

# *BOARD OF DIRECTORS MINUTES*

The Villas at the River  
Homeowner's Association, Inc.  
2887 Villa Lane, Benton Harbor, MI 49022

April 13, 2015

The following documents the April 13th, 2015 meeting of the 2014-2015 Board. In attendance were Mike Cook, Jean Bloomquist, Tom Johns, Mary Huber and Mark Carlock. The meeting was held in the Villa's Clubhouse and started at 7:00 p.m.

President's Report: See attached report

Developer's Report: Construction continues on Building 14 and 20

Vice President's Report: See attached report

Additional information – Second Nature has been hired to handle the 2015 Christmas Tree lighting. John Huber will be contacting you get pictures for our directory.

Secretary's Report: Minutes were approved for the January meeting by polling the board by email.

Treasurer's Report: See attached report.

Sprinkler/Pond Committee Report - Dave Kett, John Huber, Tom Johns. Discussion by Dave to utilize the pond to pump water into, letting rust settle out and then pump yard water from the pond. The committee and the board are concerned about the appearance and cost of dealing with rust on walkways and buildings. Water comes out of the River for the lower units.

Audio Visual: no report, no meeting, TV could use replacement, ok right now.

New Clubhouse Rental Agreement— Lois Wallace, Bonnie Porter, Barb Johns - Committee oversees use of clubhouse, maintaining supplies, rental agreement

Landscape Committee: Carol Pelan and Volunteers -no report – Second Nature may be hired to do flowers, a proposal should be coming. Trim ornamental grass, split perennials, add more perennials, and plant fewer annuals each year. Owners have general discretion to plant in the mulch around their individual units.

New Business:

**Stepping stones** – Request made for approval - motion to table request and appoint committee by Mary, second by Mark, carried unanimously – Pat Barrett, Carole Kernosky. Must consider consistent appearance, location, grass mowing and snow removal.

**Storage Shed** – What space is needed? What needs to be stored? How long will we have access to garage space from the rentals? How much space do we have in the rentals? Will it eliminate current

rental costs? What locations are available to place an on-property shed? Motion to have Dick get quotes for storage shed for what he needs made by Mark, second by Mary, motion carried unanimous

**Maintenance Cart** – Cart with dump box. Cost estimate from 2014 of \$2,500. This is needed for general on-site travel for maintenance work. Mark reported that Repairs on the existing lawn tractor have been \$453 in labor and \$1,158 in parts on the tractor. Tabled until next meeting

**Hire part time employee** – Motion by Jean, second by Mary for Dick to hire a part time person from April to October. Motion carries unanimously.

**Tree Trimming** – West line, Mark's report – General Trimming of dead trees threatening buildings. See attached report to the board. Mark will continue to meet with I&M and schedule follow up meetings.

**General tree trimming** – Dead tree removal. \$2500 is in the budget to get some of this done.

**Election Committee** – Susan Stoes, Julie Crane, Maggie Forrester, Barb Johns, Pat Tungett. Motion carried unanimously.

**Water Transmission Agreement** – no report

**Heat tape report** - Motion by Tom Second by Mark to appoint Ice Dam Committee Bob Barrett, Al Ernst, Kirk and Rebecca Needham, Mark Carlock. Issues to be discussed are heat tape, air circulation, insulation, and any other possible solutions to minimize ice damming and potential structural damage that is the responsibility of the Home Owners Association.

#### Unfinished business –

Double Hung Windows – no report, motion to table by Mary, second by Mike, unanimously approved.

The next board meeting will be May 13, 2015 and it will be another open meeting.

Motion to adjourn by Mary, second by Jean, motion carries unanimously. The meeting ended at 8:39

Respectfully submitted,  
Mark Carlock, Secretary

Villas at the River Homeowners Association, Inc.  
Presidents Report April 2015.

Fountains will be put in pond. Using a different technique for installing and removal to make it easier for maintenance. LED lights will also be installed. It was noted that the float controlling the pond level will need some maintenance

Spring cleanup will begin shortly. And will include lawn repairs and mulching will be installed around Tungett and Coate's fences when the landscaping continues around building 14

Driveway sealing will continue this year.

Our maintenance people are requesting an on-site storage unit (New business)

It is recommended that we look into getting a golf cart or gator type vehicle for Maintenance. Tractor should be kept for maintenance mowing. (New business)

2<sup>nd</sup> nature will be planting flowers?

Mulching will be done this spring, we suggest only a light top dressing.

Be sure to report any roof leaks to Dick Wales.

Painting and touch up will be done throughout the summer.

Replacement windows for building 2928 (Needham) are being installed.

Dick is requesting a part time employee from April through October to help handle maintenance issues.

There will be no Garden space available this year.

I urge all interested residents to visit the [File Share](#) on our website. All minutes, budgets can be found there.

Tom Johns,

## Vice – President's report April 2015

The clubhouse is running smoothly thanks to our wonderful committee who will be reporting under committee reports. We are hoping to have a specific icon on the website soon that will provide the rental forms and conditions. It has been somewhat difficult for homeowners to access the forms in the file share area, so that will be remedied soon.

The pool is scheduled to be open on Memorial weekend. It will be uncovered soon and then Rick will be spending time adjusting the chlorine and settings and starting up the heater. If it is ready to go before the Memorial Day weekend, we will let the home-owners know by website email.

The dock was installed on Friday and positioned slightly differently at the request of boaters. Jerry Jackson and John Huber are in the process of repairing and improving the dock and hope to have it completed this week.

Tom and Mary are extending the current welcome package to include those forms and items necessary for 2<sup>nd</sup> time buyers as they join our condo family. There appears to be a lack of communication and follow through among realtors, sellers, 2<sup>nd</sup> time owners and the association which is resulting in our new homeowners feeling bewildered and unaware and the HOA not having all necessary paperwork on file and/or not even being aware of private sales transactions.

Our photo directory will be updated again in the next couple of months with photos, addresses and contact information that you can add to the back as before. A full new directory will not be printed until all units are sold.

Mary Huber

Treasurer's Report:

- As of March 2015, we are under budget on income YTD by \$85 (right on budget) and under budget on expenses by \$5,080 for a net income over budget amount of \$4,995.
- Winter services are under budget \$4,235. This is the principle reason for being under budget on expenses thus far. Generally we incurred expenses for the period 1/5/2015 through 3/5/2015
- 2014 Taxes were paid in March in the amount of \$391 on the AT&T commissions received last year.
- Cash Position has increased \$7,471 since the end of last year.
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Also - we are delaying the audit until the end of May - to be scheduled.

March 19 meeting with Weston Ball of Asplundh/I&M regarding the western tree line of the Villas

Reason for meeting – Trees along our West boundary have been marked for removal.

Background –

- Our concern about extended power outages caused a review of this line. Our complaints were deemed justified and I/M asked Asplundh to do an extensive clean-up of the Sodus line.
- This is an older line. It is standard to go no more than 2 “spans” of a line, or 500 feet, without a fuse. This line has many long, unfused spans and causes more customers to be out of power when there is an interruption due to a storm and tree damage in our “section” of the line

Findings-

- The trees have grown up too high in many areas of the lines. The decision has been made to clear not only current problems, but to pro-actively eliminate and clear future problems.
- The line in question on our west boundary is a low line, limiting the type of trees that should be planted near it

Questions, responses, and recommendation from Weston

Process

- The work would need to be done on our side of the line. Due to the nature of our relationship with the neighbor, it was Weston’s opinion that Asplundh would not be given permission to work on our trees from the adjoining property
- They will strip the trees of branches, drag or carry them to the drive area and put them in the chipper. Since they will be mostly pine, he deems them lower grade mulch and planned to haul them away. We can have the mulch if we want it.
- Plan on this work taking 2-3 days.
- He could not yet commit to a specific timeframe, only sometime in April to May
- They will grind the stumps down 4-6 inches below grade.
- They generally leave the wood as standard procedure, but offered to haul it away for us.
- They offered us \$2000 compensation to help offset the cost of replacing the trees.
- He does not recommend topping the trees and the HOA then taking responsibility for future trimming.
  - They will grow back or die, both causing us added cost in the future.
  - It is not possible to get a bucket truck in there due to the congested space on our property and the contentious relationship with the adjoining neighbor.
  - Future cleaning would be very costly for us.
  - All this work will be done with an energized line, making it a very hazardous job.
  - Choosing this option would cause us to forfeit the compensation from I/M.
- Weston recommends Arbor vitae trees as the preferred privacy hedge. Easily trimmed to 7-8 feet high. Pick a species with one single column.

- Any nursery should be able to supply them at a fair discount with the number we would need.
- Asplundh can't help us with discounts from the nurseries to avoid the appearance of impropriety.
- We would receive a voucher from I/M for the trees from the nursery or provider we choose.
- A follow up meeting with Weston has been tentatively set for the week of April 6<sup>th</sup> here at the Villas clubhouse to review our plan, make final negotiations, and finalize the plan.
- They will not remove other trees while they are here, they are contracted for I/M work only
- Our residents will be able to come and go during the removal phase and any short term safety issues will be addressed by Asplundh staff as they occur. He had no concerns about trees falling on condos. I did not think to ask at the time, but I am comfortable believing they are insured and bonded for this work.

Respectfully submitted,  
Mark Carlock  
3/21/2015