



10 Maine Rd., Plattsburgh, NY 12903

www.lcvillage.org

Meeting Minutes

June 10, 2024 at 6:00 pm

North Country Alliance Church

President Randy Lamora called the meeting to order 6:05 pm

Roll Call: Randy LaMora, Kathy Firme, Ron Deragon, Tammy Favro, Dale Holzer, Margret Felty

Acceptance of minutes of meeting from May13, 2024 The acceptance of the minutes was tabled.

Reports:

Treasurer's report: Motion to accept March treasurers report by Kathy 2nd by Margret no discussion, all in favor. motion carried.

Fence Loan Tammy made a motion not to pay extra on the fence loan this month.

Property Managers Report Mike presented his report. Randy made the motion to accept his report and Tammy 2nd all in favor no discussion motion carried. One homeowner asked where to find Mikes contact info in case they needed to reach him. Mikes contact info is located on our website and Buildium.

Insurance renewal We are renewing our insurance with One Group. We have a local insurance agent.

Homeowner's comments and or concerns One homeowner has a discoloration in their garage and submitted an estimate to have it cleared up They feel the discoloration is from the leak in the roof, the roof was replaced in December of 2023 to fix the problem. The board tabled this and will be discussing this and getting back to the homeowner. The homeowner also sent in a request to have an apple tree removed from the common area outside their home as they have twisted their ankle three times from the apples. They have tried picking up the apples but hard to keep up with the mess. One homeowner requested that a dead tree near her unit be removed before it falls. One homeowner

questioned about being reimbursed for having her sewer line cleaned out because of a clog caused by roots from a tree in her front yard and also the damage to the pipe as to where 3 ft of pipe had to be replaced because they couldn't unclog the drain. One homeowner has damaged the exterior of her fence. There are rock holes and not sure where the damage occurred. One homeowner inquired about the exposed fascia on their roof and was wondering when it would be repaired, we will have the fascia repaired.

Invoice approvals: Motion by Kathy to pay one invoice for \$3,094.50 for Harris Beach 2nd by Margret. No discussion, all in favor, motion carried. Motion by Randy to pay Invoice 312 to 317 to New Image Roofing for \$2,950.00 2nd by Kathy. No discussion, all in favor, motion carried.

Booking / CPA services Tammy made a motion to renew our contract with Alexander Edwards for another year 2nd by Margret. No discussion, all in favor, motion carried.

Communication Committee Judy is still working on fixing the text notifications ITC has an updated Work Request procedure. Motion to accept by Dale 2nd by Tammy. Margret asked for some clarification on a few architectural things. No other discussion, all in favor, motion carried. An update of the Authorization and verification of bill procedure. Dale made a motion, and it was 2nd by Tammy. No discussion, all in favor, motion carried.

Landscape Committee Margret presented a list of approvals and denials on landscape request. Tammy made a motion to remove the apple tree at 33 Maine because it was a liability for the Village. Motion was 2nd by Randy no further discussion 5 were in favor and 1 vote opposed. One homeowner made a comment about a large pine tree between Maine and Maryland should be watched as when the wind is strong you can see the roots move in the ground and could be a danger to cars and homes if it falls. Kathy made a motion to accept the landscape committees recommendations except for #5. 2nd by Tammy. No further discussion, all in favor, motion carried.

New Business:

PM Contract Board had a discussion with the PM on things they would like done and priorities and more training on Buildium. The PM was given a one-year contract to run from July 1st 2024, to June 30th 2025.

Reimbursement to homeowner We had a homeowner that had some damage from a roof leak, and the front section of the roof was replaced. The homeowner repaired the water damage, and the board reimbursed her.

Church Block Party North Country Alliance Church has invited Lake Country Village residence to their block party on Saturday June 29th from 4-6pm all are invited.

Buildium Training We will be having some training for the board members since we haven't really had any and we will meet June 20th for a couple hours of training.

Tickler File Bikes are going away that have been parked at the bike rack for years. We have two garages that were damaged and need to be looked at to be repaired we are tabling the repairs until we get an updated quote. We need to work on the Baltimore pump station panel. Also, we have two garage doors that the homeowners are fixing.

Next Meeting: To be held July 8th, 2024 @6:00 pm at North Country Alliance Church

Meeting adjourned at 7:30 pm

Respectfully submitted by

A handwritten signature in blue ink that reads "Ron Deragon". The signature is written in a cursive style with a large, stylized "R" and "D".

Ron Deragon, Secretary
LCVHOA



Balance Sheet by fund type

As of 5/31/2024, Cash Basis

United States
United States
United States
United States

Lake Country Village HOA

Assets	Operating	Reserve	Unknown	Total
Assets				
Current Asset				
1007.00 Glens Falls Checking	500,178.74	(428,131.78)	0.00	72,046.96
1007.00 Glens Falls Checking - Pending EFTs	940.00	0.00	0.00	940.00
1008.00 Glens Falls Savings Account	4,602.86	37,287.16	0.00	41,890.02
1009.00 Meadows Bank MM Checking	127,211.25	1,818.61	0.00	129,029.86
1010.00 Seacomm Federal Credit Union - Share Acct.	(174,169.72)	184,599.16	0.00	10,429.44
1010.05 Seacomm Federal Credit Union-Share Draft	100.00	0.00	0.00	100.00
1010.10 Seacomm Federal Credit Union-MM Fund	(299,578.96)	302,728.28	0.00	3,149.32
1200.00 Fidelity Government Money Market	621.14	51,884.66	0.00	52,505.80
1250.00 Fidelity CDs	(414.50)	250,269.00	0.00	249,854.50
1400.00 Other Accounts Receivable	8,801.74	0.00	0.00	8,801.74
1500.00 Homeowner Dues Receivable	(15,444.30)	0.00	80,060.12	64,615.82
1501.00 Allowance for Doubtful Accounts	(51,355.98)	0.00	0.00	(51,355.98)
1653.00 Prepaid Income Tax	2,276.00	0.00	0.00	2,276.00
Total Current Asset	\$103,768.27	\$400,455.09	\$80,060.12	\$584,283.48
Total Assets	\$103,768.27	\$400,455.09	\$80,060.12	\$584,283.48

Liabilities	Operating	Reserve	Unknown	Total
Liabilities				
Current Liability				
Total Current Liability	\$0.00	\$0.00	\$0.00	\$0.00
Long Term Liability				
2300.00 Meadows Bank Fence Loan	804,360.81	0.00	0.00	804,360.81
2300.00 Meadows Bank Fence Loan - 2301.00 Fence Loan Regular Principal Payments	(31,145.36)	0.00	0.00	(31,145.36)
2300.00 Meadows Bank Fence Loan - 2302.00 Fence Loan Extra Payments on Principal	(66,146.00)	0.00	0.00	(66,146.00)



Balance Sheet by fund type

As of 5/31/2024, Cash Basis

United States
United States
United States
United States

Liabilities	Operating	Reserve	Unknown	Total
Total Long Term Liability	\$707,069.45	\$0.00	\$0.00	\$707,069.45
Total Liabilities	\$707,069.45	\$0.00	\$0.00	\$707,069.45

Equity	Operating	Reserve	Unknown	Total
Equity				
3900.00 Fund Balance	809,112.06	0.00	0.00	809,112.06
3901.00 Restricted Main Fund Balance	(1,128,723.15)	0.00	0.00	(1,128,723.15)
3902.00 Additional Paid in Capital	32,000.00	0.00	0.00	32,000.00
Retained Earnings	14,230.20	0.00	102,036.78	116,266.98
Net Income	73,051.27	(24,493.13)	0.00	48,558.14
Total Equity	(\$200,329.62)	(\$24,493.13)	\$102,036.78	(\$122,785.97)
Total Equity & Liabilities	\$506,739.83	(\$24,493.13)	\$102,036.78	\$584,283.48



Income Statement

5/1/2024 - 5/31/2024, By Month, Cash basis

United States
United States
United States
United States

Lake Country Village HOA

Amount	05-2024	Total
Income		
400.00 Association Fee Income	79,543.92	79,543.92
410.00 Late Fee Income	76.76	76.76
420.00 Certification Fees Income	50.00	50.00
460.00 Convenience Fee	52.21	52.21
490.00 Interest Income - Bank	2.55	2.55
491.00 Interest Income - Savings Accounts	208.47	208.47
Total Income	\$79,933.91	\$79,933.91
Expense		
500.00 Management Expense	3,125.00	3,125.00
501.00 Legal Expense	1,537.50	1,537.50
503.00 Insurance	173.00	173.00
505.00 Office Supplies and expenses		
505.00 Office Supplies and expenses - Other	55.00	55.00
Total for 505.00 Office Supplies and expenses	\$55.00	\$55.00
507.00 Bank Fees		
507.00 Bank Fees - Other	174.20	174.20
507.20 Convenience Fee Expense	51.58	51.58
Total for 507.00 Bank Fees	\$225.78	\$225.78
508.00 Election Committee	135.37	135.37
510.00 Water and Sewer Service		
510.00 Water and Sewer Service - Other	12,419.64	12,419.64
510.10 Electric Service	47.87	47.87
511.10 Unit Utilities - Gas	31.13	31.13
511.20 Unit Utilities - Electric	6.12	6.12
Total for 510.00 Water and Sewer Service	\$12,504.76	\$12,504.76
525.00 Landscaping		
525.00 Landscaping - Other	23,706.00	23,706.00
Total for 525.00 Landscaping	\$23,706.00	\$23,706.00
531.00 Building Maintenance		
531.00 Building Maintenance - Other	86.29	86.29
Total for 531.00 Building Maintenance	\$86.29	\$86.29



Income Statement

5/1/2024 - 5/31/2024, By Month, Cash basis

United States
United States
United States
United States

Amount	05-2024	Total
Mortgage Interest	3,476.28	3,476.28
Total Expense	\$45,024.98	\$45,024.98
Net Operating Income	\$34,908.93	\$34,908.93
Net Income	\$34,908.93	\$34,908.93

LCV

Property Managers Report May 2024

May 2024: CPM has been in the village for their second month, I maintain contact with them each week. They currently average four and one half days in the village each week. Comments from the home owners have been overwhelming positive for the work they have provided. In the month of may I had only two complaint told to me on CPM. They missed Trimming a couple units on Kansas and grass was left on the side walk between 89 Maryland to 100 Maryland. Each were addressed with CPM, Kansas was missed and the grass was left at 7 PM when they finished work that day and was removed the next morning upon their return to the village. My assessment of their work has been that they are diligent and are receptive to suggestions and requests, they complete the work and their results are above average. They are still learning the village and I'm sure it will only improve as time progresses.

Work Tasks/Work Orders: At the beginning of May there were over 109 open tasks and a small amount of work orders. I reduced the amount to a low of 55 however with incoming work tasks on a daily basis, in part due to the nice weather I am sure were currently at the end of the month hovering around the 89 to 90 mark again. It truly is a work in progress I reduce them only to have them fill right back up. The majority of the work requests are tree and general maintenance requests from trimming to siding issues. Architectural Requests are low in number and I have addressed what is in my purview with the remaining ones waiting on the landscape committee.

Village Inspection: I completed a full inspection, ten hours of detailed inspection of the village. Over all condition of our units would be good to very good, there are minor issues. The breakdown is as follows. There are seventy two noted issues, 21 Paint related, 24 Moss/Debris on roofing, 25 trees in need of trimming, 14 Dead/dying trees and 1 siding issue. This breaks down to by the numbers as highest amount tree trimming, roof issues, paint and or painting, dead dying trees and finally siding. Now this does not rate them by importance. Dead dying trees near units are a priority with tree limbs over units, not all the trees that are dead and/or dying are tight to units and those can wait. Most siding issues I can fix unless it is high on the end caps on the units. I do not have

the means to get that high to address them, Chad from New Image roofing will have to address those. Some of the tree trimming is also beyond my ability to reach but CPM has told me to check with them and they may be able to do those as well. Paint also is listed on CPMs site I will be inquiring with them on this and will address this to the board when I have more information. The roofing IE the moss is however a major issue, this will cause the roofs life span to be shortened, Adirondack Exterior Cleaning uses a chemical process to kill the moss and then remove it. I recommend that we explore hiring him to clean our problem roofs properly. He currently charges 20¢ a square foot for the chemical wash of the roof.

Closing:

Tasks/Work Orders/Emails: I address the items daily and I currently am working seven days a week, weekends are for those because of work I cannot reach during the week. Tasks seem to be entering the system at an average of 2.5 daily at present. Some are repeated, multiple for the same issue, however this being stated I do not for see getting the tasks down to zero it is more about managing what needs to be done first. I recently discussed with Judy the assigning of due dates in buildium, I was not aware that I could assign them, I will now do so when I address and requests thru that program. I always welcome any ideas the board has and or suggestions.

Michael J McKinnon

Property Manager LCV.

BUILDIUM PROPERTY MANAGER TASK PERFORMANCE JUNE 2024

Reports > Tasks performance

PROPERTIES Lake Country Villa... ▼	ASSIGNED TO Multiple (2) ▼	REQUEST TYPE Multiple (2) ▼	CATEGORY Multiple (22) ▼	
CONTENTS <input checked="" type="radio"/> Summary only <input type="radio"/> Summary with task details		DATE RANGE Custom date ▼	FROM 8/1/2023 📅	TO 6/1/2024 📅
Export ▼			Run report	

Staff members tasks

Michael Mckinnon - Property Manager				#Tasks: 275 days 23094 hours 20		
Tasks	Duration			Task ID / Longest time		
	In-time	Overdue	Total	Assigned	Average	
Completed	118	84	202	days 12428 hours 16	days 61 hours 13	#38881 - 303 days 2 hours
In progress	53	9	62	days 10515 hours 10	days 169 hours 14	#36471 - 340 days 19 hours
Worked on	8	3	11	days 150 hours 19	days 13 hours 17	
Total:			275	days 23094 hours 20		



10 Maine Rd., Plattsburgh, NY 12903

WORK REQUEST PROCEDURE

Approved 6-10-24

Previously Approved 12-9-2019

Changes made:

- **General rewrite to incorporate the current procedure utilizing the Buildium Property Management Software including instructions**
- **Added the "Contact Us" form as an alternate method of submitting requests**
- **Eliminated the "Work Request" form previously utilized under the website**
- **Deleted reference to "Painting of Fences"**
- **Added approved "Owners Handbook" as a reference throughout**

What is a Work Request?

A Work Request is required to document Homeowner requests for work to be done anywhere outside the walls of your home including certain types of work inside your fenced-in backyard.

A Work Request can be submitted two different ways:

1. A Work Request **known as a Task** that will be performed by the HOA at their expense.
2. A Work Request for work that will be performed by the homeowner at his/her expense **known as an Architectural Request**.

Some examples of work requiring a Work Request are.

Tasks:– (at HOA Expense)

- Adding, removing, altering, or trimming any plantings anywhere outside the home except inside the fenced-in backyard, by following "Nuisance Tree" Policy
- Repairing or replacing columns, sidewalks, driveways or hardscaping.
- Fallen trees/limbs that have fallen and/or are a safety hazard

Architectural Requests: (at Homeowners Expense)

- Installing anything inside or outside the home which requires a new penetration of the roof or exterior walls (including Mini-Splits and Furnace Systems).
- Replacing or adding a window
- **Replacing a garage door.**
- Replacing or painting an exterior door, including the garage door.
- Painting of, or attaching anything to, the exterior of your building including inside the fenced in backyard.

- Adding or changing anything in a mail kiosk.
- Placing anything on the Common Area.

Note: All Work Requests must be submitted to the Property Manager (PM).

If you are not sure if a Work Request is needed, we recommend filling one out anyway. If it is not needed, the Property Manager will simply advise you accordingly.

Where do I get a Work Request Form?

Work Request forms can be found via the **Buildium Portal (under "Requests" or "Architectural Requests")** OR for homeowners that have not opted in to Buildium, Work Requests can be submitted through the "Contact Us" form located on our website at www.lcvillage.org. Requests for work to be done that are submitted in other ways, such as emails, mailed notes, voicemails, phone calls, etc. will not be accepted as official Work Requests, will not be logged and are not subject to any rules for handling.

How do I fill out a Work Request?

On the Buildium Portal:

- Log on to your homeowner portal and select "Requests" or "Architectural Requests".
- Under "Requests", select "Create" and select either "Maintenance Request" or "General Inquiry" and enter the fields required and select "Submit".
- Under "Architectural Requests" select "Create" and enter the required fields and select "Submit".
- Provide a detailed description of the work being requested to clearly identify the scope of the work. If it will help to clarify the request, please provide a simple sketch of the proposal to identify the location or other details. Other attachments, such as catalog sheets, photos or examples from the internet can sometimes be helpful. In general, the better the information provided, the less likely it will need to be returned with questions and the faster it will be acted on.

On the Website:

- Under "Contact Us": Select "Contact Us" and enter the appropriate fields on the "Contact Us" form. Select "Submit"

What happens when I submit a Work Request?

Once received, the PM will respond accordingly to the homeowner via **Buildium email**. The PM will track progress of the request and will log major steps in the process. Depending on the particulars of the request the PM may:

- Immediately approve (or deny) the request via email
- Refer the request to the appropriate committee via the Buildium email OR
- Refer the request directly to the Board of Directors via email OR,
- Respond to the homeowner with a request for additional information, via email.

Open Homeowner Work Requests (Tasks or Architectural Requests), requiring board action will be placed on the agenda for a meeting of the Board not to exceed 30 days from the date received. Only

requests on the agenda will be considered at this meeting unless determined to be an emergency by the PM. The homeowner is encouraged to attend the meeting so he/she will be able to answer any questions the board may have. PM will present the Work Request along with any recommendation of the Committee assigned to review it. At this meeting, Board will act on the request. Action would usually be to approve (or deny) the request; however, the Board may also request additional information and/or table for a future meeting, etc.

Homeowners will be notified via email, indicating the final disposition. All Homeowner Requests must be approved by the Board unless authority to approve has been delegated (by resolution of the Board) to the PM.

Work performed by a Homeowner without an approved Work Request may be subject to Board action including but not limited to requiring the work, at the homeowner's expense, to be removed; returned to the condition prior to the work being done; re-done differently or other modification; and, in addition, may include fines as described in **the Owners Handbook and the Declaration**. When work is performed by a homeowner (or his agent), with or without an approved Homeowner Request, any property which the HOA is required to maintain that is damaged must be restored by you to the condition it existed before the work began. If the necessary repairs are not made within a reasonable amount of time (as determined by the Board), the HOA will make the necessary repairs and charge the cost and expense incurred to you, in accordance with the **Owners Handbook and Article VI, Section 2 of the Declaration**.

By **submitting** the Work Request you accept and agree to these terms. By approving a Homeowner Request, the HOA gives its permission to perform the work. This does not satisfy the requirement to obtain any legally required permits from the City of Plattsburgh or other governmental organizations. It is responsibility of the Homeowner to determine the need for and to acquire any permits and to follow any applicable codes and standards that may exist. The following HOA guidelines and/or procedures are also in effect and, when applicable, are required to be followed when a homeowner performs work: LC 1.0 Approved Procedure for Planting on the Common Area LC 3.0 Common Area Tree Removal Guidelines UC 7.1

