



the bluffs

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at fox hill



The Bluffs at Baiting Hollow Condo 1

2020 Annual Meeting

December 5, 2020

Board Agenda

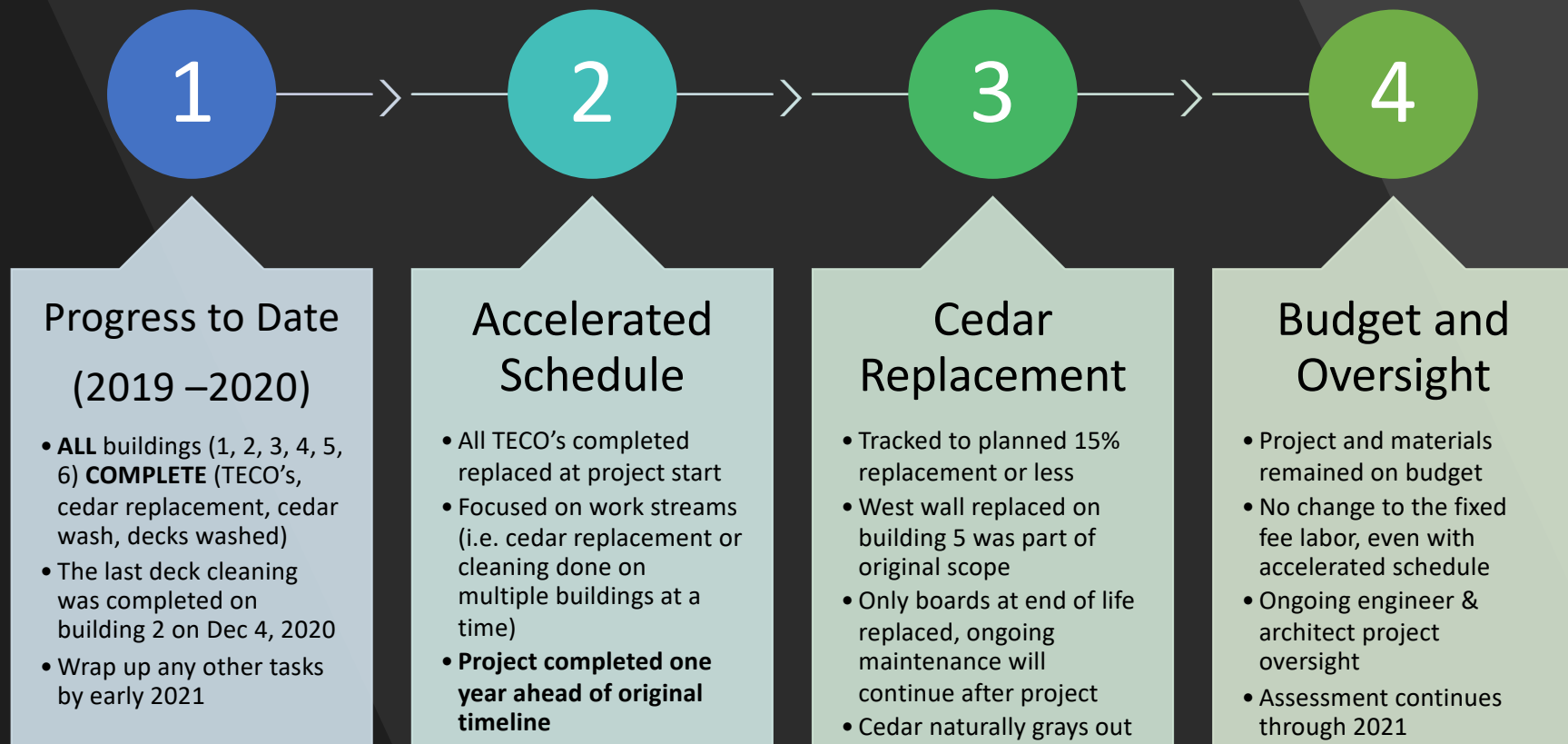
- Board Greetings
- Siding Project Update
- Property Update
- Financial Report
- Additional Updates

Bluffs Board Members

- Janna Valencia (President)
- Julie-Ann Signorille-Browne (Vice President)
- David Scherman (Treasurer)
- Sally Macken (Secretary)
- Bill Muenkel (Director)
- Joe Cuozzo (Director)
- Marshall Turner (Director)
- Pat Castellani (Director)
- Pat Intrieri (Director)



Siding Project Updates



Revised Targeted Timeline for Replace & Restore

Original
Proposed
Timeline

2018	Spring	Building 6 (Partial)
	Fall	Building 6 (Complete)
	Fall	Building 5 (West Façade)
2019	Spring	Building 5 (Complete)
	Fall	Building 4
2020	Spring	Building 3
	Fall	Building 1
2021	Spring	Building 2 (Partial)
	Fall	Building 2 (Complete)

Revised
Targeted
Timeline

2018 - 2019	TECO's - All Buildings Complete
	Building 6 - Complete*
	Building 5 - Complete*
	Building 4 - Cedar Complete, Cleaning
	Building 3 - Cedar
2020	Building 1 - Cedar
	Building 2 - Cedar
	Building 4 - Complete Cleaning
	Building 3 - Cleaning
	Building 2 - Cleaning
	Building 1 - Cleaning
2021	All Buildings - Deck/Building Cleaning Wrap-up

Cedar project completed December 2020, one year ahead of schedule.







Cedar Project
Photos

Bluffs Landscaping

- **Landscaping**

- Weekly and bi-weekly maintenance is performed throughout summer as per the contract schedule with Board oversight
- Weeding frequency increased for 2020 season
- Additional trimming and plantings as directed by Board
- Protected Bluffs trimming complete for 2020
- Irrigation of great lawn taken over by Knolls as per previous agreement, saving Bluffs money

- **Pea Stones**

- Refreshed as buildings are completed during the siding project
- Buildings 4-6 completed, buildings 1-3 in progress

- **Additional Plantings**

- Hedges filled in around beach path to prevent people from jumping over path railing
- Hedges planned around air conditioning units as needed to reduce noise
- Any homeowner plantings in common areas require prior Board approval



2020 Special Projects

- **Upgraded Lighting**

- Marine-grade bulkhead brass lighting replaced the five white globe lights on the south side of each stack
- The new LED bulbs give off a softer light, yet the fixtures illuminate the stairs much better than previous
- Homeowners may purchase the light with LED bulb for \$50 to replace homeowner owned exterior lights – please contact management office if interested

- **Beach & Upper Gates**

- New fiberglass gates installed
- Key card access system will be installed on both gates next spring to enhance security, coordination will occur via the management company
- Existing beach gate key in use until then



Additional Property Maintenance Updates

Building Maintenance

- South facing deck railings – Continue to be replaced as needed by our staff in parallel with the siding project
- Deck and additional cedar repairs as needed
- Fire Doors – Replaced on buildings 4-6, in progress on remaining. Painting will occur as weather permits
- Railroad ties repaired and replaced on lower unit patios as needed
- Chimney cleaning planned for Spring 2021

Property Maintenance

- Railing painted on stairs between 1&2
- Beach Stairs – Current condition has been reviewed by Bluffs' architect/engineer with normal maintenance recommendations
- Garbage area gates and fencing painted last fall
- New aluminum house trap covers near units - in process
- Please remember to curb your dogs and avoid using the grassy areas near units



Financial Reports

- **2019 Financial Report**
 - Emailed to the community and posted to the Bluffs website
 - Available in hard copy by request
 - Prepared by Michael Berger & Company
- **2020 Financials through the end of Nov**
 - Total bank balances of \$317,332
 - Includes our Reserve Fund – became fully funded at the end of 2018, funds borrowed for early cedar project completion (repaying via assessment funds) and annual insurance (paid in lump sum for discount and repaid throughout year)
 - Our Bluffs expenditures are in line and the 2020 budget to date is in line with the expectations
 - 0 units for sale, 1 unit in contract, and 4 long-term rentals
- **2021 Budget Finalized by Board**
 - No increase in monthly dues for 2021
 - Monthly dues have been kept flat since 2018 while siding assessment has been in place
 - Siding assessment continues through end of 2021
 - 5% increase in monthly dues likely for 2022 due to cost of living/inflation – Board will continue to review



RESERVE STUDY



- Board has recently engaged the services of Tauscher & Co. to perform a new reserve study for The Bluffs
- Our community's last reserve study was performed in 2014 by Tauscher & Co. (Recommended every 5-6 years)
- Two parts to a reserve study:
 - Physical Analysis
 - Inventory of all association components, evaluates its condition
 - Financial Analysis
 - Evaluates our reserve fund
 - Makes recommendations on how much money is needed to handle emergency maintenance issues
 - Evaluates costs for needed to repair or replace components examined in the physical analysis
- A good reserve study will help us prepare and plot a course of action for any routine upkeep that is on the horizon and ensure we aren't caught off guard with unexpected financial expenses for our community
- Board will review the results of the Reserve Study with the Community at the June 2021 Welcome Back Meeting

Joint HOA Election 2020

The Bluffs (4 Reps)

- Janna Valencia (President)
- David Scherman (Vice President)
- Mark Shustak (Treasurer)
- Pat Intrieri

The Knolls (3 Reps)

- Cindy Bastien (Secretary)
- Regina Munster
- Jack Adesso

The Golf Villas (2 Reps)

- Janet Ottaiano
- Deana Massa



Joint HOA Updates

- Joint HOA manages shared amenities, including shared entrance/main road, tennis courts, pool, and playground
- Annual Meeting and Election was held virtually in October 2020
- 2010 Bylaw Amendment in process of being filed
- Agreement with the Baiting Hollow Club (Golf Course)
 - Attempts to negotiate an updated agreement were stalled under previous HOA Leadership; payments to community held in escrow by Golf Club
 - Joint HOA now in process of finalizing under existing agreement to receive annual payments of \$25K for past years through 2020
- Dedication of surrounding land from Benjamin Co. under review
- Road Repairs and New Construction
 - Construction in progress on the property (the Vistas) for new 27-unit condo development scheduled to complete June 2021
 - Entire road to be redone after Vistas construction ends
 - Potholes were addressed in June
 - Request has been made to Benjamin Co. to fill new potholes
- Joint HOA Board actively reviewing amenity enhancements for 2021 season
- Contact **Choice Management**, the HOA Management Company, for any questions or concerns regarding the Joint HOA and shared amenities



2020 Bluffs Events

- Events were limited in 2020 due to COVID-19
- 4th of July Pop Up Event with Misting Tent
- August Pizza Truck Event – included contactless pizza pickup, single serve beverages, social distancing, and live music. Board received great feedback from the Bluffs community!
- Annual Tree and Menorah Lighting event has been cancelled due to COVID-19 restrictions
- 2021 Events to be planned as conditions improve





COVID-19 Update

- Bluffs continues to monitor and follow all state and local mandates
- Social distancing recommended
- Masks required by state when social distancing is not possible
 - Please remember to use masks in areas such as the beach stairs
- Staff is practicing social distancing and wearing masks as needed
 - Please contact management company for any needs or questions instead of approaching staff
- Increased number of people are utilizing the roads for recreation and exercise so please take extra caution when driving through the community

2020 Bluffs Board Election Results

- Three incumbent Board Members ran unopposed for three seats
- Board seats are three-year terms
- Annual election is held using ElectionRunner, a secure, online third-party voting tool
 - Utilized since 2018 for annual elections, polls, and votes on important topics like the siding project
- 63% voter response rate for our community in the 2020 election
- Thank you for your continued participation!



Janna Valencia

Currently on the Board (President)



Julie Signorille-Browne

Currently on the Board (Vice President)



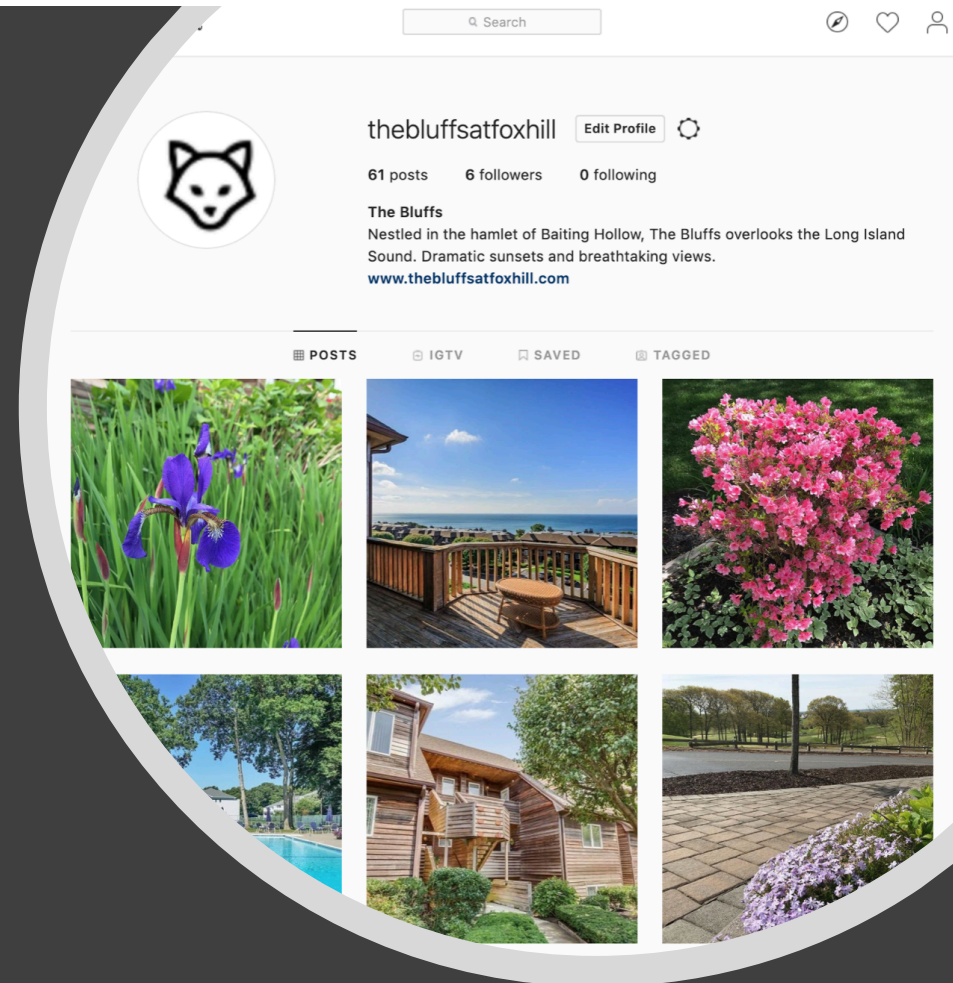
Pat Intrieri

Currently on the Board (Director)

Reminder: Visit our Bluffs Website

Website: www.thebluffsatfoxhill.com

- Board posts meeting minutes, information regarding the progress of siding project and supporting documents, and financial reports
- 2020 Refresh of House Rules posted on website
- Instagram page for Bluffs and surrounding areas scenery photos (link on website)
- Bluffs promotional video is available on the home page of the Bluffs website





Holiday Wishes from the Bluffs Board





Q & A

Homeowner questions and Board answers from the live virtual meeting:

1. When will the siding assessment end?

The siding project assessment runs through the end of 2021, as scheduled. We accelerated the payments for early completion by borrowing from our Reserve Fund and we will pay back the Reserve Fund as we collect the rest of the assessment through 2021.

2. Thank you for all the work done in 2020, it was really great. Just wanted to say thank you.

3. Thank you for all the work that you do and happy holidays. Can we have an open forum on the website?

The Board has looked at this but has not moved forward as it requires oversight and monitoring. We will continue to review options as we understand other community members have inquired about this.

4. Thank you and good job. When will the container in the building 6 parking lot be removed?

The timing of removing the container will be assessed in the beginning of 2021, as there are still materials in the container that we may need for any finishing work planned for this coming spring.



Have a safe and warm winter!

Thank you for your participation