

# Villas of Northwyck Condominium Association

## Meeting Minutes – June 28, 2016

**Meeting Location:** Northwyck Clubhouse

**Meeting Date:** 28 June, 2016, at 6:00 PM

### Board Members Present:

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

### Metro Group Management:

- Marti Johnson, Field Inspector/Quality Control

**Meeting called to order at 6:01 PM.**

### ADMINISTRATIVE

**DOG TETHERING COMPLIANCE LETTER** Resident would like board to consider allowing some tethering of dogs, and to consider changing the bylaws to permit tethering. Management and Board in agreement that existing regulation that dogs may not be tethered on the common elements should be adhered to within the community for safety, liability, and hygienic reasons. Management also clarified that tethering is any time a dog is tied to an object and is not on a leash with a person at the other end.

In the next newsletter, will include clarification of tethering on the common elements and restate pet rules. A neighborhood resident has offered to walk dogs, will check if it would be OK to include contact information in the next newsletter.

**ELECTION OF OFFICERS** Susan Schreier re-elected, Bruce Papet who was nominated to Board to fill vacancy elected, and Kevin Fanroy elected to two year terms. Director positions for coming year as above.

**APPROVAL OF BOARD MEETING MINUTES** May 16, 2016 minutes approved unanimously.

### NEW ASSOCIATION MEMBERS

- **Ki Hyun Ahn** purchased 1270 Alameda Blvd on June 2nd for \$355,000
- **Mark & Gena Bender** purchased 1346 Alameda Blvd on June 10 for \$380,000

Management will send updated list of residents to the Board as they are received as we have had several units purchased since the directory.

## GROUNDS

### GROUNDS MAINTENANCE UPDATE:

- SHRUB REPLACEMENTS FOR 2016: Shrubs or service berries to be replaced
  - Marti will check with Matt Gerich/American Property about tagging the shrubs that were replaced last year.
  - TG has not yet performed the first shrub trimming that was to have been completed prior to mulching. Management will remind TG that non-flowering shrubs are overdue; to not remove the mulch with the clippings; shrubs are to be trimmed into hedges.
  - Board and management will survey community for shrubs and serviceberries needing replaced this Fall. Several yews and some privets appear to be stressed for water. Management has sent email requesting residents water shrubs as needed.
- BLUE SPRUCE: Bill Cook/Cook Tree Care applied treatment to all spruce trees.
- LAWNS:
  - TRANSCENDING GARDENS applied insecticide to lawns with fertilizer application. Marti feels lawn looking good. Several landscaping related items need TG's attention. Marti will get with TG.
  - There are several areas where the gutter project was done last year where the lawn needs improvement with sod or grass seed. Marti will follow up.
- CONCRETE: Issues with co-owner sidewalks need to be fixed 1331 Alameda (front porch, slab cracked and replaced) and 1362 Alameda (sidewalk crumbling), Papet added 1410 Alameda (porch surface itself concrete).
- DRIVEWAY BAY PLANTINGS: Plantscapes scheduling install of sedum, management suggests push to September when it is cooler and less dry. Unanimously approved. Management will send email update to residents. Next newsletter will include this information and also that residents will need to water. Upon installation, Management will send email blast and Board will use community sign reminder to water once planted.
- SPRUCE REPLACEMENT 6620 WABASH LN: Replacing with Norway Spruce. \$275. Management suggests holding off on planting until Fall. Unanimously approved. Marti will arrange cleanup where tree was removed and also communicate to co-owner.
- WATER USAGE AND IRRIGATION
  - Precision Irrigation was out last week for several hours with Papet and ran through the system, particularly to address browning shrubs. Per several co-owners, townhome units originally had shrub misters along the townhome units' garage wall hedges but appear to have been capped, likely during the 2013 project where all shrub mist heads were to have been replaced. Mistlers next to the front porch steps on the ranch units also appear to have had some capped also. Board had expected them to be replaced, not capped. Precision told Papet shrub misters are usually not put in, so they have not been looking for them. Will need to dig to determine water lines in the shrubs and if they were capped. Management will get with Precision about why they were capped, and also when to expect them to complete startup evaluation.
  - Marti will check if there is an As Built designating all heads, estimated cost \$2-\$4k.
  - Precision Irrigation to provide updated list of damaged heads from winter snow removal to be billed back to TG, Marti spoke with their office person about this recently.

## **BUILDINGS**

**ROOFING** Buttrell Roofing provided replacement quotes for 30 year roofs for the three types of buildings and the Clubhouse. Building A is 3 unit (Wabash (2)); B is 4 unit (19); C is 2 unit (2). \$637,000 to do entire complex based on these prices. Papet suggested building in approximately 5% escalating cost per year. Greslick suggested putting an Excel file together based on roofing study with projected replacement timeframe and costs per year, re-analyze projected costs annually based on when each building's roof is estimated to need replacement. Schreier cautioned that asphalt (shingle) prices may rise with petroleum prices, currently very low. Need to make sure Townes aware that the Clubhouse roof is the first to need repaired per Buttrell.

**CENTURY GUTTER** What appeared to be an overage was for the gutter work on the rear of the north side units of the Alameda and Hollins Hall units. Management now clear that any future gutter work is to involve increasing the size of the gutters and not rerouting the drains underground.

## **FINANCIAL**

**STATUS OF ACCOUNTS RECEIVABLE** No delinquencies at this time.

**MONTHLY FINANCIAL REPORTS** May 2016 financial report reviewed. Unanimously approved.

Management will clarify shrub trimming costs with TG, as the only trimming that has been done so far was to address shrubs that were supposed have been trimmed last fall and weren't.

**FDIC RESERVE LIMIT** Association has funds that exceed the \$250,000 FDIC limit. Management suggests moving money to investments to safeguard against FDIC loss. Management has not yet moved any funds. Marti will get with Robert Simon tomorrow on this, Board would like to proceed ASAP to redistribute funds such that all accounts are beneath FDIC limits.

## **VIOLATIONS**

**RECURRENT VIOLATION** Redemption period expires July 1. Will proceed with fine and second letter if not removed.

**PET VIOLATIONS** Letters sent to residents with new pets reminding them they need to complete the pet application with fee .Marti will update Board at the end of the grace period.

## **COMMUNITY ISSUES**

**EMERGENCY EGRESS** Chain and signs installed across opening.

**REIMBURSEMENTS** Change policy of cost share when dealing with residents. In future, Metro will reimburse residents directly and seek money from Townes. Townes is refusing to reimburse for the flowers and mulch at the entrance and Clubhouse as well as the egress sign.

**POOL FURNITURE** Resident requested more furniture around pool. Needs to be approved by joint association with Townes. Tabled.

**POOL DECK REPAIRS** Was scheduled for June 30<sup>th</sup> – July 1<sup>st</sup>, but due to rain expected and holiday weekend deferred. Will be rescheduled.

## **OLD BUSINESS**

DRIVEWAY REPAIRS      1342 Alameda. ETA for sod replacement, still needs repaired.

## **NEW BUSINESS**

### **MODIFICATION REQUESTS**

- Modification Request      1330 Alameda      Doorbell camera modification request information. Camera turns on when doorbell is pressed, view of front door only. Unanimously approved.
- Modification Request      1354 Alameda      Addition of storm door. Both doors specified in Bylaws are no longer made. Storm Seal visited community and looked at previous approved model. New model is extremely similar: Unanimously approved with clarification to the co-owner that as installed will be: Model 100 (oversize), color Herringbone, "Pull" style handle in "Satin Nickel" finish. Approved unanimously. This will be the approved storm door going forward.

PAINTING OF LIGHTPOSTS Management will coordinate.

FIREWORKS      Marti will send out email to residents that fireworks are not permitted within VoN.

JOINT OPERATING AGREEMENT      Discussion of history, current status, and attorney's recommendations in regards to the modifications made by the Townes based on the last meeting between the two associations. Follow up meeting to be scheduled with the Townes. Director Greslick advised the Townes has previously stated they do not intend to cost share the legal expenses associated with the JOA.

## **CALENDAR REVIEW**

For the remainder of the year, Board agreed meetings will be held the last Tuesday of each month. Next meeting will be Tuesday, July 26 at 6:00 PM.

## **ADJOURNMENT: 9:26 PM**

Meeting minutes submitted by Susan Schreier.