



BOARD OF DIRECTORS MINUTES  
The Villas at the River  
Homeowners Association

**August 19, 2020**

Call to order at 10:30 AM at the Clubhouse by Jackie Seib. Quorum determined. The minutes from the July 6<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 Rick Seib, Ed Johnson, Anne Brandt, and Mark Carlock.

**3078/3072 Riverview Lane Co-owner request**

Rick Seib walked us through a chronology of events regarding soil erosion on the south hillside of building 20 dating as far back as 2016 when the Developer was still operating at the Villas. During the Fall of 2019, there was a meeting between the co-owners, HOA Board, Property Manager, and Second Nature Gardens to review what work was needed to mitigate erosion; and an agreement, in principal, was recorded in our Board Minutes\_111319 under Old Business. The landscape work was completed in June 2020. The co-owners request reimbursement for the portion of the landscaping that was for erosion mitigation (\$5,250.00/per co-owner) and not for the entire amount of the landscaping. No decision was made during the open meeting.

*Subsequent to the open meeting, Sue Langbehn moved and it was seconded that we reimburse 3078 & 3072 Riverview Lane co-owners \$5,250.00/each for the work performed to repair and mitigate hillside erosion on the southside of building 20. The motion passed by majority; Jackie Seib abstained. It should be noted that most of the money to fund this request (\$9,300.00) came from dollars left over from the repair of garage door panels where the insurance reimbursement exceeded the cost of repairs.*

**3072/3078/3082 Riverview Lane Co-owner request**

Bob Barrett requested to install handrails on up to three sets of steps leading down to gardens at 3072/3078/3082 Riverview Lane at no cost to the HOA. No decision was made during the open meeting.

*Subsequent to the open meeting, Sue Langbehn moved and it was seconded that we approve Bob Barrett's proposal to install handrails on up to three sets of steps leading down to gardens at 3072/3078/3082 Riverview Lane at no cost to the HOA. The motion passed by majority; Bob Barrett abstained.*

**The Board affirms and communicates the following Motions that were approved since the last Board Meeting on July 6, 2020:**

- On July 7, 2020, Jackie Seib moved and it was seconded that we earmark an amount not to exceed \$500.00 for a pre-application submission to EGLE (Environment, Great Lakes & Energy) which would allow the opportunity for an on-site evaluation of the riverfront. This would give the HOA a written assessment of the regulatory requirements and feasibility pertaining to any proposed modification to the riverbank and floodplain areas in question. The motion carried unanimously.
- On July 21, 2020, Jean Bloomquist moved and it was seconded to approve a request made by the Landscape Committee to purchase mulch for the new flower bed behind the pool at a cost of \$70. The mulch will be spread by the Landscape Committee. The motion carried unanimously.
- On July 30, 2020, Sandi Coons moved and it was seconded to conduct an internal audit and process review of the attic insulation improvement and vent cap project. Scope of the audit to be determined by the Board. The motion carried by majority; Jean Bloomquist voted against; Bob Barrett abstained.
- On July 30, 2020, Bob Barrett moved and it was seconded to contact the HOA attorney for guidance regarding Kozup's proposal to amend the condominium by laws regarding 2.4. special assessments. The motion carried unanimously.
- On July 30, 2020, Jean Bloomquist moved to approve the David Vavra quote for \$14,800.00 to paint two (2) buildings (#10 and #15) plus the remaining 212 shutters. The motion carried unanimously.
- On July 30, 2020, Bob Barrett moved to approve the East Villa Lane soil boring quote from Wightman at a cost not to exceed \$2,200.00. Services are to include:
  - Install four hand augured soil borings to a depth of 3-feet to determine the pavement, base and sub-base thickness, condition and composition and native soil type beneath the roadway.
  - Prepare soil boring logs to document the findings of the soil borings.
  - Prepare a letter report reviewing the existing conditions as represented by the soil boring logs and put forth their thoughts about the best way to fix the road.The motion carried unanimously.
- On July 30, 2020, Sue Langbehn moved to approve Landscape Committee requests proposed on 7/20/20, items #2-4 ...
  - #2 – 2886 and 2884 Villa Lane would like to turn the utility box area between the 2886 Villa Lane driveway and the Clubhouse into a flower bed, similar to the corner of Villa Lane and Riverview Drive. They would like to use a mix of grasses with some daylilies and black-eyed susans mixed in. The area would be a half-circle that would encompass the light pole and utility boxes, but would not extend into the drain located there. As with the Villa/Riverview lane area, when completed it will be Villas responsibility to maintain. This would improve the beauty in the area and minimize the amount of hand trimming by Second Nature.

- #3 – After the installation of the new signage by the mailbox crew, the landscape committee would like to extend the parking lot flower bed to encompass the new sign and all eight mailboxes. This would improve the beauty in the area and minimize the amount of hand trimming by Second Nature.
  - #4 – The landscape committee would like to trim along the guardrail on the west side of Riverview Drive. They would trim trees and brush approximately 1 to 2 feet away from the guardrail. This would not be as extensive as was done on the east side last winter.
  - #5 – Note: A fifth request (item #5 from the 7/20/20 proposal) was tabled until next Spring.
- ... as well as an additional request made on 7/28/20 ...
- #6 – Request to trim the bottom tree branches from 2884 Villa Lane to the intersection of Villa Lane and Riverview Drive. Would be using a pole saw to reach approximately 8 to 10 feet and trim the branches that overhang Villa Lane. The debris from this trimming would be cut up and dropped over the bluff where it would be out of sight. This would improve visibility for the cars in this area and allow more sunlight to reach the grass.

The motion carried unanimously.

- On July 30, 2020, Bob Barrett moved and it was seconded that we approve construction by John Huber of a lectern for the Clubhouse at an estimated cost of \$550.00. The motion carried unanimously.
- On August 8, 2020, Sue Langbehn moved, and it was seconded to approve the new price of \$145.00/month from AT&T for TV and internet at the clubhouse. The motion carried unanimously.

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

- The past President has been presented with a \$100 gift card as a thank you for her many years of service to the community.
- Vent Cap Project – The Board discussed whether to wait on installing the remaining vent caps until the roofs are replaced or to proceed with replacing the dryer vent caps only and wait on the bathroom vents until the roofs are replaced. Jean Bloomquist moved and it was seconded to have Mark Carlock inspect the dryer vents on the remaining units. The remaining units are: all units in buildings 1-4, 2 units in building 5 on the east side, 3 units in building 7 (all but 2889), and building 8. The motion carried unanimously.
- The Board met with our attorney, Mark A. Miller, on August 10, 2020, to discuss a proposal we received for amending the Condominium By-Laws as they pertain to the Board's authority to levy assessments. The Board has decided to survey the membership regarding the proposed change including the estimated cost.
- On August 17, 2020, the Board and the property manager attended a team building seminar facilitated by Deb Terry of Skillblenders at no charge to the HOA. Sue Langbehn moved and it was seconded that we give Deb a \$100 stipend to thank her. The motion carried unanimously.

- Update on development of HOA Processes – The Board reviewed the process for Board meetings, and the President also distributed some additional drafted processes for Board member review and comment.
- Newsletters – Discussion tabled until later.

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

- Riverfront Erosion Committee update – The committee has contacted EGLE (Environment, Great Lakes & Energy) for a preliminary inspection and site review of our riverbank. This is required to address any future work. EGLE has acknowledged our application, and we are in their queue but do not have a scheduled date at this time.
- Lawn Medic performance – Overall assessment from residents is positive, but there's an issue of overspray of weed treatment killing plants in the mulch area.
- Bob Barrett suggested using block captains when we need to hand deliver information. This will be explored further.
- Wightman has completed road soil borings to analyze requirements for repaving East Villa Lane. Initial impression was favorable in terms of the road base. We are now awaiting the engineering report.

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

- The internal audit committee will be conducting an internal audit and process review of the attic insulation improvement and vent cap project. The committee members for this audit are Ann Palenske, Dick Bohanek, and Charlie Kozup. The first meeting was held on 8/6/2020. The Secretary was tasked with refining the proposed verbiage of the audit scope for further Board review.
- The above committee will also be tasked with conducting an internal audit for 2019 (full year) and the first half of 2020.

*Subsequent to the meeting, Sue Langbehn moved and it was seconded to approve the audit scope as follows: The purpose of this audit is to provide the members of the HOA with the facts regarding the administration of the Attic Insulation Improvement & Vent Cap Project from inception to special assessment, to final implementation and completion. The auditors will be comparing the facts regarding the administration of this project to generally accepted best business practices. The auditors will be preparing a report of their findings and recommendations which will be published to the members along with a response from the Board. The Board would like to emphasize that our goal in conducting this audit is to have better processes going forward. The motion passed by majority; Jean Bloomquist abstained.*

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

- Jean Bloomquist moved and it was seconded to approve a proposal made by Sandi Coons to create an HOA office in the small meeting room at the Clubhouse. The motion carried unanimously. The Board also approved that Mark Coons may purchase and install a new handle on the office door at an estimated cost of \$50.00.

- Sandi Coons moved and it was seconded to approve an updated version of the Community Policies & Guidelines amended version 081920. The motion carried unanimously. The updated policies will be distributed to co-owners at the annual meeting being planned for in September.

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

- Clubhouse COVID Cleaning Update – The Clubhouse is being cleaned daily thanks to resident volunteers Betty Snider, Judy Draper (replaced with Don Hettig), Cynde Small, and Shirley Barrick plus Mark Carlock. The volunteers are each tasked with 1 day a week (M, W, TH, SA, SU). Call the Mrs. is cleaning on Tuesdays and Fridays.
- Pool Update – A pool handrail cover (purchased by the HOA) and pool thermometer (donated) were added.
- Clubhouse Purchases – 2 kick plates for bathroom doors, wall pocket for the Material Safety Data Sheet (MSDS) book, 2 ROKU TV remotes, small clock, large clock, 6 bins for decoration storage, hot/cold cups, 4 small waste receptacles for restrooms, and 8 laminated signs for the restrooms.
- A Lectern is being built by John Huber.
- Villas ID and Mailbox Project – Sprinklers were causing the backing tape on the 911-type signs to come loose; they were secured with screws. 16 major signs were printed by The Sign Shop. The Welcome Home and East Villa Lane entry signs have been installed. The rest are in-process.
- Attic Rodent Eradication Problem – Bob Barrett moved and it was seconded to approve up to \$250.00 for Sue Langbehn to experiment on one building a test of filling in the gaps between the stone wall and the wood fascia board to prevent rodents from entering the attics. Buildings 14 or 17 were proposed as each already has one unit with the gaps sealed. The motion carried unanimously.

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

- The property manager is in process of bidding out concrete work at 2908 Villa Lane and 2894 Villa Lane.
- Confirmed the price for AT&T TV and internet at the Clubhouse will be \$152.40 plus tax.
- 2939 Villa Lane is having a bathroom shower stall leakage issue in the drain pan to the floor. The HOA will reimburse the co-owners at an estimated cost of \$1000.00-\$1200.00 as this was defective from the beginning.
- Sewer Lift Station update – Kennedy Industries will be out next week to pull one of the pumps and take it with them to modify the new pumps to fit our brackets.
- VC Sales gutter alignments update – project is done at a total cost of \$19,147.
- Painting update – Building #15 in process and Building #10 will be painted next week. Shutter painting is going slower than expected.
- Asphalt quotes – The property manager provided quotes from Arnt Asphalt and Shembarger Asphalt for crack fill and sealant application. Arnt Asphalt quoted \$13,500.00 and Shembarger Asphalt quoted \$10,837.00. Sue Langbehn moved and it was seconded that the property manager go back to the asphalt

contractors to see if Arnt will match the Shembarger bid and also to verify availability on their schedules for September. The motion carried unanimously.

### **Old Business:**

- Pool Guidelines – The Board was asked to please bring to the attention of our residents that there have been several violations of the pool rules such as too many non-resident guests and children during "adults only" restricted times. The maximum number of guests allowed in the pool area is five (5) per co-owner household. Specified times have been designated for adults only to enjoy the pool. These times are 8 to 10 AM and 5 to 7 PM daily. Anyone under the age of eighteen (18) is not allowed during these times. All residents are reminded to please follow the guidelines. Mark Carlock was asked to re-install the adults-only hours sign that was taken down at the pool to make room for the COVID rules.

### **New Business:**

- Annual Meeting - Due to the Coronavirus pandemic, the annual meeting was postponed from its usual May timeframe. We decided on holding an outdoor meeting on Sunday, Sept. 13 @ 4:00 PM (Rain date Monday, Sept. 14 @ 6:00 PM). More will be communicated as plans are finalized.
- Power Outages – Please know that there are three options for reporting power outages and for receiving outage alerts and updates.
  1. Call the Indiana Michigan Power Customer Center @ 1-800-311-6424.
  2. Go to the web address <https://indianamichiganpower.com/> and create a user account. Then under the "My Account" tab, select "Alerts & Communication Preferences" and specify how you would like to receive power outage alerts and updates.
  3. Download the Indiana Michigan Power mobile app onto your mobile device and then under Settings manage your preferences for Alerts. If you have an Apple iPhone or iPad, install it from the App Store. On Android, install it from the Play Store.
- The Board discussed the need for a part-time person to help Mark Carlock with seasonal maintenance – No decision made; tabled for now.

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

Anne Brandt – Suggested that we share the Board Meeting Agendas with residents in advance of the meetings; suggested using surveys for getting feedback from co-owners prior to making decisions; hopes that we will have the annual meeting soon as people are hungry for information.

Mark Carlock –

- We need a mid-year crabgrass application – Pam to follow-up with Lawn Medic.
- Block Captain idea (under the Vice-President's report) – Mark suggested we consider shared driveway groups rather than assigning Block Captains by building.
- Mark is willing to help with power outage training.

- The Board asked Mark to change the code to the Key Box.
- Suggested creation of a Word document for building maintenance events (e.g., when roofs are replaced, buildings repainted, etc.) that can be shared with residents.
- Suggested to set up an iPad at the Clubhouse so people can watch Board meetings live.

**Next Board Meeting Date:**

Tuesday, Sept. 22 @ 1:00 pm @ the Clubhouse\*

*\*Please note! Until the Governor's 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 indoor gatherings. Because we can only have 10 people attend the Board meeting, (the board members make up 6 people, so that leaves 4 seats available) we ask that if you have been able to attend a Board meeting in the last 3 months that you give another HOA member a chance to attend. Thank You. Presenters can attend a second meeting if they leave the meeting immediately following their presentation.*

Adjournment: 1:45 PM

Respectfully submitted,  
Sandi Coons  
Board Secretary