

## The Villas at Five Ponds Board Meeting April 21, 2020

**PRESENT:** Rick Rodgers (RR), President; Mark Schwartz (MS), Treasurer; Joel Mickelberg (JM), Vice President; Paul Luff (PL), Secretary; Tina Talansky (TTa), Member at Large; Amy Wert, (AW) Property Manager, Casey Bauer, Ass't Scribe

**ABSENT:** Merle Neulight, Scribe

**RR:** Conference call with all Board members for the Board Meeting called to order at 9:02 a.m.

### **I: PRIOR MINUTES of MARCH 24, 2020**

- A. **RR: MOTION:** Approve the minutes as received. **PL: 2<sup>nd</sup>** approved 5-0.

### **II: FINANCIAL REVIEW**

#### **A. Delinquency Report**

- a. **AW:** XX Five Ponds Circle- charges remain
- b. **AW:** XXFive Ponds Circle- late fee
- c. **AW:** XX Villa Drive- fine for the residing children using the gym, however, it has been learned that the children are residents as they produced their licenses as proof. Discussion. Fine should be excused.
- d. **AW:** XXX Villa Drive- on going late payment and fees for HOA

#### **B. Treasurer's Report**

- a. **MS:** Money Market funds are under the threshold (addressed further below)
- b. **Line items**
  - i. **MS:** 6313- Copy machine costs go up to 0.02746 cents each copy.
  - ii. **MS:** Legal bill of \$97.50 regarding the Water Authority's lawsuit.
  - iii. **MS:** 6360-\$73.81- phone bill that should begin decreasing since there is now only one line. Thought the cost would have come down by now.  
**MS: ACTION:** Will follow. Discussion
  - iv. **MS:** 6436-Clubhouse expense- should be \$1008.66 as \$98.46 was misclassified.
  - v. **MS:** 6522- Ground Maintenance costs- total: \$52,456.60 with the bulk of the cost for the mulching program in the spring: all according to the contract.
- c. **Contracts**
  - i. **MS:** 6542- Empire Fitness work in the Gym- \$204.76
- d. **Finances**
  - i. **MS:** The Money Market Fund rate at TruMark Bank was guaranteed for a long period of time, but they lowered the rate to 0.2%. MS spoke to Erica at TruMark.
  - ii. **MS:** CD- at Huntington Bank is due on April 24, 2020 and the rate is 0.75%. MS recommends taking \$50,000 from the TruMark Money

Market Fund and renew the CD. The total amount of the CD will be \$250,000.

- iii. **MS:** Recommends transferring \$60,000 from the TruMark account to the Convent Money Market account at a higher interest rate.
- iv. **MS:** There are three other CDs that come due this year.
- v. Discussion regarding the Money Market funds.
- vi. **MS- MOTION: \$50,000 be taken out of the TruMark Money Market account and added to the \$200,000 CD at Huntington Bank, making a total amount of \$250,000 for 12 months at 0.75%. Take \$97,000 out of the Money Market fund at TruMark and put that in the Convent Money Market reserve fund. In addition, the CD for \$100,000 that is due on May 1, 2020 be renewed for seven months at 0.75%. JM 2<sup>nd</sup>.**  
All Approved 5-0.

**e. Capital and Reserve**

- i. **MS:** 4010- The final three bills from Suburban Granite for the fireplace, bathrooms and pool walls total \$10,248.64. There are additional bills from Bed Bath and Beyond for small tables and the final billing from the carpenter.
- ii. **MS:** 4020- Bills from Don Kaiser for painting, wallpapering and staining total \$16,970. There are also charges from Design East for the window shades and on the Capital One credit card for the fireplace.
- iii. **MS:** Credit from Capital One credit card for \$2,967 that should cover most of the cost of the new TV from Eds TV.
- iv. **MS:** Total costs are \$52,727.23 for the renovation program paid this month.
- v. **Additional Outstanding Bills of \$73,000**
  - 1. **MS:** Ending- shades-\$3922.
  - 2. **MS:** Fleishman Furniture-deposits- \$3900. The desk chair would be an additional \$201.
  - 3. **MS:** Avalon Carpet- \$29,000
  - 4. **MS:** Design East – owe \$18,113 plus a final payment after the program ends and all is approved \$12,068.
  - 5. **MS:** Eds TV may have additional charges
- vi. Discussion regarding purchasing glass tops for the new tables at a cost of \$475. Will obtain other estimates.

**f. Additional issues**

- i. **MS:** Gas range service was \$425.
  - ii. **JM:** Berardelli pool service will switch from twice weekly indoor pool service and will begin coming once a week. No lab testing.
- g. MS:** Spoke with Ed Stevens regarding the Reserve Account and how to manage going forward. Once all is paid, we need to decide how monies should be distributed. **MS: ACTION:** Will put the information in Board member's slots at the Clubhouse.

- h. **MS:** Will not have accrued as much interest as had been anticipated due to the present financial situation plus there may be fewer resales.
- i. **MS:** Total Turf has done three mows; will end the month with five mows, but they have been necessary. Usually have two mows in the month of April.
- j. **MS:** Finances are in good shape.

### III. **CLUBHOUSE RENOVATION REVIEW/DISCUSSION (REPORTED LATER IN THE MEETING)**

A: **TTa:** The Decorating Committee would like to preserve the library table and conference room tabletops by covering with glass tops for \$475.

- a. Discussion as to where to obtain other estimates (R&R, Grossman, John Schmidt). **MS: ACTION:** Will contact John Schmidt.
- b. **TT MOTION: Purchase glass tops for the library table and conference room tabletops for \$475. MS 2<sup>nd</sup>.** All approved 5-0.

### IV **LANDSCAPE**

#### **A. Owner request for approval**

- a. **PL:** XX Five Ponds Circle – dumpster request-approved. PL asked AW to make sure that no landscaping is done.

#### **B. Owner requests & questions/ landscape**

- a. **PL:** XXX Villa Drive- concern regarding trees falling on their home. **AW: ACTION:** Will have Total Turf assess the tree.
- b. **PL:** XXX Villa- concern regarding tree roots- **PL: ACTION:** Will have Total Turf review and make recommendations. **Discussion.** Decision made to tell the homeowner that they can have the tree removed at their own cost, but that it must be approved by the Board. Paul will review the area before a final decision.
- c. **PL:**XXX Fairway- concern regarding damaged shrubs- PL will review.
- d. **PL:** XX Five Ponds Circle- concern regarding trench behind the home- TT has a request for a fence to see if they can fix. PL will look at the trench area and determine what might be needed. RR requested that AW send a letter to the homeowner informing them.
- e. **PL:** XX Five Ponds Circle- concerns with neighbors landscaping- PL will look at it. Per email from resident, the house is not presently occupied. It is noted that XX Five Ponds Circle has a fine for not addressing the thistle issue in their yard. PL- we can take care of it and bill the resident. **AW: ACTION:** Will send a letter to the resident of XX (or XX) Five Ponds Circle indicating that the next step will be taken and then to start the process.
- f. **PL:** Asked if landscaper has access to new trees as residents are asking about the replacements. **AW: ACTION:** Will check. Creek clearing has not yet begun but may start today.

**V: GROUNDS MAINTENANCE SCHEDULE**

A: **PL**- Edging and mulch complete

B: **PL**: Questioned whether the sprinkler system should be turned on. **MS**:

**ACTION**: Needs to notify the company but waiting due to the present weather. **MS** also questioned if there is a hose that doesn't work.

- i. **PL**: Has not seen the bill for the white pines yet and wanted to know if they have been treated. **AW: ACTION**: Will check with TT.

C: **PL**: Contract items are up to date.

**VI: MAINTENANCE SCHEDULE**

A. **MS**: Filters for the A/C units have been changed.

B. **MS**: Pond has been set up and the lights have been changed for daylight savings time.

C. **MS**: reviewed what needs to be done for spring startup and all is up to date.

D. **MS**: Has been lowering the screen in the Ballroom.

**VI: OPEN ITEMS**

A: **JM**: The pool is scheduled to open on May 5 but that will be rescheduled. Discussion.

- 1. **MS**: We are waiting for the pool guidelines that are to come from the state. Push the opening until the beginning of June as everything is being pushed back. Per Ed Stevens, the Boards are discussing not opening pools for the summer. Ed Stevens recommends that the pool and the Clubhouse not be used by anyone outside of the community. All agree for **JM** to push back the service startup schedule for at least a month.

B: **JM**: XX Villa Drive's guests from NY include two under 19 years of age and per their note to the Board have been here more than 30 days. **PL**: Quoted the relevant sections of the Bylaws (Section 17.02©). **MS: ACTION**: Will contact and inform the residents of what is stated in the Bylaws.

C: Discussion of the Clubhouse Pool and Guest Policy.

**VII: CORRESPONDENCE**

A: **AW**: XX Villa – concern with guests in the community.

- 1. *Discussion of the issue with value seen on both sides of the concern.*  
**AW: ACTION**: *Will thank the owner for the letter.*

**VIII: ADDITIONAL OPEN ITEMS**

A. **MS**: bought cardboard dogs for the pond area and a new grill cover. He has also had the tennis net repaired.

B. **MS**: Conference Room and Library tables have been delivered for the Clubhouse. Texas Hold em table was delivered and set up. **MS: ACTION**: Will give AW the bill. A few items in the Clubhouse need to be repaired.

C. **MS**: The cleaning company has been at the Clubhouse daily but, will change to once a week starting this Friday.

D. **JM**: AW assured JM that the check to pay to renew the pool license was sent.

- E. **JM:** Ron Dorfman asked if there was anything that the Board wanted to have put in the May 1st Villa Voice. **PL:** Suggested that the residents wear masks when walking in the community should be stated in the Villa Voice.
- F. **RR:** Apologized for not having been available to assist of late due to illness.
- G. **MS:** Has reviewed the guidelines suggested by the decorating committee and he has concerns. **TTa:** Suggested that all review them and that they be discussed at the next meeting.
- H. **PL:** Questioned if the sump pump should be put back in the pool at this time. **JM:** **ACTION:** Will check with the pool service because it is not known if it should be put back in if the pool is not open.
- I. **PL:** Asked if the heater for the indoor pool needs to be on. Discussion regarding the benefit of having the heater on or if it is a waste of energy. Decided that it needs to be on, but the temperature lowered to work with the dehumidifier.

**IX: NEXT MEETING**

- A. Tuesday, May 19, 2020 at 9 a.m.

**IX: ADJOURNMENT**

- A. **RR: MOTION:** Adjourn meeting. **TTa 2<sup>nd</sup>.** Meeting adjourned at 11:00 am. All Approved 5-0 at 10:57am.