

Lakewood Meadows Homeowners Association

Meeting Minutes

January 3, 2018

Opening

The regular meeting of the Lakewood Meadows Homeowners Association was called to order at 6:30PM on January 3, 2018 in the townhome model on St. James Parkway by Lisa Bishop.

Present

- Marty Bognanno, President
- Bob Cownie, Treasurer
- Lisa Bishop, Past Secretary
- Dawn Hess, Secretary

Approval of Agenda

No agenda was prepared for this meeting.

Approval of Minutes

The minutes of the previous meeting were not yet prepared. **Lisa will complete and distribute.**

Open Issues – Action Items in Bold.

Lisa will provide meeting minutes from the December meeting.

The HOA Explanations and Clarifications of the Declarations, By-Laws and Restrictive Covenants was distributed to Marty and Dawn.

Bob distributed copies of 2017 year end budget and 2018 approved budget.

Transfer of Responsibilities

- **Lisa will send out dues on January 19th. Interacting with Ellen and Gail, Lisa will reconcile dues and address delinquents.**
- Ellen Trainer collects homeowner dues from PO box, deposits and sends email to Gail who distributes receipts **this will continue.**
- **Marty will place necessary liens.**
- After dues are collected, approximately first of April, **Lisa will give Dawn a key to the PO Box.**
- **Bob will continue to handle property taxes.**

- Andy Gajewski will continue to be liaison with Perennial. **Marty will interact with Andy. Lisa will provide Marty's contact information to Andy.**
- There is no Playground committee chair. **Marty will have to fill the role of Playground committee chair and will be contacted by Andy about the gazebo repair on the playground.**
- **Lisa will continue to print out welcome letters and will give them to Donna West, new Welcome committee chair. Donna will buy treats. Bob will let Donna know who is new to the community.**
- **Lisa will give Dawn a key to the Playground Communication Board.**
- **Lisa will provide the HOA email information to Dawn.**
- Marty is keeping Engineering plans by BME Associates in Fairport. **Marty will try to find electronic version of these maps.**

New Business – Action Items in Bold

Acorn Hill

- **Marty will contact Jim Fletcher (Highway Superintendent) to discuss detail of upcoming project and act as a liaison between HOA and Town.**
- **Marty will contact resident Lew Smith who has shown an interest in establishing a neighborhood committee to help with oversight of the project.**
- Taking down pillars and plantings will be a concern.

St. James Extension

- Neighbors have expressed concern over blind rise of the extension of St. James Parkway

Documentation

- **Dawn will create shared drive for Executive Committee and provide link via email to Marty, Bob and Lisa.** No documents with financial information will be placed in this shared drive.

Agenda for Next Meeting

- Update on Acorn Hill
- Update on St. James Extension
- Update on Playground Gazebo Project

Adjournment

Meeting was adjourned at 7:30PM by Lisa Bishop. The next general meeting is to be determined.

Minutes submitted by: Dawn M. Hess

Approved by: Marty Bognanno and Bob Cownie