

Monday, January 29, 2018

6:00p

Attendance: Dean Higgins, Fil Fina, Tracy Riley, Sean Kane, John Safford/Edgewater, Dick Heffern and Mary Carr via phone

Motion to Accept Minutes of the November 20, 2017 meeting Fil, Dick second, all approved.

Recently we lost two Board members. Bob Doran a long standing board member recently passed away. He will always be remembered for his contributions to the board and our community. Several attended his service. Bill D'Agostino resigned due to a job assignment outside of Saratoga Springs. Both members will be greatly missed.

Treasurer's Report –John Safford presented the following:

November 2017 HOA Financials (reviewed by Bill D'Agostino)

Cash on Hand: \$11, 647.82

Ending Balance: \$8,936.35

Motion to accept November's financials: Dean, Mary seconds, all approved

December 2017 HOA Financials

Cash on Hand: \$8,936.35

Ending Balance: \$5,764.26

Motion to accept December's financials: Fil, Sean seconds, all approved.

Old Business:

- **Bill's resignation** received via email and accepted by the board.
- **Website:** Tracy and Sean sent documents to Lee at Edgewater. Waiting for documents to be loaded and then board will review.
- **Electronic banking-** John hasn't set up with Adirondack Trust Bank. He will work with new Treasurer.
- **Procedure for Handling Delinquencies in Assessment Payments:** Board requested John to provide *in writing* Edgewater's procedures for collecting delinquent payments; board requested John to email these procedures to the board prior to the March meeting so they can be discussed at that meeting. Dick will review By-laws on increasing late fee.
- **Owner's Information Brochure and Architectural & Landscaping Modification Form:** Dean provided updated pdf's to Tracy and these were forwarded to Edgewater for the website. Dean will drop off updated copies to homeowners and board requested John to email the pdf's to homeowners.

Manager's Report:

- **Cleveland Bros:** Board discussed concerns with the recent snowstorms after 1-2" fell; driveways were plowed but not walkways. The criteria on when to plow/shovel will be carefully reviewed in the new winter contract.

New Business:

- **Filling Treasurer's position:** After discussing with board members, Dean spoke to Sean about taking on the duties of Treasurer. Sean agreed and accepted this responsibility . With no other nominations and pursuant to the By-Laws, Dean made Motion to accept Sean for Treasurer Fil second, and all approved. Sean will be Treasurer.

- **Size of Board:** Discussion on filling the two vacancies and/or considering a smaller complement of Board members. Historically Phase II has had nine Board members although Article IV (1) of our By-Laws provide that the number of Board directors “shall not be less than three, and not more than nine”. The Board considered seven for several reasons. Smaller HOA’s have Board membership of five to seven members which makes it easier to have a representative complement of owners available to serve on the Board. In addition, it makes it easier for the Board to have a quorum that is necessary for an HOA board to take action. With a nine member board there must be five members in attendance for a quorum. We have had difficulty getting a quorum at times which resulted in re-scheduling meetings. This difficulty is understandable when we recognize that a number of owners have full-time jobs that make board service untenable.

The Board passed a motion to reduce Board membership from nine to seven members as a “first reading” with final action on the motion to be taken at the next Board meeting on March 20, 2018. Dean will email homeowners and allow all owners to comment on the proposed action to reduce Board membership before our next Board meeting.

- **Merging Phase I and Phase II:** Dean suggested each board member provide a list the pro’s/con’s before next meeting so this can be discussed. John indicated concerns with Special District and stated 2/3 of homeowner’s from Phase I and Phase II need to agree.
- **Reduce the number of Board Meetings:** By-Laws indicate that the Board meet as needed. Board agreed to meet on the months listed below and/or as needed with a Special meeting. Motion to alter the Board Meetings to 2nd Tuesdays of each month and at 6:30pm Dean, Tracy second, all approved.

Meetings will be held: February, April, May (Annual), June, September and November

No Meetings: January, March, July, August, October, December

Special Meetings: Tuesday, March 20th at 6:30pm at Dean’s

Tuesday, April 10th at 6:30pm at Dean’s

Annual Meeting: Thursday, May 24th at Saratoga Golf & Polo Club; 7pm Sean will secure

Next meeting Tuesday, March 20th 6:30p at Deans.

Motion to adjourn Sean, Tracy seconds, all approved.

7:18p

Morgan Street Birch Run Homeowners Association Phase II, Inc.

Special District

Monday, January 29, 2018

7:20p

Attendance: Dean Higgins, Fil Fina, Tracy Riley, Sean Kane, John Safford/Edgewater, Dick Heffern and Mary Carr via phone

Motion to Accept Minutes of the November 20, 2017 meeting Fil, Dick second, all approved.

Treasurer's Report – John Safford presented the following:

November 2017 SD Financials (Bill D'Agostino reviewed)

Cash on Hand: \$ 26,742.28

Ending Balance: \$ 17, 042.13

Money Market: \$25,059.62

Capital Reserve Fund: \$26, 015.00

Motion to accept Nov financials Dean, Tracy second, approved

December 2017 SD Financials (End of Year)

Cash on Hand: \$17,042.13

Ending Balance: \$10,485.78

Money Market: \$25,061.75

Capital Reserve Fund: \$26,015.00

Motion to accept Dec financials Fil, Sean second, approved.

Old Business:

- **Bill D'Agostino's resignation received via email and accepted.**
- **2018 Budget:** John corrected transposed numbers on the 2018 Budget. Dean asked John to indicate FINAL COPY and to date it. Once this is done, Dean will send to homeowners with minutes.
- **Capital Projects:** Fil waiting on information and will keep us posted.

New Business:

- **Treasurer, Size of Board, Board Meetings:** Decisions made on HOA minutes, apply to Special District.
- **Cleveland Brothers:** Board received winter contract and Dick, Fil and Dean will review.
- **Advantage Press:** Board previously approved printing costs up to \$100 for Architectural/Landscaping Application and Homeowner Information brochure. Motion to pay difference of \$28.40 Fil, Sean second, all approved.
- **Flowers for Bob Doran:** Motion to pay \$117.64 Fil, Sean second, all approve

Manager's Report – John Safford

- **Sink Hole starting at Entrance to Birch Run:** John will contact D.A. Collins
- **Tree & Stumps in Parade Grounds:** Dead birch and maple tree (and stump) removed for \$800.
- **Claudia Ryan:** Cleveland cleared the area.
- **Pump Station:** Floats will be replaced in South Collins Station next week. Fence around the lift station is rotten and needs to be replaced. John will get quotes on a fence; the pump stations have been manually pumped by Stone Industries.

Next meeting: Special meeting Tuesday, March 20th 6:30p at Deans.

Motion to adjourn Sean, Dean second, all approved.

7:40pm

Respectfully Submitted by Tracy Riley