



BOARD OF DIRECTORS MINUTES  
The Villas at the River  
Homeowners Association

**March 23, 2020**

Call to order at 10:03 AM by Jackie Seib. Quorum determined. Due to concerns regarding Coronavirus (COVID-19), today's board meeting was conducted via teleconference. The minutes from the February 11<sup>th</sup> meeting were approved as posted. The Board also held a workshop on March 10<sup>th</sup> to discuss the relationship between the HOA and ALC Maintenance LLC, and we are affirming the outcome from that workshop at today's meeting (more detail follows below under the President's report).

In attendance were Jean Bloomquist, Sandi Coons, Earl Misch, Jackie Seib and Pam Fetke, Property Manager.  
Absent: Mary Huber

**Mailbox and Condo ID project update:**

The Mailbox and Condo ID project that was approved at the 12/17/19 Board meeting is being put on pause due to Coronavirus (COVID-19) concerns. We agreed to proceed with the purchase of the mailboxes to take advantage of a negotiated discounted price, but the mailboxes will be stored until we are no longer required to self-distance and take other precautionary measures as directed by our government and health officials. The timeline for assembling and installing the mailboxes and signs will be communicated at a later date.

**President's Report:**

ALC Maintenance LLC update – As noted in the minutes for the January 21st and February 11th meetings under the President's Report, the Board has been in discussions with Frank Petrowski of ALC Maintenance LLC regarding our need for a project manager/central point-of-contact to advise

and oversee the complex infrastructure common area elements that require technical expert coordination for repair or replacement. After much thought and discussion, the Board made two motions that were electronically approved and affirmed at this meeting. The motions made, seconded and passed are:

**Motion #1**

County Wide Property Management (CWPM) may choose to utilize ALC at a special negotiated rate of \$65/hour to assist in areas of consultation as deemed necessary with Board approval.

**Motion #2**

1. ALC will be invited by the Board on a case-by-case basis to advise and work on issues of maintenance and services regarding the infrastructure including capital reserve projects. These projects might include, but are not limited to ponds, irrigation, construction issues and mechanics. For this service, ALC will be paid a special negotiated rate of \$65/hour.
2. ALC will be allowed to bid as general contractor on any project it is qualified and able to do. When possible, the Board will require 3 bids.
3. ALC will be invited by the Board on a case-by-case basis to oversee projects requiring technical expertise and coordination.
  - a. If ALC chooses not to bid or is not the winning bidder for large capital reserve projects over \$5,000, then the Board may consider hiring ALC to manage the project at the negotiated rate of 12% of the winning bid plus any change order costs. Projects of this nature might include, but are not limited to, roads, roofs, and mechanics. ALC will work directly with the Board on these decisions and then will liaison with CWPM and the Board or its HOA member representative for completion of said projects.
  - b. If ALC chooses not to bid or is not the winning bidder for smaller projects under \$5,000, the Board may consider hiring ALC to fully manage the project with a fee of \$500. It should be noted that most advising on smaller projects would be at the \$65/hour versus being "fully managed." If the Board does choose to have ALC fully manage a project, it should not exceed the \$500 fee unless the project is over \$5,000.

- c. If ALC is the winning bidder, then there will be no additional project management fee.

ALC was sent the two motions that we made and electronically approved.

The two motions have been reviewed and affirmed by Pam Fetke of CWPM.

The Vice-President will be reaching out to Mr. Petrowski regarding verbiage for a non-disclosure agreement.

The Board has prepared a FAQ (Frequently Asked Questions) document that will be distributed to residents along with the minutes from today's meeting.

Election Committee – The President has reached out to Barb Johns who has agreed to chair the election committee again. Other committee members will be confirmed shortly. As communicated in the 12/17/19 Board meeting minutes, the motion to approve Earl Misch to the Board was approved with two different end dates (either 6/30/20 or 6/30/21) pending clarification from our attorney. We agreed to allow the Election Committee to begin reaching out to co-owners to identify interested candidates, but to not distribute the ballots until the question regarding the duration of Earl's appointment is resolved.

### **Vice President's Report:**

During this time of Coronavirus (COVID-19) concerns, Jackie discussed the importance of checking in on our single and older residents. Jackie & Sandi will be organizing an action plan on this.

### **Secretary's Report:**

Sandi suggested that the Board consider using Google Docs when we need to collaborate on the creation of HOA documents. With Google Docs, everyone on the Board can work together in the same document at the same time as well as Chat and comment. You can selectively share a Google Doc to write, edit, and view wherever you are, for free. Consensus

to proceed was positive, so Sandi will be developing instructions and training for Board members. Once HOA documents are finalized, they will continue to be communicated and stored via our website.

Additionally, Sandi and Jackie will be investigating web conferencing options prior to the next Board meeting in April in case there is continued concern regarding Coronavirus (COVID-19).

### **Treasurer's Report:**

Jean has been investigating CD options in order to get a better rate of return than what we are currently getting on our money market. A potentially good option is the Liquid CD offered by United Federal Credit Union (UFCU) that allows up to two penalty free withdrawals per month (giving us access to the money whenever we need it) and no fees. Both the FDIC (banks) and the NCUA (credit unions) insure deposits of up to \$250,000 per institution; however, our combined operating and capital reserve accounts exceed that amount. Jean will be researching other credit unions and banks to see what they have to offer.

As mentioned in the 02/11/20 Board meeting minutes, Jean has been investigating using QuickBooks online; and this last month, was able to generate our financial reports from it. The less-expensive version that we purchased does not include a budgeting feature; however, Ann Palenske was able to help Jean find a work-around solution, and we thank Ann for her assistance.

Jean will be contacting our accountant to establish a timeline for conducting a financial review of 2019 but will be pausing on the internal audit of 2019 initially planned for end of April until Coronavirus (COVID-19) concerns have abated.

### **Member at Large's Report:**

Earl has been in contact with the Clubhouse and Library committees. He noted that most Clubhouse activities are pretty much shut down right now. Re-doing the flower pots/plantings near the clubhouse and pool are on hold until the weather cooperates. **NOTE: Subsequent to the meeting, the**

*Board was forced to close the clubhouse including its library and exercise rooms. See the Property Manager's report below.*

**Property Manager's Report:**

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, hopefully in April and by teleconference (if necessary).

**As communicated earlier, during the weekend of February 29th/March 1st, Beaudoin Electric was called in to reset and make repairs to the sewer lift station. Both pumps were pulled and cleaned - removing large amounts of paper products, i.e. sanitary-hygiene wipes, female products and wipes such as Lysol and Clorox for the cleaning of toilets. It has been determined that one of the two pumps will have to be replaced. CWPM is in the process of researching what pump to buy and negotiating its installation.**

The attic insulation improvement project is complete, including the clubhouse which was done at no additional cost to the HOA. Payment of the final invoice in the amount of \$33,000 was approved by the Board.

We were informed that AT&T will no longer sell U-verse services to new residents. Pam is researching the possibility of a Comcast bulk-rate contract for the HOA. *NOTE: Subsequent to the Board meeting, we were advised that AT&T will be offering AT&T TV - streaming as an alternative for new customers.*

*NOTE: Subsequent to the Board meeting, we were informed that the 'shelter in place' directive by Governor Whitmer determined the HOA cleaning service at the clubhouse is non-essential. Without weekly thorough cleaning the Board has decided to err on the side of caution and is closing the clubhouse to all co-owner usage. We are following state guidelines and will revisit this as updates from the state are received.*

The Clubhouse (CLH) access codes will be changed on 3/24/2020 for security reasons. The new codes will not be communicated to all the co-owners until the Clubhouse reopens.

Second Nature has begun Spring cleanup, as weather permits.

**Old Business:**

All residents are reminded to put disposable wipes of any sort in the trash and not flush them down the toilet. There are baby wipes and other personal hygiene wipes that say on the packaging that they're flushable, but wipes don't have the ability to break down like toilet paper and wind up clogging home and municipal sewer pipes as well as our lift station. These items do not belong in the toilet. We ask that you please use a waste can receptacle for these items and throw them out with your trash.

Sodus Township Neighborhood Watch Facebook page – We received notification that the Facebook page was up and running, but Board members have been unsuccessful in accessing it. Pam will be reaching out to Dave Chandler of Sodus Township for further instruction.

**New Business:**

Sue Langbehn requested permission to repair the cracks in concrete curbs on Riverview Lane and then seal all 170 total cracks (150 old plus 20 new) with a polyurethane concrete sealer at a cost of between \$75 to \$100. Motion to approve this request was made, seconded and passed.

Jean to investigate and report back on the "Nextdoor" app which is a local online hub to connect and share within a neighborhood.

**Next Board Meeting Date:**

Monday, April 20 @ 10:00 AM – virtual meeting

Adjournment: 12:13 PM

Respectfully submitted,  
Sandi Coons  
Board Secretary