

Bristol Harbour Village Association
January 28, 2010
Board Meeting Minutes

Members Present: Richard Booth, Candace Ryan, Patt Jones, Ellen Monagan, Kathy Wydra and Bruce Hunt

Excused: Mark Moretti, Richard (Dick) Scott and Leo Raab

Others Present: Michelle Alvaro, Jay Adams, Mattie Bicknell, Wendy Blackstone, Paul Lamphier, Bill Coleman, Gail Hewson, Dave Hewson, Chet Starowitz, Dave Eldon, John Hauck, Alan Braun, Kristie Braun and Carolyn Hotchkiss

1. Call to order: Meeting was called to order at 7:04 p.m.

2. Opening Remarks:

- Richard Booth stated that Dick Aikens would be joining the meeting shortly.
- Richard Booth introduced Mr. Hauck a new resident on Andrews Way.
- Richard Booth spoke about the very productive working session that the Board had on Saturday, January 23, 2010. It was a working session not an official meeting.
- Richard Booth reported that the new Declarations had passed and that it was accomplished in December 2009. Over 70% of community voted. Over 90% of those who voted; voted in favor of the new document. Richard then thanked all who had worked diligently on the new document.
- Richard Booth spoke about the Board revisiting the Nominating Committee and its past practices. One of the items the Board has discussed is utilizing past presidents and long-term residents as members of the committee. The nominating process will still be the same but may include some variances, such as re-instituting the 25 name petition if someone wishes to be added to the ballot as a candidate. Because the Board is currently reviewing, decisions have not been made.

3. Privilege of the Floor: Privilege of the Floor will open for questions for 10 minutes. After the time allotted, the floor will close until 'New Business' at the end of the meeting. At this time, the Board will take questions that pertain to this meeting. There is no visitor participation during the meeting. Privilege of the Floor will be re-opened at the end of the meeting.

Chet Starowitz-5547 Hogan Lane: Stated that when he was reviewing the budget, he noticed there was no interest noted. Jay Adams responded that they do not budget for interest and that BHVA has an interest bearing account.

John Constance-5 Spyglass Hill: Offered another option for investing the funds and gave some on-line addresses that could be utilized.

Bill Coleman-6 Harbour Lane: Inquired if there were any results from the Tennis and Pickleball meeting. Candace Ryan did have a report that will be made available on-line and to any residents who wished to have a copy. Richard responded that by February or March there will be a vote on the issue.

4. Approval of November 5, 2009 Board Meeting Minutes:

Motion for approval of the November 5, 2009 Board Meeting Minutes by Patt Jones, seconded by Ellen Monagan, motion carried.

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5. Reports:

Richard requested that all committee reports be submitted to the Board 2–3 days prior to the meeting (preferably by e-mail) to give the members time to read and prepare a response or questions as necessary.

Bristol Harbour Resorts/Steering Committee Report-By Mark Moretti:

There was not a report at this time.

Property Manager's/Site Manager's Report-By Jay Adams and Michelle Alvaro: (for December 2009 and January 2010)

- Michelle Alvaro has been working with personnel on ways to reduce costs within the budget by utilizing staff.
- Michelle provided comparisons for building vs. purchasing benches, bulletin boards, picnic tables, trash can containers and dog stations. These items can be tailored made to fit into the style of the community:

<u>Item</u>	<u>Cost when built by staff</u>	<u>To Buy</u>	<u>Savings (approx.)</u>
Benches	\$60.00	\$350.00	\$290.00
Bulletin Boards	\$200.00-\$300.00	\$500.00 to \$800.00	\$300.00 to \$500.00
Picnic Tables	\$100.00	\$300.00	\$200.00
Trash cans	\$50.00	\$200.00-\$500.00	\$150.00 to \$450.00
Dog Stations	\$25.00-\$30.00	\$300.00	\$270.00 to \$275.00

- Richard Booth recognized Jay Adams for earning his CMCA (Certified Managers for Community Associations) designation.

Motion to approve the December 2009 and January 2010 Property/Site Manager Reports by Kathy Wydra, seconded by Candace Ryan, motion carried.

Bristol Harbour Reports-By Paul Lamphier:

Paul Lamphier stated that there has been a complaint made about a sewer smell on Harbour Lane. He is working with the local water district and at this time the complaint is unfounded. BHVA has been working with Paul in regards to this ongoing complaint.

6. Standing Committee Reports:

Environmental Committee (EC) Report-By Richard (Dick) Scott:

A report was submitted prior to the Board meeting.

Motion for approval of the Environmental Committee Report by Patt Jones, seconded by Bruce Hunt, motion carried.

Facilities and Maintenance Committee Report-By Leo Raab:

Bids will be obtained for road work that is to be completed on Golfside Circle. More information will be forthcoming.

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Recreation Committee Report-by Patt Jones:

Patt Jones provided an overview of the following:

- Neighbors' Night dates and locations. September and November are still open and if anyone is interested in hosting Neighbor's Night contact Patt Jones or Carolyn Hotchkiss. Notices will be posted on the web site and will be forwarded via e-mail each month.
- The Theater Group's outings. Cathy Finley is doing a great job in organizing these outings.
- Patt Jones also highlighted on-going events such as yoga classes, Ladies Luncheon, line dancing and art classes.
- Patt Jones discusses possible new events such as belly dancing, NIA exercise classes, and possible presentations on cardiac rehabilitation and healthy living.
- Patt Jones had developed a form releasing the BHVA Community Center from liability that will be utilized for residents taking classes.

Motion for approval of the Recreation Committee Report by Patt Jones, seconded by Candace Ryan, motion carried.

Treasurer's Report-By Bruce Hunt:

Bruce Hunt provided an overview of the following:

- The 2009 revenues met expected projections.
- Operating expenses (Approximately \$30,000.00) were under budget but some adjustments could be made after the audit is completed.
- Any extra monies from the previous year's budget will be deposited into the reserve fund.
- Bruce Hunt stated that the Kenrick main office is doing a good job of following up on collection of receivables.

Motion for approval of the October, November and December 2009 Treasurer's Report by Bruce Hunt, seconded by Candace Ryan, motion carried.

7. Special Committee Reports:

Town Board/Planning Board/Zoning Board-By Ellen Monagan:

Attended the most recent meetings and returned with the following:

- At the Town meeting there were 2 references to BHVA and they were in regards to the assessments on the proposed duplexes between Cliffside Drive and Seneca Point Road.
- Jim Scharzter (Town Assessor) is working with Bernie Caprini in regards to the tax assessments as they refer to the Community Center and BHVA common areas.
- The 2010 Town budget was passed.
- Meeting minutes are available on the Town of South Bristol's web site.

Motion for approval of the Town Board/Planning Board/Zoning Board report by Elle Monagan, seconded by Bruce Hunt, motion carried.

Community Center Committee Report-By Dave Eldon:

Dave Eldon reported on the following:

- Community Center funds are "in the black."
- There were 4 requests for events and all were approved.
- As a point of information for new residents, the \$12.00 monthly assessment is for the Community Center.

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- The mortgage payment and disbursements will now be made using EFT (electronic funds transfer) and this is being done from the Kenrick main office.
- A complaint was made that the fireplace was left on during weekend hours and that the Youth Center was left a mess. Dave Eldon reminded those present that the fireplace must not be left on due to safety issues. A sign was placed reminding residents to turn the fireplace off.
- Richard Booth indicated that the Board has had a request for additional shelving in the Library. A copy of the request was given to Dave Eldon for him and his committee to review. David Eldon indicated that the shelves will block electronic and heat outlets but will be happy to look at various locations for more shelves.

Motion for approval of the Community Center Committee Report by Kathy Wydra, seconded by Ellen Monagan, motion carried.

Communication Committee-By Kathy Wydra:

Kathy shared ways in which the committee provides communication within the Village. Avenues in which to reduce costs are also explored. An itemized list was developed by Kathy Wydra and Michelle Alvaro and distributed to the Board:

- Information is shared using bulletin boards, e-mail, mass mailings as needed and the web site.
- Villager costs are streamlined. Currently there is a \$10.00 fee for those residents who wish to receive the Villager in the mail. The committee will revisit in the future. The Villager will be (and is) available on the web site and in the office.
- Progress of projects within the village are e-mailed to residents on a regular basis. Meetings are also held as needed.
- Minutes and agendas are posted on the web site.
- Resident directories are available in the office. As a means to reduce costs, these are available in the office for residents to obtain.
- The staff does hand deliver mail as a means to reduce costs.
- A checklist was developed for those residents who rent the Community Center.
- Any complaints must be in writing
- Future Ideas
 - More online surveys.
 - Continued vision/mission sessions.
 - ¼ or annual meetings with Associations.
 - BHVA committees post agendas and minutes on the web site.

Richard Booth stated that the Board has requested as a better means to identify other association Boards and committee member's information such as committee chairpersons, terms of office, officers etc. so that this information can be made available to residents on the web site. Telephone numbers and e-mail addresses cannot be published. Residents who want this information can refer to the resident directory.

Motion for approval of the Communication Committee Report by Kathy Wydra, seconded by Patt Jones, motion carried.

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8. Old Business:

- There is a new employee working in the office. Her name is Lucinda Hampton and she works from 12:30 pm until 4:30 pm. Her salary is shared between BHVA and the condominiums.
- A letter was forwarded to condominium residents requesting that all condominium related questions be referred to Kevin Cort and all BHVA related questions be referred to Michelle Alvaro.

9. New Business

Richard Booth-11 Andrews Way: Stated that the office has been getting requests to e-mail or mail items for residents such as promotional events, donations, etc. Richard Booth asked for feedback from the audience. Mattie Bicknell voiced her opinion that it would be an opening to a very severe problem and that if you do it for one you would have to do it for everyone. Alan Braun stated that there was a precedence to not do conduct this kind of practice and that only BHVA information should be forwarded. Kathy Wydra stated that if residents wanted to send information to other residents that they should use the resident directory.

The Board agreed that mailing or emailing items to all residents for individual resident use is not in the best interest of the residents. The consensus was not to e-mail or mail resident requests.

Dave Eldon-5832 Harbour Drive: Questioned the lack of reports from the Steering Committee. He is concerned that Mark Moretti has not been present several times at Board meetings and is concerned that there is not enough communication between Bristol Harbour Resorts and BHVA. He stated a great deal of work was conducted by previous Board members to develop the relationship between Bristol Harbour Resorts and BHVA and would not like to see that work become undone.

John Constance-5 Spyglass Hill: Wants to know if the Declaration will be posted on the web site. Jay indicated that it will available possibly by April. Candace noted that everyone must be mailed a copy and should therefore have one.

Gail Hewson-9 Spyglass Hill: Asked if Kenrick is bidding out for projects jointly with other properties they manage. Jay responded they jointly bid out projects in coordination with other properties when possible.

10. Motion to Adjourn:

Motion for adjournment of the meeting at 7:55 pm by Kathy Wydra, seconded by Ellen Monagan, motion carried.

11. Next Meeting:

February 25, 2009 at 7:00 p.m. at the Community Center

Minutes Approved February 25, 2010

Wendy Blackstone; Recording Secretary-BHVA Board of Directors