

Venbury II Townhome Association  
Board Meeting at the Altoona Library  
Tuesday, July 12, 2022

Meeting called to order by President Doc Holiday at 9:09 a.m.

**Attendance:** President Doc Holiday, Vice President Donnell Vance, Treasurer Pat Thompson, Secretary Lynn Bedford, Director Sheryl McWilliams, and Property Manager Steve Gulling.

A quorum was established.

Homeowners present: None

Doc thanked Herb Phillips and Judy German for their past service on the Board and welcomed the new Board members Donnell Vance, Vice President and Sheryl McWilliams, Director.

**Insurance Claim:** Steve provided the update. We do not have the final determination from the insurance company as of yet. However, we do have a lot of siding and gutter damage. The roofs are minimal with just a spot here or there and nothing fixable. Siding is discontinued. At this time, we are getting an allowance for replacing 2 maybe 3 buildings with a siding that might be a different company or the same, and might be a little different color. The Board will approve the color. We would save the siding coming off the resided buildings to replace the damaged siding on the other building so it would match. The buildings to be resided will be the oldest buildings. The insurance estimate has been changed to reflect the gutters are 6" not 5". Doc asked Steve about using Dutch Lap Siding going forward and Steve's opinion was not to switch the look of the siding.

Pat asked about the insurance estimate regarding the fins on a few of the air conditioners. Steve said this hasn't been completely addressed yet as some of these AC units are over 20 years old, does it affect the operation of the unit, and they are only allowing about \$105.00 or so for the claim. There was discussion of the maintenance and responsibility of AC units is the homeowner's however, that changes under this insurance claim but only for a minimal amount. Doc thought it might be possible for a homeowner to file a claim under their own personal insurance if they are looking for replacement. It was also suggested that when the claim is fulfilled and funds received, those homeowners that had been identified in the claim as having AC damage would be paid the claim amount and would sign a waiver that they fixed or replaced their AC unit.

The Board requested that Steve send an email to homeowners on the general status of the insurance claim, it is not finalized, and they may see someone walking around checking and measuring siding damage. Homeowners with damage will be notified before work will begin on their property. Also add to the email that there are trees that are dying and need to come down and the stumps ground out at the homeowner's expense. If they need a quote for removing their ash trees, Steve suggested Extreme Trees 515/802-4639. Homeowners that inject their Ash trees can contact Greg Bastian owner of Tracker Tree Service at 515/669-2395 or email him at [gbastian@me.com](mailto:gbastian@me.com).

**Dryer Vent Cleaning:** All participating homeowner's checks were deposited into the Venbury II checking account under repairs and maintenance. No invoice has yet been received. When the invoice is received and paid, the homeowners that overpaid will be reimbursed from the Venbury II checking account. Altoona has hired a Fire Marshall and it is anticipated that there will be a new Code requiring dryers be cleaned on a regular basis in the future.

**Previous Meeting Minutes:** None outstanding to approve.

**Financial Report:** Pat gave the report. The balances as of July 11, 2022 are as follows:

Checking	\$12,059.15
Reserve	\$51,547.18
Insurance Deductible	<u>\$25,013.45</u>
	\$88,619.78

Speck Concrete was approved to be paid from Reserves as a Capital expense at the April 9 Board meeting. The invoice has been paid from checking on May 11, 2022. Motion by Doc, 2<sup>nd</sup> by Donnell to authorize Steve to transfer \$8,950.00 from Reserves to checking for the Speck Concrete invoice. Motion carried.

Steve wanted the Board to know that the Insurance Deductible of \$25,000.00 would be used for the repairs project and will need to be replaced. Doc stated it was a smart decision to create the Insurance Deductible Account. There was discussion about possibly replacing the funds by a one-time special assessment but nothing would need to be determined until the insurance claim is settled.

Pat said we received the invoice for \$300.00 that was missing in the May financials.

The current supply of siding was moved on May 20 from 1015 Venbury to 1127 Venbury. Doc and Doug White moved the siding and a Thank You card from the Board was sent to Doug. Depending on if or how much siding is left when the project is completed, we may need a storage unit or possibly build a shelf in the garage at 1127 Venbury to move the siding off the garage floor and get it out of the way.

**Committees:** Doc contacted John Morse and Herb Phillips and they have agreed to be on our next Big Projects Committee to identify the next big projects that the Association will have to cover and the costs. Doc also contacted Denise Lestor and she agreed to be on the Architectural Committee. There was discussion of having rules to follow and what happens if the homeowner does not. The Architectural Committee will review the plans with the Property Manager before any approval can be determined by the Board. This Committee is also tasked with following the work to make sure it follows the submitted plans. Motion by Doc, 2<sup>nd</sup> by Donnell to approve John Morse and Herb Phillips to the Big Project Committee and Denise Lestor and Sheryl McWilliams to the Architectural Committee. Motion carried.

**Old Business:** Steve explained that at 1013 Venbury, the pipe threads on the water shut off are totally messed up, unable to hold a cap, and full of dirt. Water can be shut off from inside the house. If the valve would happen to break on the inside, we can freeze the line and fix that. The outside water shutoff is only for the city to shut off the water if a homeowner does not pay their water bill. To fix the outside shutoff, the concrete needs to be broken up and then replaced.

**New Business:** Request from 825 Elmwood Ct to create a landscape border along the front sidewalk from the driveway following the curve back to the bushes. Email and picture of project provided. If the border stone is higher than the concrete and there is damage to it due to snow removal, it is the homeowner's responsibility. Motion by Pat, 2<sup>nd</sup> by Doc to approve the landscape plans for 825 Elmwood Ct. as submitted. Motion carried.

Steve requested that maintenance reports come directly to him. Doc said he has been asked to send them to Steve from people who, for one reason or another, can not do it. Steve said when he gets a maintenance report, he will evaluate it and make a recommendation to the Board. Any other similar and necessary repairs that should be done at the same time by the same vendor with a single trip charge will be recommended as well before a determination is made by the Board.

**2022 Annual Meeting Review:** Discussion of putting the “**unapproved**” Annual Meeting minutes on the website or send by email. It was agreed that the minutes will show “**UNAPPROVED**” at the top and in the subject line and the Board requested that Steve email them to the members. Lynn and Doc will deliver hard copies to those specific members who have requested them.

**Unfinished Business:** All maintenance issues have been resolved with the following exceptions:

Siding, gutters, soffits maintenance issues will be resolved when the insurance claim is fulfilled and the work can begin.

828 Elmwood Ct - sidewalk/steps concrete issue to be determined

831 Elmwood Ct – roof leak over garage (fixed) caused wet/molding ceiling area in garage; waiting on area to dry then re-inspect and possible repair

Lynn asked if it would be okay with the Board to delete all the old recordings since all previous minutes have been approved and are on the website. The members were in agreement and had no problem with this.

**Good and Welfare:** Thank you to Denise Lestor and Kay Hamilton for decorating the circle on Elmwood Ct for July 4<sup>th</sup> and to Denise for all her hard work in weed eating and cleaning the circle.

Meeting Adjourned at 11:02 a.m.

*Lynn Bedford*

Respectfully submitted,  
Lynn Bedford, Secretary