

Villas of Wesburn Association LLC.

P.O. Box 277

South Rockwood, Michigan 48179-2300

Minutes of Board Meeting – June 6, 2019

Meeting called to order 7:00pm @ "Children with Hair Loss" by President Andy Coatley

1. Roll call of members: – Andy Coatley
 - a. Andy Coatley - Present
 - b. Dave Masserant - Present
 - c. Gary Barbaza - Present
 - d. Rod Metzger - Present
 - e. Eric Gorman – Present
2. Resident Participation:
 - a. None.
3. Reconsideration of previously tabled items:
 - a. The previously tabled item on 04/06/2017 concerning Temporary Parking Permits was addressed. After a lengthy discussion, it was decided to eliminate any further consideration of a Temporary Parking Permit policy. The By-Laws clearly state that overnight parking is prohibited. Future violations of this By-Law will be handled on a case by case basis by the current Board of Directors.
4. Officer's Reports:
 - a. Financial Reports were distributed to the Board prior to this meeting.
5. RFM [Request for Modification] and RFS [Request for Service] Discussions:
 - a. There were no RFM or RFS forms submitted to the Association.
6. Committee's Reports: [If no report attached, the committee has nothing to report]
 - a. Landscape Committee [Status presented by Eric Gorman]
 - i. Initial Landscape Installation:
 1. Jim Danz [current resident, member of the Landscape Committee and licensed landscape contractor] has been hired by Luke Bondy for the installation process. Installation is currently underway on the final 2 VWB buildings.
 - ii. Rose Replacement Proposal:
 1. Completed.

- iii. Forsythia Replacement Proposal:
 - 1. Completed.
 - iv. Eric Gorman informed the Board that he will be contacting Ryan Robinson [arborist] to request a full report on the areas he has treated. Eric will also determine if the “pine” trees on the eastern border of the community have had a “deep injection” treatment.
 - b. Maintenance Committee
 - i. A report was submitted by Dave Masserant. See attached report for details.
 - ii. Selected trees have treated for fungus and bag worms by Ryan Robinson.
 - iii. Deep feeding has been performed on selected trees by Ryan Robinson.
 - iv. A dead pin oak has reported behind 5942. Various options will be investigated by the Maintenance committed for its replacement.
 - v. A new tree has been installed in the front planting area of 5901.
 - c. Exit Strategy Committee
 - i. A current Exit Strategy List was distributed to the Board to keep it informed of all issues.
 - ii. Dan Morales will be the main contact person in all necessary issue.

7. Review and approve 2019 Budget:

- a. A motion was made by Dave Masserant, seconded by Rod Metzger to approve the 2019 Budget. Motion carried.

8. Management Company Research:

- a. The “Management Interview” committee consisting of Andy Coatley, Eric Gorman and Gary Barbaza plans on contacting KS Management / Landscaping / Maintenance for a second interview.
 - i. Request a meeting with our entire Board of Directors where we will be able to conduct a more through Q&A session.
- b. The “Management Interview” committee will also be contacting Rivers Edge Management. Dave Masserant reported he has heard complimentary feedback from various vendors about this company.
 - i. The committed will request a second interview with this company to conduct a more through Q&A session.
- c. October of 2019 is still the target date to contract with a management company.
- d. Rod Metzger has inspected the provided financial documents to insure compatibility. It was what he expected and has given positive feedback.

9. Unfinished Business:

- a. Review and finalize the agenda for the “All Members” meeting June 13th, 2019.
 - i. A draft copy of the agenda was presented to the board.
 - ii. It was modified to encourage “proposals” from the residents for “common area” landscape modifications.

- iii. It was modified to promote volunteering to help with the landscaping citing the “Petal Pushers” citing their committee successes.
- iv. The agenda was approved for the meeting as modified.
- v. All anticipated supplies, visual aids, etc. were discussed and plans have been made to have everything available for the meeting. [Ballots, pens, pencils, DVR listing for roll call and proxy verification, projector, dry erase board, etc.]
- b. Status of the frequent running of the sump pump at 5950 Purple Martin Drive.
 - i. Ron Meszaros [resident] has agreed to track the frequency his sump pump is running. He owns the neighboring unit [5966] next to the affected unit.
 - ii. Dave Masserant has suggested checking the float level settings of the 2 pumps in the study.
- c. Discussion concerning the pros and cons of flower bed edging.
 - i. Items to consider going forward with this project and its feasibility.
 - 1. Cost – materials and labor for all 40 units?
 - 2. Which areas of the complex are to be done? Front beds only?
 - 3. Should replace and assume responsibility for all existing edging?
 - 4. Reimburse owners the money they spent for edging?
 - 5. Are all units to be done with no exception?
 - 6. What is the accepted maintenance on existing plastic edging if the Association assumes responsibility for all flower bed edging?

10. New Business:

- a. None.

11. Open Discussion:

- a. Andy Coatley asked all board members to help with an external evaluation of all buildings in the complex.
 - i. This evaluation will help keep the buildings in the best condition possible.
 - ii. He provided diagrams and a check-off list to help with this request.
 - iii. All board members agreed to complete an evaluation of the buildings they were assigned.

12. Adjourn:

- a. Motion to adjourn by Dave Masserant.
- b. Seconded by Eric Gorman.
- c. Meeting adjourned at 8:45 p.m.

Minutes Approved by

Gary W. Barbaza (Secretary)
Board of Directors
Villas of Wesburn Association, LLC

	Address	Gutter Leaks	Gutter Slope	Brick Cleaning	Driveway Spalling	Driveway Damage	Front Porch Concrete	Siding Caulk	Loose Spigots	Roofing	Step Level
1	5895										
2	5899										
3	5900										
4	5901			X	X				X		X
5	5906										
6	5907			X			X	X			
7	5913	C		X							
8	5914										
9	5917			X							
10	5918										
11	5920	C		X			X		X		
12	5923	C		X							
13	5924			X			X				
14	5925			X							
15	5928	C									
16	5929	C		X							
17	5930										X
18	5933			X							
19	5934										X
20	5935	C		X	X	X	X	X			
21	5936	C		X							
22	5939			X							
23	5942	C		X							
24	5945										
25	5946	C	X	X							
26	5947	X									
27	5950			X							
28	5953										
29	5954			X							X
30	5955										
31	5958	C		X					X		
32	5959			X							
33	5960		X	X					X		
34	5961	C		X					X		
35	5964										
36	5965			X					X	X	
37	5966										R
38	5967	C								X	
39	5978										R
40	5980										R

	Old Units	All 1	Road repairs approx \$1400
C	Complete	All 2	Entrance Signs approx \$6200
X	To Be Done	All 3	Remove filter matrial all sewer openings
R	Repaired	All 4	
F	Found		
P	Partial		

This accounting does not include 5945,5947,5953,5955 (Under Construction)

	Address	Arborvitae	Egress Hold Downs	Egress Wall Attach	Egress Stone	Water In Egress	Sump Exit Seal	Spigot Seal	HVAC Seal	HVAC Bird Scr
1	5895									
2	5899									
3	5900									
4	5901	1-P	X			C		X		
5	5906									
6	5907	4-P	X					X		
7	5913	2-P								
8	5914									
9	5917							X	X	
10	5918									
11	5920							X	X	
12	5923						X		X	
13	5924							X		
14	5925									
15	5928							X	X	
16	5929		X				X		X	
17	5930	1-X								
18	5933		X	X			X	X	X	
19	5934								X	
20	5935							X		
21	5936	X						X	X	
22	5939						X			
23	5942	X							X	
24	5945	3-X		X						
25	5946								X	
26	5947	6-X		X						
27	5950								X	
28	5953	3-X	X	X			X			
29	5954								X	
30	5955	6-X	X	X			X			
31	5958							X		
32	5959	3-P							X	
33	5960							X		
34	5961	6-P						X	X	
35	5964									
36	5965									
37	5966									
38	5967		X							
39	5978									
40	5980									

0

	Old Units
C	Complete
X	To Be Done
R	Repaired
F	Found
P	Partial

	Address	Insulation Slab Ducts	Sewer Clean Out Covers	Front Bed Trees	Gas Meter	Missing Landscape	City Water Shut Off	Additional Insulation Slabs	Porch Light Soffit
1	5895						F		
2	5899						F		
3	5900						C		
4	5901	X		X		X	X		
5	5906						F		
6	5907	X				X	X		
7	5913						X	X	
8	5914						X		
9	5917						X	X	
10	5918						X		
11	5920						C		
12	5923		X				C		
13	5924						C		
14	5925						C		
15	5928						C		
16	5929						C		
17	5930		X				C		
18	5933			C			C		
19	5934						C		
20	5935				C		C		
21	5936						C		
22	5939						C		
23	5942	X					C	X	
24	5945					X	C		
25	5946	X					F	X	
26	5947					X	C		
27	5950						C		
28	5953					X	C		
29	5954						C		C
30	5955					X	C		
31	5958						C		
32	5959						C		
33	5960						C		
34	5961						C		
35	5964						C		
36	5965						C		
37	5966						C		
38	5967						C		
39	5978						F		
40	5980						F		

	Old Units
C	Complete
X	To Be Done
R	Repaired
F	Found
P	Partial

Villas of Wesburn Association
Bondy's Construction

Exit Strategy
Tracking Report

Accurate as of:
10/01/2018

	Address	Siding Misfit
1	5895	
2	5899	
3	5900	
4	5901	
5	5906	
6	5907	
7	5913	
8	5914	
9	5917	
10	5918	
11	5920	
12	5923	
13	5924	
14	5925	
15	5928	
16	5929	
17	5930	
18	5933	
19	5934	
20	5935	
21	5936	
22	5939	
23	5942	
24	5945	
25	5946	
26	5947	X
27	5950	
28	5953	
29	5954	
30	5955	
31	5958	
32	5959	
33	5960	
34	5961	
35	5964	
36	5965	
37	5966	
38	5967	
39	5978	
40	5980	

	Old Units
C	Complete
X	To Be Done
R	Repaired
F	Found
P	Partial

This accounting does not include 5945,5947,5953,5955 (Under Construction)

Maintenance Committee Report
[Dave Masserant, Andy Coatley] 06/06/2019

This report is designed to update the Board on the non-regular tasks required to maintain the Villas of Wesburn complex. These are not fixed budgeted tasks, but approximations built on history.

- 1.) Repaired downspout 5907.
- 2.) Replaced light sensor @5954.
- 3.) R & R'd ball valve main irrigation controller.
- 4.) Repaired 2" line at main irrigation controller.
- 5.) R & R'd sprinkler heads.
- 6.) Completed Cross Connection certification.
- 7.) Continuing 2019 walk through to determine work required.
- 8.) Repaired siding north wall 5913.
- 9.) Remounted downspout 5960.
- 10.) Scheduled glass block replacement 5924, damaged by previous landscape company.
- 11.) Re-roofed 5914-5918.
- 12.) Edging of front beds 50% complete.