



10 MAINE RD.
PLATTSBURGH, NY 12903
www.lcvillage.org

MINUTES APRIL 18, 2017

Regular monthly meeting at 19 Oak Street, Plattsburgh, NY was called to order at 6:00pm by President Patty Jaehn. Directors present: Gerry Eagan, Peter Hayden, Donald Miller, Tom Maglienti, and Patty Jaehn. Absent: Donald Cosgro and Bob Turek. Quorum Present: YES. Also, present, Property Manager, Adam Whitbeck, and Bookkeeper Anne Sanford, 9 members in the audience.

Minutes - Motion by Peter Hayden and seconded by Donald Miller to approve the April 4, 2017 meeting minutes was passed 4-0.

Treasurer's Report – Tom Maglienti read the treasurer's report for March 2017 as follows.

Business Checking	Opening Balance	\$120,106.72
	Fees, Late Fees, interest	64,732.80
	Various Expenses	49,235.06
	Ending Balance	\$135,604.46
Savings Accounts/CD's GFNB and SFCU	Opening Balance	\$276,910.07
	Transfers-in, Interest	1,659.58
	Ending Balance	\$278,569.65

We are currently approximately \$22,000 under budget (fiscal year to date.) Copies of the complete Treasurer's report can be obtained by emailing Tom at tomm@lcvillage.org.

Property Manager's Report – Adam Whitbeck read the report for Whitbeck Associates (attached) with the added comment that Hart's will start spring clean-up next week.

Legal Report – none

Landscape Committee – Have two work requests that were approved by the committee. One on Baltimore and one on Maryland Rd. Carol Shuttleworth added that the pine tree limbs that fell along Iowa was checked out and found that this is normal seasonal pruning. The trees are not infected. Don M. asked for a vote to remove the two diseased trees in the common area off of Maryland Rd. Peter H. made a motion to remove the trees and Don M. seconded and stated that they be placed on the list of other trees that may need to be removed this spring. The motion was carried by a 4-0 vote.

Utilities Committee – Tom M. said that they are waiting from information from the City Engr dept. to see if the HOA can install the service laterals via a different route to city water lines without going through the roadway in the cul-de-sacs. Gerry E. asked Tom M. to ask the city for a letter stating their approval for us to install the new water lines this way and Tom M. agreed.

He will pursue that course so that we have written agreement with the city to use an alternative route for hooking up the water lines.

Election Committee – Carol Shuttleworth presented the two persons for the community Meet and Greet that will be appointed to the board in May. They are Tom Maglienti and Linda Turner. Bob Turek was absent. She stated that we will take a short break with refreshments so that everyone in attendance will be able to talk with them.

Communications Committee – James Armstrong provided a written report to the board.

- 1) We discussed the mandatory communications that must be mailed to all residence (homeowners) by Jun 1. We will send a financial report (mandatory), a certificate of insurance (mandatory), and HOA fee coupons (service) by US Post to all residents (homeowners) of Lake Country Village. The mailing will be handled in the same way as the mailed newsletters. We will provide an estimated cost at the first May meeting.
- 2) We discussed the welcome packets. We are in the process of reconfiguring what will be included.
- 3) We are working on a late payment of HOA fees policy and procedure that will include notice of delinquency with an escalation to attorney's solicitation of payment.

Review and Compliance Committee – Gerry E. stated that we are still waiting on our attorney's assessment of the by-laws and the cost to change them.

Social Committee – No Report

OLD BUSINESS –

Approval of Roof Replacement Contract – Tom Maglienti had updated this contract for 5 more roofs this year. It had been circulated among the board for review, changes or comment. He stated that we are planning on going with Thomas Construction to replace the 5 roofs without going out for bid. Tom M. made a motion to accept the updated contact and Peter H seconded it. The motion carried with a 4-0 vote.

Approval to Order Roofing Materials - Tom Maglienti presented the two bids for the materials for the 5 roof replacements that we received from Curtis Lumber and Wards Lumber. Curtis was the lower bid but Wards was lower on some of the items. Tom M. asked Adam to review the quotes to see if we can get a reduction from Curtis for the items that were less from Wards Lumber as long as they are the same quality items. Tom M. made a motion to purchase the roofing materials at a cost of not more than \$47,300 and Gerry E. seconded. The motion carried by a 3-1 vote. Peter H. made a motion to purchase the materials from Curtis Lumber and Don M. seconded, The motion was discussed and then Peter retracted the motion to take up at the next meeting.

Approval of Property Manager and Bookkeeper Specifications – Gerry E. mentioned that the board had been working together to make a few changes to the specifications for these two contractors. The board had been reviewing them over the last month or so and it was time to accept the updated specifications. Gerry E. made a motion to accept the updated specifications and Peter H. seconded. The motion carried by a 4-0 vote.

Approval of RFP for Property Manager and Bookkeeper – Tom M. made a motion that our Secretary create an RFP to go out with the updated specifications for bids on the two contractor positions. We have a list of 6 people who have asked to bid on the Property Manager position and 5 people who have asked to bid on the HOA Bookkeeper position. There were several comments from the homeowners attending. Peter H. made a motion to have the contract for bookkeeper be awarded to Anne Sanford and the contract for property manager be awarded to Adam Whitbeck and that the positions begin on July 1st to align with the HOA fiscal year. Gerry E. seconded so that we can move toward discussion. There was more discussion. Vote did not carry by 3-2. Gerry E. made a motion to form an interview committee with Gerry as the lead or

moderator and with 3 members of the board and 3 homeowners from the community. Tom M. seconded the motion. The motion was carried by a 4-0 vote.

Tom M. next made a motion that the Secretary prepare and mail an RFP for the property manager and the bookkeeper positions based on the revised specifications for 13 months starting in June 1st 2017 through June 30th 2018. The proposal shall be mailed to all qualified respondents as determined by the PM/BK review committee. Don M. seconded the motion. The motion was carried by a 4-0 vote.

Approval of 2017-2018 HOA Maintenance Fee Budget - Tom M. made a motion to accept the budget that the board has been working on for months for the coming year with a HOA fee of \$205 per month. Peter H. seconded the motion. The motion carried by a 4-0 vote.

Dog Park Request – This item was tabled.

NEW BUSINESS

Request to Waive a Late Fee – We have a request to waive the late fee from the homeowner of 93 Maryland. Tom M. read a letter from the homeowner to the attendees. The payment was mailed by the bank on Apr 3rd. The person has never been behind. Gerry E. made a motion to waive the late fee and Don M. seconded. The motion was carried by a 4-0 vote.

Discussion on Handling Owners Delinquent with the monthly HOA fee. The board is working on revising letters that the bookkeeper sends out to homeowners who are delinquent with the monthly payment.

Request for Payment of Sewer Charges – We have a request from the homeowner at 22 Maryland asking the board to pay the entire bill for Roto Rooter on a problem that was fixed on HOA common property. There was discussion on some homeowners who called a plumber and not notify the property manager first. But this was not the case for this homeowner. Gerry E. made a motion to pay the entire Roto Rooter bill. Peter H. seconded. The motion was carried by a 4-0 vote with one member abstaining.

Discussion on Gap in Director's Term – Current board members terms end on May 9th. The new elected board members terms do not start until July 1st. Peter H. made a motion to have the three recently elected board members terms start on May 9, 2017 and run through June 30, 2018. Don M. seconded the motion. The motion was carried by a 4-0 vote.

Motion to adjourn the meeting was made by Don Miller and seconded by Peter Hayden. The motion passed by a 4-0 vote. Meeting was adjourned at 7:42pm. .

The next Lake Country Village HOA meeting will be TUESDAY MAY 9, 2017 6:00pm - 7:30 P. M. at the Plattsburgh Public Library, 19 Oak St, Plattsburgh, NY 12901 THIS WILL ALSO BE A HOA MEMBERS MEETING TO ACCEPT THE NEW BOARD MEMBERS>

Respectfully submitted,

for Donald J. Cosgro Secretary by Gerry Eagan/Tom Maglienti

PROPERTY MANAGEMENT REPORT
LAKE COUNTRY VILLAGE HOA BOARD MEETING
April 18, 2017

- Rounds were completed
- Work orders YTD total 105 with 7 incomplete
- Complaints YTD are 32, all have been addressed
- YTD 100 Violation Notices were delivered, 90 have been corrected
- Checked on the vacant units @ 6 Iowa & 88 Maine several times to insure heat is still on.
- Responded to a call about water gushing out of the grass between 17 & 27 Maryland on 4/7/17. Ended up being a back-up in the city's main sewer line so I contacted Public Works.
- Responded to a sewer back-up @ 23 Iowa on 3/23/17. Coordinated with Roto-Rooter to fix the issue.
- Responded to a sewer back-up @ 154 Maryland on 4/7/17. Coordinated with Roto-Rooter to fix the issue.
- Obtained a labor quote from Thomas Construction for this year's roofing. Labor cost will remain the same as previous years.
- Worked with Chris Thomas to obtain a material quote from Curtis Lumber for this year's roofing. The quote was sent to the board.
- Changed the Iowa mail kiosk light bulb
- Responded to a roof leak at 86 Maryland Road. Coordinated with Chris Thomas to address the issue.
- Vendor Work:
 - Harts Lawn Care did several plowing & salt/sanding services
- Work Requests:
 - Received a work request from the homeowner of 32 Maryland Road. The homeowner is requesting to have 2 pine trees removed that sit behind her back fence on common property. 3 landscape committee members have responded and are in favor of having the trees removed.
- All Welcome Packets have been delivered