



BOARD OF DIRECTORS MINUTES
The Villas at the River Homeowners Association

March 24, 2021

Jackie Seib called the meeting to order at 9:35 AM. Due to COVID concerns and Michigan Department of Health and Human Services (MDHHS) guidelines for indoor gatherings, this meeting was a limited gathering at the Clubhouse as well as held virtually over Zoom. The minutes from the February 24, 2021, meeting were approved as posted. Quorum determined. In attendance were Bob Barrett, Sandi Coons, Charlie Kozup, Sue Langbehn, Jackie Seib, Ann Palenske, Assistant Treasurer, and Jill Golden and Paul Heaps of Real Property Management.

Guests: Ed Johnson, Kent Werger, Pat Barrett, Debby Luongo, Joan Brambilla, Pat Walton, Tom & Judy Carson, Vic Palenske, Lois Wallace, Tom Johns, Earl Misch, Nancy Gothberg, Jim Smith, Patti Quattrin, and Rick Seib.

President's report:

- The transition of responsibilities to Real Property Management (RPM) is making good progress and proceeding well. To ensure a successful transition, the following people will liaison with our property manager, Jill Golden, with the following responsibilities:
 - Sue Langbehn - maintenance and infrastructure projects
 - Bob Barrett - landscaping, nature trail, riverfront, social activities at the clubhouse
 - Mark Coons - lift station and ponds
 - Jackie Seib - resident issues
- The best way to contact Jill is by email, phone, or through RPM's online portal. All requests need to go through Jill, who will then coordinate with the HOA Board as needed. You can contact Jill at 813-435-3311 or JillGolden@realpropertymanagementswm.com.
- A Town Hall "meet and greet" introducing Jill Golden will be held on March 30, 2021. Reservations for the March 30 town hall are now filled; however, Jackie Seib is starting a new reservations list for a second meeting (date TBD). If you are interested, please email jackieg.seib@gmail.com.
- If you see items needing to be addressed, violations, or need to make changes to your unit, including landscaping, please make sure you are contacting the property manager who will work with the HOA Board as needed.
- Residents are reminded to please be respectful of the privacy of others. When walking the neighborhood, please do not cut across lawns.

Property Manager's report:

- Jill Golden has obtained two (2) bids so far for lawn care and working on getting more. Jill is also in the process of getting concrete quotes for 2 garage aprons and to raise the cleanout drain in the Clubhouse parking lot.

- Handymen Jason and Rodrigo have been busy prepping fences for paint. This activity will probably continue through April. Jason power washed the clubhouse and will be painting around the clubhouse the next couple of weeks.
- Reminder that RPM's online portal is where you can set up automatic ACH payments as well as submit work order/maintenance requests. The link for signing into the online owner's portal is: https://rpm009.appfolio.com/connect/users/sign_in. The link for accessing information on how to activate your portal account along with FAQs is: [Homeowner Portal Overview](#). If you need assistance using the portal, please reach out to Jill as she would be happy to walk through it with you.
- Jill is planning to be onsite at the Villas on Tuesdays between 10:00 AM - 2:00 PM.
- Jill will be on vacation April 1-11. Her backup is Kim Flaherty. Kim can be reached at 269-326-4528 or KimFlaherty@realpropertymanagementswm.com.

Vice-President's report:

- Adding wood chips and the drainage project along the Nature Trail last year has held up well. Bob Barrett is hoping to add more mulch this year to further improve the trail.
- The downed trees that were previously tied/lashed in along the riverfront are working well to protect the river bank, so we will continue that process with the trees that will be cut down this spring. Twelve (12) additional trees have been designated for removal because they are either dead, severely eroded under the bank, or severely leaning towards the river. Jill Golden is coordinating getting an updated quote as the number of trees has increased from what we had quoted last fall.

Treasurer's report:

- Financial Reports for February were published to the website on 2/8/2021.
- Villas ACHs were discontinued after the March 1st payment. ACH payments are available through RPM's online portal or checks can be sent to The Villas at the River, 815 Main Street, St. Joseph, MI 49085 or dropped into the white Property Manager's mailbox located near the Clubhouse. Checks should continue to be made payable to The Villas at the River.
- The TCF Bank Certificate of Deposit comes due on 4/7/21 (current value of \$100,836.01). Charlie Kozup recommended that we move another \$100,000 out of United FCU into where we can get the best rate and have two CDs come due 3 or 6 months apart.
- Following up on a resident's comment from the last meeting, Charlie Kozup obtained information about a similar sized condo capital reserve study. It was a 90-unit Epcon community, slightly older than us. They have \$800K in capital reserves and just reduced their monthly capital reserves monthly contribution to \$97. The Board is digesting this information and RPM's suggestion to have an independent outside firm review our capital reserves. Bob Barrett and Sue Langbehn are Co-Chairs for the Capital Reserve Committee and will be working with Charlie on how to approach the next study.

Secretary's report:

- The Board affirms and communicates the following motions:
 - On March 3, 2021, Sue Langbehn moved and it was seconded to accept the bid of \$41,200.00 from Michigan Paving and Materials Co. for the re-paving of East Villa Lane. The motion passed unanimously.

Member At Large report:

- **Capital Reserve Project – Repaving East Villa Lane:**

- This project was awarded to Michigan Paving at a bid of \$41,200. As mentioned in Board Minutes 022421, we have hired Wightman at a cost of \$2,500 for managing the bidding and an estimated \$1,800-\$2,800 for construction administration services. Wightman has advised us to budget an additional 15% contingency on top of the quote. We also received bids from Reith Riley, Kalin Construction, and Arnt Asphalt. The road project is not yet scheduled, but will happen this year.

- **Other Capital Reserve Projects being bid:**

- Replace Driveway Ends on Buildings 9 to 17
- Seal Driveways on East Villa Lane - \$15,500 in budget
- Concrete Work - Building 13 curb/gutter replacement – 5 sections, garage aprons at 2892 and 2894 Villa Lane, and raising the cleanout drain in the Clubhouse parking lot and cement around it. \$4600 in budget, but the final total may be higher.

- **Capital Reserve Projects being worked on now:**

- Repaint and new number decals for front door address plaques. \$4,000 in budget. We're doing them all to bring them up to the same standard.
- Replace 911 signs on new mailboxes. \$1,000 in budget. They are being replaced because current ones are not holding up to the weather.

- **Spring/Summer Maintenance project list:**

- Fence prep and painting (per the Patio and Fence Proposal distributed to residents along with Board Minutes 022421) to bring all the fences up to one standard.
- Patio repair: fill and seal broken joints (same as above).
- Attic rodent intrusion: Fill gaps between stone walls and fascia with copper wool and foam. There are 8 units that already are sealed.
- Sidewalk repairs: fill and seal broken joints.
- Exterior trim and siding: fix rotted wood, gnawed trim on sunroom, and repaint siding and trim.
- Gutters: clean and add gutter covers where needed.
- Concrete repair: fill gaps between stone walls and patios.
- Driveways: repair potholes and cracks on E. Villa Ln driveways before sealing
- Algae and Rust removal where needed. Our sprinkler contractor, Chris Baushke, is researching how to change or modify the water source to mitigate the rust issue.
- Landscaping: pruning and weeding
- Pest control: moles, other
- Refurbishing pool furniture and clubhouse benches. The benches are done. The pool furniture should be ready by the time we open up the pool.
- Repairing clubhouse columns, cleaning clubhouse gutters and fascia, and painting clubhouse columns and entry.

- **Handymen Specialties:**

- Rodrigo: Landscaping, painting, gutters, painting jobs for residents
- Jason: Painting, carpentry, fixing things, power-washing, purchasing supplies

- **Vacation Coverage:**

- Jill Golden, property manager, will be on vacation April 1-11. In Jill's absence, property management issues should be directed to Jill's backup, Kim Flaherty. Kim can be reached at 269-326-4528 or KimFlaherty@realpropertymanagementswm.com.

- Sue Langbehn will be on vacation April 1-10. In Sue's absence, Mark Coons will serve as the Villas liaison on maintenance issues supporting Kim.
- **Clubhouse Update:**
 - Clubhouse Committee: Judy Carson and Barb Johns.
 - Library Committee: Betty Snider and Debby Luongo.
 - Bulletin Board: Pat Barrett and Maggie Forrester
 - We still need a Chairperson for Socials
 - Judy, Barb, Betty & Debby will help with Special Events

Per updated COVID guidelines sent to residents on 3/13/2021, the Clubhouse is open for games and activities with a maximum of 25 people. Masks and social distancing required. No restrictions on food. **No guests. Residents only.**

New Business

- **Certificate of Deposit discussion** – We have about \$380,000 at UFCU but it is only insured up to \$250,000. The TCF Bank Certificate of Deposit comes due on 4/7/21. Charlie Kozup recommended that Real Property Management (RPM) renew/move the current CD and move another \$100,000 out of United FCU into where we can get the best rate. Charlie recommended having two CDs which come due 3 or 6 months apart depending on what interest rates are available. Real Property Management will be researching options to find the best rate whilst still protecting the principle and come back to the Board with a recommendation.

Co-Owner questions & comments

Several co-owners asked questions or had comments. We discussed:

- A request for pictures of the handymen in the newsletter.
- A question as to what is a reasonable turnaround time for inquiries to the property manager. The goal is to acknowledge or communicate within 24-48 hours for non-emergency requests. Residents should call or text the property manager if it is urgent.
- A complement on the quality work being done by Second Nature Gardens.
- An opinion that the property management company should not perform the capital reserve study. Real Property Management (RPM) agrees.
- A recommendation to verify and have on record certificates of insurance for the tree service contractor.

Next Board Meeting Date: Wednesday, May 19, 2021 at 9:30 AM

Meeting Adjourned at 10:27 AM

Respectfully submitted,
Sandi Coons
Board Secretary