are auditable or not auditable otherwise. Then when you copy it the number copies with it. John B – The only issue I see with that is they are out in the open all the kiosk. They could get thrown away. Gary – The number will be applied by CSS when it comes in. Sally Connor - When it comes in you put a sequential number on it then when somebody says to you I sent one in three years ago, you say what day, I have four on that day and yours wasn't there.

**Seal Coating of Driveways** – Bob Olsen – Did you receive any bids on the seal coating? No they were supposed to be post marked by the 10<sup>th</sup> and we were suppose to open them her and make a decision. None. Bob O – OK Non being I'm looking for what people want. Do you want to hold off on seal coating until next year because it is getting pretty late in the season right now. We obviously don't have any bidders. Give us more directions let us know what you want us to do. Send it back out? Northern said he was gonna. He also said he wasn't really interested in this time he has enough for the season. I had three companies contact me and tell me they weren't interested. Bob Brunell called me up, he called me the day it was due, and wanted to look at it the next



week. I told him no the date was the 10<sup>th</sup>. They said it was too big a job. One note we are going to have to change a couple things on the specs for that bid. Nobody does pressure washing. Most of them do air wash, air pressure, blow it off. Nobody I talked to was willing to give us a warranty because of the heavy equipment that is used to remove snow. I recommend tabling this until next year, redo it all and start it next year. Naomi Bradshaw – May I asked you a question? Bob O – Sure. Naomi – Not wishing to drag this out too long. Can you give us a rundown of pros and cons of having this done or not having it done? Bob O – Phase 2 and Phase 3 were done five years ago. That’s probably getting close to the lifetime for that. Naomi – You’re talking about sealing driveways. Bob O – Sealing the driveways. We are also responsible for the cul-de-sacs and the long driveways that lead into the two four plexes with the parking areas. Naomi – What happens if you don’t do anything? Bob O – Eventually what happens is you get a bigger separation in there, moisture gets in between the cracks and crevices, gets underneath it, it freezes in the winter time, you get heaving, it’s a pot hole effect, it’s the same thing. By sealing it you help prolong that period of time of that happening. You’re sealing the whole top with tar, petroleum based stuff. I’m not that familiar with it. There are varying degrees out there, two year, five year, fifteen year. But no one is going to give us a warranty by the looks of it. Naomi – So it is more than just cosmetic then? Bob O – It is cosmetic, the building committee really doesn’t play to much with this. Naomi – Does it do any more than make it look great, that’s what I mean? Bob O – Yes, it is preventative maintenance. That’s what it is. Naomi – Ok, that what I didn’t know. If it is just pretty, it’s pretty enough. Bob O – Like I said, the Building Committee, Cal will tell you, they don’t have time for pretty. Naomi – I think it looks fine already. That’s what I wanted to know. Is there a real reason to do it. Bob O – Yes there is. Calvin – Now, if we table it for one year. We can get a warranty, if, we put in our landscape and snow removal contract that these particular blades. John on you know the blades, is that correct? John W – It’s a poly or some kind of a poly blade. John B – When we write our new landscape contract, if we require a different type of equipment to be used on the driveways, we can then be eligible for a warranty. Calvin – If anybody looks at their driveway now you can see literally see where they have scrapped the blacktop on the driveway from dragging their blade across it. Lou McIntyre – You said it will be a good idea to just have them come in and fill and seal where we have the pot holes this year. Bob O – Where we have pot hole effects, really that’s going to be more, mostly around the storm drains. We have some on Caitlin and other areas where patching needs to be done before we seal. Lou – Maybe we should try to get that done and then next year seal. Bob O – The only problem is I don’t think we can get anyone in right now, this late in the game. I really don’t think so. I mean I’ll spin my wheels if you want me to. That’s what I’m looking for is direction. But, I honestly think we won’t be able to get anyone out here now. Ginger – Are you saying that because you are looking at the June 30<sup>th</sup> deadline for the budget. Calvin – No, they’re all busy. Bob O – They have enough work for their whole season. Ginger – Well we had someone, I forget which company, come and do the parking spaces very late in the year. Can they come and do that work very late in the year, at the end of their season? Bob O – There was no time frame given in this request when the bids went out. There was no time frame as far as when they would do the job. So if they thought they could have done it and do it in October they still would’ve did it. But they didn’t. Sue – John would you know of anyone else who could help us out. John W – Who did you send it to? Bob O – Northern, they’re the only one who came out and looked at it, asked to look at it. Brunell, SK, Thomas, Provost, Northern, Champlain Valley and the individual who called me up from West Chazy, Lucia. John W – What did he say. Bob O – Nobody responded. I sent everyone of those, well LeeAnn sent the ones I had faxes for, those that didn’t I personally mailed it out as soon as I got their address. John W – That’s everyone I know. Bob O – That was just about, I pretty much contacted everyone in the yellow pages. Pat – Brunell was still willing to it. Gary – The pressure washing and the warranty may have caused a lot of people to not bother. Bob O – I believe that’s the case. Gary – So it wouldn’t hurt to at least for the cost of just crossing those two things out of the specs, send it back out and ask them to look at it again. Then you are going to know if you have no vendor who is able to do it time wise or if those things. Bob O – I would like to see that go back to the Building Committee and let them decide if they want to leave those two items out. Calvin – Bob was told the reason they wouldn’t warranty was because of the use of the heavy equipment. Miriam Najimy – I think Cal’s idea of waiting a year and when we redo the Yardworks contract and kind of laid that rule and making it possible to get the warranty is a good idea. Bob O – The money is not going to go back to the city. Gary – It will go back into the reserve fund. Sue – The only problem that I’m concerned with is another year of damage. We have this winter. Another year of abuse that these machines or these types of blades are going to do. Bob O – Plus, the other good thing about that is that if we put that off until the next year, that money will go into the reserve, like I said, and we might need that



for that drain pump. We are going to have to make cuts somewhere, you know, seal coating if it starts to crack then we will repair it when we get the money. Sue – I would like to make a motion to postpone this until next year. Put the money in reserve for the process next year. Calvin – Need a second. Seconded by Dan Shusda. Calvin – Any discussion? All in favor. Motion passed by unanimous vote. Calvin – Thank you for your hard work. Bob O – No problem.

**Petty Cash** – Pat Lucia – Can I bring up one thing quickly? I saw where you wanted to buy the plastic container to replace the wooden boxes and you had to wait until the Board meeting to be able to make a determination. I think we should establish a petty cash account for before Board approval where up to a certain amount of money just get a percentage of quorum of the Board to approve and you will withdraw that amount. We will refer to it as petty cash because that is ridiculous when we need something we can go it, especially since we are meeting every other month. Sue – What is a good dollar amount to establish petty cash for use by the Board, within reason? Pat – I would say \$200 would be fine and anything we spent we would keep track up separately. We would wait to replace it at any point. You know if we used it for Social Committee or Beautification Committee. To replace it you have got to have your receipts and everything to give to me. John B – I make a motion to establish a \$300 petty cash. Seconded by Sue Phillips. Discussion? Bob O – Yes, for what purpose. John B – Petty cash. Bob O – I want to go by something, I just go up there, or do I have to have, is it a business expense, is it a? Pat – You have to have approval of a quorum of the Board to get the petty cash. Bob O – OK. I think it's ridiculous that we have to get Board approval to go out and buy four plastic containers that we need to operate this business and get a Board approval. Please throw that in your motion to allow for operating business expenses. Ginger – Isn't that what Pat was saying just a minute ago? Bob O – I just thought I heard you say you have to have five members of the Board to approve it. Pat – I did say quorum but if you are comfortable with the fact that I'm going to say to you where are you going, you got it for purchasing what. I mean nobody's going to use it to go take the Board for drinks one night and get it approved by me. Bob O – It would be a business or operating expense that's what I'm saying. But if Cal needs to go out and get those things or if Ginger needs to go out and buy some stamps those are business and operating expenses. Why should we have to vote on it? What are we going to say, No, you can't have any stamps to mail out our stuff. But a petty cash fund for needs of the business, operating expenses. Can we narrow it down, is all I'm saying. Sue – Sure. Bob O – Can you repeat the amended motion? John B – Motion to establish a \$200 dollar petty cash fund to be used for operating expenses. Seconded by Susan Phillips. Bob O – Sorry Cal. Calvin – That's ok Bob. Calvin – Any more discussion? Ginger – No. Calvin – All in favor. Motion passed unanimously. Bob O – Like I told you I'm a stickler for rules. If you think I'm stupid I'm sorry. Calvin – (pointing to Don Cosgro) There's a guy sitting in the back of the room that's know for roll call as far as you do. Ginger – Ok. Is that it? Calvin – No that's not it. The last item. We have to discuss my position on the Board and how the Board feels about and he homeowners feel about it. Ginger – I thought we already did that?

**Edging** – John B – I don't know if Jim Trombley from the Landscape Committee notified LeeAnn or Les of Yardworks but the committee wants the edging done, completely done, on the property before our Yard sale next month. I don't know if LeeAnn knows about it or not but it was decided at the last Committee meeting. Les was not there so I don't know if he knows about. Actual edging not weed whacking. Miriam – While you are speaking of Yardworks. They need to be told to blow away the grass cuttings from the sidewalks. We are constantly dragging it into the house when they don't. John B – When that happens you call CSS. They are in charge of Yardworks contract, all the clauses, and things that are in Yardworks contract is administered by CSS. They are responsible to enforce our contract with them so if you have an issue with them please call CSS. Make your complaint with them. I know a lot of people have been complaining lately about the blowing of the grass into their entryways in the corners. Instead of blowing them out they are blowing them in and they are getting stuff all over the place.

**Satellite Dishes** – Bob O – I just want people to be aware and the Board. The roofers have been having to remove satellite dishes in order to replace the roofs. We had a situation where they did so this last time. The homeowner had to contact the satellite company to come out and readjust it because even though they were careful it did not get put back in the right spot. The homeowner, I believe, is going be asking us for reimbursement I don't think it is right that we reimburse to a certain extent but in this case there is nothing out there, there is no procedure out there. The roofer should not have to reimburse, in my opinion. Removing this to do a better job and do his job. We have nothing in place right now where we can tell the homeowner hey look we're going to do your roof you have to remove your satellite dish and then have it replaced or we can



have it removed and you can have it replaced and then you have to pay for it. What are we going to do?  
Audience – Did it ever make that into the minutes a couple months ago? Audience – Satellite dishes are not mounted on the roof. Bob O – No, excuse me, it is on the fascia. They are redoing the roof, it's on the fascia. The two top bolts are on the drip edge. The Contractor feels to do his job properly he has to remove those two bolts, replace the drip edge which is the piece that comes over the bottom of the roof, for people that don't understand. It goes over the fascia which is the front. The bolts are anchored into there and he is removing them so he can replace that drip edge as per contract. But, in this case the homeowner lost the signal and had to contact the cable company. The cable company charged the homeowner to do that. He hasn't looked for reimbursement, I haven't seen anything yet, but in case he does and even if he doesn't we need to have some procedure or protocol in place. Pat – Some people are mounting on the side of the building which is something we are allowing them to do. Bob O – We don't allow them to put it on the siding or the roof. If they do put it there they are responsible. We have something in there that says they are responsible for rectifying that situation. But we don't have anything in there that says whose responsible for the cost in this situation where the roofer is doing his job per his contract, removing the satellite dish, putting it back but in this case the homeowner lost his signal so he had to pay. Ginger – Satellite dishes were part of last month's meeting, they are in the minutes. Bob O – What do you people want to do? I don't expect an answer today but it's out there. Questions – Drip edge? Bob O – It is part of the fascia and that is where they are bolted and then anchored into the drip edge. It is mounted properly according to our rules. We need to have something in place in case this happens again. We're expect homeowners to abide by the rules and possibly receive a fine or for expenses for disobeying the rules. Calvin – In essence the homeowner did follow the rules. Bob O – The homeowner did nothing wrong and the contractor did nothing wrong so who are we going to punish, ourselves for not having a procedure in place. Ginger – Satellite dishes are mentioned in the Rules and Regulations and it says that they may be mounted on the fascia. So is the drip edge part of the fascia. Bob O – Drip edge is part of the fascia and the top side of the roof. Sue – Can we table this until we actually are confronted with a bill until as you said it is going to be a case by case issue? Bob O – I will not let it go that long. This case here if it comes out we will have to deal with but I'm not going to let it get tabled for probably the August meeting I would like to see it addressed. Sue – If that homeowner comes to us for reimbursement. Bob O – Regardless, I would like to see it addressed and a procedure in place. At least work on it in August. If we can't get it done we can't it done but we need to keep it on our old business until we get it done. Sue – I agree, I can agree with that. I just don't know that we can get it done. I'm afraid that it is getting late and I don't want to hold people up. Bob O – No, I had no intention of it being addressed tonight. I just wanted to put it out there. John B – Now that satellite dishes have been brought up I would just like to make a remark about it. If your dish is a year and half, two years old, you can just take that darn thing down because they are all new dishes now. If you were to get service again you're going to get and absolutely new dish they don't want your old dish. So if it is just sitting there not doing nothing and you're not using it you can just take it down and get rid of it, they don't want it and if you go back to satellite again they're going to give you a brand new dish. You only need one dish now the new dishes take the place of two so you get your local channels and your regular other channels. So if somebody's has got those hanging around and you don't want them on your building just take them down they are no more good. Bob O – Please tell them again what you said before. Please fill them with white silicon caulking. If it's on your fascia and your fascia is white. Don't just leave those wholes there when you take them down. John B – If they're a couple years old they're obsolete and if you're not using them they're not any good. You can call your dish company and I don't think they want them back.

**Calvin** – Ok one more item. I brought it up earlier. As I told you all I'm going to work for Chris Thomas tomorrow. I have resigned from the Building Committee and I would like some input on how everybody feels about the Board, including what the Board feels. It is the perception of conflict of interest. Pat – Can I just say that what I would like to do is make a motion that you remain and as chair. If there is anything that you would have to make a decision or vote on that you just abstain from voting or participating while you are an employee of Thomas Construction on anything that has anything to do with them. That way I don't see where there is any conflict. I don't think it is a good idea for us to lose you. John B – I second that. Sue – Hear Hear. Calvin – Any discussion. Bob O – Yes. I'm sorry. I believe at the very least I think he should be relinquished from his position as Building Chair. That eliminates any possible conflict in my eyes and of course as a voting member on this Board for tie breaking he must abstain from any vote relating to Thomas Construct. I mean there is a motion and a second on the floor but that's all I've got to say. That is nothing personal against Calvin but that just eliminates anyone



from pointing a very wrongful finger towards him for being inappropriate or what have you because he would be having no contact with any votes regarding Thomas. Pat – Alright he has already stepped down as Building Chair so we don't have to worry about that right and that was part of my resolution that he would refrain from doing any voting so we are still on where we agree with what I said. Bob O – No, you still have him as the Building Chair. Many Voices – No it doesn't. He resigned as Building Chair. Bob O – I know but your motion says to leave him as the Building Chair. Many Voice – No it doesn't. As Chair of the Board. Bob O – As president. Pat – As president, alright I've got the wrong title. Bob O – Ok, we're clear. Gary – He doesn't vote unless there is a tie. Bob O – But even in the case of a tie he does not have to vote. Pat – Right. Bob O – Well you can ask that in. Pat – I have no problem amending my motion to say, as I said to include that if there is a tie that he would not be able to participate. Miriam – Let's say that what you are voting on does not have something to with building or Thomas then he would still be able to vote. Pat - Yes, anything to do with Thomas or Building. Bob O – Correct me if I'm wrong. The amended motion is Calvin remains as president, gives up as Building Chair, and cannot vote in any matters to do with Thomas Construction. Pat – Or building matters because we don't want it said that he made it so that Thomas didn't get the vote. Bob O – Ok that's the motion out there I'll shut my mouth. Calvin – Homeowners are you happy with that. Audience – Yes, because you know we represent you. Board passed motion by unanimous vote.

**Court** – Gary - For the purpose of the homeowner, 20 seconds. We were in court Monday. You should just be aware that Bob, Dan, Sue, and John, four members of your Board were in court for an entire afternoon. They gave up an entire afternoon to be there. Dan even longer because he had to come to my office with LeeAnn as a witness to be prepared to go over things and make sure we were on the same page. Just so that you are aware of their time commitment and other commitment to you, that was an entire afternoon each of them gave up. I thought you should be aware. I get paid for being there they don't.

**Building Chair** – Bob O – Who is taking over Building Chair. Calvin – you are temporarily. Gary – You're interim. Calvin – You volunteered that an hour and a half ago. Many voices – We all heard it.

Motion to adjourn by Susan Philips, seconded by Ginger Johnson.

Meeting adjourned at 8:35 PM

Respectfully Submitted by  
Virginia (Ginger) Johnson  
LCV HOA Secretary