

Venbury II Townhome Association  
Board Meeting at the Altoona Library  
Tuesday, March 14, 2023

Meeting called to order by President Doc Holiday at 9:10 a.m.

**Attendance:** President Doc Holiday, Secretary Lynn Bedford, and Director Sheryl McWilliams. Vice President Donnell Vance and Treasurer Pat Thompson are excused. A quorum was established.

Homeowners present: John Pletchette, Lynn Gibson, Doug White, Laurie McLain, and Gloria Sapp.

Doc turned the meeting over to the Audit Committee, Laurie McLain, and Gloria Sapp, to report their findings. Before they began, Doc asked if they would like to serve on the Audit Committee again next year as well as nominations will be opened at the Annual Meeting. They said they would. Laurie said she sent the audit report to all Board members and asked if there were any questions. Doc asked if we lost any money or if there was any money missing to which Laurie responded: dues were collected and deposited and nothing appears awry.

There was further discussion of the few items in the audit report and in the Treasurer's absence, Lynn gave the responses. Laurie requested a copy of the responses and Lynn said she would pass the request on to the Treasurer. Lynn also provided the corrections to one item the Audit Committee appeared to be missing. Laurie questioned the monthly ACH transfer charge and Doc said he would ask the Property Manager about it. The Treasurer has been reviewing the monthly Treasury reports as have other Board members individually. However, Doc said starting with this meeting, the Board will be reviewing the Treasury reports together at their regular Board meetings. Doc said that if the Board is agreeable, the Treasurer will be responsible for sending the monthly Treasury reports to the Audit Committee in the future. The Board agreed.

Doc thanked Laurie and Gloria for all their work on the Audit Committee.

Doc asked that when emails are sent to the Board or from Steve, please respond to all on the chain and do not start a new email.

**Previous Meeting Minutes:** January 10, 2023, Board minutes were approved by email on January 22, 2023.

**Financial Report:** Pat has submitted her resignation letter effective after the Annual Meeting in May. Motion by Doc, 2<sup>nd</sup> by Sheryl to accept Pat's resignation letter as Treasurer effective following the Annual May Meeting. Motion carried. Lynn gave the Treasury report. The balances as of March 9, 2023 are as follows:

Checking	\$ 22,018.39
Reserve	\$ 56,374.56
Insurance Deductible	<u>\$ 78,262.90</u>
	\$156,655.85

Motion by Doc, 2<sup>nd</sup> by Sheryl to approve the Treasurer's report. Motion carried.

According to our Bylaws, Article VIII, Section 6, the Board has the authority to fill the Treasurer's position. Motion by Doc, 2<sup>nd</sup> by Sheryl to nominate John Pletchette to fill the remaining term of the Treasurer's position effective following the Annual May Meeting. This will be for one (1) year and then the position will be up for election for a two (2) year term. Motion carried. John introduced himself and gave us his background including his retirement as Director from Parks and Rec in Winterset after 37 years.

Treasury Reports: January 2023 – no one found anything out of order or had any questions.

February 2023 – no one found anything out of order or had any questions.

Laurie requested that as a homeowner she would like to receive the Treasury reports on a monthly basis. Doc said that this will be the responsibility of the Treasurer to see that Laurie is emailed the Treasury reports monthly.

**Old Business:** The last siding update from Steve was the residing people were about 2 weeks out but that was before this last snow. The insurance claim has not been settled. Doc said it is important that homeowners remember to get Special Assessment Insurance as our deductible has gone up.

**New Business:** The next Board meeting is April 11, 2023. Lynn will not be in attendance. Pat has agreed to take the minutes. We will be going over with the Property Manager what he will be sending out in the packets to the homeowners this year for the Annual Meeting. Doc said the meeting will run similar to last year with opening remarks, go through the packets, ask if any questions, have an election, and adjourn the meeting. The Annual Meeting this year is May 10 at 6:00 p.m. at the library. The Board should arrive about an hour early to set up the room.

1015 Venbury is remodeling the laundry room and rerouting the dryer vent. Steve is waiting for the plans for the outside of the rerouting of the dryer vent before there can be any approval given. All the expense on the remodel is on the homeowner.

825 Elmwood is making a change to the initial landscaping approval. Written plans were submitted to the Architectural Committee and to the Property Manager for approval. Plans were approved by both with specific comments from the Property Manager regarding any damage done during construction to sod, the time to complete the project, and a current certificate of insurance from the contractor presented to the

Property Manager. Motion by Lynn and 2<sup>nd</sup> by Doc to approve the landscaping plans submitted by 825 Elmwood and approved by the Architectural Committee and the Property Manager. Motion carried. Sheryl will let the homeowner know their landscaping plans are approved.

**Committees:** Sheryl reported for the Nominating Committee. As Marge Arend was not available, Bonnie Gibson replaced her on the Committee. Sheryl, Gloria, and Bonnie will be going around later in March or early April and asking for nominations for President, Secretary, Director, and volunteers for the Audit Committee.

**Unfinished Business:** 831 Elmwood – Steve saw a picture of the basement wall. The homeowners said they wanted it documented.  
830 Elmwood – tree to be removed, no update at this time  
838 Lindsay – homeowner should complete a maintenance request regarding basement wall if this dampness is a problem.  
New maintenance request already reported: 831 Elmwood – egress window in back, metal surround is not attached and dirt is washing in.

**Business Approved by Email:** None

**Good and Welfare:** Doc thanked Laurie and Gloria for their audit work. Steve has a different company hosting his website so the minutes can be put on immediately. Doc can let Steve know if he would like anything put on the website calendar.  
Lynn let Steve know to archive the 2021 minutes from the website and that has been done.

**Snow Totals**

January 18	4.3"
January 29	2.3"
February 16	5.6"
March 11	5.7"

Meeting Adjourned at 10:50 a.m.

*Lynn Bedford*

Respectfully submitted,  
Lynn Bedford, Secretary