

**WOOD CREEK HOMEOWNERS ASSOCIATION**  
**Meeting Notes: Board Meeting, Thursday, October 18, 2018**  
**Spiegel Community Center, 4 pm**

**Attendance:** Directors: Tom Shay, Joyce Pluta-Haag, Ginny Quinn, Howard Cone, Bob Gerace  
Present via phone: Chuck Minster, Will Ruby  
Property Manager: Christine Sears, Crofton

**Guests:** Keith Knight, Emmett Miller, Phil Lewis, Ursula Miller, Maureen Shay, Marilyn McDonald, Jody Waite, Steve Waite, Jane Landsman, Mary Ann Keegan

**Call to Order:** President Tom Shay, 4:00 pm.

**Guests/Open Forum**

- Jody and Steve Waite, 159 Wood Creek Dr. Continued discussion of view of rear neighbor's generator, variance process, and governance by previous boards. Board President Tom Shay declared the topic closed.
- Mary Ann Keegan, 20 Creek Ridge. Stated that shrubs in the front and side of home were not pruned this year. Romig failed to prune holly bushes in front, stating that they should be done in the Spring, which they weren't in 2018.
- Marilyn McDonald, 129 Wood Creek. Encourages all residents to be more neighborly and friendly, care about others.
- Phil Lewis, 91 Creek Ridge. Spoke regarding the view of generator issue, feels some residents need to be more sympathetic with others who require generators for their health. Reminds us all to treat neighbors properly.
- Mary Ann Keegan, 20 CR. Has learned that it is not good to plant shrubs too close to a generator, as that can affect its efficiency and perhaps longevity.

At this time, the Board went into Executive Session. Following the conclusion of the Open Forum, all guests left the meeting.

**Secretary's Report:**

Joyce Haag made a motion to approve Minutes from the September 20, 2018 Board Meeting. Motion seconded and approved.

**Roofing Committee:** Joyce Haag, Keith Knight, Emmett Miller, Bob Gerace

Keith Knight reported on the conversations he has had with Ontario Exteriors and Upstate Roofing. Highlights include: Upstate offered to inspect 5-10 roofs to assist in getting a better understanding of the cost of our roof project. Upstate staffs projects with a foreman, project manager and field manager. This may negate the need for us to have a consultant like Brian Otto and/or an Engineer or architect to oversee the contractor's work. Both companies are fully insured, and Upstate is a certified installer for GAF, Certainteed and Corning. Bob Gerace suggested checking both companies with the Better Business Bureau and check their financial stability. Keith agreed to do that. Both contractors asked if we had an Eagle View, which is a survey of WC property via satellite imaging. Such a survey can

be used for other purposes besides the roof project. The Board will decide at a later date if such a survey is warranted.

**Motion to have Upstate Roofing inspect 5-10 roofs free of charge was made. All were in favor; motion passed.**

**Tom Shay made a motion to appoint Bob Gerace, 48 Creek Ridge, to sit on the Roofing Committee. All were in favor; motion passed.**

Tom read Bob's resume to the Board, which is as follows:

15 years in banking: VP for Marketing & Br. Admin.

1 year as United Nations Advisor in Banking to the Minister of Finance in Zambia, Africa

13 years running a business consulting firm

16 years at Paychex doing Leadership & Management Development

35 years as Adjunct Professor at RIT: Taught over 100 courses in 9 different topics

6 years as Adjunct Professor at MCC Corporate College delivering management courses to area corporations & hospitals

27 years as Naval Intelligence Officer in Reserves supporting the Defense Intelligence Agency; [Retired as Captain, O-6]; 2 short term assignments at the US Embassy in Lagos, Nigeria as Acting Naval Attaché`

President of World Affairs Council Board: 2015-present

Treasurer of Retired Professionals Society: 2018 to present

President Rochester Squash Racquets Association: 2004-2009

Community Affiliations & Memberships:

Monroe Golf Club [Facilities Committee]

Tennis Club of Rochester

American Red Cross: 10 gallon blood donor

Education: SUNY @ Buffalo; Naval War College Graduate School;

Brown University Graduate School of Banking

**A Resolution was made by Howard Cone and seconded by Will Ruby to set the number of directors at seven and to elect Robert Gerace to fill the newly created seat. Robert Gerace will serve until the 2019 Annual meeting, at which time he will stand for election by the community. All in favor with one abstention. Motion passed.**

**Treasurer's Report:** Howard Cone for Chuck Minster

1. Thanks to Chuck Minster for recovering the bad debt of \$7,630 not to mention associated legal fees and his efforts to see that all members are treated consistently regarding late fee, etc.

2. As reported two Board meetings ago, there appear to be some inconsistencies in the application of the policy covering fees and fines. Will Ruby and Joyce Haag agreed to review the current policies and suggest a more simplified policy.

3. Discussion followed of outcome of Tom Shay's discussion with two residents regarding Aged Accounts. The suggestion was made, though not voted on, that homeowners need to be fined at least \$15 each month they are late until the matter has been resolved. Tom asked Joyce Haag and Chuck Minster to have some recommendations to the board by the next meeting for revamping the fine system. Redefining the fines levied was made at the suggestion of Chuck Minster.

4. Christine Sears has mentioned the possibility of reducing Romig's fees by \$9,100, by avoiding purchasing 130 yards of mulch for next season. She also suggested batching work orders, but the expected savings was not provided. Christine will be communicating with Romig to see if they will reduce the contract price or suggest other services to utilize the \$9,100.

5. We have reviewed the Audited Year end statements:

a. The amount going into Reserves has fallen dramatically. In 2017 \$105,481 went into reserves, including \$75,600 in assessments while last year only \$5,161 went into reserves with no assessment.

b. The largest expense last year was landscaping at \$115,463 of which \$28,026 is unexplained – waiting for more info from Crofton.

c. In the 2017-2018 fiscal year, HOA revenue rose by \$68,040 but expenses went up \$93,748. We need to be very watchful about expenses going forward.

d. There are a few items in the Long-Range Plan (LRP) that are difficult to tie back to the budget entries which may have a negative impact on funds available for the roof project. A meeting with Connie Simmons of Crofton is requested, members of the Board and Roofing Committee may attend.

e. Using data from revised LRP we may have a shortfall of about \$400K for the roofing project and may have to have one or more additional assessments since the assessments previously planned for 2017, 2018, 2019 were not implemented.

6. To increase the amount of interest earned on our funds, we recommend buying a 13-month 2.5% CD at Xceed and also buying a 5-month CD at Advantage Federal Credit Union. It is anticipated that this will raise our interest earned by \$7,300 at a minimum. This will also reduce the uninsured FDIC exposure that we have at M&T Bank. Credit Unions are insured under NCUA which is similar to FDIC.

The Board continues to focus on the need to set aside sufficient funds for the roof project. As such, the board will add \$60,000 from the Capital Reserve to the Roof Reserve as indicated in the resolution below.

**RESOLVED that the HOA transfer \$243,846.50 from Pittsford Credit Union Roofing Account to purchase a 13-Month CD at Xceed Financial Federal Credit Union paying 2.5% apy. which interest and principal shall be designated as a Roofing Account.**

**RESOLVED that the HOA transfer the balance from the Pittsford Credit Union Roofing Account, approximately \$11,620.83, and combine it with \$60,000 taken from the M & T Bank Reserve Accounts and purchase a 5-Month CD at Advantage Federal Credit Union paying 2.5% apy. The combined principal and any earned interest shall be designated as Roofing Account funds.**

**Variance Committee Report:** Will Ruby, Chair

- R. Dennison, 137 Wood Creek. Request to replace rear bushes with Jade Pillar boxwood on each side of stairs at own expense. Approved.
- R Gerace, 48 Creek Ridge. Request to seal driveway at own expense. Approved.
- K. Walsh, 8 Winding Wood. Submitted variance for outdoor floodlight which the previous owner installed without a variance. Approved.

Variances submitted less than 12 days prior to a board meeting will be considered at the next monthly meeting.

**A Resolution was made to add two new members to the Variance Committee, Marilynn McDonald and Maureen Shay. Motion seconded by Joyce Haag. All were in favor. Motion passed.**

**Operations Report:**

- Bob Gerace suggested replacing some Linden Trees with blue spruce instead of other deciduous varieties; less leaf cleanup, year-round color.

**Nominating Committee:**

Tom Shay announced that Ginny Quinn is stepping down as Chair of the Nominating Committee after three years. Another Board member is needed to serve on the committee.

**Property Manager Report:** C. Sears

- Steps are completed at 96 and 98 CR. Railings have been ordered and will be installed shortly. Earlier railings that have rusted – Residential Railings will correct issue and repaint.
- Sidewalk at 77 CR repaired
- Contract for 2019 lawn care and shrub applications. Christine has gotten estimates from following companies:
  - True Green - \$10,091
  - One Step - \$12,620 / \$11,904 depending on services requested
  - Broccolo – waiting for response for 4-step program
- Gutter Cleaning: (budgeted in Operating Expenses) – quotes obtained from:
  - KV Enterprises – uses power blower from roof to remove debris - \$1,178.
  - Penfield Window Cleaning –
    - Option 1: \$6,123 – debris/leaves removed by hand from roof
    - Option 2: \$7,076 – by hand from roof and flush downspouts if needed
  - Rochester Window Cleaning - \$19,000
  - Elite Power Washing - \$25,000

**J. Haag made motion to hire Penfield Window Cleaning to clean gutters in the Fall, utilizing Option 2 at \$7,076.10. Seconded by Bob Gerace. Motion passed.**

- Accent Painting will start week of October 22, 2018.
- 10 CR - homeowner requesting to have her front door painted by Accent. She is on the paint schedule for 2019. Christine will see if this can be done this year.
- Bartlett Tree awarded the removal of Linden trees at 2 ST, && CR and 11 CR. Date TBD.

There being no further business, the meeting was adjourned at 6:30 pm.

The next Board of Directors meeting will be November 15<sup>th</sup> at 4 pm in PCC Room 204 (Spiegel Community Center).

Respectfully submitted,  
Ginny Quinn, Secretary