

Villas of Northwyck Condominium Association

Meeting Minutes – November 22, 2016

Meeting Location: Northwyck Clubhouse

Meeting Date: 22 November, 2016, at 6:00 PM

Board Members Present:

- Susan Schreier, President/Secretary
- Patricia DeSatnick, Vice President
- Bruce Papet, Treasurer
- Stacie Greslick, Director (by conference call)
- Kevin Fanroy, Director

Metro Group Management:

- Marti Johnson, Property Manager

American Property Service Centers, Inc.

- Darrin Llewellyn, COO (partial)

Meeting called to order at 6:00 PM

ADMINISTRATIVE

APPROVAL OF BOARD MEETING MINUTES

- October 26, 2016 Minutes - **Unanimously approved**

NEW ASSOCIATION MEMBERS

- No new co-owners since last meeting

GROUNDS MAINTENANCE UPDATE

MEET AND GREET with Darrin Llewellyn from American Property Service Centers, new Grounds and Snow Removal contractor. Discussion of landscaping and snow removal. Board consensus that the cleanup looked good. They will do one more mow and leaf pickup after pear trees fall, probably Dec. Will stake for snow shortly, 6" deep and request put by sprinkler heads next to sidewalk. Skidster will have rubber blade. Grub control will be applied in Spring. Will quote for tree trimming.

SHRUB REPLACEMENTS FOR 2016 Plantscapes will correct shrub plantings in the Spring. Some units did not receive shrubs as planned (too many/too few/none).

GROUNDS/SNOW CONTRACT **Motion by Schreier, second by Desatnick to approve Grounds Maintenance contract 2017-2019 with APSC. Unanimously approved. Motion by Desatnick, seconded by Fanroy to approve Snow Removal contract 2017-2019 with APSC. Unanimously approved.** Community contract TBD with Townes, they would like to have Transcending Gardens handle the shared areas for snow removal.

DEEP ROOT TREATMENT APSC completed treatment for serviceberries Nov 11, expect to see results in the Spring.

OPEN LANDSCAPING WORK ORDERS APSC has completed all open work orders including removing tree roots affecting 1310 AB structure, edging around drain openings, mulching tree at Clubhouse, and shrub trimming. Will be edging beds and doing fall cleanup to finish season.

BUILDINGS

GARAGE GUTTER PROJECT Century Gutter completed repairs to undergrounds and lawns from 2015 project and removed disconnected undergrounds from previous projects (some appear to have been missed). Building I completed (1306 - 1310 AB).

GUTTER/DRAIN/DOWNSPOUT CLEANOUT Mason only blew out gutters and did not flush downspouts and underground drains, so they will still need to be done. Rest of the work will be deferred to Spring as most units have turned off their unit's outside water for Winter. Marti will make sure Mason is only charging and paid for the gutter blow out and not for complete job since it was not performed.

HEAT TAPE 1315 AB ok'd trial of heat tape to see if it would assist with heat damming, but Marti will also first check whether there are alterations to attic insulation that may help.

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

FINANCIAL

STATUS OF ACCOUNTS RECEIVABLE No co-owners past due. Couple of fines owed.

MONTHLY FINANCIAL REPORTS October 2016 Financial Report - **unanimously APPROVED.**

2017 BUDGET **Final Budget ratification. Unanimously approved.**

VIOLATIONS

No outstanding issues

COMMUNITY ISSUES

JOA VON attorney drafted with changes submitted by Townes' attorney. Management will ask Financial Manager to compile costs for Townes to be sent with new JOA draft for their review.

CLUBHOUSE USE Townes wants rental fee to be charged for Bunco group to use Clubhouse, feel it is not "official" business. Management will research.

COST SHARES – INSURANCE Townes to share in cost of Clubhouse and Pool insurance; nothing received yet.

UNRESOLVED BUSINESS

MODIFICATION REQUEST Deck expansion at 1245 AB - Management continuing to work with Co-owner on how best to handle the dividing wall between the units that will be needed. TABLED.

DRYER VENT DEFLECTORS In production. Papet will handle installation at units where it was determined they were needed.

IRRIGATION Precision to provide answer to capped shrub misters and re-allocated heads. No response yet. Marti will follow up in the Spring.

TREE REMOVAL FROM FENCE Management has investigated the tree rubbing against the property line fence at 1293 AB and because the tree is not on VON property determined nothing can be done at this time. TABLED.

WINDOW GRATES Action Painting will need to tag each grate to the unit. Management will send Co-owners a letter 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 may need to requote as not all units on north side AB backing to pond appear not to have been quoted.

SOD DAMAGE Co-owner states did not damage sod next to driveway and refusing to pay repair. Management will follow up.

NEW BUSINESS

POND MAINTENANCE Blue Water Aquatics will check with DEQ in the Spring about controlling the lily pads.

LITTLE FREE LIBRARY Marti will quote to build. Per Desatnick, there may be a community member willing to build one. TABLED while Marti gets quote.

VON DOCUMENTS UPDATE Discussion of Board reviewing and updating as a Winter project.

HANDRAILS FOR FRONT STEPS Elegant Aluminum coming out to quote for interested co-owners in the community following requests from a couple of newer residents; will offer modification to all co-owners so that if there is enough interest community can qualify for a reduced price. Schreier will coordinate quote and send info about how this was handled previously by McShane as a blanket modification.

CALENDAR REVIEW

Next Board meeting to be determined after Jan 1.

ADJOURNMENT: 8:35 PM

Meeting minutes respectfully submitted by Susan Schreier