



BOARD OF DIRECTORS MINUTES
The Villas at the River Homeowners Association

May 19, 2021

Jackie Seib called the meeting to order at 9:30 AM at the Clubhouse with several co-owners also joining virtually using Zoom. The minutes from the March 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: Deb Luongo, Pat Barrett, Kent Werger, Bill Langbehn, Ron Barrick, Judy Carson, Pat Walton, Ann Hunnell, Ed Johnson, Patti Quattrin, Tom Johns, Anne Brandt, Doug Veine, Jim Smith, Earl Misch, and Ed & Denise Tracy

President's report:

HOA Elections: Serving on the Election Committee again this year are Barb Johns, Shirley Barrick, and Betty VanBuskirk. This year, there are 2 candidates for 2 open positions. We will be voting for (1) three-year term (Sue Langbehn served out year #3 for Julie Crane after her resignation) and (1) two-year term (to complete the remaining 2 years left from Jean Bloomquist's resignation). Sue Langbehn is running for the open two-year term, and Charlie Kozup is running for the three-year term. Key dates:

- o May 18 - Ballots mailed.
- o May 30 - The election will be closed. All ballots must be in the community drop box by 4:00 pm.
- o June 1 or 2 - Election results will be announced.
- o July 1 - The new Directors begin their terms of office.

Several new plant identification signs have been added to the nature trail, and 7 additional signs are planned. The signs were donated anonymously.

Another Town Hall "meet and greet" with our property manager, Jill Golden, will be held on June 15, 2021 at 10:00 AM at the Clubhouse. If you are interested in attending, please email jackieg.seib@gmail.com.

Pat Barrett and Joen Brambilla have formed a committee for welcoming new co-owners.

New and updated Request Forms for clubhouse rental, architectural reviews, landscape opt-out, etc. are available on the Villas website as well as at the Clubhouse next to the bulletin board.

Property Manager's report:

Co-owners who like to take care of their own flowers and landscape beds are asked to complete an opt-out form to release the HOA from responsibility. The "Release of owner from Association yard maintenance form" will be added to the Villas website under the menu heading "Forms and Requests" and is also attached to these Minutes.

Two 7' arborvitaes were installed at 2881 Villa Lane on May 6th by Brookside Nursery.

Co-owners are reminded that Real Property Management's (RPM's) online portal is an option for submitting work order requests and setting up ACH payment of dues. Jill Golden will be providing another overview of the portal at the next Town Hall "meet and greet" on June 15th. You can also contact Jill by phone or email: Office - 269-409-1371, Cell - 269-208-8996, E-mail: JillGolden@realpropertymanagementswm.com. If you need assistance using the portal, please reach out to Jill as she would be happy to walk through it with you.

East Villa Lane Paving project: The current plan is to do removals on Monday, May 24th and pave on Thursday, May 27th. During the time between removals and paving, Michigan Paving Co. will put small ramps in at driveways so the 3" drop is not an issue. Regarding access, the biggest access concern will be during paving, but they will probably be able to maintain one lane of traffic as needed and get residents in and out. While the asphalt cools (typically about 30-60 min) right in front of a particular property, residents will NOT be able to drive over it. Logan Autism Learning Center has been kind enough to lend their field (across the street from The Villas) which will allow residents a place to park while paving occurs. Residents who live on East Villa Lane needing to get out on May 24th are advised to park their cars at the Logan Center field Wednesday night (May 23rd).

The 911 mailbox signs and front door address plaques are still in progress as the priority for the handymen has been on repairing and painting fences.

Handyman Jason Bailey will be doing proactive maintenance measures on all the roofs now through the fall.

Jason is also refurbishing the pool furniture to have it ready for the pool opening on May 28th.

Dryer vent cleaning is available for \$50 at co-owner expense. To arrange this service, call or text our handyman, Jason Bailey at 269-338-5655.

Vice-President's report:

Clubhouse rental forms and procedures have been updated and are available on the website and at the Clubhouse.

Hurst Tree Service will be here on June 29th (weather permitting) to cut down several trees along the riverfront as well as tree trimming at 2864 Villa Lane.

Treasurer's report:

The updated March and the new April financial reports were sent by Real Property Management (RPM) on 5/18/21; and after review by the Treasurer, these reports will be published to the

Villas website. Work continues to tweak some of the formatting between QuickBooks and the software used by RPM. A copy of all our QuickBooks data will be made in order to preserve the historical information, and then we will discontinue our QuickBooks subscription as we won't be using it anymore.

Secretary's report:

Sandi Coons thanked the website committee of John Huber, Tom Johns, and Judy Carson for all the work they do to keep the Villas website content current and relevant. If you haven't logged into the Villas website lately, you may want to check it out. Recent updates and additions to the website include:

- Under the Property Manager link, added a link to the property management company's online portal
- Updated Clubhouse rental forms and procedures
- Added the new form for Architectural Review Requests (also attached to these minutes.)
- Added the new form for Landscape Maintenance Opt-out (also attached to these minutes.)

The Board affirms and communicates the following motions:

- On March 29, 2021, Jackie Seib moved and it was seconded to approve the Second Nature proposal dated 3/13/2021 for lawn care services. The motion passed unanimously.
- On April 19, 2021, Jackie Seib moved and it was seconded to maintain the current annual \$50.00 rental fee for Recurring Activities held at the Clubhouse. The motion passed by majority; Charlie Kozup voted against.
- On April 19, 2021 Bob Barrett moved and it was seconded to approve a revised quote from Hurst Tree Service for taking down trees along the riverfront and removal of a tree limb at 2864 Villa Lane to be billed at \$300 per hour but not to exceed \$4,000. The motion passed unanimously.
- On April 27, 2021, Sue Langbehn moved to accept the Shembarger Asphalt Sealing, Inc. quotes for sealing and crack filling the East Villa Lane driveways for \$7,595, and sealing, crack filling, and striping the Clubhouse parking lot for \$1,950. Total: \$9,545. The motion passed unanimously.

Member At Large report:

As the Board liaison working with the Property Manager and Villas handymen, Sue Langbehn has been working toward accomplishing a long list of maintenance and capital reserve projects. Sue distributed the 2021 Villas Proposed Projects list (also attached to these minutes.) These projects are all funded and will be accomplished as man hours allow. Although the fence painting project has been started, right now our two handymen are busy with a variety of projects and often get diverted away from the fence painting. Sue expressed the need to hire an additional handyman to be dedicated to painting the fences until that project is complete and this person could also potentially backfill on other projects in the future. A potential candidate has been identified but still needs to be interviewed. Sue Langbehn moved and it was seconded to hire an additional independent contractor for handyman services. The motion passed unanimously.

Sue Langbehn will be starting up the "Roof Ice Damming Committee" to search for solutions to help with winter icing. The committee members are Ed Johnson, Tim Johnson (consultant), Bob Barrett, and Mark Coons. The first meeting is May 24th.

The Board and residents discussed the need to continue holding future Board meetings via Zoom or Google Meet as well as in person. The Board will discuss which format to continue with. Zoom costs \$15.89 per month.

Old Business

The Board is still evaluating options for investing capital reserve funds to get the best rate possible whilst still protecting the principle. Unfortunately, CD rates are practically zero right now.

As communicated to Co-owners in an email sent on March 26, 2021, pre-approval is needed before making any exterior addition, change, or alteration to your condo unit. To assist co-owners with gathering what information is necessary to submit for approval, the Board has developed a new form. This form is available from the Villas Website under main menu item "Forms and Requests" and is also attached to these minutes.

New Business

The Board welcomes new neighbors Ed and Denise Tracy at 2902 Villa Lane.

COVID rules for the Clubhouse were updated based on the latest press releases from the Centers for Disease Control (CDC), Michigan Department of Health and Human Services (MDHHS) and Governor Whitmer. The notification letter emailed to residents on May 24, 2021 is posted on the Clubhouse main entry door. Now that COVID restrictions are lifting, the Board decided to remove the other COVID signs located throughout the clubhouse.

In preparation for the pool opening, the pool rules sign will be reattached to the pool gate, and Sandi Coons will be sending an email to residents reminding them of the pool rules and hours of operation.

Co-Owner questions & comments

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

- Whether or not to continue the Zoom option for meetings.
- A reminder for all the participants at the Clubhouse to speak into the microphones so the Zoom participants will be able to hear better.
- A co-owner inquired about the status of their Architecture Review Request.

Upcoming Meeting Dates:

- The Villas Homeowners Association Annual Meeting will be held on Sunday, June 27 at 4:00 PM. More information is coming soon.
- Board Meeting: Wednesday, August 18 at 9:30 AM
- Board Meeting: Wednesday, October 20 9:30 AM
- Board Meeting: Wednesday, December 8 9:30 AM

Meeting Adjourned at 10:41 AM

Respectfully submitted,
Sandi Coons
Board Secretary

Attachments:

1. Architectural Review Request form
2. Release of owner from Association yard maintenance form
3. 2021 Villas Proposed Project List