



**10 MAINE ROAD  
PLATTSBURGH NY 12903  
WWW.LCVILLAGE.ORG**

## **MINUTES**

21 March 2017

**Regular meeting** at 19 Oak Street, Plattsburgh, NY was called to order at 6:00 P. M. by President Patty Jaehn. Directors present: Donald Cosgro, Gerry Eagan, Peter Hayden, Tom Maglienti, Patty Jaehn, and Donald Miller, and Robert Turek (via conference call), . Quorum Present: YES. Also present, Property Manager, Adam Whitbeck, Bookkeeper Anne Sandford. 13 members in the audience.

- Motion by Peter Hayden, second by Gerry Eagan , to approve the 7 March 2017, minutes passed 5-0

**Treasurer Report:** Tom Maglienti gave the treasurer's report. *(Note: Paper copies of report will no longer be available at monthly meetings, as most copies are thrown in the trash. Members may request a copy of the monthly treasurer's report, via email, by emailing a request to the treasurer) tomm@lcvillage.org*

**Property Managers Report:** see attached. Several residents expressed opinions regarding the snowstorm on March 14-15<sup>th</sup> and the services of the HOA snow removal contractor.

- A motion by Tom Maglienti, second by Don Miller to appoint a committee of directors and members to improve the snow removal process, after the March 14-15<sup>th</sup> blizzard. Anyone wishing to serve on the committee can do so, please refer to the website for contact information.

**Legal Report:** Tom Murnane was not in attendance.

**Building Committee:** Adam reported on one building request from homeowner at 61 Maine Road to replace the fencing between his neighbors units with vinyl fencing. Adam reported he did not hear back from the entire building committee. One committee person mentioned the fact of fencing between units are jointly owned, therefore next-door neighbor(s) must approve before removing present fencing. No action was taken by the Board of Directors.

**Landscape Committee:** A request from a homeowner at 17 Baltimore Way to plant a garden area on common property extending 3 feet from the building. It was noted that many homes in the village have similar planted areas. No action was taken, by the board of directors, since the entire committee has not responded.

**Utilities Committee:** No formal report.

**Social Committee:** No report

**Election Committee:** Carol Shuttleworth gave update to board on the May 2017 election. There are three directors' terms expiring in 2017 and only three applications were submitted. There will be no election this year. Applicants were: Tom Maglienti, Linda Turner, and Robert Turek. Their bios will be added to the HOA website for members to view. They will be invited to a "meet the candidate" at a future board meeting, in April.

**Communication Committee:** James Armstrong told board the newsletter is done, and will be sent out. They needed some extra money to do so.

- A motion by Tom Maglienti, second by Don Miller, to approve \$150.00 for the HOA newsletter was approved 6-0

**Compliance & Review Committee:** No report, pending contact with HOA attorney.

### **OLD BUSINESS:**

**Bookkeeper & Property Manager Contracts:** Don Cosgro reported he has received several resumes for the positions. These will be further discussed by the directors in the future.

**Engineering Service for water line replacement Cul-de-Sacs:** As per the desire of the board of directors to obtain prices for engineering services; Don Cosgro reported 3 engineering firms responded to the HOA bid requests for the Alana Way & Caitlyn Way Cul-de-Sac water line replacement project. No decision was made by the board at this time.

Bids received were \$ 14,013.00: AES; \$11,325.00: RMS; and \$5,500.00: AEDA. Included in these bids was on site construction supervision which may or may not be requested by the board. Tom Maglienti again, reminded the board that water line installation is a common project that it can be done, by most excavating contractors without the services of engineering firms or specialized plans. Don Cosgro contacted the city clerk's office and informed the board that the city requirements for water line installations are contained in the City Code available on the city website. All contractors must install water lines as per the specifications outlined in the city code. A \$600.00 tapping fee is required for the city to connect a one inch line. The cost of 100 ft. of rolled type K copper pipes is about \$600.00 There are a total of nine water lines presently serving the residents on these HOA owned cul-de-sacs.

### **NEW BUSINESS:**

Dan Shusda spoke to the board and informed them, that the court case of Walter P. Chmura Jr. v. Dan Shusda, Maureen Carlo, and Sue Phillips was dismissed. He informed the board he was requesting reimbursement for legal costs/attorney services of \$1,700.00. Sue Philips gave the board a letter requesting reimbursement for lost time at work for \$215.04. Maureen Carlo read a letter to the board of directors requesting reimbursement of \$279.00 for loss of work, and office expenses incurred. She asked her letter be entered into the minutes.

- A motion by Donald Cosgro, second by Tom Maglienti, to submit the reimbursement requests to HOA attorney Thomas Murnane, for review and advice. Motion passed 6-0.

Bookkeeper Anne Sandford requested the board write off a debt for a homeowner incurred when the HOA used MAC's locksmith services, to obtain emergency entrance into the residence. The board asked the treasurer to write a letter to the homeowner requesting the balance of the bill be paid. Tom Maglienti agreed and will write one and send it to the homeowner. Anne also reported the HOA is now receiving HOA payments from Wells Fargo bank for a home in village that was recently foreclosed on.

Treasurer Tom Maglienti gave the directors a report on his preliminary 2017-18 HOA budget proposal. Tom explained this budget is somewhat different than previous HOA budgets. Based on the financial review by, Alexander Edwards CPA accounting firm, the 2017-18 budget has a different format than previous HOA budgets. Final budget approval will be sometime in April.

- Motion to adjourn at 7:32 P. M. was made by Peter Hayden, second by Don Miller, passed by unanimous consent.

Respectfully,



Donald J. Cosgro

Secretary

THE NEXT REGULAR MEETING THE LAKE COUNTRY VILLAGE BOARD OF DIRECTORS WILL BE **TUESDAY, April 4, 2017 AT 6:00 PM – 7:45** AT THE PLATTSBURGH PUBLIC LIBRARY 19 OAK STREET, PLATTSBURGH, NY

\* A audio recording of 1 hour 33 minutes and 52 seconds was made of this meeting.

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Property Manager Report

## **Abbreviated Treasurer's Report February 28, 2017**

- Treasurer's Report for January was given by Tom Maglienti. 8 months into the fiscal year we are \$22,902.06 net under FYTD budget. (income and expenses)
  - Checking Balance 2/1/17 \$102,765.89
  - Deposits and Transfers In \$ 68,298.39
  - Expenses and Transfers Out \$ 50,957.56
  - Checking Balance 2/28/17 \$120,106.72
  
  - Savings Balance 2/1/17 \$275,225.52
  - Deposits and Transfers In \$ 1,684.55
  - Withdrawals and Transfers Out \$ 0.00
  - Savings Balance 2/28/17 \$276,910.07

Members may receive a complete copy of the Treasurer's report by emailing Tom at [tomm@lcvillage.org](mailto:tomm@lcvillage.org).

**PROPERTY MANAGEMENT REPORT**  
**LAKE COUNTRY VILLAGE HOA BOARD MEETING**  
**March 21, 2017**

- Rounds were completed
- Work orders YTD total 96 with 4 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.
- Returned the new maintenance contract for the Baltimore Pump Station to Roto-Rooter.
- Contacted the city's Public Works office in regards to a sink hole under the city sidewalk on Kentucky Street. Public Works repaired the area.
- Sent some information to James Armstrong for his newsletter to the homeowners
- Responded to 148 Maryland Rd where the owner thought he had a water line break in his first floor ceiling. Ended up not being an HOA issue and the owner's plumber was able to correct the issue.
- Responded to a sewer back-up at 22 Maryland and coordinated with Roto-Rooter to fix the issue
- Coordinated with Thomas Construction to have roof shoveling done at 10 locations where snow drifts were blocking the furnace vents.
- Met with Ryan Davies of AES Northeast to discuss the cul-de-sac water line replacement job
- Vendor Work:
  - Harts Lawn Care did several plowing & salt/sanding services
- Work Requests:
  - Received a work request from the homeowner of 61 Maine Road requesting to replace the rest of the back fence with the same vinyl as he did last year with the outer section of his fence. I have only heard back from 2 building committee members and both were in favor,

however, one member did say his approval was contingent upon the homeowner's neighbors' approval.

- Received a work request from the homeowner of 17 Baltimore Way requesting to install a landscaped area along the side of her unit. She is the end unit at the building. I have only heard back from 1 landscape committee member and she was in favor of the request.
- All Welcome Packets have been delivered

### Snow Storm Report

Complaints totaled 15

Compliments totaled 19

Inquiries totaled 11

Storm started Tuesday March 14<sup>th</sup>

- Harts began snow removal mid-afternoon and did a complete rounds on driveways and cul-de-sacs and left village approx. 1am. They had trouble keeping up with the storm on Tuesday due to the blizzard conditions and city streets that had over a foot of snow in them.

Storm ended approx. 7am Wednesday March 15<sup>th</sup>

- Harts began snow removal in mid-morning and opened up all driveways & cul-de-sacs, as well as, cleared all walkways on Kansas & Iowa, which were 52 walkways. Harts left the village shortly after midnight. All homeowners that moved their cars had access in and out of their home via their garages at this point

Thursday March 16<sup>th</sup>

- Harts continued clearing walkways in the morning and started at the upper end of Maine. They cleared 4 walkways on Kentucky, 68 walkways on Maine, 94 walkways on Maryland, and 20 walkways on Baltimore.
- Paul and I also went around to many locations and spent about 3 hours clearing snow from driveways and in front of garages for people that never moved their cars during the snow storm or on Wednesday
- Harts also opened up all the city sidewalks in Phase 3 and the majority of Maine Road

- Harts left the village shortly after 9pm that night  
Friday March 17<sup>th</sup>
- Harts returned in the morning and continued clearing the walkways starting on Maryland where they left off. They cleared 30 walkways on Maryland, 10 walkways on Maine, 18 walkways on Alana, 16 walkways on Caitlin, and 10 walkways on Massachusetts
- All walkways were finished by 3:15pm and the balance of the city sidewalks were finished shortly after

Other than blizzard conditions, the mass amount of snow and large snow drifts, another factor that slowed the snow removal was the amount of Harts equipment that either broke or was damaged by homeowners leaving objects on their walkways and porches. One of Harts tractors broke during the snow removal and had to be repaired and 3 of their snowblowers were damaged by homeowners leaving mats, electrical cords, bricks, etc. either on their walkways or porches.