

Wood Creek Homeowners Association
Meeting Notes: Board meeting, Thursday September 20, 2018
Fisher Room, Pittsford Community Library

Call to order: President Tom Shay

Attendance: Directors: Tom Shay, Joyce Haag, Howard Cone, Chuck Minster

Property Manager: Christine Sears, Crofton

Guests: Emmett Miller, Philip Lewis, Trish and Bob Gerace.

Meeting called to order at 4PM.

Announcements:

- The October 18 meeting and all future meetings will be held at the newly renovated Spiegel Center – room TBA.
- Grand opening of the Spiegel Center is Saturday September 25, 2018
- CAI/WNY Vendor Fair is Thursday Oct 25 at the Burgundy Basin Inn 4:30-7:30 PM. Includes buffet dinner. The HOA President should be allowed to attend without a fee. Any other Board members would need to pay.

Guests/Open Forum:

- Emmett Miller 81 CR asked to have some of the scrub/fallen branches in the pond area to be picked up and removed. He said he would seek information about an algacide to treat the algae in the pond.
- Philip Lewis 91 CR suggested more trees be removed from around the pond. Tom Shay agreed that it would be nice to do but the HOA needs to focus on funding for the roofing project and some other activities, like more remediation of the pond are of a lower priority.
- Trish and Bob Gerace, 48 CR, would like to seal their driveway this year. Board approved this request provided it is at homeowner's expense and they submit a variance. They also mentioned that there are 2 dead boxwoods along their garage. Crofton will replace. They asked to change the plants and were told they could choose from the approved list. A variance will be submitted for the shrubs.

Minutes: The Board approved the minutes of August 16, 2018 as submitted to the Board.

Roofing Committee:

The roofing committee report was presented by Joyce Haag, a copy is attached to these minutes. The committee met on 9/12/18 and reviewed information from 2 other communities- Surrey Hill and Concord Square. Both spoke highly of their contractor Upstate Roofing and both used Brian Otto, a consultant. Tarrah Owen from Crofton also provided us with useful materials from 2 other communities, Stony Point and Village Walk. Keith Knight agreed to contact Upstate Roofing and Ontario Roofing to ask for a preliminary review of our roofs. The committee also recognized that, for a variety of reasons, the current roofing fund is far less than what will be needed to complete the project.

The board discussed how we might approach the roofing project using phases or identifying one Building to be done first as a way of learning what hidden problems there might be. There was some concern that there may be a membrane on some of the roofs that will be difficult to work around. At the appropriate time, the roofing committee should include the Treasurer so that the finances can be addressed timely. The board discussed the importance of a warranty on the roofs.

The Board acknowledged the members of the committee – Joyce Haag, Keith Knight, Emmett Miller, will Ruby (Bill Jabs has resigned) and suggested one or 2 more be added. The board discussed the mission of the committee and agreed on the following:

To assist the HOA Board to successfully manage the re-roofing of the WC development

By:

Initiating and overseeing the project

Including:

- Review of the history of roofing at WC
- Develop the scope of the project (i.e., gutters (6 inch), gutter guards, downspouts, insulation, skylights)
- Recommending an engineer/architect for the project
- Recommending a contractor
- Recommending a project manager, if any
- Develop specifications by Nov. 30 for the project, with assistance from appropriate consultants, to be used for the bid process
- Provide an estimate of the cost and suggestions for raising the funds through assessments
- Develop a time-line (perhaps recommend one building be done first to obtain information
- Periodic reporting to the Board
- Assisting with communication to the homeowners at various stages in the project

Treasurers Report: Chuck Minster and Howard Cone

Chuck made a motion, which was seconded , and the board approved the movement of the Roof Reserve money currently in the Pittsford Credit Union (as of August 30 - \$255,326.38) to Xceed Financial to be split in half and used to purchase 2 CDS, one with a maturity of 6 months and one with a maturity of 12 months. The 12-month CD to earn 2.5%. Tom Shay abstained from this vote.

Chuck reviewed the “Aged Accounts”. One of the accounts is due to nonpayment of a late fee and the other a violation fine. Tom volunteered to speak with the 2 homeowners. The Board discussed the need to review our current policy regarding late payments and fines for violations of our policies.

Variance Report: Tom Shay

The board approved variances for 71CR regarding painting and 105 CR regarding the movement of a shrub. 149 CR?? 129 CR??

The board approved variances for tree trimming at 75WC and 77 WC at the homeowner's expense.

Tom will review with Will Ruby the variance request for shrubs at 34 CR.

Manager's Report: Christine Sears

The board discussed whether we should go back to 4 applications a year by One Step for lawn treatments or stay with the current 3 applications. This was tabled until next spring when the contract with One step renews.

Crofton reviewed a proposal from Bartlett Tree to remove 4 Linden trees and trim one Linden. The board discussed the cost of this activity versus what had been budgeted for tree removal (landscape enhancement budget) and the need to conserve monies for the roofing project. **The board approved the** removal of 3 Linden trees – 2 ST, 11CR, and 75/77 CR.

Crofton reviewed the Chimney inspection report from Kreider which identified numerous cracks and other issues with chimneys in the half of the development that he inspected. The Board decided to approve the repairs at 149 CR and 151 CR which appeared to be the most serious issues. The board asked Crofton to request Kreider to prioritize the remaining issues. The board will revisit the issues after seeing the prioritization.

Under "Old Business" **the board approved** the following resolution regarding check writing:

Resolved, that pursuant to Section 8.01 of the Bylaws, The Board hereby declares that all checks shall be signed by the President or Vice President of the Wood Creek HOA and one representative of Crofton Associates, Inc., the property manager of the Wood Creek Development.

There being no further business, the meeting adjourned at 6:00 PM

Respectfully submitted,

Joyce P. Haag, Acting Secretary.

The next Board of Directors meeting will be October 18, 2018 at 4 PM in the Spiegel Center.

Roofing Committee report to Board 9/20/18

The Roofing Committee met on 9/12/18. Present were Bill Jabs, Keith Knight, Emmett Miller, Joyce Haag. Absent was Will Ruby. Also present was Tom Shay.

The committee reviewed information from 2 other communities (Surrey Hill and Concord Square) that have recently done roofing projects. Both spoke highly of Upstate Roofing. Both hired Brian Otto to oversee the contractors work and were happy with his involvement.

We also reviewed information from Tarrah Owens from Crofton who has experience with roof projects, including bid specifications from 2 other communities that Crofton manages. We also received information from Christine Sears including a list of contractors and engineers for our consideration and she provided the work orders for 2014 to present concerning roofing issues, which totaled \$8500.

We discussed the fact that our current roofing fund is far less than what the expected cost of the project based upon estimates that were generated in 2013. We discussed what we believe to be the reason for the short fall and agreed that there would be some communication to the community by the board at the appropriate time to alert the homeowners that there will be a need to raise additional funds for the roof project.

Keith Knight agreed to contact Upstate Roofing and Ontario Roofing to have a representative perform a cursory review of our roofs to give us a ball park estimate of the cost. Keith also agreed to talk to someone at the Wood Creek apartments which were recently reroofed.

The committee discussed its mission and Tom Shay suggested that he and Joyce Haag meet to edit the wording.

The committee recognizes the significance of this project to the community both financially and structurally.

