

RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.
BOARD OF DIRECTORS MEETING
MINUTES – 264 Niagara Shore Drive
12/08/2025

PRESENT

Board Members: Anne Duggan, Bill Strassburg
Absent: Jerry Hathaway; Towne Housing Real Estate President Jeremy
Ballsmith
Management: Joe Urbanczyk

Call to order: Vice President Bill Strassburg called the regular Board meeting to order 12:05 p.m.

AGENDA

Anne made a motion to approve today’s agenda. Bill seconded. Approved

MINUTES

The minutes from the 11/17/25 Board Meeting were reviewed. A motion to approve the minutes was made by Bill, seconded by Anne. Approved.

FINANCIALS

Due to an ongoing error on the Balance Sheet, review of the October financials and approval is tabled until a revised Balance Sheet can be provided. The November financials were not yet available. This will be done as soon as possible. Jerry was to go to Northwest to renew the second CD, due 11/24/25. Will advise at January meeting.

ACTION ITEMS: renew Northwest CD

RESPONSIBILITY: Jerry

ACTION ITEMS: Have Balance Sheet corrected and reissued to the Board for review and approval asap. Provide November and December financials at the January meeting.

RESPONSIBILITY: Joe

ADMINISTRATIVE AND LEGAL UPDATES

1. Fairwood merger with Towne Housing Inc. – Towne Housing Real Estate (“THRE”), a local real estate firm, has entered into a partnership with the Galbo Group;

Fairwood will now be under the umbrella of THRE. More details will be provided when the President of THRE meets with the Board. NOTE: The previously discussed concerns over Fairwood's performance with the management of River Edge resulted in a 90-day period of review, as well as assessment of potential management company replacement. That period began on 10/01/25. Given the recent developments and its potential implications, the 90-day period is now fluid, and the Board will re-assess the issue after the first of the year. The Board asked to meet with the President of Towne Housing Inc at or before our December meeting; this did not happen, so will anticipate his joining our January meeting.

2. Overlook Project – work has finished for the Winter. Any remaining work is aesthetic in nature and will be completed in the Spring.

ACTION ITEMS: NONE

RESPONSIBILITY:

3. Website: website up- to -date

ACTION ITEMS: NONE

RESPONSIBILITY:

4. Awnings – notification of replacement letters sent out week of 10/13/25. Only two have submitted architectural requests, indicating replacement will occur. Joe will follow up with the remainder. #228 submitted a Kohler replacement; Joe followed up with Kohler and is awaiting a color swatch.

ACTION ITEMS: follow up with unit owners to ensure delivery of notice; follow up with Kohler re #228 color if swatch not received.

RESPONSIBILITY: Joe

5. Unit 20,16 and 28 pointing work – weather did not allow for work to be done as anticipated. It will now be performed in the Spring. Joe to notify unit owners

ACTION ITEMS: contact unit owners re new Spring work schedule.

RESPONSIBILITY: Joe

6. Letter from #228 re dogs – Per Joe's conversation with him regarding this matter, HOA attorney will issue letter to unit owner requesting physician letter verifying service animal necessity. This documentation will most likely become policy going forward, should more than one animal be requested by a unit owner.

ACTION ITEMS: contact attorney to issue letter.

RESPONSIBILITY: Joe

7. Delinquent tax reimbursement –Check to be issued this week. Joe to verify when issued.

ACTION ITEMS: Follow up on reimbursement

RESPONSIBILITY: Joe

8. Snow stakes – all in place. Unit 4 notified that extra stakes along driveway can remain until such time that it becomes necessary to push snow onto that portion of lawn.

ACTION ITEMS:

RESPONSIBILITY:

9. Unit 4 gutter and light post wire concerns – Joe verified that Lance went out to inspect front gutters and all seemed fine. Unit owner knows to contact Joe immediately in the event there is any issue going forward. The exposed light post wires were covered by the City with black electrical tape until such time as a permanent solution can be implemented.

ACTION ITEMS:

RESPONSIBILITY:

10. HOA fee increase – Joe said there has apparently been some confusion as to when the increase in the HOA fee will be implemented. The monthly increase is not effective until the July 1, 2026, payment date. Joe to send email reminding everyone.

ACTION ITEMS: issue email asap

RESPONSIBILITY: JOE

MAINTENANCE

Landscape/Snow Discussion – see above

ACTION ITEMS: NONE

RESPONSIBILITY:

Lawn Spraying – see above.

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 01/12/26 at 2:00 p.m. via Zoom.

There being no further business, Anne made a motion to adjourn the Board meeting at 1:00 p.m. Bill seconded. Approved.

Respectfully submitted,

Anne Duggan
Board Secretary

Responsibility key: Joe
Jerry
Bill
Anne