**DRUMLINS HOMEOWNERS ASSOCIATION**

**BOARD MEETING MINUTES**

**July 24, 2018**

**Present: Ron Uhlig**  , **Others: Rick Thomas**

**Barb Starr**

**Bob Lowenthal**

 **Mary Lightsey, Excused but joined the meeting by phone at 4:40PM.**

The meeting was held at 6 Medford Way beginning at 4PM.

**Approval of Minutes of past meeting:** The 6/25/18 minutes were approved with a motion to accept by Barb, seconded by Ron and approved by all present. Once minutes are approved by the board, they can be emailed to Mary Brennan, Crofton Perdue Associates.

Donna Maier notified the board members by email at 12:52PM on 6/24 that she was resigning from the board for “personal and professional reasons….effective immediately”. Bob made a motion to accept Donna’s resignation, seconded by Barb and approved by all. See attached email from Donna.

Bob put forth a motion for Crofton Perdue to purchase a $50.00 Visa gift card for Donna for her years of service. This was seconded by Barb and approved by all.

A general discussion ensued about adding a replacement board member and the board can appoint a replacement. Ron has spoken with Jim Meyers, who indicated that he would be interested in returning to the board. We all agreed that Ron should approach Jim about the recent opening and his level of interest. Any action on this position will occur at the next board meeting.

**Manager’s Report:** Rick reviewed the June 2018 operating funds. See the attached report for the details on the checking and savings accounts. The Disbursements report for June 2018 was reviewed. A total of $13,664.91 was disbursed consisting of $7,037 deposited to the roof and general reserve account, $2,279 paid to Bay Landscaping, $1,468 for insurance, $1,358.50 to Crofton Perdue as per management contract, $678.32 for contracted repairs, $425 to Woods Oviatt for HOA legal work, $264.91 for administrative costs including $32 in bank charges. (The $32 consists of the $17 monthly charge for ACH services and a $15 returned check fee caused by an owner’s bounced monthly HOA fee.) The remainder of $154.18 covered supplies, Village taxes and utilities. This being the first month of the new fiscal year, we are under budget for the month. Checks are cut at the end of the month. Mary ($80.50 for filing documents) and Donna ($150 gift card for Rich Williams) should receive reimbursement for their expenditures in early August.

Rick reported there is presently one past due homeowner. It seems that the HOA fee is consistently paid during the month, but near the end of the month.

Mary Lightsey joined the meeting at 4:40PM by telephone.

**Old Business:**

**Side Yard Erosion at 17 Medford Way-Wayne Klumpp**: Wayne Klumpp has compiled a list of materials and prepared a design of a French Drain to address the erosion issue affecting this part of Medford Way. The HOA has offered to pay for the materials while the Klumpp’s would pay the labor cost. A backhoe will be needed and there was discussion about HOA liability if Wayne Klumpp operated a backhoe. The cost estimate is $1,762 for materials with a contingency included. Ron made a motion for payment of $1,762 for materials by the HOA. Mary seconded the motion and it was approved by all. Also, with Wayne performing the labor, all agreed that he sign the HOA’s Volunteer Unconditional and General Liability Release, Waiver, Indemnification and Agreement not to Sue document.

**Dedication of partial roads in Drumlins:** The Village approved on May 21, 2018 Resolution #63-18 allowing for dedication of a portion of Wellington Drive and Cambridge Circle by November 21, 2018 as long as certain conditions are met. The HOA is responsible for paying for repairs to bring the roads up to Village standards and for surveys, title and deed transfer costs for the dedication. The estimated repair cost is $5,250 and the cost estimates are forthcoming for the survey and legal expenses. Scott Falvey, attorney agreed to represent the HOA in this matter.

A meeting has been arranged for 8/1 at 8AM at the Village Hall. Attendees are Paul Kocher, surveyor, Scott Falvey, John Turner, DPW Director and Ron Uhlig. Bob reported that the HOA Declaration, By-Laws and Incorporation documents and Village resolution approval of the road dedication have been provided to Scott Falvey. The deed, abstract of title and existing survey are needed and may be obtained through the Ontario County Clerk.

**New Business:** The road dedication meeting is set for 8/1 at 8AM at the Village Hall. Ron is attending and other board members may as well.

Ron prepared an Action Item spreadsheet covering maintenance, landscape and management items for follow-up and completion. The list reflects the assigned person heading the item, the date the item was added to the list, completion date and notes. Each item was reviewed and will be followed during the month for progress. A copy is attached to the minutes.

The power washing cost of $200 per unit from one provider still seems high. Rick was asked to obtain other quotes. Also, we need to select the properties that were not power washed in 2017.

The downspouts and extensions for 1314 Wellington Drive were discussed and a work order will be created to address this issue.

Additional property inspections will be done to determine additional painting and repairs to homes.

Landscaping Report: Barb Starr again provided the attached report listing landscaping priorities. There are several dead trees, shrubs and plants that should be trimmed and or removed. Also, the gazebo and benches need repair and repainting. Cost estimates will be obtained to determine what work can be completed this year with budgetary constraints. There have been some issues with the mulching done by Liam. Rick will ask them to come back and finish the work. Rick will also ask George from Property Care, who provides our snow plowing, to provide us with a quote for the summer landscaping work, and will get quotes from Ed LePore for tree trimming and other related work. The quotes will be provided to Barb Starr. Rick said quotes for landscaping are obtained in January for the upcoming summer. While these expenditures may be in addition to the landscaping budget, funds are available in contingencies and the general reserve that could be used.

Several homeowners have asked about their backyard plantings. A number of years ago, the board decided to have the homeowner take care of these back beds. Upon general conversation we decided to consider the back beds for HOA maintenance as part of the 2019-20 budget. The back beds are part of the common area owned by the HOA and should be maintained.

With the roof and general reserve savings account balance at $194,492.13, Bob made a motion to purchase a $100,000, 10 month CD at CNB at an annual percentage yield of 2.02%. Mary seconded the motion and all approved. Crofton will work towards making this happen.

Several homeowners have deteriorating garage doors. In past years, homeowners were told it was their responsibility to replace these doors and equipment. In 2015-16, a legal opinion was obtained stating the garage door is the HOA’s responsibility. The items covered include the garage door, new rails, spring and installation. The homeowner is responsible for the lifting mechanism and its installation.

Ron is reviewing the deck policy to provide more detail and guidance for homeowners.

Bob is working on revising the Homeowner’s guide and will provide board members with section for review and comment.

Mary left the meeting about 6pm.

**Meeting Adjourned:** Bob made a motion to adjourn at 6:20PM, seconded by Ron and approved by all.

The next board meeting is set for 4PM on August 20, 2018 at 6 Medford Way.

**Respectfully Submitted:**

**Bob Lowenthal, Secretary**