

BOARD OF DIRECTORS MINUTES
January 24, 2018

PRESENT: Mark Schwartz (MS), Rick Rodgers (RR), Joel Mickelberg (JM), Paul Luff (PL), Amy Wert (AW);

ABSENT: Tina Talansky (TTa), Merle Neulight (Scribe)

RR: Opened the Board of Directors meeting at 9:02 a.m.

I: PRIOR MINUTES

- A. **JM: MOTION:** Approve submitted minutes from December 20, 2017. **MS:** 2nd. Approved by members present at December meeting; **RR:** Abstained (not present in Dec). 3-0.

II. FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** Reviewed the 6 homeowners that had delinquencies; nothing is up to the actionable state. XX Villa and XX Villa are two months behind.

B. Treasurer's Report

- a. **MS:** All of our Money Market accounts and CD's are under the \$250K threshold.
- b. **MS:** New CD was completed with the approved addition of \$45K for a new total of \$245K.
- c. **MS:** Resales are a month behind in the accounting Department at Continental Property Management (CPM) and will be properly credited next month.
- d. **MS:** Capital total for 2017 included \$17,992.37 of increases and \$7,630.44 on spent items. We are in good shape for Capital going into 2018.
- e. **MS:** Reviewed the overall 2017 Operating Budget for the year. We were over, against the budget by \$7,693.21. That included the snow removal on December 30th, 2017. The excess Operating fund as of Year End is \$131,245. Projected monthly costs for 2018 are \$51,200, so the excess is in the recommended level for being able to effectively operate and pay bills. Administration used 96%; Operating line items used 92%, with utilities lower due to insulation and rate locks; maintenance was 105.5%, and grand maintenance common was right at 100%.
- f. **MS:** Security Camera balance will be paid from the Reserve in January, 2018.
- g. **MS:** All our invoices and bills match.
- h. **MS:** Snow contract for sidewalk cleaning has two different break points on increase in costs. Delmont Ave. is different than the internal development sidewalks. **MS: ACTION:** Will follow up with TT on the amendment for them to have the same.

III: LANDSCAPE/ARCHITECTURAL

A. Architectural Requests

- a. **PL:** XX Villa-request for change of windows to a slightly different design. Discussion. **PL: MOTION:** Accept the change of windows as described above. **MS: 2nd** Accept design as installed 4-0.
 - i. **PL:** 1 FPC-request for gutter guards. Awaiting information from homeowner regarding the two designs requested.
 - ii. **Discussion:** Regarding an additional rule about installation of changes to the exterior of the home prior to approval and an immediate \$500 fine. **PL: ACTION:** Will draft for review at next meeting.
- b. **AW:** XXX Fairway - quotes on cutting Ash tree that has partially fallen. Four quotes presented. TT's quote was the lowest. **PL: MOTION:** Approve TT to cut down the ash at 227 Fairway for \$250. **MS: 2nd** Approved 4-0.
- c. **AW:** Presented four quotes for the trimming of the trees next to the homes that have encroached on the area or overhanging the roof. TreeEx's quote was the best at \$850. Discussion. **PL: MOTION:** Accept TreeEx quote to prune all the 34 trees, **MS: 2nd** Approved 4-0.
- d. **AW:** Update XXX- Villa additional tree work in the rear. Discussion. One of the vendors did review the work and determined there is a dead ash and two struggling maples that are contributing to the problems of the trees planted by McGrath. AW recommended that we have TT and TreeEx quote the work and see if we can obtain a good package price for the already approved work on the property and add this to the quote. **AW: ACTION:** Will follow up and report to PL between meetings.

B. Monthly Grounds Maintenance Schedule

- a. **PL:** Requested AW to change the creek bed review to January and asked to have TT quote with map.

C. Monthly Contract and Maintenance Schedule

- a. **JM:** Noted that the FOB review with Anchor still needs to be completed.
- b. **MS:** Talked about the new motion sensors and their locations/ability to be effective and the distances from the doors.

IV: GUEST Joyce Van Ness (JVN)

- A. **JVN:** Introduced to the Board the Welcome Club (WC) that has been formed to aid and assist new people coming into the neighborhood. There are about 10 people in the group. Wants to help new people coming into the neighborhood become acclimated and assimilated. Two issues that JVN is looking to the Board for help: First is a faster, better way for the group to be notified of the transfer of a property and second is to have an up-to-date listing of the entire community.

- B. **JVN:** Discussion on the first item of the notification of settlement. **AW** presented the master listing that shows all homes and dates of transfer. Suggested that someone go through the listing on a monthly basis and give the new person information about the WC. Additionally, **JVN** suggested that information about the WC be included in the new homeowner's settlement package from CPM so they will have the opportunity to contact the WC directly. **AW: ACTION:** Will look into that as well.
- C. **JVN:** Second item is regarding the outdated resident listing. **PL:** Noted that the current listing is on the website for the development. **JVN:** Requested that a new listing or book be created now. The book that was printed a year ago is very much out of date with so many property transfers that have occurred. Discussion on ways to get the current list. Felt that Ron Dorfman has a current listing, but that it would be good to solicit changes from the entire neighborhood for inclusion in an update. **JM: ACTION:** Will prepare something with Ron for distribution within the monthly Villas Voice requesting updates so a new listing can be prepared for the WC.
- D. All thanked **JVN** for heading up this activity for the community.

V: CORRESPONDENCE

- A. **AW:** XX Villa – issued a tree request to **PL** last month. **AW**-it will be considered in the fall planting list.
- B. **AW:** XXX Villa – issue with tree request. Already addressed above.
- C. **AW:** XXX Villa – Liquids being spilled by Trash Company (unintentional). **AW: ACTION:** Will notify homeowner to call CPM and the trash company to have any cleanup needed addressed.
- D. **AW:** XXX Villa – Snow removal and pushing the snow up against the house.
 - a. **PL:** Noted that this condition has occurred in the recent snow at his location as well. Discussion. **TT** will be notified that pushing the snow which is by the garage up against the house should not be done.
 - b. **AW: ACTION:** Will notify homeowner that if a vehicle is in the driveway during clearing that \$100 fine will still apply.

VI: OTHER

- A. **AW:** Discussion on sinkhole forming in common driveway at 195 Fairway. Also, grate in the driveway was pulled up by **TT** in the snow removal. That was found in a snow bank and returned to the driveway. Sinkhole effort will be tabled until warmer weather.
- B. **JM:** New website has been distributed for Board review. Any objections to having it go live? None.
- C. **JM:** Regarding the CPR training: Trainers are willing to do the class for free but he would like to give the trainers a gift card of \$25. Discussion. Board agreed to have the two trainers receive a \$50 card.
- D. **RR:** Met with township on the fire inspections. Make sure all is clear of the electrical boxes in the pump room and the storage room. **CAK Electric** needs to repair faulty exit signs.

- E. **MS:** Requested we purchase LED lights for the hallways. **PL: ACTION:** Will purchase the LED lights at Habitat for Humanity Restore.
- F. **MS:** Discussed the recent icing issues in the second floor and questioned what will be done. PL and AM Mechanical have been discussing rerouting of the pipes and heat tape to stop the issues.
- G. **MS:** n
- H. Noted that TT is already growing the flowers for the baskets for the summer.
- I. **MS:** Requested that Plexiglas be installed in the pump room to minimize splashing on the walls. **AW: ACTION:** Will obtain quotes with PL input.

VII: NEXT MEETING

- A. **Board Meeting-** February 21, 2018.

VIII: ADJOURNMENT

- A. Meeting adjourned at 11:18 am.