

GEORGETOWN COMMONS HOMES

MINUTES OF MEETING : September, 2016

**President-Donald Masecar; Vice-President-David McDonald; Treasurer-Hans Porte
Secretary-Doretta O'Connor; Board Members-David Giordano, David Rompalo,
& Joanne Smoyer**

ABSENT: N/A

COMPASS: Jordan Debes & Andy Roseto

Meeting commenced @6:30 P.M.

HOMEOWNERS FORUM: Six (6) Residents present.

Address: 26 Beacon Hills, Mary Innes Wagner, Homeowner stated:

- 1. Will "Stink Bugs" be sprayed?**
- 2. Georgetown WEB needs updating with Board Members and dates for office.**

Don Masecar will contact Larry Conte to follow-up with WEB.

Address: 85 Huxley Way, James O'Connor, Homeowner stated:

Davey Tree did a great job removing a 10 year eyesore and diseased tree, thank you!

End @ 6:40P.M.

Approval of minutes for JULY, 2016 Board Meeting:

MOTION by Dave McDonald to approve; Seconded by Joanne Smoyer.

MOTION APPROVED.

MANAGEMENT COMPANY REPORT – See attached

PROPERTY MANAGER'S REPORT – See attached

TREASURER'S REPORT – See attached

COMMITTEE REPORTS:

Architecture Committee by, Mary Innes Wagner – See Attached

See September 12, 2016 Minutes from their meeting and Variance Requested Form as of 9/21/16.

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Also, Dave Giordano, By-Laws Committee to meet with Architecture Committee regarding updates regarding Doors & Ornamentation.

By-Laws Committee

See above discussion to be updated.

Communication Committee –

N/A

Clubhouse – Recreation & Workout Rooms

Question was presented: Who do complaints regarding workout room and rules go to?

Andy Roseto to receive complaints and will then report to Board.

Landscape Committee –

Stated Mums planted in pots, in front of Club House. All agreed beautiful.

Library / Welcoming / Social Committee –

Joanne Kurzik stated Library is doing great.

Long Term Planning –

2016-17 o be viewed and discussed after 9/21/16 Board Meeting.

OLD BUSINESS:

- 1. RE: July, 2016 Meeting: “the 2015-16 Audit Report on Insurance Fund is RESCINDED”**

MOTION Approved via email.

- 2. New Telephone Directory being updated.**
- 3. Willow Tree, Huxley Way, removal by Davey’s Tree Bid approved via email.**
- 4. Stink Bug – “NO” spraying to be done. The Bid to do job was \$3,400.00 and not effective on this insect.**
- 5. Bids for Front of Club House, retaining wall or brick wall or suggestions to be forthcoming from Landscapers with their Bids and drawings. To be discussed in October 2016. _**

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NEW BUSINESS:

1. 31 Huxley Way, Maintenance Office, Garage Door to be inspected for dents and damage, with the question "should it be replaced"?
2. Thank you Andy for work done to Chimney Caps.
3. Front Entrance, new lights masonry and plantings, Good feedback from all.
4. Question, to look at Full Time Lifeguard for 2017...
5. Work orders for Maintenance can be done, currently, by email on Web site.
We will also, add a tear off to Town Crier that can be completed put in 31 Huxley Way mailbox.
We hope this will omit verbal requests while maintenance is doing scheduled work.

Meeting Adjourned @7:32 P.M.

Respectfully submitted,

Doretta F. O'Connor, Secretary

GEORGETOWN COMMONS

Property Managers Report

AUGUST 2016

Common Grounds

- Daily debris inspection.
- Davey Tree contracted to remove dying willow tree at 85 Huxley Way
- Domicello scheduled to begin paving by end of August

Buildings

- 2016 Staining project completed
- Painting of shutters, kickplates, door frames is underway

Landscaping

- Pittsford Brighton Landscape will be trimming hills behind 1-8 BH and 72-86 HW

Service Requests

- Approximately 20 Service calls

Administrative

- Reviewed all invoices and approved payments
- Monthly Action Items meeting with Jordan

GEORGETOWN COMMONS

Property Managers Report

September 2016

Common Grounds

- Daily debris inspection.
- Pool has been closed and vacuum valve was replaced
- Seal coating of 2015 paving project has been completed with exception of the Beacon Hill area.
- Davey Tree removed tree at 85 HW then returned to cut stumps lower and remove debris from area.
- 2016 paving project has been tentatively scheduled for September 23rd
- Pool furniture should be removed by Sept 23rd

Buildings

- HOA painting list has been completed
- Currently working on painting doors that were requested by residents
- Brick pointing at 64 HW has been completed (in house)
- Repaired two chimney caps- (in house)
- Overhead garage doors for 17-21 BH have been painted

Landscaping

- Hills behind 72-86 HW and 1-8 BH have been trimmed down
- We have seeded all bare spots on the vetch hills with a perennial grass seed to stabilize the soil
- Huxley Way wooden retaining walls have been stained

Service Requests

-
- Approximately 40 Service calls were completed

Administrative

- Reviewed all invoices and approved payments
- Monthly Action Items meeting with Jordan
- Collecting list for shrub removal so I can schedule excavator



September 14, 2016

Board of Directors
The Georgetown Commons Homes Association, Inc.
44 Dunbridge Heights
Fairport, New York 14450

Dear Board Member;

RE: **AUGUST 2016 EXECUTIVE SUMMARY**

Enclosed you will find The Georgetown Commons Homes Association, Inc. financials and monthly packet for your review.

BUDGET VARIANCES

I would like you to note the following items regarding the financial statements:

OPERATING FUND

- **Office Expense:** the unfavorable variance of \$722 reflects three months of clubhouse cable service, new toilet for maintenance shop, restock letterhead, newsletter publication, and safety equipment required for OSHA compliance
- **Staining:** the favorable variance of \$5,600 resulted from starting the staining project ahead of schedule – budgeted for August and September (\$28,800). Project is complete

MAINTENANCE RESERVE FUND

- **Cedar Siding Replacement:** the unfavorable variance of \$4,860 reflects replacement of deteriorated siding (34 & 42 GTL, 11 HW) in conjunction with the staining project – budgeted for September (\$3,000). We encountered more siding in need of replacement this year than we had in prior years resulting in unfavorable variance for this fiscal year
- **Masonry-Brick Repair:** the favorable variance of \$2,500 reflects less than anticipated expenditures for chimney cap repairs. Property Manager completing work in-house and finding less than anticipated chimneys requiring repair

ASSOCIATION BUSINESS

- **Accounts Receivable:** for delinquent accounts 30 days or less delinquent - Portfolio Accountant calls homeowner, notifies them of balance, and sends a statement; 31-60 days delinquent - Portfolio Accountant calls homeowner again and sends another statement; 61-