

**Bristol Harbour Village Association**  
**July 23, 2009**  
**Board Meeting Minutes**

**Members Present:** Sally Eldon, Richard Booth, Richard (Dick) Scott, Leo Raab, James (Jim) McCarthy, Ellen Monagan, Mark Moretti, Larry Hubler and Candace Ryan

**Others Present:** Jay Adams, Michelle Alvaro, Bernie Caprini, Carolyn Hotchkiss, Mattie Bicknell, Polly McCarthy, Dave Eldon, Gail Hewson, Lois Titus, Don Titus Sr., Patt Jones, Bill Coleman, D.J. Hubler, Kathy Scott and Paul Lamphier

**1. Call to Order:** Meeting was called to order at 7:05 PM.

**2. Opening Remarks:**

- Sally Eldon stated that Pat Johnson is recovering from her recent accident that occurred on the upper parking deck of Building #1.
- Sally Eldon stated that she was glad to see Bernie Caprini her at tonight's after lightening destroyed a tree in her yard and that also entered her home.
- Sally Eldon read a thank you letter that Michelle Alvaro received from Phil Povero, Ontario County Sheriff.

**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 to the meeting. At this time, the Board will take questions that pertain to this meeting for approximately 10 minutes. There is no visitor participation during the meeting.**

Bernie Caprini-5536 Vardon Drive: Asked the Board to reconsider the current circulation method of the Villager. She expressed concern that residents are not receiving it, therefore not being informed of pertinent information in the village, Mark Moretti explained that to reduce costs associated with publishing the Villager it is e-mailed and copies are available in the office. Residents could sign-up to receive it via U.S. mail for a fee of \$10.00. He also recommended that the cost to subscribe to the Villager be reduced to \$5.00 for next year. Discussion followed.

Gail Hewson-9 Spyglass Hill: Raised a concern about water that is running from a pipe on the corner of Medalist Lane and Vardon Drive (approximately 90 days) and questioned what the status on the repair was. Paul Lamphier responded. He stated that the problem was going to be addressed. He also stated that he has to prioritize the projects and some take precedence over others. He stated that a time frame will be given and that the repair has been placed on his priority list.

Bill Coleman-6 Harbour Lane: Stated that there is one Pickle Ball clinic that is conflicting with a regularly scheduled tennis program on Wednesday nights and that caution should be taken so that these programs do not become displaced. He stated that this should be addressed in the future so no conflicts occur. Discussion followed.

**4. Approval of the June 25, 2009 Board Meeting Minutes:**

*Motion for approval of the June 25, 2009 Board Meeting Minutes by Ellen Monagan, seconded by Leo Raab, motion carried.*

**5. Reports:**

Recreation Committee Report-Patt Jones:

Patt Jones provided an overview of the following:

- Weeks of NIA classes were completed. The classes were held at the South Bristol Cultural Center. The instructor was Patricia King. Patt thanked Dave Hewson for allowing them usage of the center for these classes.

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- Line Dancing is held on Fridays at the South Bristol Cultural Center. Patt thanked Karol Mrozcek for providing the instruction for these classes.
- Pickle Ball clinics are being held. How to reserve the courts so there is not any interference with regularly scheduled tennis programs will be reviewed. She will work with Bill Coleman.
- 3 volunteers have signed up to offer programs for youth. She is still looking forward for volunteers to offer programs.
- The July's Neighbor's Night will be a Square Dance that will be held on Harbour Lane on Saturday, July 25, 2009.
- The August Neighbor's Night will be held at Mike and Judy Farrar's home-8 Hillside Drive.
- There are theater events that were highlighted in the recent Villager. Patt thanked Cathy Finley for organizing these events.
- The Garage Sale will be held at the South Bristol Cultural Center. Currently only 4 people have signed up. If there are not enough participants, the event will be cancelled.

*Motion for approval of the Recreation Committee Report by Candace Ryan, seconded by Larry Hubler, motion carried.*

Bristol Harbour Resorts/Steering Committee-By Candace Ryan:

Candace Ryan provided an overview of her report:

- There is not any further information regarding the status of the new rest rooms.
- On July 11, 2009 the BHVA Board of Directors sponsored a meeting with current association presidents, past presidents and other residents within the community. 21 residents participated. The purpose of the meeting was to involve participants in a process of shared visioning for the community and bringing leadership together. Many ideas were shared and there was a general agreement regarding the importance of communication and working together as a concerted group. The committee will follow-up with dissemination of the information captured at the meeting to those who participated to solicit feedback. Because past and present leadership was valuable, it has been suggested that the Board plan a quarterly or tri-annual meeting.

*Motion for approval of the Steering Committee Report by Candace Ryan, seconded by Leo Raab, motion carried.*

Property Manager's/Site Manager's Report-By Jay Adams and Michelle Alvaro:

The Board received the Management report and the Superintendent's report.

Bristol Harbour Resorts-Paul Lamphier:

Paul Lamphier was in attendance to answer questions anyone had and provided information regarding the following:

- Mattie Bicknell raised a concern that she does not have a dial on her meter, therefore she cannot read it. Paul stated that she does have a dial and will assist her with the location.
- Stuck and leaky meters have been the main issues with the new meters. These issues could be caused by the length of time a resident (reducing usage of water) is away from their unit or something that is leaking within the unit. The average use per household is approximately 166 gallons per day. Paul stated that the system is able to determine meter malfunctions.
- Paul is following up with a non-functioning hydrant on Andrews Way that was reported to the PSC. He made reference to the fact that Bristol Harbour Resorts does not have to provide fire service and pointed out that there is another hydrant within 400-600 ft of the non-functioning hydrant.
- Paul addressed the concern about the location of a fire hydrant and its proximity to the mailboxes on Lakewood Trail. This hydrant is in compliance because it is still visible from the road and is within the required distance between the hydrant and the mailbox. The current hydrants within the village meet safety standards. Inspections are completed 2 times per year.

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**6. Standing Committee Reports:**

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

Dick Scott provided an overview of the following:

- The committee met on July 16, 2009. 6 applications were reviewed and approved.
- Dick displayed samples of the many materials that are being reviewed for use on the new villas. There have not been any decisions or approvals given at this time. Chris Iversen is still working on getting EC questions and concerns resolved before he submits an application. The offering plan has been drafted. It is being drafted as a condominium association, meaning that the owners will own the structures, but the rest of the property will be common area. The developer is still awaiting approval of the offering plan from New York State. The Town of South Bristol had given preliminary approval of the project and final approval was given at their July meeting. DEC requirements have to be followed before any construction can begin. Discussions followed regarding the road responsibilities and ultimately BHVA's ownership of the roads, refuse/recycling concerns and the impact this would have on the current facilities.
- The committee had difficulty taking responding to an anonymous complaint that was submitted regarding an open fire pit. The committee could not make judgment because the letter was anonymous and there is no opportunity to talk to the complainant. Discussion followed. Michelle Alvaro will follow up with the owners of the fire pit in question.
- There was discussion about residents having bon fires on the beach and could they be conducted more than those regularly scheduled. Guidelines would have to be developed. This will be a future project.

*Motion for approval of the Environmental Committee Report by Mark Moretti, seconded by Leo Raab, motion carried.*

Bristol Harbour Resorts Report-Greg Mulhern: No report at this time.

Facilities Committee Report-By Leo Raab:

Leo Raab provided an overview of the following:

- The tennis courts have been resurfaced. Due to the inclement weather, the painting of the tennis courts has been delayed. The company is scheduled the week of July 27, 2009 to complete the painting, weather permitting.
- Regarding the villas, Leo raised refuse/recycling concerns at the Environmental Committee meeting. The offering plan for the villas will be reviewed especially as it relates to these concerns. Leo is willing to work with the developer regarding these concerns.
- In regards to the Golfside Circle paving which includes the Community Center parking lot, Leo Raab explained that preliminary work is an important phase that needs to be conducted to determine budget costs to repair/repave these areas in 2010. This project was postponed from 2009 until 2010. He explained that this plan for the road construction was approved by the Board in 2007. It was the expectation that before each phase board approval would be obtained. This phase of the road construction was approved and included in the budget by the Board during its 2009 budget process. Delays could result in further deterioration of the roads resulting in higher project costs, risk of injury or damage to private property due to broken pavement and higher project costs due to the increase in material and labor rates. Leo explained that the current plan was designed to be fiscally responsible and the intent is to complete some very complex, expensive and needed repairs some of which are long overdue. Many projects have already been completed and they include the tennis court repaving/painting, reconstruction of Spyglass Hill and installation of the drainage system, refuse compactor installation, and refuse building upgrades, tractor purchase and upgrades, purchase of a pickup and dump truck, purchase of a salt spreader and new plows and installation of shoulder material on Harbour Lane. Discussion followed.

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*Motion to have an engineer report and bid package completed for Golfside Circle in the amount of \$9,200.00 in order to determine the road repair costs for the 2010 budget and the Facilities Committee Report by Leo Raab, seconded by Richard Booth. Vote was called, Richard Booth, Leo Raab, Ellen Monagan, Larry Hubler and Sally Eldon in favor; Jim McCarthy, Dick Scott, Candace Ryan, and Mark Moretti opposed, motion carried.*

*Motion for approval of the Facilities Committee Report by Leo Raab, seconded by Dick Scott, motion carried.*

Treasurer's Report-By Jim McCarthy

- Jim McCarthy provided overview of the BHVA June 2009 financials and the BHVA reserve.
- Jim McCarthy met with the Kenrick accountant, Jay Adams, Richard Booth and Michelle Alvaro on July 7, 2009 to review and discuss the budgeting process. Jim still has questions regarding the reserve and will be following up with them.
- Jim recommended that year-end audit work should be conducted between September and November.

*Motion to accept the Treasurer's Report as presented by Jim McCarthy, seconded by Leo Raab, motion carried.*

**7. Special Committee Reports:**

Town Board/Planning Board/Zoning Board-By Larry Hubler:

- There were not any topics relating to BHVA at the Town Board meeting.
- Fred Sarkis addressed the Planning Board recommending that they re-open/re-evaluate the Bristol Harbour Resorts sewer rates. Mr. Sarkis would like the Town of South Bristol to re-open the case.
- The Zoning Board meeting was cancelled.

*Motion for approval of the Town Board/Planning Board/Zoning Board Reports by Larry Hubler, seconded by Dick Scott, motion carried.*

Community Center Update-By Dave Eldon:

Dave Eldon provided an overview of the following:

- The Youth Center is now opened from 5:00-8:00 pm. Approximately 2.5 kids are using the center each night.
- Rentals are strong for the summer.
- Dave Eldon thanked Richard Booth for his donation of a dining room table and chairs.

*Motion for approval of the Community Center Report by Richard Booth, seconded by Mark Moretti, motion carried.*

Declaration-Discussion:

An information meeting with the residents (allowing them an opportunity to ask questions) and Ron Shubert is scheduled for Saturday, July 25, 2009 at 11:30 am.

Communication Committee-By Mark Moretti:

No report at this time.

Nominating Committee-By Bernie Caprini:

Richard Booth stated that in the early spring the Board made a motion that if a resident wanted to run for the Board that they could submit a petition with 25 names on it and their name would be placed on the ballot. The more research that was completed and the fact this was not according to the by-laws, it was determined that this was not necessary and the motion should be rescinded. There is a Nominating Committee and their charge is to review applications, interview applicants and to nominate a slate to the Board. All applicants are given due process.

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Jay Adams stated that the Nominating Committee's charge is to nominate to the Board of Directors not less than 30 days prior to the annual Meeting, the candidates best suited for the open positions. Residents also have the write in option on the ballot. Bernie Caprini, as head of the Nominating Committee, would like to follow the current process according to BHVA by-laws and one that has been followed for years, of reviewing applications, interviewing candidates, and naming a slate of candidates to the Board of Directors after August 1, 2009. It is the Board's decision to accept or deny the slate presented. If a future Board wishes to change the process that would be that Board's decision. Discussion followed.

*Motion to rescind the previous motion allowing residents who wish to be a candidate for BHVA Board, submit a petition signed by 25 unit owners which would allow them to be included on the ballot by Richard Booth, seconded by Leo Raab, Mark Moretti opposed, Dick Scott abstained, motion carried.*

Citizen of the Year-By D.J. Hubler:

There are several nominees for the award. A decision will be made by the end of August

**8. Old Business:**

No old business at this time.

**9. New Business:**

Gail Hewson-9 Spyglass Hill: Recommended that Kenrick Corporation work with other properties they manage on jointly bidding on large projects.

Polly McCarthy-5579 Lochcrest Circle: Recommended that in the future the Nominating Committee's role could be revisited. If any resident wants to volunteer their time, they should be allowed to be placed on the ballot.

**10. Motion to Adjourn**

Meeting adjourned at 9:30 pm

**11. Next Meeting Minutes:** The next Board of Directors meeting will be held on August 28, 2009.

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Minutes Approved: August 27, 2009-Michelle Alvaro; Recording Secretary-BHVA Board of Directors