

Villas of Northwyck Condominium Association

Meeting Minutes – October 26, 2016

Meeting Location: Northwyck Clubhouse

Meeting Date: 26 October, 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 6:00 PM.

ADMINISTRATIVE

APPROVAL OF BOARD MEETING MINUTES

- September 27, 2016 Minutes Unanimously approved

NEW ASSOCIATION MEMBERS

<None>

GROUPS MAINTENANCE UPDATE

SHRUB REPLACEMENTS FOR 2016: Landscapes scheduled to install at end of next week.

GROUPS/SNOW CONTRACT: Board approved to remove Transcending. No show for last week's mowing. American Properties will mow end of next week. Costs estimated to be the same. Approval needed on Grounds Maintenance contract 2017-2019.

DEEP ROOT TREATMENT APSC scheduling treatments, previously APPROVED by email. Will inspect viburnum.

IRRIGATION Precision to provide answer to capped shrub misters and re-allocated heads. No response from Terry. Replaced mister heads at 1266/1270 AB and installed drip lines at 1286/1290 AB, shrubs have markedly improved.

BUILDINGS

GARAGE GUTTER PROJECT Management scheduling for Oct 27 or 28th with Century Gutter for Building I trial; will also remove old gutters that were left in driveway bays when previous buildings were done as well as repair damage lawns from last year that are on the list.

GUTTER/DRAIN/DOWNSPOUT CLEANOUT Major League contract thru Fall 2016 for gutter cleanout only. Review bids to flush downspouts and underground drains as well as gutters this Fall. **Motion by Schreier for Mason to clean gutters and downspouts, unanimously APPROVED.** Marti will send letter to cancel Major League at no cost per contract. Marti will also get price to for Spring half cleaning, to inspect site to determine buildings needing Spring cleaning. Will also check whether Mason can edge around drain openings in lawns to prevent grass growing over and blocking them.

PAINTING Approval sent to Action Painting for window well grates to do as Winter project. Marti will make sure they sandblast to remove all rust.

FINANCIAL

STATUS OF ACCOUNTS RECEIVABLE One co-owner past due. Will be sent to attorney Nov 15 if remains unpaid.

MONTHLY FINANCIAL REPORTS September 2016 Financial Report unanimously APPROVED.

2017 BUDGET Reviewed proposed Budget for 2017. Marti will forward cost shared portion to Townes. Will add line for Clubhouse and Pool insurance and miscellaneous line items. TABLED pending revisions.

VIOLATIONS

VIOLATIONS LETTERS Management sending out letters from Fall walk. Deck violation letters for needed maintenance will be followed up on in Spring with June 1 deadline. American Properties has removed one satellite dish improperly installed directly on roof.

COMMUNITY ISSUES

JOA Review of October 19 meeting with Townes. Agreed to proceed with JOA, attorney attended meeting to discuss JOA. Also discussed Clubhouse, Pool, and Landscape Area maintenance items including for budgeting purposes, Clubhouse cleaning, Clubhouse Rentals, and snow removal for this winter.

SNOW Management is working between contractors for snow removal duties as Villas will have a different contractor than the Townes.

COST SHARES – INSURANCE Townes to share in cost of Clubhouse and Pool insurance.

UNRESOLVED BUSINESS

MODIFICATION REQUEST Deck expansion at 1245 AB TABLED per discussions with co-owner regarding wall extension that will need to have details finalized.

DRAIN OUTLETS EDGING Work order sent to TG on Oct 5. Marti will check if Mason can do during downspout and underground cleanout or see if American Properties can handle.

REMOVE DRAINPIPES FROM DRIVEWAY BAYS Assigned to Century Gutter to remove.

REPLACE BROKEN VENT COVERS Completed (1400 AB rear of building)

MULCH TREE AT CLUBHOUSE At corner of Wabash where the grass isn't growing. Approved by Townes. Work order sent to TG Oct 12. Will re-assign.

DRYER VENT DEFLECTORS Papet will provide drawing with dimensions to Marti.

NEW BUSINESS

RENTER/LEASING INITIATION and/or MAINTENANCE FEE Discussion of fee to offset the additional workload from securing leasing agreements, obtaining renter information, and extra/duplication of work going between renter and co-owner when dealing with violations and other issues.

FALL NEWSLETTER Review of draft. UNANIMOUSLY APPROVED with a couple of verbiage changes for clarification.

WEBSITE UPDATES Schreier will send PDFs of documents and information to be added to enhance web site.

HOLIDAY DECORATIONS Papet will coordinate Clubhouse holiday decorations using existing decorations and volunteers.

PROOF OF CO-OWNER HO6 INSURANCE POLICIES Discussion of how to confirm all co-owners are carrying insurance policies for their units per advice from Attorney.

CALENDAR REVIEW

Next Board meeting tentatively scheduled for Tuesday, November 29th at 6:00 PM.

ADJOURNMENT: 8:55 PM

Meeting minutes respectfully submitted by Susan Schreier