

# Villas of Northwyck Condominium Association

## Meeting Minutes – May 16, 2016

**Meeting Location:** Northwyck Clubhouse

**Meeting Date:** 16 May, 2016, at 6:00 PM

### Board Members Present:

- Susan Schreier, President/Secretary
- Stacie Greslick, Treasurer
- Patricia DeSatnick, Director
- Bruce Papet, Director

### Metro Group Management:

- Marti Johnson, Field Inspector/Quality Control

**Meeting called to order at 6:05 PM.**

### ADMINISTRATIVE

**NEW BOARD MEMBER** Bruce Papet was appointed to the Board by Susan Schreier and unanimously approved on 4/28/16. He will complete the term of one of the vacant seats until the Annual Meeting elections on June 2.

### APPROVAL OF BOARD MEETING MINUTES

Motion by Pat DeSatnick, second by Stacie Greslick. Approved unanimously for:

- February, 8 2016
- April 18, 2016

**ANNUAL MEETING** Scheduled for June 2 at 7:00 PM, 6:45 PM registration. First notice sent 4/25/16; second notice sent 5/16/16. Marti will be putting sign out to remind co-owners. Marti will send presentation draft end of week. Pat DeSatnick will take minutes. Marti to see about additional chairs for meeting.

**INSURANCE** Reviewed quotes to renew insurance. Unanimous to renew with McCredie, raise deductible to \$10,000 from \$5,000 as unlikely to file claim for lesser amount.

### NEW ASSOCIATION MEMBERS

- **Daniele DiGregorio and Laura Powell-Soreide** purchased 1340 Hollins Hall Lane on April 15 for \$400,000.

Marti will send updated list of residents to the Board as we have had several units purchased since the directory.

### GROUNDS

**GROUNDS MAINTENANCE UPDATE:** Transcending Gardens added Preen fertilizer to mulch beds. Full grounds operations have begun. Discuss schedule for pruning, edging, and mulch install, moving up with goal of completing first week of June 2. Supervisor on site to review weeding with the crew today; consensus better but

still needs improvement/crew education. Pool area weeding needs done for Memorial Day opening. Grounds contract up for bid in fall.

**EMERGENCY EGRESS** Bruce Papet discussed ideas for egress between Northwyck and Woodside Church. Couriers and vehicles have been driving through causing curbing to crumble. Troy Fire emailed Director Papet it should be OK to do a chain and sign; possible breakaway post. Marti will check with City of Troy that they are OK with it, per Papet Lt Eric Caloia from Troy FD aware of situation. Estimated cost \$100 or less.

**SHRUB REPLACEMENT** Shrubs or service berries to be replaced. Approximately six dead yews beside ranch steps, concern may be due to excessive ice melt. Shrubs on east end where it is always very wet are dead and TG to remove; several shrubs on pool gate end are doing poorly and may also need replaced. Marti will do evaluation.

**BLUE SPRUCE** Management suggests a site inspection by a tree company to assess damage. May be able to treat and save some. No cost for on site evaluation, Metro will request. Per tree company, definitely need to take mulch away from under diseased trees before adding mulch. Director DeSatnick requested they also advise on arbor vitae trimming.

**ANNUAL SITE INSPECTION COMPLETE** Management to seek bids for sidewalk replacements (\$5k - \$6k). Marti will email list of slabs. Other works being done under individual work orders. Wood trim and especially chimneys in much better shape this year following repairs last year.

**WATER USAGE AND IRRIGATION** Precision Irrigation turn on is scheduled for May 20, will provide list of damaged heads and which are to be billed back to TG. Director Papet would like to work with Precision on possibly breaking each night's cycle into two portions to give time for water to soak in.

**SPLIT RAIL FENCE** Fence on Emerald lake path is broken.

## **BUILDINGS**

**ROOFING** Marti received and reviewed the 2014 Roofing study done by DRIS from President Schreier, do not need to do new study.

**CENTURY GUTTER** Management is working with Century Gutter on the invoices from 2015. Marti working on reconciling invoice overage vs. estimate. Lawns left a mess, new pop up drain was covered over with sod.

## **FINANCIAL**

**STATUS OF ACCOUNTS RECEIVABLE** Management apprised the Board on the current status of delinquent accounts. Account that was turned over to attorney for collections sent check but it bounced, so sent back to attorney. Metro confirmed co-owner will be responsible for legal fees. Appears there are now renters in the unit that do not have a lease agreement on file and the co-owner(s) continue to give conflicting versions of who owns and lives in unit. Other co-owner behind but has not been a problem.

**MONTHLY FINANCIAL REPORTS** April 2016 financial report reviewed. Unanimously approval.

**5 YEAR PROJECTED SPENDING** Discussion of report provided by Marti. Roofs should be OK next 4-5 years with \$175k in roof reserve. Motion by Pat DeSatnick to combine roof reserve and the general reserve into one reserve account second by Stacie Greslick. Passed unanimously. Marti will request accounts be combined.

**FDIC RESERVE LIMIT** Association has funds that exceed the \$250,000 FDIC limit. Management suggests moving money to investments to safeguard against FDIC loss. Discussion of how to protect funds under FDIC insurance. President Schreier told by former bank examiner that should institution fail, commercial accounts will only receive up to FDIC insurance limit. Motion by Stacie Greslick to put excess money over FDIC limit into CDs, second by Bruce Papet. Passed unanimously. Marti will get proposals with intent to put excess into CD's as soon as possible.

## **VIOLATIONS**

**PAINTED DECK** Co-owner has not corrected deck that was painted instead of stained last year. Violation letter sent.

**RULES & REGULATIONS** Consensus need guidance on amending Rules & Regulations to address new technology not specifically addressed in current bylaws, Rules & Regulations.

**VIOLATIONS** Co-owner modified exterior without modification request received or approved. Motion by Bruce Papet, second by Patricia DeSatnick to send letter from Metro on issue. Passed to send violation letter.

## **COMMUNITY ISSUES**

**POOL DECK REPLACEMENT** Denied by Townes (cost share item). Crack fill entire pool deck before pool opening this year @ \$1,962, to be shared with Townes, defer replacement.

**CLUBHOUSE WINDOWS** Both associations have approved window cleaning at the Clubhouse @ \$160, to be shared with Townes.

**SPLIT RAIL FENCE** Repair of fence on Emerald Lake path. Cost share. Metro will also have fence company look at repair on fence where rail keeps coming down behind shrubs beside pond.

## **OLD BUSINESS**

**DRIVEWAY BAY REPLACEMENTS** Quote from Landscapes to add grasses to previous quote of Sedum. Will proceed with 3-5 sedum per driveway depending on size of driveway bay, no grasses. Metro will get quote from TG also. Board would like clarification on design within bay. Plan to plant mid-June.

## **NEW BUSINESS**

- Modification/deck expansion at 1253 Alameda: Approved with following revisions: Deck needs to be 26' not 25'; railing post is to be attached to flange on bottom step not into the ground; builder is to pull the permit in builder's name.
- Modification/awning at 1326 Alameda: Motion by Bruce Papet, second by Susan Schreier. Tabled to needing additional information.
- Shrub replacement/driveway at 1342 Alameda: Co-owner says they have been waiting for years for shrub replacement. Missing 3 Hicksi yew in front of bay window and would need to move hosta.
- Driveway with recurring sod damage. Owner would like driveway widened. Damage to sod beside driveway from being driven over, owner may be willing to contribute to widening driveway. Motion by Susan Schreier to replace sod for now, second by Bruce Papet. Approved to replace sod this year, co-owner expense.
- Discuss new Clubhouse cleaning and scope of her responsibilities. All agreed much better.

- Remove obstruction from drainage ditch behind south side of Alameda, TG to handle.
- Inspections of buildings with extraordinarily high water bills: Marti will finish inspections of the last two units, one at each building, now that co-owners of one unit have returned from winter and other now appears to have renters present. If those units are OK, entire cost of inspection will be billed back to co-owners with leaking fixtures. Management will send email blast to all VON co-owners advising they are reaching end of lifespan and to fix if hear running water as interior fixtures are their responsibility; if association gets involved, the inspections and repairs will be billed back to responsible unit co-owner.

#### **CALENDAR REVIEW**

Next meeting is Annual Meeting on June 2, 7:00 PM.

Set schedule for Board Meetings through the rest of the year once election is held.

#### **ADJOURNMENT: 9:15 PM**

Meeting minutes submitted by Susan Schreier