



BOARD OF DIRECTORS MINUTES
The Villas at the River
Homeowners Association

April 20, 2020

Call to order at 9:58 AM by Jackie Seib. Quorum determined. Due to concerns regarding Coronavirus (COVID-19), today's board meeting was conducted via video conference. The minutes from the March 23rd meeting were approved as posted.

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

President's Report:

Election Committee: A motion was made, seconded and passed to approve election committee members as follows: Barb Johns, Chairperson, Betty VanBuskirk and Shirley Barrick. Based on the Board's interpretation of the By-Laws, we will be voting to fill two 3-year terms and one 1-year term (to finish Julie Crane's term ending on 6/30/21).

On March 24, 2020 a police report was made to the Berrien County Sheriff Dept regarding a trespasser subsequently identified as Eric Murphy. We have been informed that he was given an official warning to stay off our property. Any future sightings of this individual should be reported to 911 and further legal action may be taken. The Board wishes to thank those residents who not only reported this but took photos of the trespasser clearly identifying his presence on our property.

The dock has been moved to its warm weather position at the boat ramp. When restrictions are lifted for travel, the riverfront committee will replace missing/rusted bolts. The new dock lights have arrived and will be installed when temperatures permit. At the suggestion of our insurance agent, a no trespassing/no docking sign has been installed at the back of the private boat launch sign and is clearly visible from the river.

A visual inspection of the nature trail sign and the private boat launch signs indicate that these should be refurbished and repainted. The entrance sign needs to be touched up in areas where paint is fading and it has been requested that the gold colored paint be added to the outline to match the original signage. Perhaps this could be added to the mailbox/signage project with a slight increase in budget.

The driveway patches and repairs done last year need evaluation.

Vice President's Report:

Transition of responsibilities from President to Vice-President: Starting April 1, 2020, Mary Huber will start transitioning the responsibilities of President of the HOA to Vice President Jackie Seib. Mary remains President of the HOA until her term is finished, June 30, 2020. Jackie will be acting President until that time with Mary as mentor and counselor. This will ensure a smooth transition allowing Jackie time to learn to facilitate and oversee the HOA before she becomes our new President.

The Board will be working on more clearly defining HOA processes.

Secretary's Report:

As mentioned in prior meeting minutes, the Board is conducting a search for a new attorney. Interviews with three candidates are scheduled for Tuesday, April 21st via teleconference.

The timing of the Annual Meeting (normally held in May) will be delayed due to COVID-19 concerns and social distancing mandates. The Board is evaluating ideas for safely conducting the Annual Meeting.

Treasurer's Report:

The financial reports for March 2020 have been published.

Internal Audit Update: Jean reviewed the written comments from the Audit Committee for the years 2017 and 2018 as well as the responses on each point that she and Pam have prepared for the committee. Serving on the committee were Ann Palenske, Anne Brandt and Dick Bohanek. We thank the committee for their service. See the Internal Audit Report for 2017 & 2018 and a separate document outlining the responses discussed with the Board and the Internal Audit Committee. These will be posted to the website under the Financial Document section.

Jean has been in touch with Mark Giffels of CooperBoettger PLLC regarding a Financial Review of 2019. Plans are to send the information he needs by the end of April and have the Financial Review completed by the end of June.

CD update: Jean reviewed her recommendations to distribute HOA monies between two banks to have FDIC/NCUA insurance coverage on more of our balances and to earn a better rate of return than what we are currently getting on our money market account.

- A motion was made, seconded and passed to purchase a CD at Chemical Bank for \$100,000. This is the floor amount we want to keep in the Capital Reserve Account.
- A motion was made, seconded and passed to transfer the balance of the Capital Reserve Money Market account to a Liquid CD at United Federal Credit Union. The Liquid CD allows two penalty-free transfers per month giving us access to the money as needed while earning a better rate.

Member at Large's Report:

The Clubhouse remains closed until the governor's restrictions for Coronavirus (COVID-19) are lifted.

Mailbox & Condo ID update: The Board received and approved an updated timeline from Sue Langbehn for the already approved mailbox project. The new timeline is based on the limitations imposed by the coronavirus pandemic for social distancing and safe procedures for a limited number of workers.

As mentioned above in the President's report, the nature trail sign and the private boat launch signs need to be refurbished and repainted. Earl to follow-up with Sue Langbehn to see if this could be included in the mailbox/signage project.

Property Manager's Report:

A tree request for 3090 Riverview Lane was approved.

A motion was made, seconded and passed to replace the patio fence at 2902 Villa Lane (\$500 materials/\$750 labor).

As mentioned above in the President's report, the entrance sign needs to be touched up in areas where paint is fading and it has been requested that the gold colored paint be added to the outline to match the original signage. Pam to follow-up with Anchor Signs.

There has been some discussion on lawn care, which at present is not permitted by Michigan Governor Whitmer's executive order. Lawn Medic has been on-site and applied the initial Spring weed and feed. Their operation works under the Department of Agriculture and therefore has been authorized to continue working. This leaves us with grass beginning its Spring growth. Second Nature will be on-sight when the executive order is lifted.

Sewer Lift Station Update - As communicated previously in the minutes from 03/23/2020 under the Property Manager's report, we have been having issues with the sewer lift station. We reviewed lift station quotes from Kennedy Industries via ALC Maintenance LLC that included options to either purchase or lease. KJI Hydro was also contacted but did not bid. A motion was made, seconded and passed to approve the Kennedy leasing option at a cost of \$55,890 over 5 years. The first year (2020) part of the quote is to totally update the system including installation of two new pumps. This option also includes a 5-year service contract. At the end of the five years there is an evaluation; and if the contract continues, they install new pumps again at that time. Kennedy will service and maintain the pumps and equipment as part of the contract, so no more separate electrician charges for service. A primary contributing factor causing issues with the lift station has been the flushing of non-degradable wipes and other products down the toilets. **Residents are again reminded to not flush anything other than human waste and toilet paper.**

Next Board Meeting Date:

May 18, 2020 @ 10:00 AM – video conference

During this time of restrictions imposed by the Governor due to the coronavirus pandemic, we are doing our best to self-distance and still conduct the business of the HOA. If you have a specific question or concern, please contact Pam Fetke or the Board.

Adjournment: 12:09 PM

Respectfully submitted,
Sandi Coons
Board Secretary