

BOARD OF DIRECTORS MINUTES

February 22, 2017

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

ABSENT :) Tina Talansky (TTa), Merle Neulight (Scribe)

RR: Opened the Board of Directors meeting at 9:01am.

I: PRIOR MINUTES

JM: MOTION: Accept the minutes from January 25, 2017, as submitted.

PL: 2nd All approved 4-0.

II: FINANCIAL REVIEW

A. Delinquency Report

- a. **AW:** XX Villa-filed. Continental Property Management (CPM) following
- b. **AW:** XX Villa and XXX Villa still have balances above normal.

B. Treasurers Report

- a. **MS:** All Money Market accounts are below the threshold of \$250K.
- b. **MS:** All of our invoices and bills match.
- c. **MS:** Now have an amount added each month (\$3/home/month) with the January allocations to the Capital Account for the improvement of the neighborhood.
- d. **MS:** Verizon telephone contract in review. Discussion regarding changing to Comcast. May obtain a quote from Comcast to see what Comcast can do to save us money on our phone account. Security systems are on analog; digital issues may need to be addressed.
- e. **MS:** Review of the SFE (electric provider) contract on the electric rate (\$0.0791). No issue for the future year. We have a three year contract thru March 2018.
- f. **MS:** Snow bill for February has not yet been received.
- g. **MS:** Still looking into other cards than the AmEx. Capital One is a good alternative. Discussion. We can pay a number of the bills with a non-AmEx card and the savings could add up to \$2000 or more per year. **MS: ACTION:** Will discuss payment process with CPM.
- h. **MS:** Corporate documents have been gathered in one book. Still needs to reconcile the water and sewer agreements. (This will be done post meeting). **MS: ACTION:** Will review the entire Corporate Document book with CPM to make sure that they have all the correct documents.

III: LANDSCAPING

- A. **PL:** Fence work was completed by County Line Fence this week along Cloverly and on the gas line fence.

- B. **AW:** Seeding in the spring to fix areas that did not take in the fall. TT to follow up and time it with the spring crabgrass pre-emergent.
- C. **PL:** Large tree on Delmont behind 277 Fairway needs to be straightened or removed. **PL: ACTION:** Will follow up with TT to evaluate.
- D. **Monthly Grounds Maintenance Schedule**
 - a. **PL:** No open issues.
- E. **Monthly Contract and Maintenance Schedule**
 - a. **RR:** Diesel maintenance to be done Feb 24, 2017.
 - b. **MS:** Empire was here servicing the equipment under contract for gym.
 - c. **MS:** New Aqua Link contract for the pond was signed.

IV: EMERGENCY RESPONSE GROUP UPDATE

- A. **TTa:** No Report this month, TTa was not available for the meeting.

V: CORRESPONDENCE

- A. **AW:**xxx Villa Dr. – concern on large trees in yard. **AW: ACTION:** Will respond with an inspection this year.
- B. **AW:** xxxVilla Dr. – issue with snow removal. No response needed.
- C. **AW:** xx Villa Dr – request to meet with the Board. Discussion. **JM:** Believes this to be an issue about the Social Club requirement from the Board for a co-chair. **JM: ACTION:** Will discuss at the next Social Chair meeting.
- D. **AW:** xx Villa Dr – concern about animals around the pond. Artificial guard dogs to be put out early.

VI: OPEN/ADDITIONAL ITEMS

- A. **AW:** Certificate of Insurance: Concern on the size of the list and the amount of people that have not turned in the insurance certificates from TTa. JM thought that there was an issue as he was on the list as well but had turned his in. Action on the list for letters to go out is tabled for now. **AW and TTa: ACTION:** Will meet regarding this issue.
- B. **PL:** Need to complete the trimming instructions for TT for all common areas and send that out. Mulching and clearing to start next week due to the early spring.
- C. **JM:** New Website that CPM is working on. Discussion. **MS: ACTION:** Will speak with the person at CPM who is working on the website on her own time. Possible live streaming in the clubhouse with the front page/advertising.
- D. **PL:** Generator may be required for a few of the HVAC units for protection of the clubhouse with winter power outages. Discussion.
- E. **MS:** Asked if the stop sign has been fixed at the corner of Villa and Clubhouse Lane. **AW: ACTION:** Will check with contractor.

VII: NEXT MEETING

- A. Next Meeting March 22, 2017 at 9 am.

VIII: ADJOURNMENT

Meeting Adjourned at 11:20 PM