

Venbury II Townhome Association Board Meeting
Altoona Library
Wednesday, June 14, 2023

Meeting was called to order by President Randy Hartwig at 11:46 a.m.

Attendance: President Randy Hartwig, Vice President Donnell Vance, Treasurer John Pletchette, Secretary Sheryl McWilliams, and Director Gloria Sapp.

A quorum was established.

Homeowners present: Doc Holiday, Lynn Bedford, Laurie McLain, and Donna Burt.

Previous Meeting Minutes: April 11, 2023, minutes were approved by email April 18, 2023.

Discussion was held that minutes are posted on the *gullingproperty.com* website for those with email and copies are to be delivered to homeowners who do not have email (Marge Arend, Mathelle Kness, Pat Yetter. Dorothy Deitch also requests receiving a paper copy).

Financial Report: John Pletchette gave the Treasury report. The balances as of June 14 are:

Checking:	\$14,244.81
Reserve:	\$61,610.27
Insurance Deductible	<u>\$22,354.83</u>
	\$98,209.91

Motion by Donnell, 2nd by Gloria to approve the Treasurer's report.

Steve usually sends out the financials on the 25th or 30th of each month. The April and May financials have not been received by board and audit committee members. Laurie asked that going forward, when John reviews the financials and there are discrepancies, he reports to Steve and let the audit committee know of any corrections made. Decision made for Steve to send the Treasurer's report to John only and John can forward to board members and Audit Committee.

Randy asked who writes the Association checks. At this time, Steve is writing all checks. Randy stated he would like to have Steve and the treasurer responsible for writing checks. Follow-up discussion needed.

Old Business: The siding project has been completed. River City Construction has been paid in full \$56,068.30. This is the cash value amount received by West Bend, our insurance company. In addition, we will receive \$2,991.40 after the siding project is finished. (Note: we have received this check from West Bend and deposited into checking on 5/31/2023) The Board had approved \$3000 payment to Steve for his extra time in this project. This is now null and void. The insurance company paid General Contract fees of \$6,200. Steve served as General Contractor. This \$6,200 was paid by West Bend and will not come out of the Association account. Doc stated that West Bend did a good job handling this claim. Consensus was that River City Construction also did an excellent job. The good pieces left over from the old siding removed from the two buildings that were completely resided, are being stored in Donnell Vance's garage.

After the last meeting, Steve, Doc, Lynn Gibson, Gary McLain, and Doug White walked around the Association to determine which properties had issues with unlevel concrete. Iowa Concrete Leveling completed concrete injection of driveways on the following residences (1217, 1005, 1007 Venbury) and raising and leveling the front step at 830 Elmwood Ct. These were the units requiring immediate attention due to being a tripping hazard. Steve has a list for the remaining repairs to be made at a later date.

The problem with street creep was discussed at the Association annual meeting. Expansion joints will be added to driveways meeting the garage floor. It was decided to address this issue with the properties at the end of Elmwood Court. This will prevent further damage to foundations. The bid of \$3,000 from Speck was approved by email 4-19-2023 by Board members. They were supposed to start today but as of noon, no one has shown up. Randy will call Steve for an update.

Architectural Committee: Projects have been approved for Melanie Harris (replace deck and add concrete pad under first step), Donna Burt (grey color for deck replacement) and John Pletchette (adding brick under AC unit and extending for water hose to sit on).

The Committee completed the walk around for the Association. To save money, the Committee will do some of the work themselves instead of sending the request to Steve. Some questions for clarity for further walk around will be discussed later. At the next Board meeting, the committee will present a list what needs to be done and the board will then decide if volunteers or Steve will do the repairs. Laurie asked how many committees the Association now have. They are as follows.

Internal Audit Committee: Laurie McLain, Linae Hartwig, and Donna Jacobson:

Nominating Committee: Gloria Sapp, Director, Jean Pletchette, and Laurie McLain

Insurance Committee: Doc Holiday and Jim Kunze

Projects and Dues Committee: Herb Phillips, Gloria Sapp, Pat Thompson, John Pletchette, Denise Lestor and Bill Good

The committees will present their requests to the Board for approval. John commented that committees get more people involved.

New Business: Lynn reminded the Board to not confuse contract and costs. Steve does not have a contract with EPM. We have list of flat fee costs for services provided by EPM. If we want to make changes to reduce the number of times we have chemical applications for next year, we to notify EPM by October.

Donnell questioned if the Board needed to explore other options for property management or if Steve's contract is negotiable. A proposal from Security Management was shared. This company is based out of state with an office in DesMoines. Concern was voiced that it could be a problem to have an out of state company manage the Association. Donnell is getting two other names to look for possible consideration. We are looking for ways to reduce costs, so we don't have to raise dues or have a special assessment. We need to brainstorm for ideas to reach our goal to reduce costs to save money.

West Bend Insurance: Insurance Settlement has been completed on our siding/hail claim. Discussion was held on changing deductible (other than wind/hail damage) from \$1000 to \$5,000, saving \$1,780 annually. This was tabled due to more clarification needed.

Doc asked the Board for direction on what is needed when looking at other insurance companies for a better rate.

Meeting adjourned at 1:10 p.m.

Next meeting July 19, 11:45 a.m. at the library

Respectfully submitted,

Sheryl McWilliams, Secretary