

Wood Creek Homeowners Association
Meeting Notes: Board meeting, Thursday April 18, 2019
Spiegel Community Center, Room 204

Attendance: Directors: Tom Shay, Ginny Quinn, Joyce Haag, Howard Cone, Chuck Minster (via phone),
Property Manager: Christine Sears, Crofton
Absent: Will Ruby, Bob Gerace

Guests: Emmett Miller and Jody Waite

Meeting called to order by President Tom Shay at 4 pm.

Welcome/Announcements:

- Listening Session is scheduled for April 25, 7 pm, Pittsford Community Library, Fisher Room.
- Annual Meeting to be held **August 15, 2019** at the First Presbyterian Church of Pittsford, 7 pm, in Fellowship Hall.

Secretary's Report: Ginny Quinn
Minutes of the March 21, 2019 Board were approved.

Nominating Committee: Tom Shay for Bob Gerace
The Nominating Committee met on April 2 and produced a list of nine candidates. Bob Gerace wrote and hand-delivered a letter to each potential candidate to ask for their consideration to serve on the board. The letter emphasizes that Wood Creek is a self-governing community interested in maintaining a high quality of life and protection of our investments here.

Roofing Committee: Joyce Haag
The Roofing Committee and several board members met with Upstate Roofing on April 10, 2019. Joyce reported that Upstate Roofing stated that the roofs have several years of life left, but that we should finish the project no later than 2024. The project can be completed as quickly as in 16 months or as long as 4-6 years. Their estimated cost does not include gutters, downspouts, soffits or fascia. Discussion of the usefulness of a third party "overseer" who could handle approval of change orders and could interface with homeowners on their questions/issues. Upstate recommends that all chimney repairs be done before the roof. The estimate does not include insulation (homeowner cost) or skylights.

Upstate guarantees their work for 5 years and shingles for 40 years. They discussed the value of the Eagle View Report which will be useful to Wood Creek in many ways. Upstate discussed their emphasis on safety and indicated that they use subcontractors infrequently. They have been in business since 1974 and have a wealth of experience. (Complete report attached.)

Treasurer's Report: Howard Cone, Chuck Minster

Howard Cone submitted a report including financial notes about March's results, the budget and several projects. He discussed three large lump sum payments that were booked in March: Insurance, Snow Removal and Sewer. He reported that the total Capital Reserve Fund is \$761,212.77. Of this,

\$600,185.38 is specifically marked as Roofing Reserves. This fiscal year we have added \$92,961 to our total reserves, 60% of the fiscal year-to-date budgeted amount of \$155,340. Planning for the budget for next year is underway. The Treasurers will have a working session in May and give an initial presentation to the Board.

Painting schedule and chimney repairs were discussed. To date, 72 of our 126 chimneys have been inspected and of those 18 have been repaired. All chimney repairs should be made before the roofing project begins. Christine will bid the chimney repairs out and report back.

Howard estimated the amount we can expect to spend on the roofs excluding gutters at about \$1.3M.

Berm/retaining wall is estimated between \$30,000 and \$50,000. Trees are being surveyed but there is no report yet.

Target date for the new budget is mid-May.

Property Manager's Report: Christine Sears

Nine months into the budget year, we are \$298.15 over budget. The surpluses of \$6,012 in landscaping and \$4,270 in legal and audit are being offset by repairs and maintenance being over budget by \$2,864 and snow removal being over budget by \$4,123.

We are waiting for bids on snow removal for the 2019-20 season and landscaping for 2020 from Trimline Landscaping and RM Landscaping. Romig offered to renew the landscaping contract for 2020 at no increase from current contract. Romig was notified that Wood Creek is refusing mulch this year and that all existing mulch will be turned over and leveled out. New mulch will be added every other year.

The Board will communicate to all residents that if they wish to buy and spread their own mulch, they must use **dark brown hardwood mulch**. A Variance Request must be submitted to Crofton before applying mulch, to ensure that all mulch in the community is the same color.

Spring lawn/garden clean-up is to begin on April 19.

Gutter cleaning was discussed, hand-cleaning vs using a blower to push leaves from gutters. WC gutters were cleaned last November at a cost of \$8,000, which divided by 126 townhomes, it comes to \$63.49 per unit.

Christine went with Romig and Bartlett Tree to look at the Pond area. Romig will do a debris cleanup on grass and non-turf areas during the Spring clean-up in April. Bartlett Tree will address low-hanging branches and give estimated cost to clean up. Since this cost is not budgeted, discussion ensued about priorities. Tom Shay stated that we should strive to accommodate as much as we can, but some things may have to wait due to financial constraints including funding the roof project.

Motion: Table pond work until we have a better understanding of our overall financial condition.

Motion passed.

Christine and Gary Raffel looked at Linden trees to see which need to come down and a proposal was submitted by Bartlett tree. Discussion of tree removal and stump grinding to be done.

Variance Committee: Tom Shay for Will Ruby, Chair

- 42 Creek Ridge (Burnham) requesting gas fireplace insert at homeowner expense. Has all required forms. Board voted to Approve with Conditions: any damage to chimney from gas line being run through fireplace is homeowner responsibility.

- 32 Creek Ridge (Clouser) requesting all current landscape shrubs be removed and replaced with boxwood or yews at homeowner's expense. KLR Landscape will do the work. Approved.
- 8 Winding Wood (Walsh) asking to paint front entrance and door Vintage Velvet blue. Variance to be HELD for response from Frank at Accent Painting. Need to determine if this is an approved color and who will do the painting. Tabled.
- 10 Winding Wood (Dugan) asks to put up a dual shepherd's hook bird feeder in back yard. Policy 105: Birdfeeders allowed between October 1 and April 3. Must be removed for the rest of the year. Variance denied. Resident may submit request again in September.
- 6 Summer Tree (Healy) variance request for dumpster in his driveway from April 29-June 19. Approved.

New Business: Tom Shay

- Discussion of proposed paint contract, 3- or 6-year plan. Accent Paint will paint approximately the same number of homes each year, completing the cycle in six years instead of the current 5-year schedule. Discussion of shake shingles. 33 units have shakes; they may need to be replaced at some time due to their condition. Suggestion to add this expense into the long-range plan.
- Monthly Timeline for expiration of contracts. Joyce Haag reported that she is working with Bob Gerace to develop a timeline.
- Proposal on fines and penalties: The Board approved an increase in the late fee from \$10 to \$35. Joyce Haag reported that a letter will be sent to homeowners explaining that effective June 1, 2019, the late fee for monthly payments will increase from \$10 to \$35. Payments must be received by Crofton on or before the 15th of the month to be considered on time. There is a \$50 NSF fee for any bounced payments.
- Greenlight Proposal. Emmett Miller encouraged homeowners to go to the Greenlight Networks' website (greenlightnetworks.com) to indicate your interest. Suggests that flyers be handed out at the Annual Meeting.
- Discussion of 2019-2020 budget – Christine Sears said that annual operating budget should be sent to homeowners by end of May.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Ginny Quinn, Secretary

Roofing Committee Report to Board April 18,2019

The Roofing Committee met with Upstate Roofing on April 10. Several board members were present also,

Upstate gave us their opinion of the status of our roofs. They stated the roofs have several years of life left and suggested we finish the project no later than 2024. The length of time over which the project is scheduled will determine when we need to start. The project can be run over as short a time as 16 months or over 3 or 5 years. Shortening the project duration minimizes disruption to the community and minimizes any cost increases on material and labor.

We discussed the usefulness of a third party "overseer". They are familiar with Brian Otto and have worked with him on other projects. A person in this role could handle approval of change orders and could interface with Homeowners on their questions/issues.

Upstate does not believe an architect or engineer providing construction oversight is necessary and will definitely add cost to the project.

Based up on Upstate's estimate of an average of \$8,968 per unit and extrapolating from the 3 buildings they reviewed in detail, the cost of the project is approximately \$1.1 M. This does NOT include gutters (which could add another \$300,000), fascia or soffits. They recommend all chimney repairs be done before the roof. The is estimate does NOT include insulation (which is homeowner cost) or skylights.

Upstate provides a guarantee of 5 years on the work and the shingles are guaranteed for 40 years.

We discussed the value of the Eagle View Report which will be useful to WC for many purposes in addition to the roof project.

Upstate discussed their emphasis on safety and indicated that they use sub-contractors infrequently. Upstate has been in business since 1974 and has a wealth of experience.