

RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.
BOARD OF DIRECTORS MEETING – City Hall Conference Room
MINUTES
01/08/2024

PRESENT

Board Members: Jerry Hathaway, Anne Duggan(Zoom), Bill Strassburg
*Special session attendees: Mary Lyons (Unit#4)
Management: Joe Urbanczyk
Call to order: President Jerry Hathaway called the meeting to order at 12:35 p.m.

Guest attendee: Mary Lyons inquired of the Board as to what can be done about damage to a portion of her lawn, situated at the base of her driveway, adjacent to the City's path that leads from Niagara Shore Drive to the Riverwalk. This damage is being done by City plows and other City vehicles entering and exiting the Riverwalk from this pathway, which is extremely narrow. She also asked if the "post" on the pathway that was removed by the City after it was damaged in a wind storm could be replaced.

Jerry Hathaway indicated that he would contact Sean Rautenstrauch (our City Councilperson) to address the matter directly with him, and request that the repair work be done in the Spring. This will allow the damaged area to regenerate and grow over the summer months. Bill Strassburg advised Ms. Lyons that the City removed the post in question specifically to allow City vehicles access to the Riverwalk to plow, patrol, etc. These vehicles had previously utilized the entrance to the Riverwalk located next to the former Billygan's, but that has since been blocked to vehicular traffic. Jerry will send Ms. Lyons a copy of the email to Mr. Rautenstrauch and will advise this group as to the outcome. Ms. Lyons left the meeting after this conversation.

MINUTES

The minutes from the 14/04/23 Board Meeting were presented to the Board. There were no changes noted. A motion to approve the minutes was made by Bill, seconded by Jerry. All in favor.

FINANCIALS

The 6th month financials as of 12/31/23 showed cash on hand of \$419,357, total assets of \$421,730 and a reserve account of \$-332,316 (again noted that this is due to construction deck loan and how it is reflected on Balance Sheet). Jerry again asked Joe if there is any way to otherwise list the loan/debt so as not to incorrectly portray our reserves as being "negative". It was decided that the Board will hold its February meeting at Fairwood's offices, so that we can access our account information and also meet with Joe and Fairwood's owner, Dan, to review.

Joe noted that we are awaiting the monthly bank statements from Bank of Holland for November and December. Those will be provided once received.

Additionally, there were two charges in the Expenses column on our Budget Performance sheet that we believe were erroneously allocated to the wrong River Edge account line. Joe will follow up on this.

Jerry made a motion to accept the financials; Anne seconded. All in favor.

ACTION ITEMS: identify correct River Edge account line for above-mentioned charges.

RESPONSIBILITY: Joe

BOARD ITEMS

1. Deck nailing - Board is looking into appropriate nail spacing for trex decking; consultant has reviewed. Joe U is reaching out Trex Company for additional information and will report asap. Contractor has guaranteed work for 3 years from completion.

ACTION ITEMS: Contact local rep from Trex asap

RESPONSIBILITY: JOE

2. Tree trim discussion – after months of review, discussion, and consideration, the Board has upheld its decision to deny the request to uptrim or otherwise cut the 4 pine trees located between Buildings 1 and 2, and that no further action will be taken. It has been the practice of the RiverEdge HOA Board that as long as trees in our development were healthy and not impacting a structure, they would not be removed or trimmed up. The trees were originally planted specifically to provide pleasant surroundings and some sense of privacy between buildings. As such, trimming will only be done in the event that limbs or roots present a structural damage issue by breakage or uprooting concern; removal will be done only if the tree is dying or dead.

ACTION ITEMS: NONE

3. Gutters – the Board feels that not all gutters may have been accessed for cleaning. Joe U will reach out to our vendor to determine which, if any, had not been cleaned.

ACTION ITEMS: contact vendor to determine extent of cleaning

RESPONSIBILITY: Joe

4. Garage Door damage (Unit 29) – Joe U to contact Joe Niccola directly to assure that the damage is addressed as soon as possible.

ACTION ITEMS: contact Joe Niccola re damage to garage door

RESPONSIBILITY: Joe

5. Lawn/shrub treatment –Per earlier discussion, HOA Board not please with current service/results from Seasonal Lawn. We sought 3 quotes for 2024. Healthy Lawn, a company that has serviced a non-HOA property for the last year, has had significant results with that property. Bill made a motion to select Healthy Lawn as our vendor for 2024. Anne seconded. Services as follows:

4 lawn treatments, grub control, and 3 tree/shrub treatments per season. Cost \$6000.

ACTION ITEMS: advise Healthy Lawn of contract award

RESPONSIBILITY: Joe

6. Pet Registration – letter will be to new unit owner requesting that they register their dog with Fairwood/HOA, and to advise them of pet policy.

ACTION ITEMS: issue letter

RESPONSIBILITY: Joe

7. Website – all changes/additions to our website were sent to the website administrator and have been completed. We will continue to have this item on our agenda on a quarterly basis to ensure current and updated information is presented.

ACTION ITEMS: none

8. Management discussion – the Board discussed several things that we would like to see from Joe and Fairwood going forward:
- More attention to our HOA overall.
 - “Boots on the ground” – drive or walk through the development once in a while. Be seen. Be here as a project manager when a new or occasional vendor is on site. Advise the Board when a new or occasional vendor will be at our property, and advise the vendor as to who will be his on-site contact.
 - Follow up with unit owners within 72 hours when they reach out to you, and with status updates if work has been requested.
 - Keep Board apprised of what work is being done and where. We will help you in any way we can, but we need to know about it without waiting a month for the next Board meeting.
 - Use Board minutes as a guide for items that need to be addressed by you. Read them and review them when they are issued.
 - Check signing continues to be an issue. Have accounting mail all checks to Bill Strassburg, as he is in Tonawanda more consistently than Jerry and Anne.

ACTION ITEMS: direct Accounting to mail all checks to Bill Strassburg for signatures.

RESPONSIBILITY: Joe

9. Signage - As previously stated, unit owners should consider placing unit number at the rear of their units in order to facilitate emergency personal. What is allowable is small plaque signage or individual numbers **bolted/hung on the façade of the back of the units**, or an adhesive number placed on the stair risers of the deck. **Nothing is to be screwed or bolted into the decks, railings or stairs.**

ACTION ITEMS: None

10. Awnings – we have received inquiries as to the possibility of using retractable awnings instead of the canvas and pole currently in place. In order to ensure consistency in our River Edge aesthetics, all awnings must be standard green canvas with pole structure.

MAINTENANCE

Slab/Step replacement (Unit 173) – grading work may not have sufficient to defer all water. Joe to check.

ACTION ITEMS: check repair work that has been done; reach out to vendor if necessary.

RESPONSIBILITY: Joe U

COMMUNICATIONS

A reminder that Joe U. that all written or electronic communications issued on behalf of the HOA be cc'd to all Board members going forward.

The next Board meeting is scheduled for 02/05/24 at 2:00 p.m. in person, at Fairwood Management, 5586 Main Street, Suite 101, Williamsville.

There being no further business, Anne made a motion to adjourn the meeting at 2:20 p.m. Bill seconded. All in favor.

Respectfully submitted,

Anne Duggan
Board Secretary

Responsibility key:

Joe
Jerry
Bill
Anne