

**Willow Point Homeowners' Association**  
**Board of Directors' Meeting**  
**Minutes**  
**Tuesday, January 17, 2023 6:00-8:00pm**  
Webster Town Library

Attendees: Ed Ciolkowski, Justin Jopson, Marie Bianchi, Susan Sears, Ivan Joslin, Nick Harris (RPG)

Absent: Tom Begley

Meeting called to Order at 6:04pm

1. November Minutes reviewed. No changes noted. Motion to approve by Justin Jopson, seconded by Susan Sears and approved unanimously.
2. November and December Financials reviewed by Justin Jopson. Motion to approve by Ed Ciolkowski, seconded by Justin Jopson and approved unanimously.
  - Justin noted that AAB statements were missing from the summary.
    - o ACTION ITEM: Nick to send missing AAB statements
  - Noted that almost the entire RG&E 2022 charges were not billed to the HOA until late 2022 due to problems with the RG&E billing system. These were paid in December 2022 (part of the 2023 fiscal year), and will make it appear as though the 2023 final fiscal year electric charges were ~2x the budgeted amount.
3. Maintenance Report reviewed by Nick Harris
  - Request from the BOD to RPG to more clearly connect maintenance charges to specific work orders
    - o ACTION ITEM: Nick to check with RPG maintenance supervisor to see how this could be accomplished.
  - Discussed that BOD members should collectively be evaluating road conditions during the winter months and connect with each other to decide if/when to request salting.
4. Old Business
  - a. Gutter cleaning: COMPLETE
  - b. Directory: Still in progress
  - c. Newsletter: With Susan Sears as the BOD sponsor, Nicki Morey has volunteered prepare HOA newsletters. Target is for these to be sent out at least quarterly. Target date for a first draft of the initial newsletter for BOD review is Feb 1.
5. New Business
  - a. Vacant board position: Need to fill the position vacated by Chris Reardon, with term expiring in July 2023.

- ACTION ITEM: Ed to send request for volunteers/nominations to HOA members by Sunday, 22 Jan.
- b. Identify new attorney: The HOA needs to establish a relationship with a new attorney to facilitate finalizing the agreement with Mark IV once 1:1 negotiations re: cost-sharing for Willow Point Way use and upkeep are complete, and to assist with finalizing updates to the HOA Declaration and By-Laws if/when revisions are made.
- ACTION ITEM: Nick and BOD members to send names of attorneys to consider to Ed.

6. Next Meeting Date tentatively set for Monday, 13 February @ 5pm.