

RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.
BOARD OF DIRECTORS MEETING
MINUTES – 28 Niagara Shore Drive
08/10/2026

PRESENT

Board Members: Anne Duggan, Bill Strassburg, Jerry Hathaway
Management: Joe Urbanczyk, Towne Housing Real Estate

Call to order: President Jerry Hathaway called the regular Board meeting to order at 2:13 p.m.

AGENDA

Jerry noted to add the following items to the agenda: Awnings; Lawn sign at 208; 256 Garage Door Architectural Request; 132 and 20 fines; A motion was made by Jerry to approve the agenda, as amended. Bill seconded. Approved.

MINUTES

The minutes from the 07/13/26 Board Meeting were reviewed. A motion to approve the minutes was made by Anne, seconded by Bill. Approved.

FINANCIALS

The 1st month (7/31/26) Financials were reviewed. As of 6/30/26, total assets were \$559,625; cash on hand was \$542,268; and, total reserves were \$425,470.

All units are current or paid in advance with monthly HOA fees.

All CD statements are now accessible to Towne Housing Director of Finance online via M&T/Northwest online accounts.

A motion was made by Bill to approve the financials; Anne seconded. Approved.

ACTION ITEMS: NONE

RESPONSIBILITY:

ADMINISTRATIVE AND LEGAL UPDATES

1. Trees at #24, #75 and #161 – AJ's Tree Service was out on 7/9 to assess trimming and removal at #24, removal of tree at #75, and trimming at #161. AJ's indicated that tree at #75 is perfectly healthy, and as per HOA policy, will not be removed. AJ's will return to perform the remaining work by end of August.

2. ACTION ITEMS: direct AJ's to proceed with work

RESPONSIBILITY: Joe

3. Squirrel concern – unit #24 expressed concern regarding increase in number and aggressiveness of squirrels in the area, in their yard in particular (bringing food onto the property, accessing deck and furniture, damaging same). Due to need for daily monitoring of traps and expense thereof, trapper will set one trap and unit owner has agreed to monitor on a daily basis and advise trapper if there is activity. Jerry noted that this will not be a regular practice; squirrel activity is up everywhere and it would be cost and time prohibitive to set and monitor multiple traps.

ACTION ITEMS: NONE

RESPONSIBILITY:

4. Gutters – Build #2 having issues with clogged piping/downspouts on water side. TMark Plumbing now coming out to assess. Joe having a few issues finding companies who are licensed in the City and can perform the video monitoring we need.

ACTION ITEMS: Contract with TMark for work asap

RESPONSIBILITY: Joe

5. Driveway Sealing – Units 260, 244, 228, 220, 32 and 16 will be sealed this year. August timeframe.

ACTION ITEMS: NONE

RESPONSIBILITY:

6. Website – now that Towne Housing has officially issued its communication with all owners re acquisition of Fairwood, Anne will proceed with multiple changes to the website to ensure correct and any additional needed information is present.

ACTION ITEMS: Send website updates to John Lyth

RESPONSIBILITY: Anne

7. Awnings – Joe issued letters for awnings to be replaced for 2027 season.

ACTION ITEMS: NONE

RESPONSIBILITY:

8. Landscaping units 4-16 – The latest report from the City Engineer is that the contractor will be back in September to fix the affected lawn areas again.

ACTION ITEMS: NONE

RESPONSIBILITY:

9. Sign at 208 – Joe to contact unit owner and advise that Porchfest signage is only allowed on the day of the event.

ACTION ITEMS: contact unit owner re signage

RESPONSIBILITY: Joe

10. Fines – both unit #132 and #20 have been issued notices of their respective fines for sign violations. Regarding sign at #20, the Realtor was contacted on 8/4/26 and told to remove the (2) signage within 24 hours, per our policy, or risk a fine to the unit owner.. As of 8/6, the signage was still up. Joe contacted the Realtor again on 8/7. Realtor was advised that the unit owner was to be fined \$200. Both unit owners will be contacted again re payment of fines.

ACTION ITEMS: Follow up with unit owners

RESPONSIBILITY: Joe

11. Plaza landscaping – a brief discussion was held regarding the condition of the rear side of the Plaza at 100 Niagara Street (Joe’s Deli/Dairy Queen building). There has been concern raised as to the deterioration of the appearance over the last several years. While attempts have been made by the City in prior years to contact the ownership entity regarding this situation, no return communication was ever received. The Board acknowledges that it does not have much recourse, as it is not our property, nor is it the City’s property. However, it was decided that another attempt will be made to reach out – in writing - to the ownership entity (which is an out-of-state LLC), that both the HOA Board and the City’s Mayor will sign.
12. Roofs - this item will continue to be present on the agenda, as Joe will be casually inquiring of current costs for replacement. AS mentioned at last meeting, this work is not imminent, and is tentatively scheduled to begin in 2028, on a rolling basis (oldest roofs first year, etc.). The Board will be hiring roofing consultant Gary Browne in the Spring of 2027 to re-assess the condition of the roofs to determine if our timing is accurate.

ACTION ITEMS: NONE

RESPONSIBILITY:

MAINTENANCE

Landscape/Snow Discussion – will review bids at September meeting.

ACTION ITEMS: Obtain bids for work

RESPONSIBILITY: Joe

UNFINISHED/NEW BUSINESS

ACTION ITEMS: NONE

RESPONSIBILITY:

COMMUNICATIONS

Two reminders:

- The Board asked Joe to be more consistent with timely responses and follow-up on resident requests/inquiries. In 2023, a 72-hour response time window was set, and this is not always followed.
- Joe U. must cc HOA Board members on all written or electronic communications issued on behalf of the HOA.

The next Board meeting will be held on 09/14/26 at 2:00 p.m. at 28 Niagara Shore Drive (subject to change).

There being no further business, Anne made a motion to adjourn the Board meeting at 3:05 p.m. Bill seconded. Approved.

Respectfully submitted,

Anne Duggan
Board Secretary

Responsibility key:

Joe
Jerry
Bill
Anne