

# Villas of Northwyck Condominium Association

## Meeting Minutes – April 6, 2015

**Meeting Location:** Northwyck Clubhouse, Troy, MI

**Meeting Date:** April 6, 2015 at 6:00 PM

### Board Members Present:

- Pat Hurley, Vice President
- Susan Schreier, Secretary
- Leon Hart, Director

### Board Members Absent:

- David Kenewell, President
- Stacie Greslick, Treasurer

### Metro Group Management Present:

- JC Palmer, President
- Marti Johnson, Operations Manager

**Meeting: Called to order at 6:10 PM.**

## RESIGNATION

David Kenewell resigning from the Villas of Northwyck Board of Directors effective May 1. Susan Schreier will act as President. Open seat on Board of Directors will be voted on/filled at Annual Meeting.

## APPROVAL OF PREVIOUS BOARD MINUTES

February 4 2015 Board Budget Meeting notes to be corrected and re-submitted by Susan Schreier.

## ADMINISTRATIVE

MODIFICATION REQUEST for deck expansion at 1349 Hollins Hall approved.

### ANNUAL MEETING

Potential meeting dates June 2nd or 3<sup>rd</sup>. JC Palmer will speak with McShane regarding last year's annual meeting notes as well as the October 2014 meeting notes that Nicole would have taken. Stacey Greslick facing re-election as current two-year term expiring.

### JOINT TOWNES AND VILLAS COMMON FACILITIES OPERATIONS POLICY

Review of section of Master Deed regarding shared Recreational Facilities may relate to administration of shared recreational facilities between the Townes and Villas. Susan Schreier will request attorney to review. JC Palmer will propose joint meeting within 45 days to address joint facilities.

## **LEASING RESTRICTIONS**

Review of By-law reference regarding stipulations for leasing of units within the Association. Concerns regarding units being purchased for purpose of leasing and co-owners who may be leasing units complying with by-law requirements. Would like to be sure we have contact information for any absentee co-owners and tenants. Consideration of residency requirement and/or fines. Susan Schreier to request quotes from attorney for possible Amendment to By-law and Master Deed.

## **ATTORNEY RETAINER AGREEMENT**

As requested by Treasurer Greslick, Meisner Law provided current Monthly Retainer Agreement benefits for Board review. Attorney will continue on retainer while work through potential Master Association with Townes and review other possible By-law maintenance items. May terminate at any time. Will monitor hours and rates.

## **CO-OWNER REQUEST FINE RESCIND**

Review of email requesting waiving of \$25 fine due to special circumstances consideration and has corrected. Agreed to waive fine.

## **NEW ASSOCIATION MEMBERS**

6620 WABASH LANE purchased on January 29 \$109,000

1370 ALAMEDA BLVD purchased on February 9 \$327,000

## **GROUNDS MAINTENANCE UPDATE**

### **2015-2018 GROUNDS MAINTENANCE PROPOSALS**

JC Palmer presented Summary of Bids to Board of Directors to include statistical analysis and review of all major categories. Transcending Gardens has been asked to proceed with Spring Cleanup a la carte so that there is no delay in landscape services. Metro requesting additional quotes for tree fertilization. Will go direct for irrigation rather than through Transcending Gardens. Metro will walk the grounds with Paul from Transcending Gardens to determine vendor responsibilities for snow removal damages next Thursday, as well as Terry from Precision. Metro would like Precision to create a map of the irrigation system. Metro would also like to review snow removal services and potential changes to specifications.

Motion made by Pat Hurley to accept Transcending Garden bid for landscaping services, seconded by Susan Schreier. Motion carried.

Motion made by Leon Hart to table snow removal services until a later date, seconded by Pat Hurley. Motion carried.

### **CLUBHOUSE ENTRANCE PORCH AND INTEGRATED SIDEWALK**

Metro had the brick pavers in close proximity to the entrance to the clubhouse removed due to heaving from the cold for safety reasons and ease of entry. Initial bids have been solicited for stamped concrete and/or brick paver options that would be aesthetically pleasing while eliminating the winter heaving issues. Pricing due by April 10. Will undercut down to soil and put pavers back. Would not proceed unless high success rate not heaving as determined by vendor. If not, then stop, try stamped concrete with aggregate. JC to verify whether to remove first slab of concrete.

Motion made by Leon Hart for removal and \$3,000 in case need to re-set more pavers, seconded by Susan Schreier. Motion carried.

#### FOUNTAIN/POND/WETLANDS UPDATE

Management has already solicited treatment quotes and fountain pricing from three bidders. Final bids to be received by April 20. Pond Guy sees no issue with DEQ for fountain, get OK for chemical treatment. Fountain will have standard plume, 1 or 2 HP motor, should last 3-10 years, probably 5 years lifetime. Verify enough water.

#### GOOSEBUSTERS CONTRACT

Per the approval by the Board liaison Susan Schreier, Management did let the renewal contract from Goosebusters, to control geese on the property; \$500/month for 9 months.

#### ASPHALT REPAIR (2014)

DCAM will be on site at the end of April to complete the hot rubber crack fill they were unable to complete in 2014. Needs to be done before the sealcoating.

#### 2015 SEALCOATING

Metro has requested proposals for sealcoating and crack fill for the asphalt driveways, have preliminary bid. Driveway repairs will be made prior to sealcoat. Goal to sealcoat by late May.

Motion made by Susan Schreier to approve sealcoat based on lowest preliminary bid of \$7,500, seconded by Leon Hart. Motion carried.

#### ORNAMENTAL GRASSES

Secretary Susan Schreier has proposed removing the ornamental grasses at the north fence line that are overtaking the lawns. Management has requested a proposal from Transcending Gardens.

### **BUILDINGS**

#### PAINTING PROJECT

6 year painting rotation includes buildings A, B and K for 2015, currently out to bid. JC suggested possibly going to composite for siding and trim. JC and Marti will check prep work. Susan Schreier expressed concern that the paint selected must last for the full cycle to prevent exposed wood and rotting boards.

#### FINAL STATUS REPORT ON CLUBHOUSE RESTORATION

Burton Brothers completed the water extraction and dry out from the dishwasher leak. The new base trim has been installed as well as a new dishwasher.

#### CLUBHOUSE CHAIR UPHOLSTERY

Per Susan Schreier's request, Management is researching reupholstering and re-padding the clubhouse chairs.

#### GUTTER PROJECT

Review of proposals to replace gutters on selected units to correct longstanding underground drainage problems. Will also remove drainage from townhouse units driveway dividers. Will consider doing all at once to increase efficiency and reduce overall cost. Will consider draining to center of lawns.

## **POOL MAINTENANCE AND CHEMICAL**

Metro has signed a renewal agreement at 2014 pricing with Pristine Pools to again provide the clubhouse pool maintenance and also pre-purchased the chemicals at a reduced rate.

## **FINANCIAL**

### **STATUS OF ACCOUNTS RECEIVABLE**

Discussion of accounts appearing on interim A/R report.

### **MONTHLY FINANCIAL REPORTS**

Review of financial reports. May need to split up accounts to assure adequate FDIC protection. Lien on <one> unit, attorney has worked out a payment plan.

### **APPROVAL OF BUDGET**

Motion made by Susan Schreier to approve 2015 Budget, seconded by Leon Hart. Pat Hurley abstained. Motion carried.

## **OLD BUSINESS**

Heat tapes for ice dam issues at various units considered, JC Palmer will get a number from Battelle. Drawback are increase in electric bill up to \$100.

Maintenance of metal window grates over window wells. Marti Johnson will get quotes on blasting and painting as many are rusting.

Pool fence improvements and possible thorny shrubbery will be addressed in May.

## **NEW BUSINESS**

### **WINDOW CLEANING AT CLUBHOUSE AND CARRIAGE LIGHTS**

Susan Schreier requested quotes to have windows at Clubhouse washed and also to clean the carriage lights that are an association responsibility beside the garages.

## **CALENDAR REVIEW**

Next Board Meeting will be determined at a later date.

## **ADJOURNMENT: 9:12 pm.**

Meeting minutes submitted by Susan Schreier, Secretary