

## Villa at Five Ponds Board Meeting

January 25, 2023

Present: Rick Rodgers (**RR**), Mark Schwartz (**MS**), Paul Luff (**PL**), Joel Mickelberg (**JM**), Larry Nodiff (**LN**), Amy Wert (**AW**), Bernie Hoffman (**BH**, speaker phone), Stuart Freemark (**SF**, guest), Terry Freemark (scribe)

**RR** opened meeting at 9:30 am.

### I. Prior Minutes

**JM** motioned to approve minutes from December 20, 2022, Board meeting; **MS** seconded. All approved 5-0.

### II. Financial Review

#### a. Delinquency report

- i. XX Villa Drive assessed \$10 late fee.

#### b. Treasurer's report (**MS**)

##### i. Assets

- a. All money market account interest rates have increased to 4.25% as of 1/1/2023.
- b. Interest rates on two CDs will be revisited in 2023 when they mature – Capital One, at 2.40%, on 7/25/2023, and Inspire Credit, at 3.24%, on 10/30/2023.
- c. The rest of our CDs have been laddered through Edward Jones, allowing us to get higher interest rates. Five CDs will mature in 2023, five in 2024, and one in 2025.
- d. Interest will boost our income, to be put in the Reserve.

##### ii. Equity

##### a. Contributed Capital

- i. \$411.88 refund to Karen Bower for Meet/Greet party

##### b. Reserve for Replacement

- i. \$820.40 second payment to Southern Company for pool chair repair
- ii. \$12,444.94 Capital One to Ed's TV

##### iii. Income

- a. 2 resales generated \$6240.00 into the Capital Account

#### iv. Expenses

##### a. Administrative

- i. Accounting - \$1700.00 for the annual CPA audit
- ii. Contributions – two, for \$1700.00

##### b. Operating

- i. Clubhouse supplies - \$1123.80
- ii. Water & Sewer – still have a credit through March
- iii. Cable service - \$58.09, owed an extra month after missing a month last month

##### c. Maintenance

- i. Grounds - Contract - \$6480.00 for fall cleanup
- ii. Repairs – Common - \$783.90 to Frank's Electric for lights
- iii. Repairs – HVAC - \$807.87 to inspection contracts
- iv. Pond maintenance - \$430.00 per contract. **PL** noted that YTD contract was for \$4000.00, not \$5322.00. **MS** explained that the higher number was due to bill from last year.

##### d. Taxes & Insurance

- i. Corporate taxes – for fourth quarter, \$800.00 plus corporate adjustment due to higher interest income

##### e. Painting

- i. 16 quads have been done, though not their doors. Clubhouse done. Will keep on top of the painters' work, they will resume in the nicer weather.

#### **MS:** passed a handout of 2022 Review

a. Total expenses came in \$34,811.05 under budget, using 94.47% of allotted monies.

b. Net income was \$39,594.81.

- i. 16 resales generated almost \$50,000.00, which went into Capital
- ii. Note: HOA monthly fee is now \$330.00; should be \$350.00. Used \$10.00 from Excess Operating (\$33,600) and \$10.00 from Capital (\$33,600). Net income from interest covers \$10.00 Excess Operating.

iii. **PL**: noted that due to increased income, accounting accrual for taxes needs to be adjusted.

**MS**: Landscaping – will stay on top of weed spraying, pest control, mows, pine sprays

**MS**: passed out handout 2023 Reserve

a. New line item – Reserve Contingency - \$41.79 monthly per Unit, which will go into new roofs.

b. **JM** passed out documents about roof assessment, comparing how other HOA communities are handling their roof replacement.

c. **MS** also submitted estimates for road and driveway paving and repairs.

**MS**: Snow

a. **MS** handed out sheet with the history of snow removal at VFP by month over the years.

b. **MS** received a quote from Verdant Landscaping of \$705.00 to brine our roads and parking lot. Last year, it cost with TT to salt \$2165.00 for roads; \$5165.00 for driveways, roads and parking lot also.

c. Discussion regarding whether a contract was needed or not. **PL** motioned to set up a process to place a service call to Verdant Landscaping when needed. **JM** seconded. Approve 5-0.

### III. Grounds Maintenance Schedule

**PL**: Creek bed inspection needs to be done. **AW** will request it. Christ Home will contribute half of costs and PL will verify.

### IV. Total Turf

a. Total Turf is offering a service to residents to weed and clean out mulch beds.

i. Discussion ensued about whether this service could exclude other businesses offering the same service.

b. Q1 – 2023

i. **PL** will talk to Clayton after full inspection. Wait until spring.

### V. Exterior Change Requests for Approval

a. None

### VI. Maintenance Schedule

a. **MS**: geese are out of control. **PL**: another spray should be added; will also notify Christ Home.

b. Contracts

- i. AM Mechanical – due next month
- ii. Scott Air Conditioning - presented a renewal contract with a small increase for kitchen ice machine.
- iii. RICO copiers -**JM**: The contract allows for a 10% increase of the cost per copy every March 1st. This gives us full service and parts and ink; the paper is extra. Machine is getting old...parts at some point will not be available.
- iv. Projector screen lowering/raising working fine
- v. Temperature drop in Clubhouse. **RR** notes to watch in office, womens' bathroom, and fire pump room
- vi. Building outside fire sprinklers – need new contract. Will come from outside vendor

## VII. Open Items

- a. Annual snow notice to warn people of potential issues
  - i. CPM will send additional information to the Board to send to homeowners.
- b. Concrete and asphalt repairs
  - i. **AW**: emphatically stressed the importance of addressing repairs ASAP, being proactive, to avoid liability claims. Send notice about this to homeowners.
  - ii. Discussion ensued about creating new rule to ban skateboarding, rollerblading, and biking on pedestrian paths and all common roads.
- c. Aqualink bid
  - i. **AW**: bid sent.
  - ii. **MS**: our three-year contract has ended. New pricing increase is not that high.
  - iii. **MS**: motion to accept a new contract, with the possibility of a 2- or 3-year contract extension. **PL** seconded. Agreed 5-0.
- d. Fire features and insurance opinion
  - i. **AW** spoke to Lisa Albert at CAU, who consider them a fire hazard in their HOA communities.
  - ii. **RR** firmly reminded the Board that this item was tabled, researched, re-discussed, and turned down.
    - a. There are no provisions for fire features in the bylaws by McGrath.
    - b. HOA can be stricter than the fire marshal.
    - c. Our insurance advises against fire features. There are verification issues for the Board (insurance, safety), and responsibility lies with the Board.

- e. Discussion of Social Committee event planning conflicts
  - i. There exists many conflicts within and across the Social Clubs.
  - ii. **JM** has asked the Social Committee to update the social club guidelines, this should help resolve some of their issues.
- f. Discussion of Social Committee and rental of multi-purpose room
  - i. **JM** and **LN** set out a list of tasks for the Committee to discuss about renting the multi-purpose room.
  - ii. Conclusion by committee: dissolve the Committee, due to too many obstacles to overcome (i.e. – set-up, cost, take down, oversight of resident agreement to rent).
  - iii. **JM** motions to accept the committee’s unanimous recommendation not to rent the multi-purpose room for private rentals; **MS** seconds.
  - iv. Then, **PL** adds to the above motion to disband the committee; **MS** seconds. Passed 3 – 2. **MS, JM, & PL** - Accept the motion, **RR & LN** - Do not
  - v. **RR**: rules need to be changed if it’s stated that you can have a private rental event. **AW** reminds that the Board will need to vote on all rule changes. Will turn over to rules review committee.
- g. Purchase requirements for non-emergency large-type items (e.g. – signs, paving, laser projector, screens)
  - i. **LN** suggested that the Board always needs to obtain multiple bids for large purchases.
  - ii. Everyone agrees and remind **LN** that this practice is already in existence.
- h. CPR training
  - i. **LN**: we are set up with a company to offer this at \$25.00 per person, in March.
  - ii. The HOA will cover \$15.00 of the cost, passing \$10.00 cost to each attendee, which will be non-refundable.

## VIII. Correspondence

- a. None

## IX. Additional items

- a. **JM**: protocol for him to send to **AW** for E-mail Blast. Starting February 1.
- b. **JM**: xx Villa Drive sent letter about not conducting business from home. **AW** stresses to **LN** the importance of not talking to neighbors as a Board member independently, only as a neighbor; always maintain that separation of roles.
- c. **MS**: xxx Fairway wall work done. TT completed per quote.
- d. **MS**: Electrical inspection done; certificate will be sent after the bill is paid.

- e. **LN**: raised question of whether there is E & O (Errors & Omissions) protection for Board.
  - i. **RR**: the Board has D & O (Directors & Officers) coverage for \$1 million. **MS**: we have liability/surety bond coverage for \$10 million for Board members and community.
  - ii. **SF** questioned whether a Board member has to be a co-signer on checks. **SF** suggested contacting Edward Jones to see if **MS** could have permission to check account balances more frequently than once per month.
  - iii. **MS** suggested that **AW** require two outside signatures for renewing CDs, i.e.. – **MS** and **LN**.
- f. Pickleball
  - i. **MS**: for two courts, McGuinness will charge \$750 to paint; VFP needs to provide the nets.
  - ii. **PL** will handle it.
- g. Three plaques – for Jim Carson (flagpole), Bill Cohen (shuffleboard), and Sonny Rudnitsky (pool table).
- h. **MS** shared two ads, one for garage storage racks for the cabana, and also a fencing company.
- i. **RR**: will need a new certificate for bingo. Renewal in April.

**X. Next Board Meeting – Tuesday, February 28, at 9:30am.**

**XI. Adjournment**

**JM** motions to adjourn, **MS** seconds. Meeting adjourned at 12:50 pm.