

RIVER EDGE HOMEOWNERS ASSOCIATION, Inc.
BOARD OF DIRECTORS MEETING – Fairwood Management Offices
MINUTES
09/16/2024

PRESENT

Board Members: Jerry Hathaway, Bill Strassburg, Anne Duggan
Management: Joe Urbanczyk
Call to order: President Jerry Hathaway called the meeting to order at 12:30 p.m.

AGENDA

Anne requested that multiple items of discussion be added to the agenda, as seen below. Additionally, change month of financials reviewed to from “9th” to 2nd”. Jerry made a motion to approve today’s agenda, as adjusted. Anne seconded. All in favor.

MINUTES

The minutes from the 08/12/24 Board Meeting were presented to the Board. A change was noted to the time of adjournment to 3:05 p.m. Anne will make that change. A motion to approve the amended minutes was made by Bill, seconded by Anne. All in favor.

FINANCIALS

The 2nd month financials as of 08/31/24 were reviewed and discussed. As of 07/31/24, we showed cash on hand of \$449,794, total assets of \$444,288, and a reserve account of \$391,494. Joe indicated that we are currently running slightly over budget.

Jerry will be addressing an expiring CD at Northwest, and either keep it at Northwest, or switch to M&T or KeyBank, wherever the interest rate is higher.

The following language will be included in the Annual Meeting packet to be sent to all unit owners in September.

- All HOA dues are payable by the first of each month. A grace period is provided until the 10th of each month. Any payment not received by the management company on or before the 10th of each month will be assessed a \$25.00 late fee, payable with the following month’s dues. Special note:
 - o If a unit owner/member is in arrears with all or any part of his/her dues 2 months in a row, the Board has the authority to require owner/member to enroll in an automatic withdrawal system with their Bank.
 - o If a unit owner/member has been in arrears with all or any part of his/her dues 2 or more times, non-consecutively, over the course of a 12-month period, the Board has the authority to require owner/member to enroll in an automatic withdrawal system with their Bank.

Joe will issue a 30-day notice to all owner/members of above new policy, accompanied by the new language above.

Jerry made a motion to accept the financials as noted above and Bill seconded. All approved.

ACTION ITEMS: Issue notice with new policy

RESPONSIBILITY: Joe U

ADMINISTRATIVE AND LEGAL UPDATES

1. 2025 Budget – because we are awaiting the results of the Reserve Analysis, the 2025 Budget cannot be finalized. Joe U pressing to get asap.

ACTION ITEMS: finalize budget

RESPONSIBILITIES: Joe U.

2. Driveway/Plaza landscape request involving City - Ms. Lyons (owner of Unit #4) had requested that the City install plantings at end of her driveway where the City plows snow and causes damage to the area. The City has installed 3 small shrubs in that location as of the date of this meeting. Additionally, after multiple attempts, we have not heard any update from the City regarding our request for additional landscaping in the rear of the Advanced Auto plaza. We note here that this is not the responsibility of the City; rather, it is the plaza ownership's responsibility. The HOA Board feels that it has done everything it can to resolve this issue, involving the Mayor and our Councilperson, all to no avail. We consider that matter closed. Any further communication with the City regarding the landscaping at #4 will be the responsibility of Ms. Lyons, and she has been advised of the Board's decision.

3. Landscape/Snow Contractor –We have received 5 bids for landscaping and snow removal: Vision Lawn (\$79,700), Double A Landscaping (\$80,279), SJD (current landscaper - \$86,000), Nature's Way (\$120,000), and Green Knight Landscaping (\$130,000). Discussion was held and it was determined that rather than simply award to lowest bidder, the Board should award the contract to our current landscaper, SJD. SJD is \$7000 higher than the lowest bid and \$30,000-\$40,000 lower than the highest bids, but has been tested over this summer with a tremendous amount of catch up work and has performed extremely well. Jerry made a motion to award to SJD. Anne seconded. All approved.

ACTION ITMES: award contract

RESPONSIBILITY: Joe U

4. Painting – all completed.

5. Trex issues – Joe indicated that he is not hearing back from Stately Builders on their resolution with Trex. He will reach out again.

ACTION ITMES: contact Ryan from Stately

RESPONSIBILITY: Joe U

6. Deck leveling– completed.
7. Roof Spraying – The following units (20) will be sprayed in early-mid September: 132-172, 180, 196, 212-216, 228-236, 260-264. Joe will provide advance notice to units. Per WC Rott (vendon), there are no runoff effects that the chemical will have on buildings, landscaping or awnings.

ACTION ITEMS: advise unit owners as soon as work date is obtained

RESPONSIBILITY: Joe

8. Reserve Analysis – In-person assessment performed on August 13 at 10:30; we are awaiting draft report and will use to finalize 2024-25 budget. Joe issued 9/23 drop dead date.
9. Owner aesthetics communications – both units who were asked to use tension gates only on their back decks have removed the other material and replaced with the new gates. The unit owner storing firewood on the front porch will be asked again to remove it.

ACTION ITEMS: place phone call to referenced unit owner

RESPONSIBILITY: Joe U.

10. Awnings – affected units in need of replacement were issued letters indicating same. 228 was added to that list.

ACTION ITEMS: none

RESPONSIBILITY:

11. Shrubs and Tree Trimming – Joe to walk around with. SJD again ASAP to review identified areas/trees.

ACTION ITEMS: confirm all identified areas

RESPONSIBILITY: Joe

12. By-laws Revisions – PLEASE KEEP ON AGENDA for review.
13. Meeting Time – Board meetings will now be held at 12:00 noon, generally on the 2nd Monday of the month, but please reference specific dates noted on the River Edge

website or contact a Board member to confirm, as dates and times are subject to change. Anne to have this information changed on the website

ACTION ITEMS: contact John Lyth

RESPONSIBILITY: Anne

14. Lawn spraying – Joe to get quotes from new companies. We don't believe that Healthy Lawn will be returning next season.

ACTION ITEMS: identify companies to bid by year end 2024

RESPONSIBILITY: Joe

15. Annual Meeting – discussion was held on topics for this meeting, to be held on Monday, October 21, 2024, at 6:00 p.m. in the Courtroom at City Hall. They include (but are not limited to:

- Review of landscaping situation, bidding process etc.
- Overview of all work done on property over the summer
- Overview and result of landscaping at Plaza
- Adherence to Awning replacement notices
- Reiteration of aesthetics policy – no clutter in garden beds; no signs of any kind, (small garden flags – one each in front and back beds -are okay); nothing on deck railings; tension gates only on decks; pet policy; architectural requests; estate sale/garage sale.
- discussion of Reserve Analysis and impact of its projections on our financials
- The benefits of having our HOA

16. Annual Membership Meeting – to be held on Monday, October 21, 2024 at 6:00 p.m. in the Courtroom at City Hall. The October Board meeting will be held prior to that meeting, at 5:00 p.m. in the Courtroom.

MAINTENANCE **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 10/21/24 at 5:00 p.m. in person, in the Courtroom at City Hall.

There being no further business, Jerry made a motion to adjourn the meeting at 2:05 p.m. Bill seconded. All in favor.

Respectfully submitted,

Anne Duggan
Board Secretary

Responsibility key: **Joe**
Jerry
Bill
Anne