



BOARD OF DIRECTORS MINUTES
The Villas at the River
Homeowners Association

September 22, 2020

Call to order at 1:00 PM at the Clubhouse by Jackie Seib. Quorum determined. The minutes from the August 19th 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 Ed and Grazina Varnelis, Maggie Johnson, and Ann Palenske. Due to COVID-19 restrictions for indoor gatherings, attendance was limited to more than 10 people at a time. At approximately 2:20 PM, Pam Fetke left the meeting and Mark Coons joined as a guest.

Internal Audit Committee report – Ann Palenske

Ann Palenske presented the audit results for: 1.) the internal audit and process review of the attic insulation improvement and vent cap project; and 2.) the internal financial audit for the 18 months of January 1, 2019 through June 30, 2020.

The report for the audit and process review of the attic insulation improvement and vent cap project is comprised of three sections: 1.) Summary of Information; 2.) Timeline; and 3.) Recommendations for Best Practices Going Forward. Ann provided the following context and background:

In 2016, the developer for the condominium association turned over management of the HOA to the Villas Board of Directors. The developer's primary goal was to sell condominiums and get out of the business of property management as soon as possible. Our objectives, as co-owners, are far more long term in nature.

We are learning as we go. Some things have worked and some things have not. It is an ever-evolving process, and will continue to evolve as we continue to work together to maintain and improve our property. The review of this first major project undertaken since the Board took over from the developer is designed to identify going forward what we can do to improve our processes.

As stated in the August 19, 2020 Board minutes, the audit scope is 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.

Ann then reviewed the findings and recommendations for the internal financial audit for the 18 months of January 1, 2019 through June 30, 2020.

Serving on the internal audit committee were Ann Palenske, Dick Bohanek and Charlie Kozup. The Board thanks the committee for their service.

Both of the audit reports and the Board's response to each will be published to the membership and posted to the website.

Property Manager's Report:

The pool is tentatively scheduled for closure September 25th. Pool Furniture scheduled to be removed on September 28th. Pam Fetke to send a notice out to the co-owners.

Painting update:

- Building #15 – body paint in progress, prep and trim paint done
- Building #10 – in progress
- Shutters – W. Villa Lane is done; inside of 'horseshoe' on Villa Lane is ½ done; Riverview Lane not started
- Pam explained the slow progress is due to the painting contractor having a reduced staff due to COVID.

President's Report:

Jean Bloomquist resigned from the Board effective September 22, 2020. Jean has served on the board since 2011, and we thank her for her many years of service to the community.

Subsequent to the open meeting the following motions were made:

- *According to Article 3.6 of the Association By-laws, the remaining Board is authorized to fill a vacancy by appointing a successor to serve until the next election. Jackie Seib moved and it was seconded that we appoint Charlie Kozup to the Treasurer's position. The motion carried unanimously.*
- *According to Article 4.1 of the Association By-Laws, the Board may appoint an Assistant Treasurer. Jackie Seib moved and it was seconded that we appoint Ann Palenske to serve as Assistant Treasurer. The motion carried unanimously. Ann's role will be to assist the Treasurer with QuickBooks entry and other tasks as needed.*

Included in the packet distributed at the Annual Meeting, was a survey seeking co-owner input regarding a possible change to the By-Laws. Residents are reminded that their survey response is due Monday, September 28th. Completed surveys should be addressed to Jackie Seib and put in the community drop box next to the clubhouse.

Anne Brandt has provided the Board with options for video conferencing board meetings. The Board is reviewing this information.

Residents are reminded that putting solicitations in the newspaper holder of the mailboxes is not allowed, per our Policies and Guidelines.

A volunteer group comprised of Pat Barrett, Joan Smith, Greg Koroch, and Vic Palenske have volunteered to develop a community newsletter.

Vice-President's Report:

Riverfront Erosion Committee update - EGLE on-site visit was held on Friday, 9/18/20. The gentleman from EGLE answered a lot of our questions.

- He provided names of some qualified contractors and talked about permitting.
- Discussed the option of possibly planting willows or native dogwood to retain the bank. Bob Barrett & Committee will be getting input from the affected co-owners.
- Discussed removal of dead trees.
- Discussed the option of doing a rip-rap barrier in certain spots on the river and indicated that even if we elect to do that, we were at least 2 years out because the priority of in-demand materials and contractors is currently focused on the Great Lakes.
- There is a 20-day public notice required before we do anything along the river.

It should be noted that the Riverfront Erosion Committee has not yet made any specific recommendations for consideration or approval by the Board.

Kennedy Lift Station update - The final phase of installation of the new lift station pumps will take place on Wednesday and Thursday (September 23 & 24).

The Wightman & Associates engineering report was received on 9/11/20. The report contains the results of the soil boring tests done on East Villa Lane. Review and discussion of the engineering report is planned for the October Board meeting agenda.

There will be a Nature Trail "Distancing Social" next Saturday, September 26 @ 4:00pm. Bring your own drink/snack and visit around the Riverview Lane "circle" or head down to the river and river park to enjoy our beautiful community riverfront!

Treasurer's Report:

Financial Reports for August were published to the website on 9/12/20.

Secretary's Report:

The Board affirms and communicates the following motions that were approved since the last Board Meeting on August 19, 2020:

- On 8/23/2020, Bob Barrett moved and it was seconded to approve the quote from Shembarger Asphalt in the amount of \$10,837.00 for crack fill and sealant application. The driveway work will include Buildings 9-17 plus units 2881 &

2887 in Building 7. Hot Crack sealing will include Clubhouse parking, Boat ramp area, West Villa Lane, and Riverview Lane. The motion carried unanimously.

- On 8/24/2020, Bob Barrett moved and it was seconded to approve the Board Meeting process as originally written and reviewed at the Board Meeting on 08/19/2020. The motion carried by majority. Jean Bloomquist voted against.
- On 8/30/2020, Sue Langbehn moved and it was seconded to approve \$110.00 for Mark Carlock to buy materials for and to build a shelf unit at the Sodus Storage unit. The motion carried unanimously.
- On 9/9/20, Bob Barrett moved and it was seconded to purchase mulch for the nature trail at a cost \$159.00. The motion carried unanimously.
- On 9/14/20, Bob Barrett moved and it was seconded to purchase 100 Ft of drainpipe for the nature trail at a cost not to exceed \$36.00. The motion carried unanimously.

Member At Large Report:

Mailbox & Condo ID update – This project is complete at a total cost of \$8,978.22

Clubhouse update:

- Mark Coons, Bill Langbehn, and Sue Langbehn finished the retaining wall behind the clubhouse.
- There is rotted wood on the exterior columns on the clubhouse that needs repair.
- Sue Langbehn fixed the cover on the woman's bathroom drain.
- 12 LED light bulbs were donated for the lights in the conference room.
- Gretchen Rock donated 2 free shelf units to be used in the storage room off the clubhouse.

Our units are aging and on-going maintenance is becoming a bigger issue for us. Sue distributed a revised "Fix-It List" identifying who might do the work: volunteers, CID, or outside contractors. Those interested in volunteering to help with minor maintenance repairs are encouraged to reach out to Sue Langbehn.

The expenses for the new clubhouse lectern came in at \$680 dollars, but we only approved \$500 (recorded in the Board Meeting Minutes 081920). Sue Langbehn moved and it was seconded to increase the amount approved from \$500 to \$700 to cover technical upgrades and expenses that were higher than anticipated for the lectern. The motion carried unanimously.

We discussed a tree branch overhanging the back of 2864 Villa Lane. The tree is not on Villas property; so, we need to talk to the property owner before taking action. If we have his approval, this could be included when we have other tree work being done.

Regarding driveway patches on W. Villa Lane, these patches should have been done before sealing but CWPM could not find an available contractor. Most of the problems will be fixed when we can get the lower 3 feet of those driveways replaced next year.

There are other areas that need cold patch fixes this year to prolong the life of our driveways. Bob Barrett moved and it was seconded to approve up to \$400.00 for driveway patches on W. Villa Lane. The motion carried unanimously.

Sue addressed concrete issues regarding replacement of two driveway aprons for 2892 and 2894 Villa Lane and for patio issues at 2908 Villa Lane. The Board will be exploring options for these concrete problems as soon as possible. This needs further discussion, no decision today.

New Business:

There is an excess of weeds in the small pond. The Board decided to ask CWPM to contact PLM (Pond Lake Management) to see if we can do another weed treatment yet this year.

Next Board Meeting Date:

October 21, 2020 at 9:30 AM at the Clubhouse*

**Please note! Until the Governor's COVID-19 restrictions are lifted, co-owners wishing to attend must make a reservation with Jackie Seib, President 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: 3:55 PM

Respectfully submitted,
Sandi Coons
Board Secretary