

MINUTES

Birch Run Phase II - HOA

Annual Meeting – Saratoga Polo Club

May 24, 2018 17:00 pm *Meeting called to order by* Dean Higgins

In Attendance

Dean Higgins, John Safford, Sean Kane, Fil Fina, John Essig, Teddy Foster, Dick Heffern

Call to Order – Dean Higgins, President of the Board

Roll Call and Proxy Count

John Safford, Edgewater counted members present & proxy's and a quorum was met (Quorum = 60% - 21 of the 35 homeowners represented)

Recently our Board went from nine board members to seven. A smaller number of members will be easier to get a quorum during board meetings and when we do email votes, we need to have an unanimous vote, so it will be easier with seven. We also reduced the number of meetings we have during the year.

Our current board members are Teddy Foster (VP), Sean (Treasurer), Dick Heffern, John Essig, Fil Fina and Tracy Riley, Secretary. Earlier this year, we lost a long time resident and board member, Bob Doran. Bob was a former judge and attorney and was a rock for the board right up to the end. He was not only a board member but a friend and we miss him greatly. Another board member, Mary Carr, will be moving out of the neighborhood and John Essig volunteered to take over Mary's position. John will serve out Mary's term which is another year.

Election of Board Members Teddy Foster, Chair of the Nominating Committee along with John Essig and Dean Higgins. Teddy read the names of the three board members up for re-election for three year terms: Sean Kane, Dick Heffern and Fil Fina. There were no nominations from the floor. Dean took a vote on the slate of officers presented and all homeowners were in favor. Sean Kane, Dick Heffern and Fil Fina will each serve a 3-year term.

Approval of Minutes

Motion to accept May 16, 2017 Annual Meeting minutes Katie Kane, Pat Heffern seconds, all approved.

Presidents Report – Dean Higgins

- Picnic: Scheduled for Sunday, September 16, 2018 at 3:00pm in the Parade Grounds. More details to follow.
- Neighborhood Garage Sale Phase I and II. Is planned for Saturday, June 9th 8-12p. Email Tracy Riley by Wednesday, June 6th if you want to participate and a balloon will be placed on your mailbox.
- Hospital Project: Dean checked with Matt Jones, the attorney for the hospital and Matt was instructed to say the hospital has nothing to announce at this time. Dean called Kate Maynard, Principal Planner in the Saratoga Springs Office of Planning & Economic Development and she said the city has received no new plans, formal plans and nothing has been done. Kate suggested we keep track of something that is called the UDO (Unified Development Ordinance) a tool which combines traditional zoning and subdivision regulations, along with other development standards for items such as design guidelines, storm water management, signs or street standards into one, easy to read reference document. The City is in the process of completing a bidding process to have a national firm complete the review and prepare a UDO that will be voted on by city council. Birch Run should pay attention to this process as a tool to monitor any proposals by the Hospital to develop the property adjacent to Birch Run.
- Birch Run Phase II Website: birchrun2.org contains all our documents including: the landscape and architectural application, by-laws, owners' pamphlet, rental agreement, maps, minutes, budget (you need to log in), etc. plus What's Happening. If you have any comments, please share them with us.
- Rental Rules: We have regulations about rental rules. Here's our policy.
 1. Homeowners must rent for at least 30 days
 2. A lease agreement between the owner and one person must be completed and submitted to Edgewater; Rentals are only for family use. If you're thinking of getting into a rental agreement, talk with Dean, Dick or John. The complete policy is available for review on the website and should be consulted before renting to ensure compliance.
- Application/Landscaping Form: When doing a change to the exterior of your unit, owners must submit this application. Our Architectural Committee made up of Fil and Teddy will review your application and present it to the board for final approval or denial. We are looking for one additional person to be on this board and you do not have to be a board member. Please contact John Safford if you are interested.

Treasurer's Report – Sean Kane

2017 HOA Budgeted Expenditures: \$37,817.54

2017 HOA **Final** Expenditures: \$38,070.52

- McKenna & Frank, our CPA firm, annually review our financials and there were no items that needed to be discussed.
- Assessment remained the same at \$265/quarter

2018 HOA Budgeted Expenditures: \$38,017.54

- Assessment remains the same at \$265/quarter

Motion to approve 2017 Financials Katie Kane, Linda Healy second, approved

Managing Agent Report – John Safford, Edgewater Management

- Any questions on the accounting, contact John. If you'd like to review our financials, John will provide copies from McKenna & Frank, our CPA firm.
- Painting: A painting schedule is available on the website and John can also mail you a copy. Next painting will be in 2021. Homeowners are responsible for repairs to their units and we encourage you to have repairs done the previous fall so when painting begins in the spring, we have no delays.
- Roof shingles are not covered by HOA and are the homeowner's responsibility. Please see the Owner's Pamphlet on the website for the required shingle.

New Business

- No business reported.

Meeting adjourned

Motion to adjourn Dick, Sean seconds, all approved. 7:30pm

MINUTES

Birch Run Phase II – Special District Annual Meeting – Saratoga Polo Club

May 24, 2018 17:30 pm *Meeting called to order by* Dean Higgins

In Attendance

Dean Higgins, John Safford, Sean Kane, Fil Fina, John Essig, Teddy Foster, Dick Heffern

Call to Order – Dean Higgins, President of the Board

Election of Board Members Teddy Foster, chair of the Nominating Committee along with John Essig and Dean Higgins. Teddy read the names of the three board members up for re-election for three year terms: Sean Kane, Dick Hefferen and Fil Fina. There were no nominations from the floor. Dean took a vote on the slate of officers presented and all homeowners were in favor. Sean Kane, Dick Heffern and Fil Fina will each serve a 3-year term.

Approval of Minutes

Motion to accept May 16, 2017 Annual Meeting minutes Katie Kane, Pat Heffern seconds, all approved.

Treasurer's Report – Sean Kane

2017 Special District Budgeted Expenditures: \$103,462.08

2017 Special District **Final** Expenditures: \$ 105,189.01

2018 Payment to the Reserve: \$ 5,000

- Assessment remained the same at \$690/quarter
- Largest expenditure is landscaping and snow removal but last year we did incur in rebuilding of a sub station down on South Collins Terrace.

2019 Budgeted Special District Expenditures: \$102,312.08

- Assessment increased \$10 to \$700/quarter
 - Saratoga National Money Market: currently at \$25,067.93
 - Adirondack Trust Storm Sewer: currently at \$26,015.00
- We plan to start a new money market in August and fund it with a payment of \$7000.
- Trees, signs, light posts are all paid out of Special District.

Motion to approve 2017 Financials for SD Teddy, Tom Healy second, approved

Managing Agent Report – John Safford, Edgewater Management

- There are three major expenses covered by reserves: roads, sewers and lights. Instead of charging a special assessment, we set funds aside to cover repairs to each of these areas.
 - Sewer system - all gray water goes into two areas, one behind Gerry Potter and the other behind South Collins Terrace. Water is pumped there and then into the city sewer system. Those are expensive because they each have a grinder pump and repairs to each can cost \$4000-\$5000. A few years ago we did repairs to the one behind Gerry's and this past year we just did repairs to the one behind South Collins Terrace. Please reference the DO NOT FLUSH which is also on the website.
 - Lights: We replaced one street light with LED and will continue to do the rest.
- If you want to be on the board or volunteer to be on a committee, contact John.

New Business

- No business reported.

Homeowner Questions:

Special District: When BR was developed, the developer decided to make this a closed community which means homeowners are responsible for the roads, sewer and water system. In 1999 the association went to the city and said we have expenses relating to these municipal type facilities. The council passed a special Local Law 1999 which is available on the website (they had previously done this for Phase I). Each quarter, John writes a check to the city treasurer and the city treasurer gives us a check to essentially maintain the facilities so it's an even swap. Depending on your accountant they may not believe that's deductible but most accountant do allow it and to date, nobody's been audited.

Meeting adjourned

Motion to adjourn Dick, Sean seconds, all approved.

8:00pm