

## **BOARD OF DIRECTORS MINUTES**

### **September 26, 2018**

**PRESENT:** Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Tina Talansky (TTa), Amy Wert (AW), Merle Neulight (Scribe)

#### **I: PRIOR MINUTES**

- A. **JM: MOTION:** Accept the minutes from August 22, 2018 as submitted. **PL:** 2<sup>nd</sup> All approved 5-0.

#### **II: GUEST FRED HAAS (FH)**

- A. **FH:** This is an older aging community. The past winters have been quite bad and FH feels that many residents would be interested in purchasing a back up home generator. By purchasing in quantity, there should be savings for those residents buying the generators. What is the board's thinking?
- a. **JM:** Are they safe? What about the noise level? How close to the homes would they need to be? Because of the different layouts of the homes, the careful placement of the generator so that it is not under another residents' window.
  - b. **MS:** We have searched this for the Clubhouse. The generator would probably need to be on a cement block, the color, etc.
  - c. **PL:** Needs extensive electric work, plus gas.
  - d. **RR:** Also the aesthetics, as far as uniformity. The generators are about four feet long and two feet wide.
  - e. **FH:** Would be interested in heading a committee to look into this as long as there is a technical person with him as there are many questions that would need to be answered regarding this.
  - f. **PL:** The Township would also need to be included with this.
  - g. **RR:** Also, a permit would be needed.
  - h. **FH:** Due diligence is necessary. The generator could handle an entire house or just part such as a refrigerator, heater, and air conditioner. A generator needs batteries but a generator is needed that will run continuously, not stop when the battery runs out.
  - i. **PL: ACTION:** Will call companies to inquire about generators.

#### **III: FINANCIAL REVIEW**

##### **A. Delinquency Review**

- a. **AW:** No one is delinquent.

##### **B. Treasurers Report**

- a. **MS:** There has been one home resale.
- b. **MS:** The phone bill is \$163, but should be \$59 less. We will be receiving a retroactive credit from the phone company.
- c. **MS:** All bills and credits match, however, the cable bill needs to be checked. **AW:** Cable bill will be \$51.90
- d. **MS:** We received \$3,892 from the Social Club; we received \$191.19 credit for the unusable newly ordered part for the vending machine

that was returned. To date, the vending machine dollar changer is inoperable; may need to replace the entire machine. Discussion. Tabled.

- e. **MS:** Our insurance from CAU is going to be \$15,113 for the 2019 year which included workers compensation, D & O Insurance, full replacement, and an umbrella policy.
- f. **MS:** Berardelli's Pool Service bill is \$750 for fixing many cracks. Also, the outside leveling pumps for the winter are deteriorated. We are purchasing two pumps from Berardelli's for \$249.95-buying one and the other is free.
  - i. **MS:** We should add to December's monthly to do list to bring the pumps inside which is recommended by Berardelli.
    - 1. **RR:** It may be more damaging bringing pumps inside during the winter versus leaving them outside and **replacing them every few years.**
    - 2. **JM: ACTION:** Will request instructions from the pump company about the necessity of bringing pumps inside during the winter.
- g. **MS:** Empire Fitness did some repairs in the gym.
- h. **MS:** Will obtain a service contract for the kitchen refrigerator and ice machine from Scott (HVAC).
- i. **PL:** Questioned about the pipes behind the ice maker not covered with insulation.
- j. **MS:** HBI will do the repairs, drain, walkway paths, cracks, etc. for \$1950, but does not include the price for the storm drains. The storm drains are an additional \$950.
  - i. **PL:** We need to adjust the motion from last month regarding not to exceed the cost of \$2000.
    - 1. **MS: MOTION:** Adjust the figure to \$2900 versus \$2000 for the above repairs by HBI, including the tennis court repairs. **JM: 2<sup>nd</sup>** All approved 5-0.
- k. **MS:** The oil tank was filled thanks to RR.
- l. **MS:** The 2019 budget needs to be done and will be distributed for Board review. If we decrease the roof by five years, the assessment should then be increased by \$3 each month per household. **PL: ACTION:** Will re-look at the roof cost analysis.
- m. **TTa:** We should hire some person part time to manage the Clubhouse to be a Clubhouse Manager.
  - i. **MS:** This should be discussed at the Annual Community meeting.
    - 1. TTa and AW will look into this and TTa will interview prospective persons recommended by AW. One of the duties of this person would be to walk through the Clubhouse on the weekends.

#### IV: LANDSCAPE AND ARCHITECTURAL

- A. **Quote from Flores for tree work/COI with Workers Compensation**
  - a. **PL:** Flores had to go to the state to obtain his Workers Compensation Certificate for which he applied.
- B. **AW:** Made a map for PL for the trees to be replaced this fall.
- C. **PL:** Five or six trees that were put in by TT died and will be replaced by TT at no charge.
- D. **MS:** TT needs to finalize the addendum to the landscape contract with VFP to include open and agreed to changes at \$75 per hour for one employee; \$125 per hour for 2 employees. Irrigation. One man must be checked.
- E. **MS:** There should be a separate contract for the flowers, watering and mums. At the main entrance, there should be bigger mums and more flowers. In the contract there should be a set number of flowers, not just an adjective of “more” flowers. This past season, the flowers at the front entrance to the development have been dismal.
- F. **AW: ACTION:** Will speak with Dan from TT regarding writing a flower spec contract. There is a three percent increase on the contract for some items.
- G. **BOARD:** Wants Dan from TT to attend a Board meeting to discuss the flowers at the front entrance and what he can do to improve the lack of quality in the front.

#### V: GROUNDS MAINTENANCE SCHEDULE

- A. **PL:** The second pruning is started and mulch bed and broad leaf weed control have been done. The fall annuals will be done this month.

#### VI: MAINTENANCE SCHEDULE

- A. **MS:** AM Mechanical HVAC will change the filters when the units arrive; pest control, lowering projector screen and insurance policy renewal have been done.

#### VII: OPEN ITEMS

- A. **Correspondence**
  - a. **PL:** XX Villa-Visited with resident and explained what needs to be removed from the resident’s garden. The resident will send an architectural request for the garden.
  - b. **AW:** XXX Villa-request about a tree replacement
  - c. **AW:** XX Villa-drain pipe issue. JM: Explained to the resident how to find the “pop up.”
  - d. **AW:** XXX Villa-sensitivity to pesticides-resident must be notified by TT by law before pesticides are sprayed in the community.
  - e. **AW:** XXX Villa-pesticide issue. **AW: ACTION:** Resident sent letter.

## VIII: ADDITIONAL ITEMS

### A. Estate Legal Opinion

#### a. RR: Clarification

- i. A "TRUST" is an entity, not a person. The owner of the property is the trustee and only the owner may vote. However, the owner may make the tenant/trustee their proxy. Every home is entitled to a vote.
- b. **RR:** The "trustee," for the home to be properly insured, must have HO4 coverage. A renter should have renters insurance.
- c. **AW: ACTION:** Will send a letter to the residents informing them that Continental Management must be updated on their home ownership.

### B. Fountain Update

- a. **MS:** It is time to give Gaspar Landscape and Design a deposit for the fountain to be put in the front of the Clubhouse plus a decision needs to be made about how water in the fountain will be hooked up.

### C. Replace Pool Furniture

- a. **MS:** Received prices from Telescope and Winston pool furniture. There is more value purchasing the furniture from Winston.
  - i. **MS:** 2-72" rectangular tables; 12-54" tables; 12 small round tables; 16 nine foot grade A umbrellas that tilt and crank (one year warranty; 16 Umbrella covers; 2 benches next to the spa; and 50 pound bases for the 14 umbrellas.
    1. **MS:** There is a savings by purchasing the furniture in the winter and Mt Lake Distributor will deliver the furniture in the spring. The cost is \$24, 329 plus the deposit and tax can be put on the credit card which will give us 2% back.
    2. **MS:** Three year warranty on top and Five year warranty on the tables.
  - b. **MS: MOTION:** Buy new pool furniture which is listed and accessories, which are listed above, from Winston for no more than \$25K which will be taken from the reserve. The new two benches will be taken out of Capital. JM: 2<sup>nd</sup>. All approve 5-0.

D. **JM: Leak in the 2<sup>nd</sup> stall of the ladies bathroom.** Plumber is coming.

E. **Decorating update**-still in progress.

### F. Camera

- a. **JM:** A crape myrtle is totally blocking one of our outdoor pool area cameras. Wants Bryan to move the camera into the lounge. **JM: ACTION:** Will discuss the cost from Bryan.

### G. Check Endorsement

- a. **RR:** Under no circumstances are any checks to be made out to an individual sponsoring an activity. The checks are only to be made out

to the Villas at Five Ponds. If an individual cannot adhere to this, then the person cannot chair an activity.

**H. Kitchen Sink Faucet**

- a. **TTa:** The hose spout in the kitchen sink should be longer so that it would not be as difficult filling the coffee pots and/or cleaning them. Would like to purchase the faucet at Lowe's, Grove Plumbing Supply or elsewhere. Board agreed. **TTa: ACTION:** Will purchase the hose.
- I. **JM:** There are excessive brown spots on the lawns. PL: Also noticed this. It is probably due to the rain.
- J. **JM:** Hopefully, Dan from TT will be here for our October 24<sup>th</sup> meeting as there are still snow contract issues to discuss.
  - a. **RR:** We should meet separately first just to discuss the snow contract issues.

X. **NEXT MEETING**-Wednesday, October 24, 2018 at 9:00am.

XI: **ANNUAL COMMUNITY MEETING**-November 13, 2018 at 7:00pm

**XII: ADJOURNMENT**

- A. **TTa: MOTION:** Adjourn meeting. **JM: 2<sup>nd</sup>** All in favor 5-0. Meeting adjourned at 11:55am.