

AMENDED 2-21-2019*

**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, and governance by previous boards. Board President Tom Shay declared the topic closed.
- Mary Ann Keegan, 20 Creek Ridge. 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. Re: 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.

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 meetings he has had with Ontario Exteriors and Upstate Roofing. Highlights include: Upstate offered to inspect 5-10 roofs to assist in getting some budget estimates. Upstate will have a foreman, project manager and field manager on the project. 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. Discussion of having Eagle View do a survey of WC property via satellite imaging.

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

Tom Shay asked for a Resolution to create an additional seat on the Board, bringing the number of directors to seven. Howard Cone moved and Will Ruby seconded that Robert Gerace be added to the Board of Directors until June 2019, at which time he will be on the ballot of prospective Board members at the Annual Meeting for the community's vote. 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, we found evidence of an inconsistent policy regarding fees and fines. We then proposed that a simplified policy guidance be written to help Crofton in these situations, one we hoped would ensure a uniform and equitable policy regarding imposition of fines and fees. Is there an update on this project?

3. Discussion of outcome of Tom Shay's discussion with two residents regarding Aged Accounts. They need to be fined at least \$15 for every month they are late, unless they have been resolved.

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.

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. HOA revenue rose by \$68,040 but expenses went up \$93,748. We need to be very watchful going forward.

d. Expenses and Reserve fees do not tie to the Long-Range Plan which may have a negative impact on funds available. A meeting with Connie Simmons of Crofton is requested, members of the Board and Roofing Committee may attend if they wish.

e. Using data from revised LRP we may have a shortfall of about \$400K for the roofing project and may have to have an additional assessment to those already planned. *

6. To increase our interest earned, 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 greatly reduce the uninsured FDIC exposure that we have at M&T Bank. Competing CD rates. While Credit Unions are not insured under FDIC they are under similar rules with NCUA.

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.

Report submitted by Howard Cone, Assistant Treasurer

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. 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.

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. Discussion ensued regarding who should pay.
- 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 15th at 4 pm in PCC Room 204 (Spiegel Community Center).

Respectfully submitted,
Ginny Quinn, Secretary

*Please see amendments below:

*5b

At the January 2019 Board meeting, Howard Cone acknowledged that enough information had finally been received from Crofton to explain the \$28,026 in the landscaping budget.

*5e

At the January 2019 Board meeting, Tom Glisson stated that only three assessments (2014, 2015, 2016) were collected because the Board determined that the roof project would start later than originally anticipated.