



BOARD OF DIRECTORS MINUTES  
The Villas at the River  
Homeowners Association

**February 11, 2020**

Call to order at 9:58 AM at the Clubhouse by Jackie Seib. Quorum determined. The minutes from the January 21<sup>st</sup> meeting were approved as posted.

In attendance were Jean Bloomquist, Sandi Coons, Mary Huber (via phone), Earl Misch, Jackie Seib and Pam Fetke, Property Manager.

Others in attendance were: Sue Langbehn, Ann Palenske, Mark Carlock, Mark Coons, Kent Werger, and Rick Seib.

**Mailbox and Condo ID project – Earl Misch & Sue Langbehn**

Sue previewed the Mailbox and Condo ID presentation that will be given at the community social on Sunday, February 16<sup>th</sup>. There will also be an information display set up at the Clubhouse for those not able to attend the social. This project is expected to kick-off in the spring and be completed by mid-summer.

**Internal Audit review of 2017 and 2018 – Ann Palenske**

Ann Palenske presented the Audit Committee's review of 2017 and 2018. Each committee member selected one month in 2017 and one month in 2018 for comparing invoices to the checks and bank statements. No material changes were found. Ann also reviewed the committee's recommendations for improving and documenting our financial policies and processes. Once the 2019 tax returns are complete and filed, we will start planning for an internal audit of 2019. Also serving on the committee were Anne Brandt and Dick Bohanek. We thank the committee for their service.

**President's Report:**

The Board has received and is in process of considering a written proposal from Frank Petrowski of ALC for contracting services and oversight of infrastructure and projects that require technical expertise and coordination.

Mary has been investigating mobile phone apps that we could use for group texting to supplement our current methods of communicating. While the technology exists to have a cell phone fan out, there is not a free or paid application that is yet suitable for the Villas community. The Board will continue to explore the various options as they become available.

The Board received a thank you note from Shirley Klemish regarding her positive experience with ALC during her insulation improvement work.

**Vice President's Report:**

No new business to report.

**Secretary's Report:**

No new business to report.

**Treasurer's Report:**

The financial reports for January, 2020 are ready to be published.

Jean has been investigating upgrading from a 2016 Desktop version of QuickBooks to QuickBooks Online 2020. This upgrade would provide several benefits we don't have today including multi-user and Cloud back-up capabilities. The initial online version that was evaluated did not include a budgeting feature, so Jean has been in contact with QuickBooks and is currently waiting for a price quote that would include that feature before proceeding any further.

**Member at Large's Report:**

Earl to follow-up with the landscape committee regarding maintaining the decorative flower pots at the entrance to clubhouse and pool.

**Property Manager's Report:**

VC Sales have completed realignment of gutters on two more buildings (#'s 20 & 21) on Riverview Lane at a cost of \$1,575.00. Feedback on the work process and results thus far have been positive. Additional realignment of gutters by VC Sales will resume when weather permits.

ALC Maintenance has had several malfunctions in the rental insulation blower machine, putting final work in 2-5 units behind schedule. A new machine is now available and ALC and the property manager are scheduling those units for completion. Insulation for all buildings should be complete by mid-March.

We have found 3 additional attic access points in the (2) Chateau design units that will require more blown in insulation. This work to be completed ASAP.

We had a discussion regarding HOA expense being incurred for roof repairs. We discussed the possibility of having a roofing contractor do site inspections to help us identify which roofs are the worst and prioritize buildings for future roof replacement. Vent work in the remaining 6 six buildings (#'s 1-6) will require some roof repair because the old-style dryer vents allowed moisture build-up on the underside of the roof causing issues.

3072 Riverview Lane has requested permission to replace their existing fireplace with a direct vented system which will require some work on the roof. The property manager will follow-up with the co-owners regarding their request.

The Board is considering switching to a different attorney. The property manager has been pre-screening potential candidates and will be setting up times for them to meet with the Board, probably in April.

**Old Business:**

No old business to report.

**New Business:**

No new business to report.

**Next Board Meeting Date:**

March 23 @ 10:00 AM at the Clubhouse

**Co-owner Comments:**

Kent Werger asked about the criteria for when Second Nature comes to plow snow – it is 2” or more.

Adjournment: 11:24 AM

Respectfully submitted,  
Sandi Coons  
Board Secretary