

Lake Country Village

Homeowners Association, Inc.

10 Maine Rd., Plattsburgh, NY 12903

MINUTES

July 12, 2021: 6 PM

North Country Alliance Church

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

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

Also, present Bookkeeper Anne Sanford, Property Manager Cutis Latremore and approximately 9 Homeowners

Linda made motion to accept minutes from meeting of July 12, 2021, Tom 2nd the motion. All board members voted in favor to accept: Motion passed

REPORTS:

Treasurer Report: Tom gave Treasurer's Report. Motion by Randy to accept Treasurer's Report 2nd By Melissa. All in favor. Motion passed. (copy attached)

Property Managers report: Curtis gave detailed Property Managers report. (copy attached)

Contract Update: Bids to be sent out for Roof repair. Motion By Tom 2nd By Randy to send out Bids with spec to various Roofing companies. All in Favor. Motion Passed.

Communication Committee: No Report

Election Committee: Gerry presented a revised Election Procedure for approval by the Board based on using ezvoteonline.com. Motion By Randy, seconded by Tom to accept the new procedure. All in favor. Motion passed. (copy attached)

OLD BUSINESS:

Lengthy Discussion on Fences, Board going to have a committee as a whole Meeting on July 19, 2021, and present results at next Board meeting

Several Homeowner indicated they are having roof issues with Leaks, Curtis indicated that when he knows about a leaky roof it is addressed. Attorney Murnane Indicated that we have to follow procedure with the Contract before we can seek legal action against Thomas Roofing.

Peter made Motion to accept the Contract with New Image Roofing for roofing repairs, with the changes that will be made. Ron 2nd Motion All in Favor. Motion Passed

40 Kansas would like to plant a tree where an existing was that was removed last year. Still looking for the tree they would like to plant.

Curtis indicated that 84 Maryland will be doing some landscaping in their backyard/fenced in

area and possibly a small excavator might be needed for work.

New Pumps for Baltimore Pump station have arrived; still trying to locate another one that was removed.

Tom made motion to purchase 3 exterior, outside grade, weather tight, bulletin boards at a cost of approximately \$800 apiece and to be put up in the Kiosk areas. Ron 2nd motion. All in favor. Motion Passed.

Still waiting on city for lighting on Kiosks located on Maryland.

MossBrook to do landscaping on the Corner of Kansas and Iowa where the Lake Country Village sign is. To be evaluated to see if Board wants them to do other sign areas in village.

Verizon wire issue addressed once again. Verizon indicated that they would be buried.

Ron addressed front yard issues, landscaping, trees etc., that maybe homeowner would be responsible for them. Tom indicated that according to declaration that the front lawn is considered common areas, therefore we cannot allow that to happen because we would be violating the declaration. Lengthy discussion on how some homeowners are not keeping yards up with overgrowth, etc. Also discussed issues with crab apple trees.

A Homeowner indicated that people are walking on the grass to Kiosks on Maryland, to the point that the grass in the common area is starting to look like a path.

Tom asked member of Landscaping committee to review complaints from homeowners in regard to the above issues and submitted a report back to the board.

New Business:

Resolution on Investment of Maturing CD funds

Tom made motion to adopt the resolution that the 8 CD's that Matured on June 2, 2021, plus some of the money in the Money Market Fund will be deposited in a Toews High Income Bond Fund by placing \$382,000 of our reserves into this fund and maintaining \$100,000 in the Money Market Fund and to also authorize the treasurer to transfer additional funds from any bank account as long as the Money Market Fund is kept at the minimum throughout the fiscal year ending June 30, 2022. Melissa 2nd the motion. All Board members voted in favor. Motion Passed. (copy attached)

Tennis Court repair Quote: TABLED until the Meeting on July 26th, 2021.

Annual expense resolutions: 4 items in Resolution

1: To Allow Property Manager to spend up to \$500 in certain accounts without consultation from board for Routine maintenance.

2: To Allow Property Manager to spend up to \$1000 for emergency repairs in certain accounts without consultation from board.

3: To authorize legal expenses for certain items which are collections, foreclosures, liens, bankruptcy at the discretion of the attorney. And also, for the services relating for the determining the responsibility of the infrastructure and interpretations of the governing documents of the HOA.

4: To Authorize spending on uncontested expenses, for the example of all taxes. Also, for utility bills, water sewer.

Tom made Motion to accept the resolutions, as we have in the past. Randy 2nd the motion. All

Board members voted in favor. Motion passed. (copies attached).

Homeowner comments/ Comments: 115 Maine Toilet rebate Curtis to reach out to homeowner on this issue.

Homeowner indicated that 129 Maryland has soffit issues. Property Manager indicates that possibly installation of gutters could have caused the issue and then it would be homeowner's responsibility to have soffit repaired.

Homeowner on Baltimore complaining about garbage cans being left out for over 5 weeks at the corner of Baltimore.

Homeowner increased the height of fence to be addressed at next meeting.

Invoice Approval:

Randy made motion to reimburse Anne \$136.04 for office supplies. Jen 2nd the motion. All in Favor. Motion Passed.

Tickler File: Add Gypsy Moth issue in March of each year.

Next regular board meeting to be held on July 26, 2021, at the North Country Alliance Church, at 6:00 p.m.

Motion by Peter 2nd by Ron to Adjourn meeting All in favor. Motion passed. Meeting adjourned at approximately 8:00 pm.

Respectfully submitted by

A handwritten signature in black ink, appearing to read "Randy LaMora", with a long horizontal flourish extending to the right.

Randy LaMora

Secretary, LCVHOA

Abbreviated Treasurer's Report

June 30, 2021

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

GFNB Checking Beginning Balance	\$84,010
Deposits and Transfers In	\$72,638
Expenses and Transfers Out	\$101,093
GFNB Checking Closing Balance	\$55,555

SFCU Checking Beginning Balance	\$6,325
Deposits and Transfers In	\$3,214
Expenses and Transfers Out	(\$7,439)
SFCU Checking Closing Balance	\$2,100

Savings Beginning Balance	\$930,279
Net Deposits and Withdrawals	\$10,360
Interest Earned	\$1,185
Savings Closing Balance	\$941,824

End of Month Totals

Total Cash on Hand (excl. HO credit balances)	\$979,067
Total Reserves	\$945,370
Net Budget Variance	(\$23,382)
Total Operating Surplus	\$33,120

Property Manager's Report

Month of June 2021

Inspection Completed

Dates

Dates

From 7/6

To

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

New	Request #	Date Rec'd	Address	Description	Status
				See report	

Maintenance Issues

New	LCV w/o#	Date Rec'd	Address	Description	Status
X			123 Maine	Roof leak	Waiting on Chad
X			27 Kansas	Roof Leak on front step	Not sure whats happening yet
X			63 Maine	Siding issue	

Open Contracts

Contractor	Description	Status	Invoices Passed	
			Date	Amount
Harts	Combined Contract			\$21,435.50
Bobs	Sewer Pump Replacement	in waiting on install		
Roof repairs	37-39 Maine Rd.	Waiting on Chris Thomas this week		

Complaints

	Type	# Month	#YTD	#Outstdng	Comments
	landscaping			0	
	snow rem'l.				
	animals			0	
	Other visual			0	
	Other				

Violations

	Type	# Month	#YTD	#Outstdng	Comments
	Maint Req'd				
	Animals				
2	Vehicles	1	5		Big Truck in Baltimore
1	Visual	1	1	1	Fence enlargement
	Other				

LAKE COUNTRY VILLAGE HOA
10 Maine Road, Plattsburgh, NY 12903
ELECTIONS PROCEDURE
Adopted by Resolution of the Board on July 12, 2021

The election held on May 10, 2021, utilized an online voting service called ezvoteonline.com. Due to all positive feedback from homeowners and directors, the Board voted on June 7th to utilize this or a similar service for all future elections. The following is the election procedure reflecting this change and is effective beginning on the date of its adoption as stated above.

1. Nomination Procedure

- a. Board applications can be accepted from January 1st through March 15th when acceptance of new applications will be closed.
- b. Applications can be found and submitted on the LCV HOA website (www.lcvillage.org/elections/) 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.
- 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 before the first Board Meeting in April. Candidates can be any homeowner who resides anywhere in Clinton County.¹
- d. An election of directors shall be held each year as required by the by-laws, even if directors run unopposed.
- e. The Elections Committee (the Committee) will contact all candidates to acknowledge that their application has been received.
- f. In March the Committee will gather all applications, ensure that all the information required has been completed on the applications/Bio and deliver them for posting on the LCV website.
- g. The Committee with the assistance of the Property Manager and the Communications Committee will update and obtain the latest Homeowner mailing address list and list of emails as of March 15th and this will be the only list used throughout the election process. Homeowners are responsible to ensure that their current email and mailing address are on file.
- h. The Board will hold a "Meet the Candidates" session presided over by the Committee 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.

¹ See resolution of the Board May 10, 2021 for additional eligibility requirements

2. Election Procedure

- a. The Committee should consist of a chair and at least 1 other volunteer member. A Board Member, who is not up for election, can be a liaison to the Committee to provide assistance as needed.
- b. In early March the Committee will contact the online election service (ezvoteonline.com or other similar service authorized by the Board) to obtain any specific instructions regarding setting up the election.
- c. The Committee shall arrange and pay for the service via LCVHOA Credit Card an **annual or individual** election subscription as directed by the Board at the appropriate time as recommended or required by the service. Annual plans allow unlimited elections, surveys or other decisions to be placed before the members during the subscription period for nominal additional cost and is usually the preferred plan.
- d. The service's specific requirements shall be followed to prepare for the election. If **ezvoteonline.com**, these steps are as follows:
 - i. Choose settings for the election. Recommended settings are as follows but may be changed by action of the board.
 1. Select start and end date and time for voting. For an election of directors, start date should be following the Meet the Candidates session. End date and time should be the date of the Annual Meeting of Members at midnight.
 2. Select a Proxy Manager from the Committee to receive any paper ballots submitted at the Annual Meeting. This person will be required to enter such votes, if any, into the ezvote system before the voting deadline.
 3. Security Level – Confidential Voting
 4. Single Chance – voters may not change their ballots after submitting.
 5. Voter weighting – Off
 6. Voter Kinship – On (allows invitations to be sent to joint owners but only one ballot from each address will be counted.)
 7. Voter Registration – Private vote
 8. Authentication method – One-link authentication
 9. Reminders sent – 1
 10. Paper ballots to be sent and processed by ezvote. Voting of paper ballots to be only by telephone or delivery in person to a proxy manager at the Annual Meeting. (no mail-in paper ballots will be accepted)
 - ii. Prepare the ballot form using their online tools.
 1. Ballots for directors may include a pdf bio file and a photo of the candidate. Choose “shuffle” the selections option so candidates names are not in the same order on every ballot.

2. Additional issues to be placed before the membership may be added to the ballot. A complete explanation of the issue, the consequences of a positive or negative vote including impact on homeowner assessments if any and whether the vote is a binding vote or an unofficial survey should be provided on the ballot.
- iii. Develop or review and approve:
 1. "Invitation to vote" email which will be sent by the service with the ballot instructions
 2. "Invitation to vote" letter which will be sent with paper ballots mailed to members for whom email addresses are not available.
 - iv. Prepare and upload email list on excel or other suitable format. Check for "bouncing" addresses and correct as needed.
 - v. Prepare and upload mailing address list for owners receiving paper ballots.
 - e. The Committee will prepare appropriate information for posting on the LCV website to include bios and photos of all candidates and a description of any other issues included on the ballot.
 - f. The Committee will validate the tally of the votes and prepare a report as soon as possible but no later than the first Board Meeting in June.
 - g. Either the candidate or their designate, but not both, shall be entitled to attend the validation of the tally. A candidate's designate may not be a Director or a member of the Elections Committee.
 - h. The 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 or as otherwise required by the Records Retention Policy, whichever is longer.
 - i. The Ballots shall be kept for a period of at least 60 days after the Annual Members Meeting.
 - j. Newly Elected members to the board will commence their two year term 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.
 - k. New and current board members can arrange an election of the board officers or realignment of duties at any board meeting after the Annual Meeting of Members. An election at the first opportunity will allow time for a smooth transition and avoid a significant disruption in action. New positions would not take effect until July 1.

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

The above procedure replaces the procedure approved on 1/9/2018.

Motion to Reinvest Reserve Funds

Date: July 12, 2021

Whereas LCVHOA has invested a portion of its reserve funds in Certificates of Deposit (CD's) and in a Money Market Fund with Seacomm Federal Credit Union, Plattsburgh, NY and,

Whereas eight (8) CD's matured on June 2, 2021 and have been temporarily transferred into the Money Market Fund and,

Whereas Seacomm's financial advisor has provided information on several alternate conservative investment vehicles which offer the potential for higher returns but with low associated risk and,

Whereas one of the said alternatives is the Toews High Income-ETF Focus Portfolio (Toews Fund), an actively managed high yield bond fund with average annual returns (net of fees) of 7.93% since its inception in 1996 and with negative returns in only two of these years, both of which were less than 1% and which is held in a brokerage account with CUNA Brokerage Services, Inc., and

Whereas money invested in said fund is completely liquid (with the exception of a few days to allow for conversion to cash) with no penalties for withdrawals or additional deposits,


Now therefore the LCVHOA Board hereby agrees to retain the amount of \$100,000 in the Seacomm Money Market Fund and to invest the remaining current balance of the said Money Market Fund in the amount of \$382,948 (+/-) in the said Toews Fund and authorizes the HOA President and Treasurer to execute required documents to accomplish same and,

The LCVHOA Board also authorizes the LCVHOA Treasurer to transfer additional funds during the Fiscal Year July 1, 2021 through June 30, 2022 from any LCVHOA bank account to the said Toews Fund provided the balance in the Money Market Fund is kept at \$100,000 at the minimum.

Motion by: TOM MAGLIANTI Seconded: MELISSA MAURY

Vote - 7-0 IN FAVOR

I, Randy LaMora, Secretary of Lake Country Village Homeowners Association, Inc, certify that this resolution was duly passed and adopted by the Lake Country Village Homeowners Association Board of Directors on the 12th day of July, 2021 at the regular meeting of the Board and shall be included in the minutes thereof.



Randy LaMora, Secretary

Motion to Authorize Routine Expenses

Date: July 12, 2021

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and,

Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the board to pass a resolution authorizing in advance, certain expenditures,

Now therefore the Board hereby authorizes the Property Manager to arrange for any Routine Expense by use of Contractors or hired employees of the Property Manager as defined in said Billing Procedure and in the Property Manager's contract in any amount **up to \$500** for any single event or at a single location (defined as a single owner's address), during fiscal year 2021-22, provided sufficient funds remain in the appropriate budget account. Such authorization shall be limited to the following categories or accounts:

1. Utility Maintenance accounts 515 thru 519
2. Common Area Maintenance accounts 520 thru 529
3. Unit Maintenance accounts 530 thru 540 and,

It shall be the duty of the Property Manager to:

1. Identify tasks by event or location, assign a MR number, add to the MR log and estimate costs of same.
2. Ascertain that sufficient funds remain in the account by consulting the most recent Treasurer's Report before arranging for said expense.
3. Obtain required authorization per the Billing Procedure for said expenses that exceed \$500 or that have exceeded the budgeted amounts.
4. Keep the Board apprised of progress of such work via the Property Managers Report and MR log.
5. Document and submit billing statements identifying each task and its location, including, as appropriate, labor, equipment, materials and totals listed by LCV account to be charged. If such work is provided by the Property Manager or his employees directly, timecards for labor and receipts for materials used shall also be provided.
6. File a copy of the completed MR in each appropriate file by LCV address.

Motion by: Tom Maglienti

Seconded: Randy LaMora

Vote: Passed unanimously.

Motion to Authorize Emergency Expenses

Date: July 12, 2021

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and,

Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the board to pass a resolution authorizing in advance, certain expenditures,

Now therefore the Board hereby authorizes the Property Manager to arrange for any Emergency Expense by use of Contractors or hired employees of the Property Manager as defined in said Billing Procedure and in the Property Manager's contract in any amount **up to \$1000** for any single event or at a single location (defined as a single owner's address), during fiscal year 2021-22., provided sufficient funds remain in the appropriate budget account. Such authorization shall be limited to the following categories or accounts:

1. Utility Maintenance accounts 515 thru 519
2. Unit Maintenance accounts 530 thru 540 and,

It shall be the duty of the Property Manager to:

1. Obtain required authorization per the Billing Procedure for said expenses that are estimated to exceed \$1000.
2. Keep the Board apprised of progress of such work via phone or email and in the Property Managers Report at the next regular board meeting.
3. Document and submit billing statements identifying each task and its location, including, as appropriate, labor, equipment, materials and totals listed by LCV account to be charged. If such work is provided by the Property Manager or his employees directly, timecards for labor and receipts for materials used shall also be provided.
4. File a copy of the completed billing statement in each appropriate file by LCV address.

Motion by: Tom Maglienti

Seconded: Randy LaMora

Vote: Passed unanimously.

Motion to Authorize Uncontested Expenses
Date: July 12, 2021

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on February 10, 2020 (the Billing Procedure) and,

Whereas Paragraph II.2 a. of said Billing Procedure provides that all expenses must be authorized in advance by the Board and may be for a “not to exceed” amount and,

Whereas the expenses for utility service for water, sewer and electricity usage provided by the City of Plattsburgh are outside of HOA control and are therefore uncontested expenses which must be paid in full and,

Whereas the expenses of Property and Income taxes owed to various taxing entities having jurisdiction are also outside of HOA control and are therefore uncontested expenses which must be paid in full and,

Whereas paragraph III, 2, a of the Billing Procedure exempts certain uncontested expenses from verification and,

Whereas the Board has included an amount for such expenses as part of its annual approved budget,

Now therefore the Board hereby authorizes such expenses for water, sewer and electricity usage and for property and income taxes for the 2021 - 2022 fiscal year in an amount not to exceed the budgeted amounts for said expenses and directs the Treasurer to pay same in accordance with their respective due dates.

Motion by: Tom Maglienti

Seconded: Randy LaMora

Vote: Passed unanimously.

Motion to Authorize Attorney Expenses

Date: July 12, 2021

Whereas a procedure to authorize, verify and pay for expenses incurred by Lake Country Village HOA was approved on October 16, 2018 and revised on February 10, 2020 (the Billing Procedure) and,

Whereas Paragraph II.4 a. of said Billing Procedure provides an option for the board to pass a resolution authorizing in advance, certain expenditures,

Now therefore the Board hereby authorizes the HOA attorney to provide legal services relating to such items as collections, foreclosures, filing of liens and bankruptcies which in his/her sole judgement are in the best interests of the HOA, and to attend board meetings when requested by the board during fiscal year 2021-22. The board also hereby authorizes the HOA attorney to provide legal services relating to the determination of responsibility for HOA infrastructure and to the interpretation of the governing documents of the HOA.

It is further understood that services of the HOA attorney authorized by this resolution are limited to those stated and that any other legal services must be authorized in accordance with the said Billing Procedure.

Motion by: Tom Maglienti

Seconded: Randy LaMora

Vote: Passed unanimously.