



BOARD OF DIRECTORS MINUTES  
The Villas at the River  
Homeowners Association

**July 6, 2020**

Call to order at 10:04 AM at the Clubhouse by Jackie Seib. Quorum determined. The minutes from the June 24<sup>th</sup> meeting were approved as posted.

In attendance were Bob Barrett, Jean Bloomquist, Sandi Coons, Sue Langbehn, Jackie Seib and Pam Fetke, Property Manager. In attendance as guests were Charlie & Daverly Kozup, Nancy Gothberg, and Mark Carlock. Due to COVID-19 restrictions, attendance was limited to no more than 10 people at a time. At approximately 10:15 AM, Daverly Kozup left the meeting and Mark Coons joined as a guest.

**Charlie and Daverly Kozup:**

Charlie and Daverly Kozup presented a proposal to amend the Condominium By-laws as it pertains to the Board's authority to levy assessments. The Board thanked the Kozups for their proposal, which will be considered and discussed further at a future date.

**President's Report:**

- A motion was made, seconded, and passed to confirm election of officers for the coming year:
  - o Jackie Seib – President
  - o Bob Barrett – Vice-President
  - o Jean Bloomquist – Treasurer
  - o Sue Langbehn – Member at Large
  - o Sandi Coons – Secretary
- The chairperson for the Capital Reserve Committee will be transitioned from Sandi Coons to Bob Barrett and Sue Langbehn as co-chairs.
- Jackie Seib outlined her goals as President which include a return to open board meetings, improving HOA processes, and additional opportunities for co-owner feedback and participation. She suggested quarterly or monthly newsletters, quarterly Town Hall Meetings and resident surveys. The board will be meeting twice a month for a while... our normal board meeting and an additional workshop session until we are up and running.
- We will be scheduling a team-building seminar for the Board and property manager.

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

- Riverfront Erosion Committee update
  - o The fill dirt delivered down by the boat dock was moved today (July 6, 2020) by B&Z at no additional charge to the HOA. As mentioned in the Minutes from 06/24/20 under the Vice-President's report, we asked B&Z to move the dirt out of the flood plain. About 10 yards were saved for repurposing, and the rest of the dirt was taken away as we are unable to use it in the foreseeable future.
  - o The committee is in contact with EGLE (Environment, Great Lakes & Energy) looking for options on what we are allowed to do in the flood plain along the river and what permitting is required.
  - o After reviewing maps from Wightman and FEMA, it was determined that a good deal of the nature trail is outside of both the conservation area and flood plain and therefore could be improved.

### **Member At Large Report:**

- Mailbox & Condo ID update
  - o Currently working on the 911-type signs for the mailboxes. Will take 2 to 3 weeks to complete.
  - o Some of the labels on the mailboxes are peeling due to intense sun. Sue Langbehn will be reattaching the labels using a different adhesive.
  - o John Huber is printing 15 new signs.
  - o Sue Langbehn to build the signs and mount to backing boards and posts.
  - o Installing sign posts and placement: Will have help from Mark Coons, Charlie Kozup, and Bill Langbehn. Will take 3 to 4 weeks to complete.
  - o John Huber is putting together a file of all the mailbox and Villas signs information for posterity in case we ever need to reference it.
  - o Financial recap for this project:
    - Budget: \$10,000
    - Spent so far: \$5,779.59
    - Still to Spend: Ink and vinyl - \$500, Sign posts - \$200, Solar lights - \$100, Misc./small parts - \$100, Other \$100. Total \$1,000.
    - Total projected spending: \$7,000.00

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

- Capital Reserve projects for 2020
  - o East Villa Lane replacement – On July 2, 2020, the Board met with Ron Barrick who provided his insights on the road project, and we thank Ron for his input. The Board asked the property manager to get quotes for soil borings from Wightman, Merritt Engineering, and Abonmarche. The purpose of the soil boring test is to confirm the composition of the road base and provide information on what needs to be done to the road base prior to resurfacing it.

- Finishing the Vent Cap project – The remaining buildings are #1-8, with the exception of one unit in building #7. The master bath vents in the older buildings are fairly accessible; the guest bath vents are harder to access (may have to remove roof decking to access). As mentioned in the Property Manager’s report below, two contractors have agreed to review the vent cap project in order to finish the project.
- Despite prior communications, we continue to have occurrences of the lift station needing service to pull and clean the pumps because they were clogged with materials not appropriate for flushing down the toilet. Some residents may not read the board minutes. Some may not read the email notices, or some residents may not have a computer or email service and therefore, don’t see the notices. Some residents may have a cleaning service and the cleaning crew may not be aware of the limits on what is permissible for flushing. The Board received a suggestion from one of our residents to hand deliver an educational notice to each unit asking new and current co-owners to sign it as their acknowledgement that they received the information. The Board has decided to act on this suggestion. This may seem like a heavy-handed approach to getting the message out, but servicing and replacing lift station pumps is expensive, and we cannot risk the system going down entirely and then we have no sanitation service.

**Treasurer’s Report:**

- The June Treasurer’s Report will be ready by the end of the week.
- A motion was made, seconded and passed to update the signatories at United Federal Credit Union (UFCU) and Chemical Bank as follows:
  - United Federal Credit Union (Signers are current Board members plus the Property Manager)
    - Jackie Seib – President
    - Robert Barrett – Vice-President
    - Jean Bloomquist – Treasurer
    - Sandra Coons – Secretary
    - Susan Langbehn – Member At Large
    - Pamela Fetke – Property Manager
    - Please remove previous Board Members: Mary Huber, Earl Misch, Allyn Ernst, and Julie Crane
  - Chemical Bank (Signers are current Board members only)
    - Jackie Seib – President
    - Robert Barrett – Vice-President
    - Jean Bloomquist – Treasurer
    - Sandra Coons – Secretary
    - Susan Langbehn – Member At Large
    - Please remove previous Board Members Mary Huber & Earl Misch

- We have been notified that Chemical Bank is changing its name to TCF Bank effective August 10, 2020. The two banks merged together last year and are now completing the merger. So, you may see the reports indicate a name change in August.

### **Property Manager's Report:**

1. Capital Expense: As mentioned in the Minutes from 06/24/20 under the Property Manager's report, we took delivery of the remaining unused vent caps from ALC on June 25, 2020. Two contractors have agreed to review the vent cap project in order to finish the project.
2. Capital Expense: Dave Vavra and Mike Sverid quoted painting the shutters. There was a discrepancy between the quotes as to the number of shutters to be painted, so the property manager was asked to clarify with Vavra and Sverid how they arrived at their count on the number of shutters in their respective quotes.
3. Dave Vavra provided a quote for painting the exterior of a Villas Quad (4-unit building). We asked the property manager to obtain 2 more quotes.
4. The property manager opted to mail the remaining 35 HOA photo directories.
5. The property manager provided three (3) quotes for applying mosquito treatment for all 24 buildings, the clubhouse, and nature trail.
  - Mosquito Squad - \$6,084 (6 treatments)
  - Mosquito Shield - \$9,700 (7 treatments)
  - Pabco Pest Control - \$3,200 (per treatment)Since mosquito spray was not planned for in the 2020 operating budget, and due to the high expense overall, we asked the property manager to explore the possibility of a per building group discount rate that could be negotiated for residents wanting to proceed with mosquito treatment at their own expense.
6. Thank you to John & Mary Huber for creating signs for the clubhouse and pool.
7. Thank you to Betty Snider, Sandi Coons and Mary Huber for purchasing sanitizing products and hand-sanitizer for use in and around the clubhouse and pool.
8. Hayman Wildlife Mgmt. has been trapping a variety of unwelcome animals on Villas property. He has advised, as communities age, wild animals that were once driven off during construction begin to return after approximately 10 years.
9. The pool has opened and Ryan, the technician, has been diligent in keeping it in excellent condition. Some of the HOA co-owners have begun using the facility, giving it 'rave' reviews. The decorative broken tiles have been replaced.
10. We have also received pleasant comments on opening the library.
11. Kennedy Industries has acknowledged our payment on account and will keep the property manager informed for future scheduling for installation of the new lift station pumps.
12. The small pond issue of the fountain cavitating has forced us to turn off the fountain. It is thought that the cavitation issue is caused by an excessive amount of debris in the pond clogging the intake. To date, the property manager has contacted four different companies, but all have declined to quote

- dredging the small pond. The property manager has researched the small pond fountain by reading the manual and speaking with Fliers (pump distributor). The property manager will continue to search for other contractors and will also be reaching out to Al Ernst & Mark Coons for help with finding a solution.
13. Sale of 2864 Villa Lane closed on 7/1/2020. Buyer is Debbie Luango.
  14. A motion was made, seconded and passed to approve proposed landscape improvements @ 2864 Villa Lane. Second Nature Gardens will be cleaning up the corner and installing (2) 6/7' Hemlocks and (3) yds brown mulch for \$1,270.00.
  15. The pool passed the Berrien County Health Dept. inspection on 6/29/2020.
  16. On 6/29/2020, the board approved a proposal from the property manager (that was reviewed with the health department) to bring additional furniture to the pool area. We can add an additional table w/2 chairs in the SE corner of the deck & perhaps 2-3 more chaise lounges. The property manager will be coordinating a date with volunteers to bring out the additional furniture.
  17. VC Sales is working on the gutter alignment for the remaining (4) buildings (#'s: 5, 6, 7, 17).
  18. 2859 Villa Lane – pending sale, Buyer: Janet Sperbeck
  19. 3104 Riverview Lane – pending sale, Buyers: Don & Audrey Johnson

**New Business:**

We received a proposal for Mark Carlock's band to perform at the Villas mid to late September. We can do this outdoors, social distance and have fun. Mark Carlock will propose some dates. More to come on this.

**Old Business:** none

**Co-Owner (Guest) Comments:**

Mark Carlock – Clubhouse microphones will work outdoors, but we don't have speakers. Pam Fetke thinks John Huber may have speakers we can use.

To save money, Nancy Gothberg suggested we use volunteers to hand deliver communications instead of using the postal service.

**Next Board Meeting Date:**

August 19 @ 10:30 AM @ the Clubhouse \*

*\*Until COVID-19 restrictions are lifted, co-owners wishing to attend must make a reservation with the property manager so that we do not exceed the maximum capacity allowed for an indoor gathering.*

Adjournment: 11:56 AM

Respectfully submitted,  
Sandi Coons  
Board Secretary