



10 MAINE ROAD
PLATTSBURGH NY 12903

WWW.LCVILLAGE.ORG

MINUTES

January 9, 2018

The regular meeting at 206 New York Road, Plattsburgh, NY was called to order at 6:00 pm by President, Peter Hayden. Directors present: Peter Hayden, Tom Maglienti, Linda Turner, Don Miller. Absent: Patty Jaehn. Quorum present: yes. Also present, Curtis Latremore, property manager, Anne Sanford, bookkeeper and 2 homeowners.

Motion by Linda Turner and seconded by Don Miller to accept the December 19, 2017 minutes. Passed 3-0.

Treasurers Report: (second monthly meeting)

Property Managers Report: Curtis has been working with Harts to remove the lingering snow and ice. 5 Kentucky had a frozen drain. Curtis advised homeowner, because RotoRooter was not immediately available, the HOA has no restrictions on choice of contractors. Snowbirds are starting to contact him with their current information.

Legal Report: No report from Tom Murnane. Tom Maglienti gave an update on two delinquent accounts. One homeowner filed bankruptcy. The other homeowner in foreclosure had a second lien in addition to ours. In the future when we have a payment agreement for a delinquency it will be noted on the delinquent report.

Building Committee: no report

Landscape Committee: no report

Utilities/Communications Committee: Tom gave an update on the procedure for introducing the Toilet Rebate to homeowners. Report attached.

Communications Committee: Planning for the next newsletter to be delivered before the end of February. We are suggesting committee members and directors check out our website and advise the CC of any changes or improvements they would like instituted.

Snow Removal Communications The emails we sent received a 75% positive response. There were requests to also include group texting. We are working with Harts, and Curtis to better coordinate and refine our process.

Election Committee: We now have a finalized election procedure. There are four seats open. Copy attached.

Old Business:

Status of volunteers for the 2 open positions on the board. There has been no response. Tom will post another notice on the website and Curtis will post one in the kiosks.

Revised Election Procedures: A motion was made by Linda and seconded by Tom to accept the updated election procedures. All voted in favor.

FHA approval for the HOA: After discussion it was tabled until next meeting.

Status of Landscape Contract: Curtis to continue to work with Harts to have a finalized contract by January 23 meeting.

Status of Tree Contract: Contract is signed and removal is to begin January 10.

Roof Inspection: Curtis to inspect the 3 remaining roofs done in 2015 and report back to the board at the January 23 meeting.

New Business:

19 Alana car towing: Motion by Tom and seconded by Linda to cover cost of towing a 2002 Dodge Neon with expired sticker.

Request by new homeowner to waive 2 months of late fees: Due to misunderstanding at closing and paperwork problem, homeowner is requesting late fees waived. 1st month was waived automatically. Motion by Tom and seconded by Linda to waive 2nd late fee. All in favor

Software and cloud storage: Motion by Tom and seconded by Linda to purchase 2 subscriptions of Microsoft Office 365 for \$200.00 plus tax. All voted in favor. This will give us 1000 gigabytes of cloud storage per user and board, bookkeeper and property manager will have same software.

Extra Salting: Motion by Tom and seconded by Linda to approve the amount of \$2600.00 including tax to cover the extra salting from the last storm. All in favor

Website annual payment: Motion by Don and seconded by Linda to pay a total of \$83.93 for 1 year renewal. Breakdown as follows \$41.99 for Word Press, \$16.99 for lcivillage.org domain renewal, \$14.99 for domain privacy, (prevents hacking) and \$9.95 increased storage for bookkeeper@lcivillage.org. All in favor.

Placard and light fixtures: After discussion was tabled until next meeting.

Meeting adjourned at 7:39 pm, approved by unanimous consent.

Respectfully



Patricia Jaehn

Patricia Jaehn-Secretary

The next regular meeting of the Board will be January 23, 2018 at Seton High School, 206 New York Road, Plattsburgh, NY 12903 from 6pm to 7:45pm.

Audio recording 1 hour and 39 minutes.

Communications/Utility Committee
1/6/2018 Meeting Minutes
22 Iowa St.

Attendees: Patty Jaehn
Sue Thompson
Mary Centofanti
Tom Maglienti

Unavailable: James Armstrong
Gerry Eagan
Don Cosgro
Curtis Latremore

1. Toilet Rebate Program Roll Out
 - a. Poster in kiosks – Sue to prepare a draft
 - b. Post on website – Tom
 - c. Email message with link to website – Tom
 - d. Copy of program with application hand delivered to remainder
 - i. Inserted into plastic bag and hung on doorknob – Patty has bags and will arrange for delivery
 - ii. Will include an appeal for email address – Patty to prepare
 - iii. Modify application to include contact and return info – Tom
 - e. Will include blurb in next newsletter – scheduled for late February - Patty
 - f. Will request Curtis make a personal contact with homeowners in quads with the 5 highest average water use - Tom to prepare list.
 - g. Will track applications on a spreadsheet – Sue to prepare
 - i. Tom will send latest water use and email spreadsheets to the CC.
2. Newsletter
 - a. Next volume will be prepared to mail out by March 1st (or sooner)
 - i. Sue will write article on income tax prep at Senior Center
 - ii. Other topics will include the usual plus the toilet rebate program and the election. James' feature article?
3. Website design
 - a. All were asked to look the existing site over with a critical eye and to make suggestions for improvements
 - i. Missing info
 - ii. Too much info
 - iii. Suggestions for additional content
 - iv. Organization of topics
 1. Addition of a menu item for procedures, policies, etc
 - v. Ease of navigation (menus, links, etc.)
4. Snow emergency communications
 - a. Critique recently posted map (Documents>Other>Maps – bottom of page - CC
 - b. Place map on new separate page - Tom
 - c. Put notice in widget area with link to new page - Tom
 - d. Provide access to Curtis to post updates on Hart's plans - Tom
 - e. Send email to notify HO's about this program – Tom, Patty to prepare
 - f. Include a notice in the hand delivered TRB (1.d above) – Patty to prepare.

LAKE COUNTRY VILLAGE HOA
10 Maine Road, Plattsburgh, NY 12903
ELECTIONS PROCEDURE

The following is the actual election procedure that was developed by the LCV HOA elections committee in February and March of 2016. It is being updated in December 2017 to reflect changes on the application/bio form, when applications are due, when homeowners can vote, when the candidates are invited to attend a meet the candidates' board meeting, and when the new board members will start/end their time on the LCV HOA board.

Section 1. Nomination Procedure

- a) Board applications can be accepted from January 1st through March 7th when acceptance of new applications will be closed.
- b) Applications can be found and submitted on the LCV HOA website (lcvillage.org) or by downloading a copy of the form, filling it out and sending it to LCVHOA, INC., c/o Elections Committee, 10 Maine Road, Plattsburgh, NY 12903. There are also copies of the application in each mail kiosk.
- c) The application contains the candidate's name, HOA address, phone number, email address, experience, and other comments such as Why I Am Running, philosophy, etc. The candidate experience/comments and/or Bios will be posted on the LCV Website after March 15th and before the first Board Meeting in April. Candidates can be any homeowner including full or part time residents of the HOA.
- d) The Elections Committee will contact all candidates to acknowledge that their application has been received.
- e) In March the Elections Committee will gather all applications, ensure that all the information required has been completed on the applications/Bio and prepare them for posting on the LCV website.
- f) The Elections Committee will obtain the latest Homeowner mailing address list as of March 15th and this will be the only list used throughout the election process. Homeowners are responsible to ensure that the LCV Property Manager has their current mailing address.
- g) The Board will hold a "Meet the Candidates" session at the first Board meeting in April. Candidates will be asked to introduce themselves, present relevant information about their candidacy and answer questions from attendees. The regular board meeting shall immediately follow this session.

Section 2. Election Procedure

- a) The Elections Committee should consist of at least 5 volunteer members. A Board Member who is not up for election can be a liaison to the Committee to assist the Election Committee following the election process.
- b) The Elections Committee will prepare a ballot form, ballot instructions, and a reference to all the applications/Bios on the LCV website.

- c) The ballot form and ballot instructions (on the back of the Ballot) and required envelopes will be prepared by the Election Committee prior to the 1st Tues in April HOA Board Meeting. Ballots will be mailed out by the Elections Committee to all homeowners during the first week of April.
- d) LCV Homeowners must read completely through ballot instructions before completing the Ballot.
- e) The Ballot will list the candidates alphabetically by surname. Beside each name is an open circle in which a Member can indicate a vote for the candidate per the instructions on the back of the Ballot.
- f) The completed Ballot is to be placed in an envelope marked "Place Ballot in this envelope and SEAL", but bearing no other marking or identification. Only the completed Ballot goes into this envelope.
- g) The ballot envelope will be placed in another envelope addressed to the HOA at its mailing address in Plattsburgh, NY and marked Attention: LCV HOA Elections Committee. The return address on this envelope will be pre-labeled with the Homeowner's name and mailing address, and will bear one or more unique stamps or markings which will render the envelope difficult to forge or duplicate. If the return address label is altered or removed it will make this Ballot invalid.
- h) The returned envelopes which identify the sender and contain the sealed ballot envelope shall be kept unopened by the HOA until validated by the Election Committee.
- i) All completed mailed Ballots must be received by or delivered to the HOA by the second Tuesday of May. Homeowners may also vote their ballot on the second Tuesday of May during the Annual Meeting of Members. (Except for postage, ballots cast at the meeting must be prepared as per the instructions the same as if they were mailed.) The LCV HOA Elections Committee will validate, tally the votes and prepare a report as soon as possible but no later than the first HOA Board Meeting in June.
- j) The Elections Committee will decide on a time and place to count the votes. Either the candidate or their designate, but not both, shall be entitled to attend the validation and counting of the Ballots. A candidate's designate may not be a Director or a member of the Elections Committee.
- k) Each returned ballot envelope shall be compared against the current mailing list of Members of the Association before being opened.
- l) If it is impossible to determine from an examination of the exterior of the returned envelope that the sender is a Member of the Association, the envelope shall be destroyed without being opened or counted.
- m) If the identity of the sender can be matched against the list of Members, the returned envelope will be placed in a box of valid Ballots. The Elections Committee will complete this process until all the envelopes received have been validated.

- n) All the *valid* envelopes will now be opened and the *ballot* envelope removed and placed into a box. The *valid* return envelopes can now be set aside or placed into a large folder for disposal at a later time. This process will continue until all *valid* envelopes have been opened and the *ballot* envelope removed.
- o) The *ballot* envelopes will now be opened and the Ballots removed and placed in the center of the table face down. This process will continue until all ballot envelopes have been opened and the Ballot removed. The ballot envelopes can now be set aside or placed into a larger folder for disposal at a later time.
- p) At least two Elections Committee members will read the voting from the Ballot (one at a time) and two or three Elections Committee members will tally the votes on tally sheets previously provided by the Elections Committee. This process requires that there be no interruptions from any of those attending this ballot counting. All voting will be tallied in this manner. The counted Ballots will be placed into a separate box and saved until the votes are validated. If more than the required number of candidates was selected on a Ballot then that Ballot will be deemed invalid and set aside.
- q) The two or three Election Committee members doing the tallying will add up all the votes. All tally sheets need to compare exactly unless a discrepancy could not affect the ranking of the candidates. The Committee will decide on what needs to be recounted by a unanimous vote of the Committee.
- r) The Elections Committee will prepare a summary tally sheet that contains the name of each candidate and the total vote for each. The Committee members will all date and sign this final tally sheet and make copies for retention purposes and one to be submitted to the board no later than at the first HOA Board Meeting in June. The final tally sheet must be kept by the Elections Committee for 3 years.
- s) The Ballots and the initial tally sheets shall be kept in a large folder or envelope for a period of no more than 60 days after the Annual Members Meeting.
- t) Newly Elected members to the board will commence their two year term on the board on July 1 of the HOA fiscal year and serve until June 30 two years later. They may also elect to be elected again prior to the end of their second year term.
- u) New and current board members can arrange to have a realignment of the board officers and other duties at any board meeting after the Annual Meeting of Members. New positions would not take effect until July 1.

Respectfully submitted by Carol Shuttleworth, chairperson, LCV HOA Elections Committee

The above procedure was approved at the 1/9/2018 board meeting and replaces the procedure approved on 1/17/17.

Application and Bio for Board of Directors Lake Country Village HOA 2018 Open to All Homeowners!

*Please return by **March 7, 2018** – leave in ‘Completed Request’ slot in kiosk, mail to Carol Shuttleworth, Elections Committee Chair, 10 Maine Rd. Plattsburgh NY 12903 or email to elections@lcvillage.org*

Name: _____ Address: _____

Telephone/cell Number: _____ Email Address: _____

You are free to attach a short biography of your own or complete the sections below.

Tell us about yourself and your experience:

Other comments, why I am running, philosophy, etc.:
