

## **BOARD OF DIRECTORS MINUTES**

### **July 19, 2017**

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

**PL:** Left approximately 9:30 for a personal appointment.

**RR:** Opened meeting at 9:02am.

#### **I: PRIOR MINUTES**

- A. **JM: MOTION:** Approve prior minutes from June 28, 2017 as submitted.  
**TTa: 2<sup>nd</sup>.** All approved. 4-0.

#### **II: FINANCIAL REVIEW**

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

- a. **AW:**XXX Clubhouse-owes \$20.
- b. **AW:**X Fairway-one month plus late fee. However, there is a new owner, and the financials have not yet shown up.
- c. **AW:** XX Villa-two months assessment.
- d. **AW:** XXX Villa-\$25 late fees

##### **B. Treasurers Report**

- a. **MS:** Everything is up to date! ☺
- b. **MS:** #6328-BCCSC-Paid \$50.
- c. **MS:** #6436-Credit for Clubhouse supplies from credit card (AMEX)
- d. **MS:** Received a check for \$637.08 from Capital One which was placed in our Capital Account.
- e. **MS:** Continental Management Company (CMP) has approved the Board charging items on the credit card from Capital One, however, only MS is permitted to charge.
- f. **MS:** #6447-All items for the pool match.
- g. **MS:** Ground Maintenance Other and Ground Maintenance match.
- h. **MS:** All invoices match and everything that needed to be reclassified was done.
- i. **MS:** \$850-accrual of corporate tax-quarterly.
- j. **MS:** Gamberg Furniture \$581.52 and \$623.28match for the new furniture in the Ballroom.
- k. **MS:** We received a check from Christ's Homes for half of the creek bed clearing.
- l. **MS:** The only contract that is up for next year is Envirogreen.
  - i. **MS:** Spoke to John who stated that he would lower the fee from \$16 per household to \$15.50 per household for a contract for the next five years, plus we can pay with our Visa card.
    1. **MS: MOTION:** Renew our contract with Envirogreen for five years with the rate being, per home, from our

first year to our respectively, \$15, \$15, \$16, \$16, and \$16 for Monday pick-up for the Clubhouse. In addition, we may pay with Visa. **TTa: 2<sup>nd</sup>**. All in favor 4-0.

- m. **MS:** For our six month update, we are over our budget by only 6%. This is excellent, especially considering the snowfall this year. Hopefully, at the end of the year it will be zero.
- n. **MS:** We are \$5.00 under, per household in Reserves. The driveways will probably need to be redone before the 20 years that was originally estimated. If dues are increased, this money should be put in our Reserves as this fund should be built up more.
- o. **MS:** We have a CD that was approved on 7/16/2017 for 1<sup>st</sup> Bank, but we already had one at 1<sup>st</sup> Bank. Therefore, it will be put into Meridian Bank for 1.50% for 18 months.
  - i. **RR:** Suggestion: Going forward, perhaps we should only put \$235K or \$240K in our CD's so that our interest would be protected in the event that a bank fails so that we will always be below the \$250K threshold.
- p. **MS:** On July 30, 2017 a CD is due. Recommended for 1.55% for 23 months.
  - i. **MS:** 7/6/2017 18 month Meridian 1.5%
  - ii. **MS:** 7/30/2017 Queen Oak 23 months for 1.25%. But do we really want 23 months. Prefer 12 months.
  - iii. **MS:** 8/9/201
    - 1. **RR:** Should we take approximately \$10K from each one and purchase another CD?
      - a. **AW:** We need to confirm with Erica as to which bank for twelve months at 1.25%. **MS and AW:** **ACTION:** Will follow up and place CD's that are coming due.

### C. Other Items

- a. **MS:** Jimmy is the owner of Ed's TV. He will be giving us a quote to update our cameras. We are analog now and will be quoted for digital system components.
- b. **MS:** The over-head catch in the indoor pool door closest to the outdoor bathrooms is broken. **RR: ACTION:** Will see if he can fix the overhead catch.

## III: LANDSCAPE/ARCHITECTURAL

### A. Requests

- a. **PL:** Remove debris from behind XXX Villa
  - i. **PL:** A tree fell down behind XXX Villa. TT dropped the tree in the wooded area directly behind the homes on the creeks.. There are now two dead trees that are behind the mowing line and are very unsightly. **PL: MOTION:** Accept quotes from TreeEx for the tree(s) removal for less than \$1025. **MS: 2<sup>nd</sup>**. All approved 5-0.

ii. **AW: ACTION:** Will request Tree-Ex to do the removal for \$900.

b. **Architectural Requests-PL:** None this month.

#### **B. Monthly Grounds Maintenance Schedule**

a. **PL:** TT is behind trimming.

i. **MS to AW:** Since TT is behind the pruning and it is so close to when the second pruning should be taking place, perhaps we should just trim the Spirea and selected bushes at the time that the second pruning would take place in the fall. **AW: ACTION:** Will send letter to TT to not prune the fall pruning without our approval.

1. **MS:** We need TT and TreeEx to give us quotes for trimming trees that are close to the homes.

a. **AW:** TT is trying to accommodate us and all his customers with the new laws and less help and still do the trimming of the trees that are in the contract.

b. **MS:** Per Mark Biresch, everything except one tree in the development was fine as regards to mulching of the trees.

c. **MS to AW:** TC previously worked for a Turning Leaf, but he is trying to start his own company. Please inform TC that we will try to have him do some trees. **MS:** Will speak with him about outside maintenance work in our community.

#### **C. Monthly Contract and Maintenance Schedule**

a. **JM:** The broken shower spray holder in the men's room has been fixed

b. **JM:** The pest control has been done and the projector screen has been lowered.

c. **RR:** Diesel Tank Service was done. A bad wire was replaced.

d. **TTa:** Janet Lynch (JL), a resident and nurse was with TTa when the defibulator was checked and the battery was changed. JL will also update the First Aid Kit in the indoor pool. Also JL will contact the company to review with the residents on use of the defibulator. Plus, she will do a First Aid presentation.

e. **TTa:** Both Janet and Jerry Lynch will take over the filling and care of the vending machine.

#### **D. White/Green Pop-Ups for the Gutter Systems**

a. **MS:** Still wants to obtain the pop ups. **AW: ACTION:** Will contact the landscaper to replace the pop-ups. The procedure is for MS to send AW an email and she will then contact TT to replace them. But will also inform MS where they can be purchased.

### **IV: CORRESPONDENCE**

#### **A. AW: XXX Clubhouse Ln-Vendor ID**

a. **MN:** My husband and I were the only persons at the pool, and while there, a large man was walking into and out of the pool by the exits. I

had not seen him before, but for the first time in ten years, I did not feel safe at the pool. I am assuming he was a vendor, though he had no ID on him. Was it ever discussed that vendors wear some type of identification while on our premises. **MN**: Suggestion: Wear a lanyard with a tag which states that person is a vendor at Five Ponds.

- i. **Discussion**. **MN** has lanyards which she will give to the Board and **JM** and **RR** will make laminated tags which will be distributed to the vendors.
- B. **AW**: **XX** Villa-pruning issues-resident is unhappy with the pruning of her bushes. She did not know that one could be put on a “do not prune” list.
- a. **AW**: **ACTION**: Will send letter notifying resident that she may be put on the “Do not prune” list.

#### V: ADDITIONAL ITEMS

- A. **PL**: **XX** Five Ponds Circle-decision. Approved. **PL**: **ACTION**: Will have HBI move the “no parking sign” 2 ½ feet off the driveway. 811 needs to be called beforehand for approval to move the sign. **AW**: **ACTION**: Will send a letter to HBI.
- B. **Social Event Lottery**
  - a. **JM**: The Social Committee stated that they do not like the lottery, however:
    - i. The consensus of the Board, the lottery stands “as is.” This will be enforced when there is a “hot” event where demand for tickets exceeds the amount allotted. All checks will be collected beforehand and then the names are picked-as in a lottery. The checks may be made out for two people, per check, per household.
- C. **Social Club Invite to Board Members and Spouses**
  - a. **JM**: The Social Club has extended an invite for Board members and their spouses to attend out ten year gala as a thank you for the hard work that they have been doing.
  - b. **JM**: Expressed concern that the offer of the Social Club is an expenditure of \$600 of the community’s funds.
  - c. **PL**: **MOTION**: Graciously accept the invitation from the Social Club. **TTa**: 2<sup>nd</sup>. Three in favor-**RR**, **PL**, and **TTa**. Two oppose-**MS** and **JM**. Passed.
- D. **TTa**: The Social Committee should be informed that ANY Board member can attend any Social Club meeting.
- E. **TTa**: When given a Ballroom rental contract, the name of the caterer, plus the insurance information must be included with the contract before given to **TTa**.

**VI: NEXT MEETING**-Wednesday, August 23, 2017 at 9:00am.

**VII: NEXT ANNUAL COMMUNITY MEETING**-November 15, 2017

**VIII: ADJOURNMENT**

A. **JM: MOTION:** Adjourn meeting. **TTa: 2<sup>nd</sup>**. All in favor. Meeting adjourned at 10:45am.