

# CSV Board Meeting Minutes – May 24, 2023

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**Date: May 10, 2023**

**Time: 6:00 pm**

**Place: CSV Clubhouse**

## **In Attendance:**

Board Members: Felicia Lehman, Julia Sullivan, Suzanne Attea (excused)

Q & D Management, Inc. – Scott Russo

## **Community Q & A session:** 6:00pm to 6:30pm

20 community residents attended this session. Due to the number of residents in attendance, the session was extended and ended at 7:15. Future sessions will be limited to 30 minutes. Some residents came to meet the new board and the new property management company representative. Concerns brought up were:

Pool furniture replacements – The Pool Committee requested funds to cover needed replacement pool furniture. Funds accumulated over the years for furniture replacements have been used in full. The Pool committee is to submit a replacement list and Board will review.

Snowplowing repairs – Lawns and many driveways were gouged/scrapped by our snow plower's equipment this past winter. Residents asked that Stonish be more careful when plowing in order to minimize torn up lawns. They also questioned when damaged driveways were being repaired. Lawns were already repaired & seeded. Q&D will contact Stonish to remind him of the driveway repairs needed.

Road repairs – questions were raised about when potholes on Hanover Street were being repaired. Unfortunately, due to our road design and winter snow and ice freeze and thaw, this seems to be a constant problem. Q&D and the Board are contacting commercial Asphalt Paving companies with road paving experience to evaluate best method of repairs.

Landscaping/grass cutting: Residents wanted to know why we are not on a weekly grass cutting schedule like last year and when are they supposed to do weeding in common area. Due to conflicts with our scheduled trash day pick up on Tuesday, Bor-Dan has moved our lawn cutting day to Mondays, weather & holidays permitting. They are scheduled to weed common area beds once a month.

HOA Fees: Q&D explained that ACH for May were not processed due to implementation problems with M&T. Any resident who normally pays by ACH should have received a letter asking for payment for May by check. Due to implementation difficulties, late fees will not be assessed for any automatic banking payments received late for May 2023. One resident wondered why our HOA fees were compared to complexes in Amherst and other communities. Tony Steward, past board president, explained that it was a comparison of HOA fees in communities with amenities similar to ours.

Roof repairs from winter storm damage: Residents wanted an update on when roof repairs were going to be done. They fear that they could incur additional damage next winter if repairs not done. Q&D explained that they have already started repairing minor repairs (i.e.: missing shingles & loose soffits). They are obtaining a roofing consultant to first inspect the roofs suffering winter storm damage and then the remaining units.

Dead trees: various residents expressed concerns about removal of dead trees on common areas. The HOA will remove dead trees but they will not be replaced unless they are covered under a nursery warranty. In the interest of keeping our trees & shrubs healthy and the community looking attractive, residents are reminded to water all common area trees if you are able to.

Miscellaneous: A concerned resident made mention of numerous common sense safety issues that everyone in the community should comply with. Some of the items were: obeying all traffic rules like speed limits, stop signs and biking

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rules; be considerate to your neighbors when of parking in the street – do not block their access/egress of their driveway; when walking the streets, walk facing traffic; etc. Basically be considerate of your neighbors and use common sense to keep everyone in our community safe.

Community Q&A session ended @7:15pm.

**BOARD MEETING:** The meeting was called to order at 7:15 pm.

**Approval of Minutes** - Meeting minutes from the Organizational meeting held on 5/10/2023 were approved.

**Financials** - The April 30, 2023 financials will be reviewed by the treasurer at a later date and results reported back to the Board members.

**Administrative/Legal Updates** – Update signature cards for the M&T bank accounts – Felicia Lehman had bank paperwork and new signature cards signed by Officers present and Q&D Management, Inc. will take to M&T. Suzanne Attea’s signature will be added when she returns to Lancaster. We are working with M&T Treasury Management to set up the ACH origination program. Due to timing, any resident who normally uses the ACH payment process will not be charged a late fee for May.

**Architectural Change Requests:** It is always encouraging to see owners improving the appearance of their property.

Architectural Requests were approved for:

43 Hanover – garage door replacement	24 Hanover – paint front door
31 Hanover – Wind/debris screen for generator	70 Hanover – vent for High efficiency furnace
29 Cumberland – Landscape edging	44 Denton – landscape edging & rear steps

**Correspondence / Communications – N/A**

**New Business:**

Committee Appointments- Volunteers were appointed to the following Committees:

**Grievance/Due Process -**

Dave Canaski – Chairman

Bev Galasso

Peggy Reddien

Barb Hall

Tony Steward

Jerry Izydorczak

Sue LePage

**Architectural Review-**

Bev Galasso

Shawn Chambers

Jerry Izydorczak

**Social Activities:**

Kevin Jenney - Chairman

Barb Hall

Nancy Arent

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New Committees - Julia suggested we add a **Welcome Committee** to greet new Unit Owners. The committee could hand out condensed version of our community rules; explain the processes to report repairs, suggestions, complaints, etc. along with a small welcoming gift. She also suggested a **Landscaping Committee** to help anyone interested in updating their gardens etc. If anyone is interested in working on these or any other CSV committee, please use the suggestion tab found on our website: [centralsquarevillas.com](http://centralsquarevillas.com)

Pool opening – S&S Pool opened the pool around May 17, 2023. The pool was officially opened to the Community on May 26, 2023 in time for the Memorial Day Holiday.

Use Restrictions of the Pool - A discussion was had regarding who can use the pool. Currently the Rules & Regulations state that the pool is open to residents only. Board will investigate a rule change to allow guests.

Signs - Property management questioned the allowance of certain signs. Rules state NO signs are allowed outside the units. For Sale signs can be displayed inside windows. They questioned if we are allowing security system signs, garden flags, signs for charitable events and graduation signs. This is to be discussed further at the next board meeting.

Entrance sign – Discussion on replacing the front entrance sign at Pleasantview & Hanover is being tabled until next year due to high costs. We are in the process of getting additional quotes and designs.

Roof repairs & Maintenance – As discussed during the Community Q&A session, roof repairs are underway. We are obtaining a roofing consultant to first inspect the roofs suffering winter storm damage and then the remaining units.

Driveway & roadway sealing – Cumberland Street is scheduled to have their driveways and road sealed this summer. Dates when this will be done and any additional details will be announced at a later date. Q&D and the Board are in contact with Stonish Snowplowing to get necessary repairs done to drive ways damaged this past winter by snow removal equipment.

Exterior Trim Painting – Cumberland Street is scheduled to have their driveways and road sealed this summer. Dates when this will be done and any additional details will be announced at a later date. Note any unit owners who have had window trim repairs done this spring will also have the trim painted at this time.

Expansion of the number of Board Members - The general consensus of attendants to the Annual Meeting indicated a desire to try to increase the number of board members from 3 to 5-7 depending on volunteer interest. We are conferring with the HOA attorney for proper steps needed to accomplish this action.

Use of the CSV Website – it was stressed that our CSV website is user friendly and filled with information available in one place regarding By-Laws, rules & regulations, Meeting minutes, architectural requirements and request forms, suggestions and complaint forms and much more. If submitting a suggestion or complaint, be sure to include your name, address, phone number and e-mail address so someone from the Board or Property Management can repond to your concerns. In case of emergencies, contact the property Management company.

CSV Repair & Maintenance Responsibility Information Sheet – The Board is complying a condensed information sheet to help Unit Owners understand who is responsible for certain repair & maintenance issues. This will be a very condensed, general information sheet. See the By-Laws and Rules & Regulations and other detailed information on the website for these and all other items.

Visitor/Guest Parking – Many unit owners have expressed concerns regarding the use of our Visitor/Guest Parking areas and the current rules. The Board is looking into options that will be equitable to all 200 Unit owners. Until any rule changes are adopted by the Board, the current parking rules & restrictions are still in effect. If anyone would like to help on a committee to update the rules, please contact the Board.

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Unit Owner Information Data Forms – As part of a periodic review of owner information maintained by the Property Management Company, we will be updated all owners information data sheets, pet registration forms. Q&D will also be sending out to each owner a Receivable statement indicating a balance due or a prepaid amount. If you do not agree with this statement, contact Q&D Property Management (716-633-3177).

### Complaints & Violations:

Harassment of Service Contractors - Owners are reminded that harassment of our Contractors is not tolerated. Violators can be fined. Our contractors know how to do their jobs. While their methods may not be to your liking, this does not warrant any form of harassment. Voice your concerns to the Property Management Company and they will handle the situation. Owners are also reminded that pet waste must be removed from the lawns prior to cutting or they will not cut that area. Per the community rules, pet waste is to be picked up and properly disposed with each occurrence. Failure to abide by this rule can result in fines.

A complaint was filed about a Unit having an outdoor hot tub. Unit owner has been notified of this violation and it has been rectified.

Fences enclosing your property are not allowed in our community. The Board is still engaged in enforcing this rule.

The Board is exploring options on how to proceed with compliance by repeat offenders and unpaid fines.

Next scheduled Board Meeting: TBD @ 6pm at the Club house. A 30 minute community discussion will be held from 6:00 to 6:30pm.

Meeting adjourned @9:30 pm.

Submitted,

*Felicia Lehman*

Acting Secretary in Suzanne's absence