

BRISTOL HARBOUR VILLAGE ASSOCIATION, INC.
OFFERING PLAN
AMENDMENT #39

This Amendment Number 39 is being made for the purposes of: (a) extending the terms of the Offering Plan for an additional twelve (12) months with respect to the Property (as defined below), and (b) complying with the requirements of the Department of Law regarding disclosure.

1. This is Amendment No. 39 for Bristol Harbour Village Association, Inc. (the "Association"). The initial Offering Plan was accepted for filing by the New York State Department of Law on July 2, 1971. Amendment No. 29 was accepted for filing February 5, 2007. Amendment No. 30 was accepted for filing March 10, 2008. Amendment No. 31 was accepted for filing on April 30, 2009. Amendment No. 32 was accepted for filing on July 6, 2010. Amendment No. 33 was accepted for filing on March 13, 2012. Amendment No. 34 was accepted for filing on May 2, 2013. Amendment No. 35 was accepted for filing on May 30, 2014. Amendment No. 36 was accepted for filing on July 17, 2015. Amendment No. 37 was accepted for filing on July 21, 2016. Amendment No. 38 was accepted for filing on August 1, 2017.
2. The real property currently owned by Bristol Harbour Resort Property Holdings LLC ("BHRPH") is set forth on the attached Exhibit A (the "Property").
3. BHRPH has not sold any units, development lots, or homes since the filing of Amendment No. 38. There are no homes under construction by BHRPH. There are no existing unsold units owned by BHRPH. BHRPH retains vacant undeveloped lands that are not being marketed to individuals at this time.
4. The Board of Directors of the Association is controlled by the homeowners. The Association's Officers and Board of Directors are:

Officers: Daniel Lancto.....President
Donald Titus, Jr..... Vice-President
Lawrie Will Treasurer
Douglas Llewellyn Secretary

Directors:

Lawrie Will	John Matrachisia	Donald Titus, Jr.
Daniel Lancto	Douglas Llewellyn	James Bachman
Bruce Hunt	Mark Buckley	Jack York

No Director has any affiliation with BHRPH.

The homeowner controlled Board of Directors has approved and adopted the Association's Budget for the year 2018. A copy of Association's 2017 YTD Operating

Statement to September 30, 2017 and the 2018 Budget is attached hereto as Exhibit B. To BHRPH's knowledge, no other financial statements have been prepared.

5. To BHRPH's knowledge, all applicable real property taxes on lands now owned by BHRPH within the Association for the period from January 1, 2017 to December 31, 2017 have been paid in full. No homes or lots owned by BHRPH are occupied by any unaffiliated tenants. BHRPH is current on all of its financial obligations. Neither BHRPH nor any of its principals own 10% or more of any other cooperative condominium or homeowner's association. BHRPH will fund its business obligations through its continuing business operations.
6. As of the date hereof, there are no further changes known to BHRPH in or to the documentation provided in the Offering Plan and there are no other material changes of fact or circumstances known to BHRPH affecting the Property subject to the Offering Plan.

[Signature page follows]

Dated:
July 18, 2018

Bristol Harbour Resort Property Holdings LLC


By: 
Name: Todd Cook
Title: Member

EXHIBIT A

PARCELS OWNED BY BRISTOL HARBOUR RESORT PROPERTY HOLDINGS LLC

Tax Map No.	Property Address
153.00-1-26	5285 Co. Rd. 16
153.00-1-69.000	5131 State Rt. 21 S
168.00-1-33.121	Seneca Point Rd.
168.00-1-79.110	Seneca Point Rd.
168.00-1-80.111	Seneca Point Rd.
168.12-1-24.100	5410 Seneca Point Dr.
168.20-1-37.000	Seneca Point Rd.
153.00-1-44.100	Monks Rd.
153.00-1-48.100	Monks Rd.
168.00-1-84.000	Seneca Point Rd.
168.15-4-41 -	5878-5900 Villa Dr. and
168.15-4-62	Bristol Harbor Blvd.

Total Parcels: 32

EXHIBIT B

2017 YTD OPERATING STATEMENT TO SEPTEMBER 30, 2017 AND 2018 BUDGET

BRISTOL HARBOUR VILLAGE ASSOCIATION, INC.

OPERATING BUDGET Approved December 1, 2016 January 1, 2017 – December 31, 2017

Managed by:
KENRICK CORPORATION
3495 Winton Place, D-4
Rochester, NY 14623
www.kenrickfirst.com
585-424-1540

Table of Contents

Management Plan	1-2
Operating Budget	3-4
Notes to Operating Budget.....	5-8
Maintenance Reserve Detail	9
Community Center Fund Detail	10

BRISTOL HARBOUR VILLAGE ASSOCIATION, INC.

Management Plan

Overview

Bristol Harbour Village Association, Inc. is a master association that is responsible for the common elements shared by seven subsidiary associations comprised of single family homes, single family patio homes, townhome style units, villas, and condominium units. Additionally, the sponsor pays for 9.75 units and the marina owner pays for one unit.

Construction of the development began in 1971 and the anticipated completion date is unknown at this time. The community contains asphalt pavement and roads, a basketball court, tennis courts, picnic area, beach, playground, fire pit, elevator, Community Center, and a recycling building. Bristol Harbour Village is a community situated adjacent to and in relationship to Bristol Harbour Resort owned by a developer. This community is nestled on top of a mountain just south of the Town of Canandaigua and north of the towns of Naples and South Bristol.

Purpose

This Asset Management Plan (AMP) will define the goals of the BHVA Board of Directors and Kenrick Corporation, the management company hired to manage the day to day operations of the property. The attached operating budget and notes have been developed by the Property Manager with input from the Finance Committee, Facilities Committee, on-site Kenrick Corporation employees, and Board Members. The operating budget is then approved by a vote of the Board of Directors and then presented to the community.

Current Status

The Bristol Harbour Village Board of Directors is attentive to the concerns of the 340 homeowners who make up our community. The Board is committed to providing the highest possible level of cost-effective service for the property.

On-site staff includes one part-time Site Manager, one full time Maintenance Superintendent, one maintenance mechanic and one part-time Site Administrator. The Site Manager and Site Administrator are shared with Bristol Harbour Condominiums.

The on-site staff, at the direction of the Property Manager, is responsible for ongoing maintenance including weekly checks of the elevator, seasonal servicing of BHVA equipment, landscaping, roadside cleanup, snowplowing, refuse removal, beach maintenance, replying to service requests, and other miscellaneous items.

The administrative responsibilities for the on-site staff include distribution of the Villager, oversight of the Community Center rentals, review of contractual services, mailings, Annual Meeting preparation, completion of maintenance schedules, monthly management and superintendent reports.

For 2017, the BHVA Board of Directors has established the following goals:

Operating Goals

1. Strengthen the ties between the different neighborhoods at Bristol Harbour in order to more effectively advocate for the entire Bristol Harbour community and clearly state our expectations to the Sponsor, Town Board, Bristol Water Works Corporation, Bristol Sewage Disposal Corp, and marina owners.
2. Review Bristol Harbour Association's repair/maintenance responsibilities and implement preventative measures and reduce operating expenses where possible.
3. Reduce the Association's insurance "risk" throughout the property to assure that the Association's policy is with an admitted carrier and to reduce or maintain yearly premiums.

Reserve Project Goals

1. New Light Poles (12)
2. New Commercial Riding Mower
3. Refurbish Elevator
4. Tennis Court Fencing (3 sections)
5. Replace Fence at Beach
6. Concrete Gutter Curbing Partial Replacement
7. Bristol Harbour Boulevard Road Repairs
8. Community Center Parking Lot Asphalt Sealing
9. New cameras for security

Strategies

The following strategies are intended to accomplish the goals as previously outlined.

Operating

1. Develop a good working relationship with the condominiums, homeowners associations, townhomes and single family residents.
2. The Site Manager and Property Manager will review and compile a list of responsibilities as outlined in the Declaration and By-Laws on a yearly basis and assign maintenance personnel as needed.
3. The Site Manager and Property Manager will inspect the grounds and clubhouse regularly and take measures to keep areas as safe as possible. The insurance brokerage firm will conduct an annual risk analysis as needed and on-site personnel will implement their recommendations.

Reserve Projects

1. The Facilities Committee, with the assistance from the Property Manager and site staff, will evaluate and prioritize the proposed projects and prepare recommendations for Board of Directors approval.

Approved 2017
Operating Budget

CODE	REVENUE INCOME	
4010	Assessment Fees	530,400
4014	Developer Assessment Fees	15,210
	Marina Assessment Fee	1,560
4075	Community Center Rental Income	1,000
4085	Newsletter / Website Income	400
4016	Lot Assessment Fees	11,310
4020	Late Fees	-
4025	Community Center Assessment	42,048
	Fines	-
4045	NSF Fees	-
4090	Other Income	-
4100	Interest Income	-
4078	Bottle / Can Collection	750
	RevenueTotal	602,678
	ADMINISTRATIVE	
5020	Audit	3,450
5030	Legal	6,000
5040	Professional Expense	700
5072	Newsletter / Website Expenses	2,500
5050	Management Fees	40,848
5080	Rent Facility Fee	8,500
5060	Insurance Expense	15,000
5070	Office Expense	8,000
5095	NYS Franchise Tax	200
5100	Real Estate Tax	7,500
5173	Miscellaneous	1,000
5074	Contributions (Bristol Daze)	1,200
	Administrative Total	94,898
	UTILITIES	
5210	Telephone / Internet / Cable	7,500
5220	Electric	14,000
5240	Propane	4,500
5605	Gasoline	7,000
5260	Water	1,200
	UtilitiesTotal	34,200
	PAYROLL / BENEFITS	
	Payroll / Benefit Total	195,200

	CONTRACTED SERVICES	
5501	Janitorial Services	6,000
5502	Salt / Heavy Equipment	7,000
5503	Elevator Services	9,000
5505	Vehicle Expense	5,000
5510	Refuse	30,000
5511	Tools / Equipment	6,000
5525	Exercise Equipment	2,500
5530	Landscape Maintenance	7,500
5560	Building Repair	6,000
5576	Roadway Repair	10,000
	Contracted Services Total	89,000
	SUPPLIES	
5601	Tennis Courts	5,000
5602	Maintenance Supplies	4,000
5603	Beach Supplies & Maintenance	6,500
5604	Community Center Supplies	3,000
5605	Recreation Committee Supplies	3,000
5610	Grounds Supplies	2,000
	Supplies Total	23,500
	Total Operating Expense	436,798
	Maintenance Reserve Contribution	123,832
	Pick-up Truck Allocation	-
	Community Center Allocation	42,048
	Total Expenditures	602,678

NOTES TO OPERATING BUDGET

1. **ASSESSMENT FEES** - \$130 per home plus Condominium I, II, and III Townhouses. \$130/month x 340 x 12 months = \$530,400.
2. **DEVELOPER ASSESSMENT FEES** - 31 rooms x .25 = 7.75 developer units plus one full assessment for the hotel, water/sewer corporation and the golf course for a total of 9.75 units. 9.75 units x \$130/month x 12 months = \$15,210.
3. **MARINA ASSESSMENT FEES**- 1 unit x \$130/month x 12 months = \$1,560.
4. **COMMUNITY CENTER RENTAL INCOME** - Rental income estimated at \$800 for rental of the Bernice J. Caprini Great Hall: 4 hours \$50 or 8 hours \$90. Titus Meeting Hall: 4 hours \$50 or 8 hours \$90; Conference Room or Resident Business \$40 and for Combination Great Room and Meeting Hall 4 hours \$75 or 8 hours \$140. This includes any other donations that may be made to the Community Center.
5. **NEWSLETTER/WEBSITE INCOME** – Projected income for business card ads published in the Villager and on the website. Businesses are offered the opportunity to advertise in both the Villager and website jointly or separately.
6. **LOT ASSESSMENT FEES** – Lots are assessed ¼ of the monthly fee of \$130 or \$32.50/month. 29 lots x \$32.50/month x 12 months = \$11,310.
7. **LATE FEES** – No late fees budgeted.
8. **COMMUNITY CENTER ASSESSMENT** – Based on 340 homes - 66 pre-paid residents = 274 homes x \$12/month x 12 months = \$39,456 + 29 lots x \$3/month x 12 months = \$1,044 + 9.75 sponsor units x \$12/month x 12 months = \$1,404 + 1 marina unit x \$12/month x 12 months = \$144 totaling \$42,048.
9. **OTHER INCOME** - No other income budgeted.
10. **INTEREST INCOME** - No interest income budgeted.
11. **BOTTLE/CAN INCOME** – Funds collected from can & bottle returns
12. **AUDIT** - Annual audit to be conducted for the 2016 fiscal year.
13. **LEGAL** - Legal counsel to represent Bristol Harbour Village Association for legal services required by BHVA.
14. **PROFESSIONAL EXPENSE** – Keyless entry consultant services as needed.
15. **NEWSLETTER/WEBSITE EXPENSES** – Contractual services for the Villager publication and website maintenance. (Villager/website expense will be offset by income received from Villager and website advertisers)
16. **MANAGEMENT FEES** – Professional management service with Kenrick Corporation. Services include collection of assessments, disbursement of approved expenditures, monthly financial reporting, regular property inspections, attendance at Board Meetings/Annual Meeting, and general overseeing of day-to-day operations of the property as outlined in the management contract.

17. **RENT FACILITY EXPENSE**– Rent of current barn area for monthly maintenance office and storage plus cost of electric and propane. Costs shared between BHVA and the Condominiums.
18. **INSURANCE EXPENSE** – Coverage with Erie Insurance Company through the Quinton Insurance Protection Team for liability and property coverage, directors and officers insurance, umbrella policy and auto policy.
19. **OFFICE EXPENSE** – Includes expense from both the BHVA office and the Kenrick office. Office supplies, \$700 for a recording secretary for Board Meetings (\$50) and Annual Meeting (\$100), postage, postage machine rental, resident directory publication, Annual Meeting mailing, purchase of keyless entry system cards, copier lease and supplies, miscellaneous equipment and copies. (Office expense offset by reimbursement for copies from the Condominiums, reimbursement from residents for second entry or lost cards, reimbursements from residents for copies @ \$.15/each for black and white and \$.96/each for color, and reimbursement from resident for faxes (\$1/1st page/\$.50/ea. additional page)
20. **NYS FRANCHISW TAX** -All corporations and Homeowners Associations are required to pay this tax; the cost is approximately \$100.00 per year.
21. **REAL ESTATE TAX** - School/county taxes based on taxes paid for the Community Center and common areas.
22. **MISCELLANEOUS** – Refreshments and room rental for Annual Meeting, miscellaneous meetings, and other miscellaneous supplies/items.
23. **CONTRIBUTIONS** - Bristol Daze event held on Labor Day weekend.
24. **TELEPHONE/INTERNET/CABLE** - Office phone/fax machine, Community Center phone (lower level of Community Center), elevator phone, beach phone used by lifeguards, cable service, internet service, emergency phone service for the elevator, and cell phone for the Site Manager (costs shared between BHVA and the Condominiums) and superintendent. Also covers any replacement cost.
25. **ELECTRIC** – Costs associated with street lights, Community Center, tennis court, beach stairway, and elevator lights. Also, reimbursement to six residents on Andrews Way who have the street lights connected to their homes per agreement with Andrews Way HOA.
26. **PROPANE** – Propane to heat Community Center plus twice-yearly service for furnaces.
27. **GASOLINE** – Gas for equipment and vehicles. (Expense offset by reimbursement from condominiums)
28. **WATER/SEWER** – Monthly payments for sewer and per quarter for water for Community Center.
29. **PAYROLL- COMMUNITY CENTER** – Includes payroll for one part time (20 hours) Site Administrator, Community Center attendant, lifeguards, and overtime.
30. **PAYROLL- MAINTENANCE DEPARTMENT** – Includes payroll for one part-time Onsite Manager, superintendent, maintenance mechanic, seasonal help, and overtime.

31. **PAYROLL TAXES/BENEFITS** – 30% of gross payroll for expenses including cost of liability insurance, Workers Compensation, NYS Disability, Federal and State Unemployment Insurance, Social Security, and payroll processing. Also includes health insurance for the On-site Manager, Superintendent, and Site Administrator.
32. **JANITORIAL SERVICES** – Contracted for weekly cleaning of the Community Center and professional carpet cleaning quarterly.
33. **SALT/HEAVY EQUIPMENT** – Used for ice melting on BHVA roads and parking lots. The cost is for cost of salt as well as delivery charges.
34. **ELEVATOR SERVICES** – There is a five-year agreement with ThyssenKrupp Elevator. Service on holidays is not included in this agreement.
35. **VEHICLE EXPENSE** – Repairs and annual servicing/licenses/registrations for three vehicles. Also included is mileage reimbursement for Site Manager and Administrative Assistant
36. **REFUSE** – Contracted service for refuse removal with Feher Rubbish Removal plus extra refuse disposal (2 roll off dumpsters for brush) in spring/fall.
37. **TOOLS/EQUIPMENT** – Purchase of miscellaneous tools and equipment, including maintenance and annual servicing for miscellaneous tools and equipment owned by BHVA.
38. **EXERCISE EQUIPMENT** – Maintenance contract with G & G Fitness and cost of repair on equipment.
39. **LANDSCAPE MAINTENANCE** – Contracted landscaping services (planting butterfly on Cliffside Drive, supplies for annual mulching/planting, contracted services for fertilizer and weed control, tree trimming/removal, and bee spraying twice a year.
40. **BUILDING REPAIR** – Contracted services and minor repairs for recycling center, Community Center, stairway to beach, mailbox posts (cost of mailbox is homeowner expense), electrical repairs, HVAC, fire extinguisher inspection, signage.
41. **ROADWAY REPAIR** – Patching and miscellaneous repairs as needed.
42. **TENNIS COURTS** – Supplies for tennis court maintenance and cleaning.
43. **MAINTENANCE SUPPLES** – Plumbing supplies, lumber, cleaning supplies, paint and paint supplies, light bulbs etc. used for repairs and maintenance.
44. **BEACH SUPPLIES & MAINTENANCE** – Required to maintain beach area, e.g. replace beach chairs, purchase of sand, lifeguard equipment, swim buoys, and carpet for sun docks.
45. **COMMUNITY CENTER SUPPLES** – Paper products, cleaning supplies and light bulbs and new Titus Room chairs (folding).
46. **RECREATION COMMITTEE SUPPLIES** – Supplies for playground maintenance, supplies for Memorial and Labor Day events, and to support various recreation programs/events in the community.

47. GROUNDS SUPPLIES - Topsoil, seed, mulch, plants, bushes, and playground cover.

48. MAINTENANCE RESERVE CONTRIBUTION – Annual contribution

BHVA RESERVE BUDGET
January 1, 2017 – December 31, 2017

ESTIMATED BEGINNING BALANCE - January 1, 2017	130,000
MAINTENANCE RESERVE CONTRIBUTION	<u>123,832</u>
TOTAL	253,832

EXPENSES – includes Facilities Committee recommendations

1. New Light Poles (12)	20,000
2. New Commercial Riding Mower	15,000
3. Refurbish Elevator	5,000
4. Tennis Court Fencing (3 Sections)	10,000
5. Replace Fence at Beach	1,500
6. Concrete Gutter Curbing Partial Replacement	18,000
7. Bristol Harbour Boulevard Road Repairs	10,000
8. Community Center Parking Lot Asphalt Sealing	6,000
9. Camera and Security Upgrade	10,000
	<hr/>
Total proposed	<u>95,500</u>
Total Expenditures	<u>95,500</u>
Estimated Ending Balance - December 31, 2017	<u>165,802</u>

BHVA COMMUNITY CENTER FUND
January 1, 2017 – December 31, 2017

ESTIMATED BEGINNING BALANCE - January 1, 2017	(179,507)
COMMUNITY CENTER FUND ALLOCATION	<u>42,048</u>
TOTAL	(137,459)
EXPENSES	
MORTGAGE INTEREST PAYMENT TO CNB	12,270
TOTAL EXPENDITURES	<u>12,270</u>
ESTIMATED ENDING BALANCE - December 31, 2017	(125,189)