

VILLAS AT FIVE PONDS BOARD MEETING

June 29, 2021

PRESENT: Rick Rodgers (RR), Mark Schwartz (MS), Joel Mickelberg (JM), Paul Luff (PL), Amy Wert (AW), Merle Neulight (Scribe)

ABSENT: Tina Talansky

I: PRIOR MINUTES

- A. **JM: MOTION:** Accept the prior minutes from the Zoom Board Meeting of May 25, 2021 as presented. **MS: 2nd** All approved 4-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XXX Fairway-\$100 fine for parking in the turnaround during snow cleanup.
- b. **AW:** XX Five Ponds Circle-waived \$25 fine.
- c. **AW:** XX Villa Dr-\$10 fine.
- d. **AW:** XXX Villa Dr-\$10 fine
- e. **AW:** XXX Villa Dr-Assessment plus a \$10 late fee.

B. Treasurers Report

- a. **MS:** Our Money Markets are below the \$250K threshold on both. \$204,800 for Centric at 1%. Brian should have funneled money into Centric.
- b. **MS:** C & N Bank, account #28101 was 1.76% but is now renewed at 0.35%, \$250K.
- c. **MS:** Account 5060-Contributed Capital for one resale-\$3K.
- d. **MS:** Account 6341-Legal invoice from Stefan Richter.
- e. **MS:** Account 6436-Clubhouse Supplies under Capital One.
- f. **MS:** Account 6447-Pool Supplies-\$824.95.
- g. **MS:** Account 6475-Security Alarm.
- h. **MS:** Account 6521-Ground Maintenance Invoice20627-\$1,200 Work orders.
- i. **MS:** Account 6522-Ground Contracts Invoice For three months \$16,004.20.
- j. **MS:** Invoice 20701 \$14,484.20 and Invoice 20657 \$1520 = \$16,004.420.
- k. **MS:** Account 6531-Clubhouse Cleaning-\$1,229.25-increased due to 7-day cleaning.
- l. **MS:** Account 6541-Maintenance \$418 from AM Mechanical.
- m. **MS:** Account 9499-Capital One-GoDaddy for Security.
- n. **MS:** Account 6541 Repairs-\$2,540.12.
- o. **MS:** Total Turf (TT)-Sprinkler Repair-\$600.00 spring, multiple lines rerouted due to tree roots.
- p. **MS:** TT-Replace sprinkler heads-\$330.75.
- q. **MS:** Account 6542-Contract from Industrial Valley \$325.00.
- r. **MS:** Monthly repair from AM Mechanical \$330.75 plus \$1,274 for new damper in mechanical room.
- s. **MS:** Account 6547-\$979.18-Fitness Center equipment repairs.

- t. **MS:** Account 1739-Corporate Rebate of overpaid 2020 taxes-\$5,209.00.
- u. **JM: MOTION:** Gift Card expenditure of \$350.00 to be paid with Capital One Rewards points. **MS:** 2nd 4-0. Approved.
- v. **MS:** The \$750 bill for Mike's lock, but there is no invoice.

III: LANDSCAPE

A. Grounds Maintenance Schedule

a. Flowering Spirea

- i. **AW:** Had a conversation with Clayton who thought it was completed. The spirea, whether flowering or not, needs to be pruned for the first and second pruning. It is in the contract and needs to be enforced.
- ii. **AW:** The mulch bed weed control-post emergent has been done.

b. Lantern Flies-Total Turf (TT) Q16

- i. **PL: MOTION:** Do the insecticide treatments for the lantern flies which come out from July to September. JM: 2nd All approved 4-0.
 - 1. **PL:** TT-option 1-Two applications to treat 241 maple and willow trees with contact insecticide of \$2225.00 for each application.

B. Resident Landscape/Tree Concerns and Requests

- a. **AW:**XXX Villa-two trees that are bare and wondered if they should be removed. **PL:ACTION:** Will look at the two trees to determine the outcome.
- b. **AW:**XX Five Ponds Circle-there are areas on the grass where it is totally dead. Can this problem be addressed? Also, question about receiving the waiver and the green band. (The resident has since sent the waiver and received the band.)
- c. **AW:** XXXFairway-the hedges were cut, but not the spirea. **AW: ACTION:** Will have TT cut the spirea per the contract, even though they are flowering.
- d. **AW:** XX Villa-overgrown weeds on the common area, plus a leaning evergreen that could possibly use a stake to straighten it. **PL ACTION:** To review.
- e. **AW:** XX Villa-even though the lawn was cut, all the clippings are on my patio and should have been cleaned. **RR: ACTION:** Will write a draft and send to AW to forward to the resident. **AW: ACTION:** Will inform TT to clean patios after cutting lawns and when draft is received from RR, will send to resident.
- f. **AW:** XX Five Ponds Circle-resident unhappy with the way her shrubs, both those planted by McGrath and her personal shrubs, were trimmed. **AW: ACTION:** Will send letter to the resident that there is not a "DO NOT CUT" in the file and to please provide this so that in the future, her shrubbery will not be cut by the community landscaper.

IV: EXTERIOR CHANGE REQUESTS FOR APPROVAL

- A. **PL:** XX Villa-request to install a deck. This is under review by the Architectural Review Committee (ARC).
- B. **PL:**XX Villa-an Oak tree was removed. The resident wants to put in a patio and a Japanese Maple. The issue is that the resident also wants to put in a 1 ½ foot drywell drainage pit. Resident also wants to put in a 12" wall around their patio.

- a. **AW:** The plant materials are all fine but must be resubmitted without the wall as the wall on a patio is not permitted.
- C. **PL:** XXXFairway-resident wants to paint the stucco wall. Pending approval only if both neighbors approve. **ARC: ACTION:** Will follow up with resident.
- D. **PL:** X Fairway-door-Approved.
- E. **PL:** XXX Villa-resident wants to put stone over the stucco. Approved.
- F. **PL:** X Fairway-resident wants to put in landscaping. Rejected because all necessary information needs to be provided.

V: MAINTENANCE SCHEDULE

- A. **JM:** Defibulator's battery and pad replacement-done
- B. **MS:** Pest Control-will be here on June 23rd.
- C. **RR:** Will purchase the additional oil for the Diesel Tank Fuel check but is waiting until July.
- D. **JM:** Projector screen needs to be lowered.
- E. **JM:** Bingo License-needs to be renewed. It expired October 2020. **AW: ACTION:** Will look into renewing the certificate and reapply.
- F. **JM:** Spring Inspection for weeds-**JM: ACTION:** Will send an email reminder to residents that the weeds on the lawn and patios are residents' responsibility.
- G. **AW:** Some development signs should be redone because they are fading.

VI: OPEN ITEMS

- A. **AW:** Request from Rosemary Kozak to re-start eight-person weekly art class on Tuesdays from 10am to 12 noon in the small card room beginning in August. The tables will be covered. Must do something about the chairs. Approved.
- B. **Discussion.** Only approved vaccinated residents who have submitted waivers. Decision to protect the community as is. Tabled for non-vaccinated HOA residents.
- C. **Recent Clubhouse Repairs**
 - a. **MS:** Manion rechecked the Clubhouse roof because Will had heard a drip. There was a suspected dry-former wet spot which could have happened in the winter. Manion said the roof was fine.
 - b. **MS:** Ice Machine Filter was addressed with Scott HVAC and the contract is going forward.
 - c. **JM:** Pool door was repaired.
 - d. **JM:** Three timers by the spa and pool were replaced with 30-minute timers available, but there are three 15-minute timers on order so that we will have spares.
 - e. **JM:** The wind sensors in the awnings were replaced.
 - f. **MS:** The gym and indoor pool clocks were replaced.
 - g. **MS:** Tomorrow, Frank Electric's will fix the timer on the fountain.
 - h. **PL:** The fan in one of the ballroom AC units is noisy. Al, from AM Mechanical will check it.
 - i. **PL:** XX Villa-the Gold thread cypress was approved, but the resident thought that we were paying for this.
 - j. **RR:** Merle Neulight scrubbed all the rails in the indoor pool.

D. Clubhouse Rules

- a. **MS:** Please hang coats in the closet, not on the back of chairs, tables or sofa.
- b. **MS:** Respect your furniture. Do not put wet items on furniture.
- c. **MS:** Use snack tables.
- d. **MS:** Do not move chairs from one table to another or across the room.
- e. **JM: ACTION:** Will do an email blast regarding the above items.
- f. **JM: ACTION:** The community will also be sent, by US mail, a letter as a reminder about caring for the Clubhouse furniture.
- g. No formal rule change was adopted. The action tabled.

VII: CORRESPONDENCE

- A. **AW:** XX Villa-dog not on a leash one house away from hers. Resident was previously fined \$25. In her letter, she is admitting to a violation. **AW: ACTION:** Will send resident letter that this is violation stands and she will remain being fined.
- B. **AW:** XX Villa-believes that there should be a reduction in his HOA because he is not allowed to use the Clubhouse and facilities under current community rules. **AW: ACTION:** Will send resident a letter stating that the Clubhouse is owned by all residents and the fee is for the upkeep on the building. The decision from the Board is that there will be no changes in monthly and it must all be paid.
- C. **AW:** XXX Fairway-requesting changes around the ping-pong table. **AW: ACTION:** Will send a letter thanking resident for his concerns and that we will look into this.
- D. **AW:** XX Villa- request for shades or curtain on the door windows leading from the ping-pong table to the pool. **AW: ACTION:** Thank you. We will install shades.

VIII: ADDITIONAL OPEN ITEMS

- A. **MS:** Water Fountains-looked at the El Kay with stainless or gray granite plus a surface mount for water bottles. **MS: MOTION:** Add two new water fountains in the clubhouse for \$1425 each in gray granite paid for from our Capital account. **PL: 2nd** All approved 4-0.
- B. **MS:** Pricing from Ed's TV to replace two TV's in the gym for \$1,198 plus \$258 for the wall mount. **JM: MOTION:** Purchase two 43" Sony TV's plus \$1,198 for two and \$258 for wall mounts from Ed's TV, plus installation out of Capital Account. **MS: 2nd** All approved. 4-0.
- C. **Discussion:** Clubhouse Manager versus on-site Property Manager.
 - a. **JM:** Held up cell phone and stated that almost 99% of all HOA residents have one of these which gives them both direct e-mail and phone access to our property manager. Along with her other seven communities, she just cannot keep up. Continental Property Management has not changed their business model to address this issue. We cannot continue much longer this way. We must either hire a Clubhouse Manager or an onsite Property Manager just for our community. The Action was tabled.
- D. **JM:** We spoke with Bernie Hoffman about beginning another committee regarding looking for volunteers to assist us in seeking specific persons to discuss day to day upkeep management of the clubhouse. **JM: ACTION:** Will send out community e-mail to make a volunteer request.

- E. **RR:** The instant hot water heaters were flushed.
- F. **PL:** Gave AW an excel spread sheet with a unit by unit master file of everyone who actually resides here. Discussion on changing the Continental Master File. Tabled action.

IX: NEXT MEETING-July 27, 2021 at 9:30 in the clubhouse

X: ADJOURNMENT

- A. **JM: MOTION:** Adjourn meeting. **MS: 2nd** All approved 4-0. Meeting adjourned at 12:03