

Villas of Oak Pointe Board Meeting Minutes
June 11, 2019

Present: Betsy Lee, Carlene Reinhold, Lou Ann Goldblatt, Barb Sullivan, Jon Evenson, Larry Jannon, Tom Frederickson, Linda Roose, Rob Fitzroy

Meeting call to order by Betsy Lee 6:00 pm

Agenda approved by BOD

Minutes unavailable for May meeting, April minutes on line, March unavailable.

Financial review moved towards end of agenda

Committee Reports:

Modifications: Barb Sullivan reviewed all forms submitted and approved since her appointment in April. Discussion on color palette for the Villas and perhaps the need to revisit. Vote to change the garage door color palette in the future discussed, would require 2/3 vote, difficult to achieve. Issues to be handled by TH if BOD wants to remove themselves from a potential adversarial situation.

Boats: Sold 4 winns boat for \$19,500, trouble finding new boat to replace. Mark needs deposit quickly to secure potential boat. Betsy made motion to give Mark \$500, approved and will be given to Mark in a few days, also requires a receipt that the money was given to Mark. Jon made point that there's money in reserve in case we need for new boat. Linda asked where the title to the boats are and Jack Sawka has those. Have Jack give copy to TH for sticker's renewal and all boat business for their files. Someone on the boat committee will need to change address and remove KT from all documents.

Landscape: lighting RFP awarded the Beauchamp (\$5940.00) installation TBD, tree removal RFP approved, awarded to Westside Forestry (\$2920.00) to be completed 6/21. Needle Cast spray took place today on range line trees. Another list to be compiled for tree removal for approval at a later date. Current Landscape contracts are either non-existent or outdated and need to be updated with all services clarified in writing. (mowing, sprinklers, fertilization, turf weed killing) maintenance, tree removal and trimming, snow plowing, planting) Three year contracts preferred. Vendors to be approved by the Villas BOD.

Social comm. \$945 collected and gave to TH to deposit from golf outing, successful outing, next outing block party.

Ponds: Issue on pond 1 continues with rebuilding of pump, vendor not responding, Rob will contact another vendor to fix issue ASAP. , pond 5 issue with algae sporadic. Rob stated that he will discuss with Brett Ellis on 6/12. TH will research a company we can contract with Pond Guys or another. Bubblers working on pond 1, 2, 5. Three year contracts to be developed with a variety of vendors to address the different pond needs. Proactive care of ponds is needed on an annual basis. Contract new with Aqua Weed for biological treatments, approved by BOD. Treatment was applied 6/11/2019. New DEQ license coming in soon from the State of MI.

Property management review (Linda and Rob) : Review of contacts and personnel for specific tasks at TH. Who to call for what, process for emailing. Process for RFP's and work orders reviewed. Betsy to email Linda Roose with any decisions, Carlene to deal with Linda on finance. Rob Fitzroy and Georgia Montgomery to handle all work orders(PO's). Kelly at TH handles RFP's. KT turned over 2 boxes to TH full of papers that had very little importance. Flash drive turned over had some substance. Transition from KT to TH lacked proper transfer of documents from KT, discovering issues as we move forward. Collections process for delinquent pay outlined, special letter showing residents what the KT balance is and how that can be resolved will be sent to owners.

Old business: Concern Larry Jannon brought up re relationship between the Villas and OPCA, who has final say on things like Filbert Gate. Will be looked into by Linda Roose. Discussion on best way to close the opening into the Villas, must meet compliance of fire dept. "break away gate", Linda Roose to talk with fire dept. Ideas of boulders, shrubs, posts to block area, also posting signs of no trespassing. Possible issue with neighboring owners not supporting gate closure.

Cart path: To be used by Villas owners only, posting needed. TBD.

ATT/Verizon: Verizon 1 x yr for use of water tower and send the current lease. ATT found correct person to contact but will get back to us after speaking with lawyer. Correct paperwork to show TH on documents. ATT still owes us for 2019.

New Business: Tabled printing of Villas brochure to next meeting. Tabled discussion re long range plan of asphalt cap for walking paths. Discussion around water flow and drainage issues along range line and poor upkeep of owner yards that prohibit proper flow. Rob and Lou Ann will investigate yards out of compliance with yard maintenance.

Financial Review: Discussion on amounts in operational and reserve funds and what is in the exchange. Some adjustments were made to certain figures moving funds from one category to another, work in progress as Carlene works with Linda on this topic. Document to better reflect the categories that lines should fall under. . \$100,000 CD was mature end of January and not sure why it wasn't cashed out by KT. Proceeds from that CD to be bank deposited.. TH to close out CD, pay penalty to close out. Funds needed for paving project under correct budget line. Cash is still remaining in KT account will be investigated by Linda. Linda will provide ability for the BOD to see real time financials on line.

Status Report: Review through line items, status changes on some, others removed. Legal issues: Motion was made and approved to use Kevin Hirzel (Hirzel Law) from this point forward for any legal matters going forward for the Villas. Report will evolve as items are added and removed, serve as guideline for action items open and closing.

Meeting adjourned 9:00pm

Rob Fitzroy on vacation 6/24-7/1 emergency phone will be assigned to a TH employee

Next board meeting Tuesday July 9th 6pm (room to be secured by Betsy)