

RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.
2025 Annual Membership Meeting
MINUTES
10/20/2025
City Hall – Courtroom
200 Niagara Street, Tonawanda, NY 14150

1. The meeting was called to order at 6:02 p.m. – President Hathaway advised all in attendance as to the location of exit doors and bathrooms.
2. Motion to Approve the 2025 Annual Meeting Agenda – a motion was made by Unit 75 owner, seconded by Unit 173 owner. All approved and carried by all.
3. Introductions – President Jerry Hathaway introduced fellow Board members Anne Duggan (Secretary) and Bill Strassburg (Vice President and Treasurer), as well as Management Representative Joe Urbanczyk of Fairwood Management.
4. Roll Call of General Membership – A motion was made by Unit 20 owner to dispense with roll call and allow the sign-in sheet to serve as roll call. The motion was seconded by Unit 136 owner, and carried by all.
5. Certification of Quorum – Secretary Anne Duggan certified with Joe Urbanczyk that quorum requirements were met by 26 members being present.
6. Proof of Meeting Notice and Reading of Annual 2024 Meeting Minutes – Joe Urbanczyk verified that a copy of the meeting notice dated October 1, 2025, was mailed to all owners of record as of that date, and asked all who received a copy to raise their hand. All members in attendance raised their hand. Unit 228 owner made a motion to dispense with the reading of the minutes and approve as presented. Unit 37 owner seconded, and motion carried by all.
7. Election of Board Members:
 - There is one Board position up for election, that of Vice President/Treasurer. Bill Strassburg indicated he would accept a nomination for an additional 3-year term; no other nominations were received by mail. Joe Urbanczyk asked for additional nominations from the floor. There being none, a motion was made by Unit 32 owner to close the nominations and cast one ballot for the slate. The motion was seconded by Unit 161 owner and carried by all. The 2025-2026 Board is Jerry Hathaway, Anne Duggan and Bill Strassburg.

8. Report of Officers:

a) President's Report –

- President Hathaway reported the following:

- 2025 Projects completed- 5 driveways were replaced and the remainder were sealed; several walkways were repaired or were “lifted” to an even height; 23 shrubs were replaced.
- Overlook Project – as introduced at the Spring Informational meeting, the City is currently working on the installation of a new overlook, located on the canal side of the bike path, and in front of building 28-56. This is the area where the old swing bridge would turn and land. The shoring of the “sea wall” is almost complete, and the structure of the overlook is underway. The Board acknowledged that it will be a vast improvement aesthetically as well as from a safety standpoint. Disruption has been relatively minimal, except for truck traffic adjacent to Unit 56, and some digging for electrical work in front of units 4-16. Bike path in that area is closed during construction. Bike and pedestrian traffic has been diverted onto to NSD by Unit 4, and President Hathaway urged caution when leaving or entering your driveways. Project completion is anticipated for the end of November.
- Reminders were issued regarding the following:
 - an Architectural Approval request must be submitted prior to any change/addition to the exterior of the unit, i.e., windows, doors, garage doors, etc. Submit request to Joe Urbanczyk (Fairwood). Most requests can be turned around within 24 hours.
 - Awnings – if you have received a letter from Fairwood indicating that your awning needs to be replaced, that replacement is to take place prior to installation in 2026. Letters were issued last week. If you are not in compliance, you will be fined \$100 for each month that the old awning is not replaced or removed.
 - Vendors – no vendors may be hired for work to the exterior of your unit unless fully vetted by Fairwood for appropriate insurance and worker's compensation protection. Please reach out to Joe Urbanczyk prior to contracting with any new vendors for work on the exterior of your home.
 - no signage of any kind is to be placed on the premises. This includes, but is not limited to, signage of any kind in the garden beds, front or back, or vendor signage (unless vendor is on site working). We all want to support our sports teams; as such, small garden flags/garden banners ONLY may be placed in the garden beds (one each in front and back); flags on deck poles are also permitted. No political signs or flags are permitted.

- Nothing whatsoever is to be placed on the deck railings, including lighting, planters, lanterns, etc. Please utilize the awning poles for any décor.
 - No hanging baskets are allowed to be hung from the light fixtures. A small holiday wreath is permissible but nothing heavier.
 - All holiday décor must be taken down no later than 2 weeks after the specific holiday (January 15, for the Christmas/New Year holidays). Inflatables are never permitted.
 - The Board asks that you please respect these requests; keep décor simple and clean on the exterior areas of your porch, deck and garden beds.
 - Dogs – a reminder that there is a limit of one (1) dog per unit. All dogs must be leashed on our common area property. The City of Tonawanda has a leash law as well. The unit owner must notify Joe Urbanczyk at Fairwood if you have a dog, and submit proof of City of Tonawanda registration. We have not enforced a weight limit for a dog. Additionally, if anyone has a concern or issue regarding a dog in the community, please contact Joe to discuss.
- President Hathaway asked Joe Urbanczyk to also report a summary of our financials. Reported was that was of 09/30/25:
 - Cash on Hand - \$497,568
 - Total Reserves - \$397,613
 - HOA dues – per our 2024 reserve study reported at last year’s meeting, as of July 1, 2026, there will be an increase to the monthly HOA dues of \$6 per unit. As explained last year, the reason behind the increase is that additional funds need to be placed into our reserve account to cover the cost of future repairs and/or replacement of certain exterior components of our units and the property as a whole. It is possible that if items within our operating budget increase substantially prior to the 2026 fiscal year, i.e., snowplowing/landscaping, mulching, and insurance, an additional increase may be required.
- President Hathaway reported that our snow plowing service will now be storing a much more efficient removal machine in the former Rite Aid plaza lot, and it will be dedicated specifically to River Edge. This will hopefully provide more efficient service to our development.

Fall cleanup will take place in early November, pending leaf drop. He also reminded the members that ALL landscaping decisions are the Board’s decisions, specifically to maintain aesthetics in the development.

- President Hathaway discussed the transition issues that have been occurring since the new owner (Tony Galbo) took over Fairwood Management. The Board has had lengthy conversations with both the owner and Joe about our

ongoing concerns (communication, response times and accounting, etc.). We have given them a 90-day window to improve services, and they have been advised that we will assess the possibility of a new management company if the improvement is not apparent. Joe Urbanczyk added that an outside accounting firm has been hired to oversee all accounting functions for the company, and that a new phone answering system is being implemented so that all calls will now be answered by a person who can relay messages directly to the appropriate party. He said that he prefers that unit owners contact him directly, however, via text or email, so that he can more quickly address any concerns. He also promised to adhere to the 72-hour response time to any non-emergency calls.

9. Q&A –

- Unit 16 – When is the Spring Walk Around? Weather dependent, in mid to late May.
- Unit 16 – Who is responsible for work needed on exterior brick? The HOA is responsible for this. Contact Joe with any issues.
- Unit 161 – has there been any update on when Greenlight may be servicing our area of Tonawanda? No update.
- Unit 200/204 owner – in light of the tremendous cost of our current landscaping, can the Board consider more efficient, low-maintenance options? Yes, the Board will certainly look into this in 2026.
- Unit 192– What are the specifics of what is covered by HOA on exterior of unit? Stoop and step – owner responsibility; walkway is HOA responsibility, unless repair of walkway (lifting) includes adjusting step. In that event, HOA will split cost of step work with owner. Garage floor is owner responsibility. Any pipe that services one unit is owner responsibility. If it services multiple units, then it is HOA responsibility.
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Jerry closed by thanking everyone for their attendance and participation, and reminded everyone that if they have a concern specific to their unit to talk with Joe after the meeting.

There being no further business, the meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Anne Duggan
Board Secretary