

# Villas of Northwyck Condominium Association

## Meeting Minutes – January 31, 2017

**Meeting Location:** Northwyck Clubhouse

**Meeting Date:** 31 January, 2017, at 6:00 PM

### Board Members Present:

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

### Board Members Absent:

- Kevin Fanroy, Director (excused)

### Metro Group Management:

- Marti Johnson, Property Manager

**Meeting called to order at 6:00 PM**

## ADMINISTRATIVE

### APPROVAL OF BOARD MEETING MINUTES

- November 22, 2016 Minutes – Unanimously approved

### NEW ASSOCIATION MEMBERS

- 1344 Hollins Hall: ownership changed to Joanne Fournier, \$392,500
- 1281 Alameda Blvd: purchased by Ron & Sue Diaz, \$400,000

## GROUPS MAINTENANCE UPDATE

**CONCRETE SIDEWALK REPLACEMENTS** A couple of co-owners have called in about slabs needing repair, Marti will inspect. Bridge sidewalk that is sinking will also be quoted, cost share with Townes.

**CRACK FILL STREETS** Will need to do maintenance this year.

**TREE REMOVAL/REPLACEMENTS** Pine trees by path to Emerald Lakes were sprayed so will see in Spring if they are any better.

**SOD-SEED PHRAGMITE TREATMENT AREAS** Where bare, need to look at either seeding or sodding. Marti will get quotes. Can also look at improving behind 1362 AB where grass won't grow, possibly use a ground cover or stone.

**SPEED BUMPS** Approximate cost is \$600-\$700/bump. Additional cost to install and remove annually. Management doesn't recommend based on other properties they manage. Will continue to manage by reminding residents of 15 MPH speed limit in next newsletter and following up on complaints.

**SHRUB REPLACEMENTS FOR 2016** Landscapes reviewed the shrub plantings with DeSatnick and Schreier and will correct shrub plantings in the Spring. Other shrubs were also identified that will need replaced. Kim will quote the others so all can be done at once.

**LEAF REMOVAL** Fall cleanup occurred before most leaves had fallen, and it snowed before AP could return the first week of December. They will try to do if get a break in the weather. Darrin left company so Dave Palmer (owner) is in charge until they hire a replacement.

## **BUILDINGS**

**PAINTING** Full painting of Buildings I, G and H this year.

**REPAIRS** Will repair buildings as needed following Spring inspection.

**DECKS** Follow up on Fall deck inspections; two units need to clean up work from messy contractors who did not use the correct product.

**COACH LIGHT REPLACEMENT** Possible replacement of lighting fixtures on garages that are beginning to fail. Current model no longer made. Need to do a count of how many to replace, fronts of units to start. Marti will check with Pine Tree on what may be similar in appearance to what was originally installed by builder.

**HEAT TAPE** 1315 AB has not had any issues this year, not seeing a need to proceed at this time. Will address ice dam if it occurs.

**GUTTER/DRAIN/DOWNSPOUT CLEANOUT** Mason completed gutter drain cleanout. Will need to flush gutters, downspouts and underground drains in Spring.

**REMOVAL OF GUTTERS FROM DRIVEWAY BAYS** Century Gutter did not remove all disconnected drains from the driveway bays that had been left from some of the gutter project units, still needs to be done. Need a list of units that need removal.

**ROOF and CHIMNEY INSPECTIONS** Management plans to inspect all chimney and roof penetrations and overall roof conditions.

**1366 /1370 AB** Marti will check possible water damage front of unit.

## **FINANCIAL**

**STATUS OF ACCOUNTS RECEIVABLE** Two co-owners have outstanding fines.

### **MONTHLY FINANCIAL REPORTS**

- November 2016 Financial Report – Unanimously approved
- December 2016 Financial Report – Unanimously approved

May need to buy another CD soon to stay below FDIC limits.

## **COMMUNITY ISSUES**

**CLUBHOUSE & POOL INSURANCE** Payment received from the Townes for 2016 cost share item. Pool permit purchased for 2017.

**POOL DECK** Grinding of pool deck repairs will be scheduled and completed before pool opens in Spring, already APPROVED by both Boards.

**CROSSWALK and CLUBHOUSE PARKING LOT PAINTING** Marti will get a quote to do both the joint areas and also the Villas at the same time.

**JOA LEGAL EXPENSES** Villas Legal counsel made changes discussed at joint meeting. Townes claims not approved although was discussed at meeting. JOA sent to Townes for review. Need compilation of all costs associated with agreement.

**DRYER VENT DEFLECTORS** Papet completed installing deflectors at units where it was determined they were needed. Plantscapes said it should help prevent damage to shrubs.

**CLUBHOUSE USE** Townes requesting rental fee be charged for community Bunco group to use Clubhouse. Management located rental agreement for use of Clubhouse for community members to use at no charge once per month as community event. Townes advised their residents are welcome to join also.

## **UNRESOLVED BUSINESS**

**VON DOCUMENTS UPDATE** Legal counsel has been advised VON would like to begin updating bylaws.

**LITTLE FREE LIBRARY** Volunteer from community built the library and post. May need a more protective roof, Papet handling. Marti will check with American Properties about installing in the Spring, may need to auger a hole. Placement by path to Emerald Lakes.

**WINDOW GRATES** Scheduled for the first week of March. Action Painting to tag each grate to the unit. Management will contact Co-owners one week prior to removal regarding the project and that Co-owner will need to remove any additional covers or screening material, association and contractor will not be responsible for anything not removed. Marti will check that the units backing to the Alameda side of the pond will be included.

**HANDRAILS FOR FRONT STEPS** Elegant Aluminum provided quote for interested co-owners who would like a handrail. Would be a blanket modification to all co-owners as was done two years ago. If there is enough interest community can qualify for a reduced price, \$484 for five or more, \$409 if ten or more.

**MODIFICATION REQUEST** Deck expansion at 1245 AB – TABLED pending co-owner to submit drawing to build entire dividing wall on new deck.

**IRRIGATION** Marti will follow up with Precision regarding uncapping shrub misters and re-allocated heads at startup.

POND MAINTENANCE      Blue Water Aquatics will check with DEQ in the Spring about the pond. Two year permit purchased for regular treatments.

#### **CALENDAR REVIEW**

Schedule Board meetings and Annual Meeting for 2017. Last Tuesday of every month except February, May, July, and December. Annual meeting will be in May, tentatively second or third Tuesday (9<sup>th</sup> or 16<sup>th</sup>). Will schedule joint meeting for late Feb/early March.

#### **ADJOURNMENT: 7:21 PM**

Meeting minutes respectfully submitted by Susan Schreier