



10 MAINE ROAD  
PLATTSBURGH NY 12903

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## Minutes

April 2, 2019

The meeting was called to order at 6:01PM by President, Peter Hayden.

In attendance were Peter Hayden, Chris Chandler, Tom Maglienti, Don Miller, Linda Turner, Randy LaMora and Patty Jaehn. Quorum: yes. Present also: Anne Sanford, bookkeeper, Curtis Latremore, property manager and five homeowners.

A motion to accept the minutes from the March 19, 2019 meeting was made by Tom and seconded by Linda. All voted in favor.

### Reports:

Property Manager Update: The Post Replacement Contract and Electric Meter Modular Contracts will be completed by April 5, 2018. Thirty electric meter modules were checked under this contract. The porch post on Iowa and Kansas have all been replaced for a total of fifty-six. Curtis is having problems hiring a contractor to repair and replace soffits. Tic Toc may be interested. Peter suggested contacting Dick Crawford as a possibility. The Gutter Kings contacted Curtis advising him of their interest in cleaning the gutters.

The sewer backed up at 36 Maryland and Bob's Instant Plumbing charged \$151.20 to open the pipe.

On March 5, 2019, Garrows dug up the sewer line at 56 Maine. After locating the problem, they cut out ten feet of pipe. It didn't have a break but was three fourths full of frozen sand. They had to use a steam jenny, jet it and camera the line. Curtis is waiting for a report. Total cost for the job was \$1841.02. Property Manager Report attached.

Building: no report

Landscape: no report

Utilities: no report

Elections: Meet the Candidates will take place during the April 16, 2019 meeting. Carol will put posters in the kiosks to remind homeowners. Refreshments will be served.

Communications: no report

### Old Business:

Baltimore Pump Station: Curtis to have bids at the April 16 meeting. Services to be provided four times a year.

Tree Removal Policy: Chris made a motion, seconded by Don, to accept the April 2, 2019 revision of the Tree Removal Policy. All in favor. This policy will be included in the next newsletter.

Landscape Contract: Curtis is still negotiating with Hart's. It was decided we needed to verify the definition of evergreens. Paul is objecting to the 10% we are proposing to withhold until work is completed and he is requesting a contract for two years. Tom pointed out there is an option in the contract to extend it for an additional year. The common areas need a major clean-up this spring. The board was not happy with the fall clean-up.

Budget Update: The board met three times to work out allocations for operating, maintenance and future capital expenses. Tom balanced the budget for 2019-2020 keeping the dues at \$205. He is working with AES Engineering to update future capital costs to more accurately identify future reserve requirements. In the budget for this year we have included hiring an arborist to check out all trees and obtain quotes for fencing.

New Business:

Lake Forest: The meeting room is available for a fee of \$50 a month. Linda will visit prior to next meeting. Tom to check with ARC regarding any availability and Chris with Pipe Fitters.

Kiosks: Tom made a motion to order the solar light package for the new kiosk near 27 Maryland, not to exceed \$800 plus tax. At the November 1, 2019 meeting there was a motion approved to order the kiosks. The kiosk will be relocated from the entrance at Maine and Maryland to the cement pad in front of 27 Maryland. The motion was seconded by Chris. All voted in favor.

Date for Meeting of Committee of the Whole: The board decided to meet April 9, 2019 at the Plattsburgh Public Library Smart Room, 16 Oak Street, Plattsburgh, NY at 6PM to continue its deliberation on Homeowner vs HOA responsibilities.

Sidewalks: Middle units continue to be a problem in the winter due to icing. Board to recheck areas and discuss possible solutions. We have an open-end contract with the slab jacking company to do 50 more slabs this year.

Garage Paint Touch-up: Matching paint could be possible issue. Plan is to use artist brush.

114 Maryland: Only one window has sill rot. Homeowner is checking as to a cause.

Chris made a motion to move into executive session at 7:32. Randy seconded.

Chris made a motion to adjourn meeting at 7:44Pm. Randy seconded.

Respectfully Submitted by:



Patricia Jaehn

Secretary

The next meeting of the board will be May 14, 2019 form 6-7:45PM at the Plattsburgh Public Library Auditorium.

## Common Area Tree Removal Guideline

April 2, 2019

1. **Removal of trees from the common area is solely at the discretion of the HOA Board.** The Property Manager or Landscape Committee will normally recommend trees to be removed. Individual Homeowners (via a Work Request) may also request any tree to be removed. The Board will evaluate each request or recommendation and will remove at its expense, any trees, based on its sole judgment, that meet the following criteria
  - a. Dead trees
  - b. Dying or diseased trees
  - c. Trees excessively damaged by wind or lightning (e.g. broken main trunks or many broken main branches)
  - d. Trees with large sections of dead branches (e.g. 25% or more dead area)
    - i. These should be monitored for one year to see if recovery is likely before deciding to remove.
  - e. Trees that are causing physical damage to homeowner or HOA property including
    - i. Utility service lines
    - ii. Fences
    - iii. Sidewalks
    - iv. Patios
    - v. Roofs or siding
    - vi. Other common area property
  - f. Trees that are determined to be hazardous. This will not normally include a healthy tree unless it is leaning in such a way that it will cause physical property damage if it were to fall.
  - g. Any other tree whose removal, in the sole judgement of the Board, is in the best interests of the HOA.
2. The services of a professional arborist may be utilized to assist in evaluating trees being considered for removal.
3. Removal work shall be performed by a qualified, licensed and insured tree service an in accordance with established Contract Guidelines.
4. Trees other than the above, which are requested to be removed by a homeowner shall be considered a Nuisance Tree. These may include
  - a. Tree dripping sap on vehicles or personal property
  - b. Trees dropping excessive leaves, needles or other debris on a homeowner's lot or roof
  - c. Trees that are considered undesirable by a homeowner for any other reason such as blocking too much sun, interfering with a view, unattractive species, etc.
5. Requests to remove Nuisance Trees will be handled as follows
  - a. Homeowner must submit a Work Request identifying the tree and the specific reasons for the request. Request must include results of input gathered from homeowners in the immediate area (within a 100' radius of tree) in the form of name, address and opinion of the request. Requests submitted without neighbor input will be considered incomplete and returned to homeowner.

- i. Request will be reviewed by the Property Manager and Landscape Committee and a recommendation will be made to the board.
  - ii. Board will review recommendations and act on the Work Request. If approved
    1. HOA will arrange for the tree removal by its contractor. The Property Manager will provide an estimated cost for the removal and Homeowner will pay this estimate in advance. The actual amount charged by the contractor that is more (less) than the estimate will be billed (refunded) to the Homeowner.
    2. Homeowner must also pay in advance a fee of \$150 which will be added to the Landscape Committee's budget to be used for planting new trees. Location of new trees are at the sole discretion of the Landscape Committee and the Board, however the Homeowner's input will be considered.
6. All trees removed from HOA common area shall be removed as follows
  - a. Trees must be felled with care to prevent damage to property. Removing tree by limbing and cutting into sections may be required in certain cases where proximity to buildings, other trees or other obstacles are involved. Property Manager should consult with the tree service prior to start of work so that a takedown plan can be developed and notices to nearby Homeowners can be given. Use of heavy equipment may be prohibited in certain areas or at certain times of the year.
  - b. Stumps shall be evaluated by the property manager and based on cost or other factors such as future use of the location, need to remove offending roots, etc., at the sole discretion of the board, shall be either
    - i. ground to a depth of 4 inches below turf level or
    - ii. removed by mechanical means
  - c. Once removed, area shall be
    - i. filled as needed up to 4" below surrounding turf
    - ii. 4" (min.) of topsoil added to bring to grade
    - iii. Seeded with a quality perennial grass seed
    - iv. Mulched with straw or other suitable material.
    - v. Initial watering applied