



BOARD OF DIRECTORS MINUTES
The Villas at the River Homeowners Association

August 18, 2021

Bob Barrett called the meeting to order at 9:31 AM at the Clubhouse with several co-owners also joining virtually using Zoom. The minutes from the May 19, 2021, meeting was approved as posted. Also approved as posted were the minutes from the Annual meeting on June 27, 2021. Quorum determined. In attendance were Bob Barrett, Charlie Kozup, Sue Langbehn, Sandi Coons, Assistant Secretary, and Jill Golden and Paul Heaps of Real Property Management.

Guests at the Clubhouse: Maggie Johnson, Anne Brandt, Debby Luongo, Bill Langbehn, Ed Johnson, Kent Werger, Jill Culby, Cathy Taber, Jackie Seib, Pat Barrett, and Ed Tracy.

Guests on Zoom: Tom Johns, Joan Smith, Patti Quattrin, Tom & Judy Carson, and Denise Tracy.

President's report:

- Bob Barrett announced Sandi Coons' resignation from the Board of Directors effective August 3, 2021. According to Article 4.1 of the Association By-Laws, the Board may appoint an Assistant Secretary. On August 11, 2021, Bob Barrett moved and it was seconded to appoint Sandi Coons to serve as Assistant Secretary until the Secretary's responsibilities are transitioned. The motion passed unanimously.
- Riverfront Erosion Committee update: In July, Hurst Tree Service was here to cut down several dead and dying trees along the riverbank and pull them in along the bank to help mitigate shoreline erosion. The committee will be focused next on improving the boat launch area. Further work will be investigated by the committee and proposed actions discussed at a public forum open to interested co-owners.

Property Manager's report:

- Update on sewer drain repair at 2851 and 2855 Villa Lane (building #10): City Plumbing came out to evaluate and clear the sanitary drain where roots are coming in. There is likely a broken pipe under the road, and City Plumbing suggested we contact B&Z for deeper excavating. It is estimated that the excavation will cost between \$3,500-\$5,500. Another option would be to continue doing the rodding to clear the drain pipe once or twice a year for about \$200-\$300 each time. The Board and property manager are evaluating both options.
- Update on handymen priorities: The weeding is caught up and the handymen will be going back to weeding every other week. In reference to the Fence & Patio Proposal communicated earlier this year, the fence painting is 99% complete, and filling and sealing patio cracks is also in progress. Repair and painting of sunroom siding and trim boards is in progress. The next priority will be doing concrete and stone repair around the units.
- Several arborvitae and bushes are being pulled and replanted. Norway maples have been ordered for units on West Villa Lane but will not be planted until the fall.
- Arndt Asphalt replaced the ends of the driveways on West Villa Lane on August 17-18, 2021.

Vice-President's report:

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- The Roof Icing Committee has been looking for affordable solutions to prevent icicles and ice damming during the winter. Options explored include:
- Heat tape option:
 - In the past, heat tape was not allowed by the HOA, so this is a change in policy.
 - Not all units have outside electrical boxes near the roof. The committee does not yet have an electrician estimate.
 - The committee is still finalizing the details for the heat tape option; however, heat tape will need Board approval (i.e., Architecture Review Request) and would be at co-owner expense.
 - In the meantime, the committee would like to identify co-owners wanting to install the heat tape option. If interested, please call or email Sue Langbehn.
 - The committee has been working with Tim Johnson of Bradley Management researching powered attic fan options and costs.
- Sue Langbehn provided an update on the need for more handyman help with projects. Under the Secretary's report are motions to hire a third handyman and a maintenance supervisor. Context and explanation for adopting this new staffing model are provided in the hand-out attached to these minutes.

Treasurer's report:

- The Financial reports for July were published to the website on 8/17/2021. Operating funds at UFCU are \$168,525, Capital Reserve funds split between UFCU and TCF Bank are \$387,742, with total funds of \$556,267.
- By-Laws Committee update: The By-Laws Committee is comprised of Tom Johns, Kent Werger, Barbara Schoene, Gretchen Rock, Daverly Kozup, Mark Coons, Jill Culby, and Charlie Kozup. The committee has come up with their recommendation; and pending finalizing a cover letter, it will be presented to the Board. The committee will remain active until the by-law proposal is either approved or rejected by the homeowner association's members. A change to the By-laws requires a 66-2/3 majority of units in favor before it can be adopted. Charlie Kozup will be planning town halls to communicate the proposed change in advance of a community vote.
- The last internal audit was for the 18 months of January 1, 2019 through June 30, 2020. The next internal audit will occur yet this year.
- The last external financial review conducted by Cooper & Associates CPAs, PLLC was for the years ended December 31, 2019 and 2018. The next external review for the year ended December 31, 2020, is not yet planned as Cooper & Associates no longer provides this service.
- A Finance committee was formed comprised of Ann Palenske, Rick Spohn, Barbara Schoene, Kent Werger, Tom Johns, Sue Langbehn, Bob Barrett, and Charlie Kozup. Their first order of business was to make a recommendation for moving excess funds from working capital to the capital reserve fund. Historically any unspent funds from the annual budget were carried over into the next year's operating budget as "working capital." Last year when the 2021 budget was developed, working capital had grown to \$94,000. The Finance Committee's recommendation is to leave the money in working capital for now and defer a decision regarding moving any portion of it to the capital reserve account until the 2022 budget is finalized.

Secretary's report: (provided by Sue Langbehn)

- Jill Culby has volunteered to assist with writing job descriptions for the Board of Directors. Jill has provided draft copies of the new job descriptions to the Board for their review with the goal of this work being presented at the next Board Meeting in October.
- The Board affirms and communicates the following Motions approved since the last Board meeting on 05/19/21:
 - On May 28, 2021, Sue Langbehn moved and it was seconded to hire Arndt Asphalt

Sealing Inc. to replace 11 damaged driveway ends on West Villa Lane (Buildings 10 through 17 excluding 12), the driveway ends at 2877 and 2879 Villa Lane, the damaged turnaround at 2879 Villa Lane, and to seal the new asphalt joints with hot rubberized crack sealant for a total cost of up to \$13,000. The motion passed unanimously. **Note: Subsequent to the original motion, this was amended to include Building 12.**

- On June 22, 2021, Sue Langbehn moved and it was seconded to hire C and H Concrete to complete the work per estimate 210355 (replace 2 concrete aprons at 2892 and 2894 Villa Lane, and to replace 5 sections of curb and gutter in front of Building #13 (in front of Nancy Hanby and Carl Davenport). Total price to be \$3,940. The motion passed unanimously.
- On July 7, 2021, Sandi Coons moved and it was seconded to confirm the election of officers for the coming year July 1, 2021 through June 30, 2022 as follows:
 - Bob Barrett - President
 - Sue Langbehn - Vice-President
 - Charlie Kozup - Treasurer
 - Sandi Coons - Secretary
 - The Member at Large position remains open at this time. The motion passed unanimously.
- On July 22, 2021 Sue Langbehn moved and it was seconded to raise the amount for tree cutting by Hurst Tree Service from \$4,000 (the amount approved on April 19, 2021) to \$5,000 for extra time needed at the riverfront. Hurst is billing at \$300 per hour. The new amount not to exceed is \$5,000. The motion passed unanimously. **Note: The actual cost came in at \$4,200.**
- On August 3, 2021, Sue Langbehn moved and it was seconded to hire Ed Johnson as an Independent Contractor to be the Supervisor of the Villas Handymen. The motion passed unanimously.
- On August 3, 2021, Sue Langbehn moved and it was seconded to hire Brandon Brown as an Independent Contractor to be a Handyman. The motion passed unanimously.

Member At Large report:

N/A. The Member At Large position is currently open.

Old Business

No old business.

New Business

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. On August 18, 2021, Charlie Kozup moved and it was seconded to appoint Deb Koroch to the Secretary's position. The motion passed unanimously.

The Member at Large Board position is still open, and the Board is interested in talking to anyone who is willing to serve in this position until July 1, 2022. If you have a person in mind who you think could fill the job, please contact a Board member.

Other proposals under consideration:

- Making condominium documents available to co-owners from the Villas website.
- Making the Clubhouse more accessible for handicapped individuals
- Switching the emergency phone at the pool from landline to cellular

The co-owners at 2802 Villa Lane have made the Board aware that the incorrect floor plan and square Board Minutes August 18, 2021

footage is recorded for their unit in The Villas at The River Master Deed and with Sodus Township. Subsequent analysis indicates that a total of nine (9) units are incorrectly labeled. The Board is reviewing this matter and will determine what to do for future action and communication to the co-owners.

Co-Owner questions & comments

- Several co-owners made comments. We discussed:
- A suggestion that we need to have more than one handicap parking place at the clubhouse.
- A recommendation to engage with the township regarding the units with floor plans incorrectly identified in the master deed.
- A request to notify all co-owners of units with floor plans incorrectly identified in the master deed.

Upcoming Meeting Dates:

- Board Meeting: Wednesday, October 20 at 9:30 AM
- Board Meeting: Wednesday, December 8 at 9:30 AM

Meeting adjourned at 10:30 AM

Respectfully submitted,
Sandi Coons
Assistant Secretary

Attachment: Supervisor vs Contractor Model.pdf