

Villas at Five Ponds Zoom Board Meeting

August 31, 2021

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

RR: Opened the meeting at 9:34am

I: PRIOR MINUTES

A. **JM:** Approved the prior minutes of July 27, 2021 as presented. **PL:** 2nd All Approved 5-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XXX Fairway Dr-\$100-Parking in driveway during snow removal. (See explanation below at B (a).
- b. **AW:** XXX Fairway Dr-one month \$260 plus 2 late fees \$30.00=\$290.
- c. **AW:** XX Villa Dr-\$15.
- d. **AW:** XXX Villa Dr-\$260.
 1. **PL:** Resident appealed the snow bill and refused to pay. Should there be a late fee? Discussion. **PL: MOTION:** Begin late fee of \$15 per month. TTa: 2nd. All approved 5-0.
 2. **AW: ACTION:** Will send letter to the resident regarding the late fees.

B. Treasurers Report

- a. **MS:** Both Money Markets accounts are within the \$250K threshold. 0.40% interest and 0.90% interest at Centric.
- b. **MS:** R28103-New CD at Republic Bank of \$200K at 0.60% interest.
- c. **MS:** R28105-First Bank at 0.25% interest which just rolled over.
- d. **MS:** One Resale for \$3000 in Capital.
- e. **MS:** 6447-\$1,764.90 for motor replacement was moved to reserve.
- f. **MS:** 6451-Water bill on a monthly cycle now.
- g. **MS:** 6475-\$305 bill for the alarm and maintenance items.
- h. **MS:** 6521-Ground Maintenance Other \$250 for a tree removal.
- i. **MS:** 2761-Ground Maintenance \$32,326-pruning, three mows and 3rd application; all in contracts.
- j. **MS:** 6531-\$2,515-Cleaning, including both days on weekends due to Covid support.
- k. **MS:** 6541-Repair-\$315.87-credit from overcharge from GoDaddy.
- l. **MS:** 65411-Common Repairs-Franks Electric for \$361.50.
- m. **MS:** 6542-Contracts \$206.70-Physicians Resource.
- n. **MS:** 1035-Miscellaneous Receivable-Credit \$215.87 on balance sheet for the GoDaddy overcharge.

- o. **MS:** 4010-Contributed Capital-\$593.60-Imperial Data-Umbrella stands.
- p. **MS:** \$3,999-Design East-Check received for the Poker Table-put back in the reserve.
- q. **MS:** Capital One-Two TVs from Ed's TV for \$2,232.36 that were put in the gym. These were paid for 100% with Capital One bonus points at no cost to VFP.
- r. **MS:** Continental Management Company-The Budget for 2022 recommendation regarding an increase of \$10 per household because of the contracts costs increases in next year's contracts.

III: LANDSCAPE

A. Grounds Maintenance Schedule

- a. **PL:** The August post-emergent will be done after the rains. Plus, I will speak to Clayton about the 2nd pruning doing all the plants except the spirea.
 - i. **AW:** Tell him to do the 2nd pruning except the spirea, plus, we should receive a discount for not doing the spirea this time.
- b. **PL:** For those "DO NOT PRUNE" homes, there was a discussion about how to effectively communicate to TT teams which homes to skip. PL suggested that they should put a visible flag at the end of those driveways. **AW: ACTION:** Will discuss with TT.

B. Total Turf (TT)-Fall Work

- a. **PL: Q9-**\$9850 and **Q9H-**\$4025=\$13,875. Twelve trees to be removed without replacing, including pruning and removing much tree work needed also between 213 and 207 Fairway and five trees to be removed. In the basin, remove the right half of the large split maple tree. The target cost to be less than \$13,000.
- b. **PL: Q9-Wall Repair-**homeowner item on two driveways as limited common repair expense of \$1,100 for the two driveways. Discussion. **AW: ACTION:** Will bill each of the homeowners in those quads for their respective portion of the wall repair. Q9 costs to be paid less \$250 because of quote portion of 43 Five Ponds Circle tree on the roof. Trimming the branch off of the home is not part of our contract with TT per a Board decision several months ago.
- c. **PL: Q9 for Pool Reconstruction-**for Removal of trees behind the spa and all along the back area of the pool for \$2,850. Also, a wall repair needs to be done after removing the river birch. New Plantings for \$3,175. Total cost of \$6,320 with a target cost of no more than \$6,000. The plan is to cut the tree deep enough, cover with mulch and then Plant Japanese Maples and Junipers. These are all slow growing trees and it should look like a Japanese garden around the pool.
 - i. **PL:** Recommends that the Pool Reconstruction should be transferred to Capital.
- d. **PL:** Send letters to all four residents in the two quads for \$550 for limited common property for repair per driveway.
 - i. **AW: ACTION:** Will send a letter to each homeowner in that quad that the cost is \$137.50 for each one.

- ii. **PL: MOTION:** Do all the work above, not to exceed \$20K and all within the Ground Maintenance Other. **MS: 2nd.** All approved 5-0.
 - iii. **AW: ACTION:** Will contact the resident at 43 Five Ponds Circle to schedule the work on his property with TT.
- e. **Spider Mites-Q#7**
- i. **PL:** There are at least ten trees that are infested with Spider Mites. TT charges \$25 per tree and will bill us for the ones he does. Approved.
- f. **Resident Landscape/Tree Concerns and Requests**
- i. **AW:XX** Villa-TT cut down bushes without checking the DO NOT TRIM list. TT never requests this list. A flag should be put on these lawns so that this mistake is not made again by them. **AW: ACTION:** Will follow up.
 - ii. **AW:** XXX and XXX Fairway-Clayton looked at the trees and agrees with PL's assessment that it looks like bacterial canker, very common in plums. There is not much treatment for this other than cutting out infected tissue or removing the plant. At this time, Clayton stated that the trees look fine, but would probably remove them in three to four years.
 - iii. **AW:** XX Five Ponds Circle-see above-has a tree that needs to be trimmed. It is the resident's responsibility.
 1. **AW:** We will write the contract, but eliminate XX Five Ponds Circle from the contract. Will do the wall, but bill the homeowner.
 2. **PL:** Note that the amount of plant material on this wall was reduced to \$1200 for the golden thread cypress.

IV: EXTERIOR CHANGE REQUESTS FOR APPROVAL

- A. **AW:** XXX Fairway-The resident submitted an Architectural Request. We sent a rejection letter on June 9th because we did not receive a legible drawing or a Certificate of Insurance. Without us receiving all necessary paperwork, the resident with incomplete paper work, proceeded without approval to complete their project. There is a \$500 fine for doing this without approval. Board agrees to send \$500 fine and ask for completed paperwork to review for the project.
- B. **TTa:** XXX Fairway DR planted a tree without any approval which is less than five feet from the patio. Discussion on this and possible other changes

V: MAINTENANCE SCHEDULE-CONTRACTS

- A. **JM:** Drain the indoor pool, not necessary as it was done during COVID shut down when the pool was acid washed.
- B. **MS:** Well-not scheduled.
- C. **JM:** Outdoor pool and spa to be covered on September 13th.
- D. **MS:** Drain covers not needed per scheduled year yet.
- E. **JM:** Projector screen lowered.

VI: OPEN ITEMS

A. Vaccine Flyer

- a. **AW:** XXX Villa Dr-Sent a flyer from ShopRite regarding coming to our facility with both Flu and COVID vaccines for our community. Discussion.
- b. **Decision:** This cannot be inserted into our emails or monthly newsletter because it is an advertisement for a specific vendor.

B. **AW:** XX Villa-Due to a medical exemption, this resident was issued a COVID wristband but must wear a face mask at all times when using the Clubhouse or outdoor facilities. The only exception is when entering the pools.

C. Ballroom /Humidity Problem

- a. **JM:** Sent three pictures of damage in the Ballroom. One shows that the wallpaper is rippling; another is in the valance; and moisture in the wood. Believes there is a moisture problem.
 - i. **TTa:** Thinks it was green wood. Al recommended bringing in two large dehumidifiers with a hose going into the kitchen to drain.
 - ii. **PL:** Will contact Al regarding this problem. Before the Ballroom was redecorated it was not a noticeable problem, probably because we had paint, not wallpaper.
 - iii. **JM:** Somewhere along the way, there will probably be a cost to this. Also, it is cold in the Clubhouse and the daytime temperature should be raised to 73 or 74 degrees.
 - iv. **PL:** AW had said that there is no circulation and the room has 20 foot ceilings.

VII: CORRESPONDENCE

- A. **AW:** XXX Fairway-Resident's deck is not level and contacted AW regarding finding a contractor to work on this issue.

VIII: ADDITIONAL OPEN ITEMS

- A. **MS:** Update-Both indoor water fountains have been installed; has not pursued the two bids for the outdoor signage repairs and refreshing. One was on vacation, but when he returns, will have him come for a quote review in person; Ed's TV will be coming to check the TV because it goes off and on without anyone doing anything.
- B. **MS:** Kelly, President of Continental Management, in the past received over 100 resumes when seeking new employees, but currently has received only two. MS asked Kelly about AW working with us in our Clubhouse. Kelly will reevaluate this at the end of the year.
- C. **MS:** Suggested adding three heaters in the pump room, women's locker room and office. Discussion. Tabled for two months.

- D. **MS:** There was a community that had a leak for over an hour. Is it possible to have a camera placed in the attic so that we could visualize a potential leak? Discussion. PL and RR did not feel it was an issue for our system as evidenced by the accident in 2014.
- E. **PL:** Should the sprinkler heads be checked?
 - a. **RR:** We could request that a sprinkler test be done and also check the heads.
- F. **JM:** It feels humid in the Clubhouse.
- G. **RR:** Appointed Bernard Hoffman an ad hoc committee of one to work on special projects on behalf of the community.
- H. **JM:** Will write a job description for a maintenance person and share this with the Board so that all of you can add to this.
 - a. **RR:** Bernie Hoffman has been amassing a list of job descriptions and has offered to help with this and other issues. He has an open “ad hoc” committee.
 - b. **PL:** Should be about \$25K to \$30K per year for a part time person.
- I. **JM:** A person is needed to test the water every six hours and look at the facility for problems.

IX: NEXT BOARD MEETING-Zoom-September 28, 2021at 10:00 am.

X: ADJOURNMENT

- A. **PL: MOTION:** Adjourn meeting. **Ta: 2nd** All approved 5-0. Meeting adjourned at 11:25am.