

Lake Country Village

Homeowners Association, Inc.

10 Maine Rd., Plattsburgh, NY 12903

MINUTES
March 8th, 2021 – 6 PM
(VIA Video Conference)

President Peter Hayden Called the meeting to order at 6:00 pm.

In Attendance: Peter Hayden, Linda Turner, Tom Maglienti, Randy LaMora, Mike McKinnon, Ron Deragon and Jen Dyer Quorum: Yes

Also, present Property Manager Curtis Latremore, Bookkeeper Anne Sanford, and approximately 4 Homeowners.

Ron made motion to accept minutes from meeting of February 8th, 2021 Jen 2nd the motion. All board members voted in favor to accept: Motion passed.

REPORTS:

Treasurer's Report: Tom gave treasurer's report. Motion by Randy to accept Treasurer's Report 2nd By Mike. All in favor. Motion passed

Property Managers report:

Curtis Discussed Sewer issue on Baltimore. Seems to be an issue with disposable wipes affecting the sewer pumps.

Motion by Tom To accept Property Manager's Report. Ron 2nd the motion. All in favor. Motion passed.

Contract Update: Still waiting on Harts to sign Landscape Contract. Board to meet with Paul to discuss any issue on the delay of signing contract.

Communication Committee: Newsletter in April

No other committee reports

OLD BUSINESS:

Lighting in Kiosk: Handi Hut going to give refund on solar lighting that did not work properly for our needs. Kiosks to be wired when weather improves.

Bulletin Boards for Kiosks: Discussion on bulletin boards. Tabled until next meeting.

Crosswalks: Still waiting on city for crosswalk near kiosk on Maryland. Curtis to contact city for an update.

Discussion on Dog breeds that are allowed in Village. Motion by Jen to eliminate what breed of dog's homeowners can have. 2nd By Tom. All in favor. Motion passed.

Discussion on Liability of Pet owners. Board to check with insurance company to see what liability the board has. Tabled until next meeting.

Extension of Toilet Rebate Program: Board decided to do away with the rebate program for new toilets since it has not resulted in measurable benefits. Motion by Ron to eliminate toilet rebate program. 2nd by Mike. All in favor. Motion passed. Elimination of toilet rebate program to be added to upcoming newsletter and will be posted on website.

Elections: Gerald Eagan to create Ballot for upcoming elections.

Discussion on qualifications for people who want to become board members Tabled until next meeting.

Discussion on having electronic elections by company named ezVoteonline. They will do all the emailing and notifications to all residences and will conduct the actual vote.

Motion by Linda to have ezVoteonline conduct our upcoming election. Jen 2nd Motion. All in favor. Motion passed.

New Business

Record Retention Policy: Tom made motion to Revise Record retention policy, that we do not need to keep certain records for as long as we do. Jen 2nd Motion. All in Favor. Motion passed. (copy attached)

Resolution of Air Conditioner Policy: Linda made motion that window air conditioners not to be installed prior to May 1st and must be removed no later than October 15th. Ron 2nd Motion. All in favor. Motion passed. Also discussed that some homeowners are using cardboard, plywood, etc. to fill gaps in windows after the a/c units are installed. This is very unsightly and homeowners who use these items to fill gaps will be asked to remove them.

Resolution on Satellite Dishes: Discussion to increase number of satellite dishes allowed on units. Some residences are using a second dish for internet services. However, it is the homeowner's responsibility of the satellite dish to include installation and/or removal of the dish and any damage to the dish or the building that the dish may cause. Motion by Randy to allow a 2nd dish on homeowner's unit 2nd By Mike. All in Favor. Motion passed.

Motion made by Tom to allow property manager to make decision on satellite dishes without board approval. 2nd by Mike. All in Favor. Motion passed

There were no comments or concerns from any homeowners in attendance.

Invoice Approval: Motion by Tom to pay \$1607 to Bob's Instant Plumbing for services provided at the Baltimore Pump Station. Randy 2nd Motion. All in Favor. Motion passed.

A second budget meeting is scheduled for March 22, 2021.

Motion by Peter 2nd by Mike to adjourn meeting. All in favor. Meeting adjourned.

Next regular board meeting to be held on April 12, 2021 at 6:00 pm via WEbex

Respectfully submitted by:



Randy LaMora
Secretary, LCVHOA

Abbreviated Treasurer's Report

February 28, 2021

This is a summary of the monthly report given by Tom Maglienti, Treasurer

| | |
|--|-----------------|
| GFNB Checking Beginning Balance | \$66,751 |
| Deposits and Transfers In | \$66,724 |
| Expenses and Transfers Out | \$70,013 |
| GFNB Checking Closing Balance | \$63,462 |

| | |
|--|----------------|
| SFCU Checking Beginning Balance | \$4,335 |
| Deposits and Transfers In | \$0 |
| Expenses and Transfers Out | \$0 |
| SFCU Checking Closing Balance | \$4,335 |

| | |
|-------------------------------------|------------------|
| Savings Beginning Balance | \$873,047 |
| Net Deposits and Withdrawals | \$13,754 |
| Interest Earned | \$1,075 |
| Savings Closing Balance | \$887,876 |

End of Month Totals

| | |
|--|-------------------|
| Total Cash on Hand (excl. HO credit balances) | \$936,122 |
| Total Reserves | \$892,200 |
| Net Budget Variance | (\$10,904) |
| Total Operating Surplus | \$54,467 |

Property Manager's Report

Month of Feb 2021

Inspection Completed

Dates

Dates

From

To

Open Homeowner Work Requests ("x" if New this Month)

| New | Request # | Date Rec'd | Address | Description | Status |
|-----|-----------|------------|--------------|------------------------|------------------------------------|
| x | | | 4 Maine | Hot tub in backyard | sent email told them its ok |
| X | | 1-Mar | 12 Baltimore | Remove Crab Apples | We discussed Last year and will do |
| X | | | 54 Maryland | Vent bathroom out vent | Approved |
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Maintenance Issues

| New | LCV w/o# | Date Rec'd | Address | Description | Status |
|-----|----------|------------|-------------|-------------------|-------------------------------|
| X | | | 63 Maine | Ice on sidewalk | Harts went issue with gutters |
| X | | | 45 Kansas | Bathroom issue | James went venting issue |
| X | | | 40 Kansas | Water leak | Shoveled roof bathroom stoped |
| X | | | 32 Maryland | Sewer drain issue | Bobs to jet then camera line |
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Open Contracts

Invoices Passed

| Contractor | Description | Status | Invoices Passed | |
|---------------------|--------------------|----------------------|-----------------|-------------|
| | | | Date | Amount |
| Harts | Combined Contract | | | \$21,435.50 |
| Bobs Instant | Pump station issue | Pump station working | | ? |
| Morrionville Septic | Pumped Baltimore | Cleaned | | ? |
| From Ground Up | Stump removal | Waiting on Spring | | |
| | | | | |
| | | | | |

Complaints

| Type | # Month | #YTD | #Outstdng | Comments |
|--------------|---------|------|-----------|------------------------------------|
| landscaping | | | 0 | |
| snow rem'l. | 2 | 8 | | wanting to know if we could change |
| animals | | | 0 | |
| Other visual | | | 0 | |
| Other | | | | |

Violations

| Type | # Month | #YTD | #Outstdng | Comments |
|-------------|---------|------|-----------|----------------------|
| Maint Req'd | | | | |
| Animals | | | | |
| Vehicles | 2 | 2 | | Reviewed with owners |
| Visual | | | | |
| Other | | | | |

Units
For Sale

3

Units Closed During the month at:

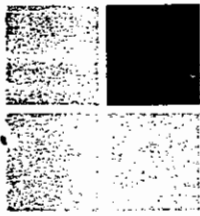
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Welcome Packet(s) Delivered to

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| 2 |
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Other Issues

| New | Date | Address | Description | Status |
|-----|----------|----------|-----------------------------|-----------------------------------|
| | 3/1/2021 | | Baltimore Pump Station down | Fixed |
| | 3/5/2021 | 44 Maine | Water usage up | Went to homes and spoke to owners |
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Lake Country Village

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

RULES & REGULATIONS

PETS AND THE KEEPING OF ANIMALS

- 1) The following rules apply to each resident of Lake Country Village, defined to include an owner and members of their family, and any guests or tenants of the owner or other person ordinarily resident in the owner's home, and where a limitation as to the number or size of animals is specified, then that number shall be the combined total of the animals owned or kept on the premises by a resident.
- 2) Each resident shall be entitled to keep a maximum of two cats or two dogs, or a combination of one cat and one dog.
- 3) ~~No resident shall keep or allow to be kept American Pit Bull Terriers or Rottweilers in their home or on the common areas at any time.~~
- 4) All dogs must be kept on a leash and under the care and control of a responsible adult when in the common areas.
- 5) Dog and cat owners must thoroughly clean up and dispose of dog and cat wastes which are deposited on their own property, in the common areas or on the property of another resident. Disposal of such wastes must be made in a sanitary manner, and not by deposit in public trash receptacles, or other parts of the common areas.
- 6) Owners of animals which create a nuisance which unreasonably affects the quality of life, quiet enjoyment, or safety of other residents or which damage the property of another resident or the common areas shall be subject to the penalties enumerated in paragraph 9. For the purposes of these rules, "nuisance" shall be defined to include:
 - a) menacing, aggressive or violent behavior towards any person or other animal, including the killing or pursuit of wild animals on the common areas;
 - b) barking, howling or other persistent and excessive noises whether originating from within the resident's home or outside the home or in the common areas;



Lake Country Village

- c) the damage or destruction of the property of another resident or of the common areas, including lawns, trees, and shrubs located thereon;
- 8) Disputes among residents as to the keeping of animals or any alleged violation of these rules should be settled to the greatest extent possible directly between the parties. A resident who has an unresolved complaint concerning the conduct of another resident's animal(s) should set out the nature of the complaint in writing, addressed to the Board of Directors of the Lake Country Village Homeowners Association.
- 9) Following a review of the complaint and the reply of the resident who is the subject of the complaint, the Board may take any or all of the following actions, in any sequence it deems appropriate:
 - a) a written notice addressed to the offending resident, advising of the nature of the complaint and setting out the penalties for further infractions;
 - b) a fine levied against the offending resident, not to exceed Fifty Dollars (\$50.00) for a first offense, or One Hundred Dollars (\$100.00) for a second or subsequent offense. Pursuant to the Declaration of Covenants, Conditions, Easements and Restrictions, any fine so levied shall constitute a lien against the property of the owner receiving the fine;
 - c) an order that the animal or animals which are the subject of the complaint be confined, restrained or otherwise prevented from creating a nuisance;
 - d) an order that the animal or animals which are the subject of the complaint be permanently removed from the resident's home or from the common areas, or both, and setting out the time permitted for compliance;
 - e) any other order, including the levying of fines for non-compliance with any order of the Board, which the Board in its discretion deems appropriate under the circumstances.
- 10) The keeping of animals other than dogs and cats shall be subject to such animals not creating a nuisance, and any nuisance so created may be made the subject of a complaint as described in these Rules, and the Board may impose the penalties set out in paragraph 7 in respect of any such complaint.
- 11) The Board reserves the right to amend these Rules from time to time.

Revised March 8, 2021

~~Revised June 25, 2003~~

Lake Country Village

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

RULES & REGULATIONS

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- 2) Each resident shall be entitled to keep a maximum of two cats or two dogs, or a combination of one cat and one dog.
- 3) ~~No dog weighing in excess of 45 pounds shall be permitted.~~
- 4) ~~No resident shall keep or allow to be kept American Pit Bull Terriers or Rottweilers in their home or on the common areas at any time.~~
- 5) All dogs must be kept on a leash and under the care and control of a responsible adult when in the common areas.
- 6) Dog and cat owners must thoroughly clean up and dispose of dog and cat wastes which are deposited on their own property, in the common areas or on the property of another resident. Disposal of such wastes must be made in a sanitary manner, and not by deposit in public trash receptacles, or other parts of the common areas.
- 7) Owners of animals which create a nuisance which unreasonably affects the quality of life, quiet enjoyment, or safety of other residents or which damage the property of another resident or the common areas shall be subject to the penalties enumerated in paragraph 9. For the purposes of these rules, "nuisance" shall be defined to include:
 - a) menacing, aggressive or violent behavior towards any person or other animal, including the killing or pursuit of wild animals on the common areas;

Lake Country Village

- b) barking, howling or other persistent and excessive noises whether originating from within the resident's home or outside the home or in the common areas;
 - c) the damage or destruction of the property of another resident or of the common areas, including lawns, trees, and shrubs located thereon;
- 8) Disputes among residents as to the keeping of animals or any alleged violation of these rules should be settled to the greatest extent possible directly between the parties. A resident who has an unresolved complaint concerning the conduct of another resident's animal(s) should set out the nature of the complaint in writing, addressed to the Board of Directors of the Lake Country Village Homeowners Association.
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- 10) The keeping of animals other than dogs and cats shall be subject to such animals not creating a nuisance, and any nuisance so created may be made the subject of a complaint as described in these Rules, and the Board may impose the penalties set out in paragraph 7 in respect of any such complaint.
- 11) The Board reserves the right to amend these Rules from time to time.

~~Revised June 1, 2001~~

**Revised February 8 &
March 8, 2021**



Records Retention Policy

Adopted 9/17/2017

First Revision 3/8/2021

The following shall be the policy of Lake Country Village Homeowner's Association, Inc. with regard to retaining the official records of the organization:

Category of Information:

1. Records of Enduring Value – Retain Permanently
 - a. Agendas of meetings
 - b. Minutes of meetings
 - c. Correspondence from and to the Board on legal and important matters (in the judgment of the president with advice as needed from counsel)
 - d. Work requests from Homeowners if a corresponding decision is given
 - e. Signed Authorization Form for automatic withdrawal of HOA dues
 - f. Correspondence evoking a policy or change therein
 - g. Deeds, bills of sale
 - h. Fiscal Year end financial statements
 - i. General ledgers, Year End Trial Balance, Journals (Excel, Quickbooks, etc.)
 - j. Insurance claims, accident reports, etc.
 - k. Mission Statements and strategic plans
 - l. Property Records and blueprints
 - m. Project files (Capital Projects)
 - n. Audits and Financial reviews
 - o. By laws, Articles of Incorporation, Prospectus, etc.
 - p. Chart of Accounts
 - q. Summary of Survey Results
 - r. Rules and regulations including resolutions adopting same.
 - s. Policy and Training Manuals
 - t. Documents relating to Court actions, judgments, foreclosures, bankruptcies, etc. including documents establishing the basis for same (financial records, correspondence, etc. even if beyond the dates normally retained for such documents)
 - u. Log of Homeowner names and addresses
 - v. Log of complaints, violations, maintenance, etc. as provided by PM.
 - w. Other documents deemed to be of an important nature as determined by the Secretary
2. Records of Limited Value - Retain for 7 years
 - a. Accounts Receivable and Payable ledgers and schedules
 - b. Bank Statements, deposit records, EFT and ACH evidence, canceled checks (except as provided in 1.q above), reconciliation records, and similar types of financial documents
 - c. Tax Returns (10 years)
 - d. Checks and/or receipts for Capital or other important expenses

- e. Annual Approved Budget and Dues calculation
 - f. Annual Capital Reserve Fund Allocation and spending
 - g. Contracts (expired) including ST-124 documents
 - i. Contracts containing warranties or guarantees extending longer than 7 years shall be retained for the full term of such warranty or guaranty.
 - h. Correspondence in any form (except as provided in 1. above)
 - i. Election of directors documents, ballots, envelopes, etc.
 - j. Invoices, vouchers and purchase orders to and from vendors, contractors, others.
 - i. Above records relating to long term warranties or guarantees shall be retained for the full term of such warranty or guaranty.
 - k. Insurance Policies and certificates
 - l. Individual documentation on complaints, violations, maintenance, etc. (logs to be retained)
 - m. Log of water consumption per meter.
 - n. Annual report to Members and periodic newsletters
3. Records of Little or No Value – Can be discarded after 1 year
- a. Record of receipt of rules (no longer requested and therefore incomplete)
 - b. General day to day correspondence and emails to and from the board unless covered in 1 or 2 above.
 - c. Documents that are published or available in the public record, online, etc.
 - d. Routine requests for information, work assignments, to do lists,

Method of retention

1. Retention shall be in either paper files stored in vented plastic or cardboard bins located at an environmentally acceptable place as determined by the board or in electronic format (pdf preferable) stored in two locations, one of which shall be cloud storage.
2. Archived documents shall be clearly marked as to date range, category (retention period) and general type. Labels can be marked on the container in permanent marker, paint or other means or for electronic files by folder and file name.
3. The Board (or an appointed committee which shall include the Secretary and Treasurer) shall annually according to a schedule determined by the board
 - a. Review documents and discard those which per the policy are no longer needed.
 - b. Review Retention Policy and make recommendations for changes, if any.
 - c. Review the electronic document format to determine if there is a need to convert files to a different format in order for them to remain viable. This may require the services of an outside contractor or the acquisition of new software if existing software is predicted to be unable to access the files.

Documentation of destruction of documents

1. Documents scheduled to be destroyed shall be identified on an appropriate form by category and year and shall include the date and method of destruction. Sample form is included below.

Resolution to Establish Regulations for Window Air Conditioners
Lake Country Village HOA
March 8, 2021

WHEREAS, the Lake Country Village Homeowner's Association, Declaration of Covenants, Conditions, Easements and Restrictions provides in part in Article VIII, Section 1 as follows: No exterior alteration, addition or modification to the buildings including windows, exterior doors and garage doors may be made by an Owner or his successor without first obtaining prior written approval of the Board of Directors..., and,

Whereas, Frequently Asked Questions contained in the Phase 2 and 3 Prospectus specify that Air Conditioners (AC) are permitted provided the installation plan and location of same is approved by the HOA (Building Committee) and are subject to electrical capacity constraints and

Whereas, the Highlights of LCV Rules and Regulations dated June 2016 states that all AC units must be removed from windows by October 15th and,

Whereas the Board of Directors desires to re-state and reinforce regulations regarding the placement, installation and removal of Window AC's pursuant to Article VIII, Section 1

Therefore, the Board hereby establishes the following rules and regulations regarding Window AC's:

1. This resolution pertains to Window AC's of the type that are installed resting on the window sill with the condenser extending outside the window. It does not apply to "portable" style AC's which sit entirely inside the unit with only a pipe protruding through the window or to "ductless" or other types of air conditioning equipment.
2. Window AC's are permitted without submission of a Work Request in any double or single hung window. Units may be installed no earlier than May 1st and must be removed by October 15th.
3. Window AC's are not permitted to be installed in casement style windows or windows whose width is too wide for the specification of the unit. Removal of a window sash to allow installation of an AC unit and re-fitting the space above with any type of filler material is expressly prohibited.
4. Homeowner is responsible for the safe installation and removal of Window AC's. Any damage or personal injury to any persons or property resulting from such installations or removal is the responsibility of the homeowner. Homeowners are reminded to verify that the electrical capacity of their service is adequate, especially if multiple AC units are installed.

Motion by Linda Turner. Seconded by Ron Deragon. Passed by unanimous vote 3/8/2021.

**Resolution to Establish Regulations for Satellite Dishes
Lake Country Village HOA
March 8, 2021**

Whereas, the Lake Country Village Homeowner's Association, Declaration of Covenants, Conditions, Easements and Restrictions provides in part in Article VIII, Section 1 as follows: No exterior alteration, addition or modification to the buildings...may be made by an Owner or his successor without first obtaining prior written approval of the Board of Directors..., and,

Whereas, Frequently Asked Questions contained in the Phase 2 and 3 Prospectus specify that miniature Satellite Dishes are allowed subject to approval of their placement and,

Whereas, the Highlights of LCV Rules and Regulations dated June 2016 states that Satellite Dishes cannot be installed without clearance from the Property Manager and the Building Committee and cannot be installed on the roof and must be installed in the fascia board only and,

Whereas the presence of Satellite Dishes in general detracts from the overall appearance of the buildings in Lake Country Village and,

Whereas the Board of Directors desires to re-state and reinforce regulations regarding the placement, installation and removal of Satellite Dishes pursuant to Article VIII, Section 1

Therefore, the Board hereby establishes the following rules and regulations regarding Satellite Dishes:

1. Homeowners may request permission to install up to two satellite dishes on their home by submitting a Work Request (in accordance with any approved procedure for same) which must be approved prior to the installation.
2. Satellite Dishes must be of the miniature type and must be installed by a qualified Satellite Company installer.
3. Satellite dishes must be mounted to the fascia board only with additional supports to the siding if required for stability. They are not permitted to be mounted or attached in any way to the roof.
4. Whenever possible, satellite dishes should be located in the rear of the building or away from the street view.
5. If satellite dishes are no longer being used, they are to be promptly removed along with any visible wiring attached. Holes in trim or siding must be properly filled and water sealed to prevent damage to underlying structure and touch up painted to match surrounding color.
6. Homeowner is responsible for maintenance of the satellite dish and its installation and removal and is responsible for any damage to the building or common area caused by same.

Motion by Randy LaMora. Seconded by Mike Mckinnon. Passed by unanimous vote 3/8/2021.



10 Maine Rd., Plattsburgh, NY 12903

www.lcvillage.org

Work Requests for Certain Building Changes

Original Resolution Approved September 19, 2017
First Revision Approved March 6, 2018
Second Revision Approved July 24, 2018
Third Revision Approved October 14, 2019
Fourth Revision Approved July 13, 2020
Fifth Revision Approved March 8, 2021

Whereas, the LCVHOA has established rules and regulations regarding certain work performed by homeowners pursuant to the Declaration, and

Whereas, certain types of such work are considered routine and not requiring explicit detailed Board or committee review,

Therefore, the Board of Directors does hereby establish the following policy for the Property Manager when receiving Work Requests for the following items only:

- Install rain gutters. (outflow must be properly directed so as not to cause undesirable water or ice build up)
- Install or replace metal storm doors (any factory standard color)
- Replace or repaint existing front entrance doors (must be white or factory standard color)
- Replace existing windows (must be white and similar to existing, such as grill pattern, number and size of sashes, etc.)
- Replace exterior lights (except fixture over garage door)
- Install up to 2 “mini” satellite dishes (cannot be attached or mounted to the roof)
- Install ductless AC units (mini-splits)
 - Must have statement from installer that there is capacity in the existing electrical service. (per Art. 220.83B of the NEC)
 - Must be installed by a qualified, insured contractor.
 - Condenser must be located in the fenced in backyard

The Property Manager is hereby granted authority by the LCV HOA Board of Directors to approve Work Requests for the above items without referring same to the LCV HOA Board or Building Committee. Such work must still be submitted as a Work Request and shall be handled in all other respects in accordance with any approved Work Request Policy. Any Work Requests that affect building exteriors that are not specifically mentioned above must be referred to the Building Committee as per any approved Work Request Policy. This authority is granted on the condition that the homeowner has properly filled out the LCVHOA Work Request form, has signed it and agrees to the terms contained therein.
