

Venbury II Townhome Association  
Board Meeting at the Altoona Library  
Tuesday, September 13, 2022

Meeting called to order by President Doc Holiday at 9:11 a.m.

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

A quorum was established.

Homeowners present: Denise Lestor, John Morse, and Herb Phillips.

Next meeting has already been set for November 8<sup>th</sup> at the Library, Room B which is the south side of this big room.

**Previous Meeting Minutes:** July 12 Board minutes were approved by email on July 27.

**Financial Report:** Pat gave the report. The balances as of September 12, 2022 are as follows:

Checking	\$ 73,621.49
Reserve	\$ 46,022.56
Insurance Deductible	<u>\$ 25,026.85</u>
	\$144,670.90

An insurance check for the hail damage was deposited into checking and is tabbed to transfer into the Insurance Deductible Account.

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

**Insurance Update:** No new update on the insurance. The Board gave the Property Manager permission to take on a Public Adjuster but he has not done that yet and does not think he will need to do that now. The Property Manager did send a letter dated July 27 via email regarding the insurance claim, information on dead and/or dying ash trees, and the unapproved annual meeting minutes.

**Old Business:** The egress (metal) at 1213 Venbury has been repaired by Elite Lawn Maintenance. They had to use a backhoe and their bill is included in the August Treasury report.

**New Business:** There was discussion of the wood at the top of the porches as to whose responsibility it is, Association or homeowner. Herb referred to the definition of a building that was changed as required by the previous insurance company. Pat read the definition "The exterior surface of the buildings upon a lot." Herb said the Association is responsible to stain the board above his deck and John tended to agree. Others disagreed as there is a difference between insurance elements and maintenance responsibilities. Pat read the Association maintenance responsibilities from the Covenants. Doc said we can add deck maintenance to the Rules & Regulations for clarification. Pat read the Association Maintenance Responsibilities from the Rules & Regulations. There was further discussion about some decks that appeared to need attention and might possibly not be safe.

Sheryl asked about why Elite charged the same to trim as to when they mow and trim. Lynn said that the one time it happened is because they came out to mow and were called off on site not to mow and just to trim. Doc said he thought someone was supposed to evaluate if it needs mowing during the dry season before they come out to mow and that did not happen. It never fails that some places need mowing and some places do not and they do not partial mow. Doc said we are designed to mow once a week and if it is long, they double mow to prevent windrows. In the future, Steve needs to be notified ahead of time to tell Elite not to mow. Doc said that in the next contract he will ask for a charge for just trimming if they do not mow.

The Board received pictures of the air conditioner pad at 838 Lindsay Ct that was allegedly hit by the mowers. Doc stated he walked through the area and believed it was cleared by the trimmers and not a mower. He thought the pad may simply be disintegrating over time. A mower may have hit the corner at some point in the past. Ground settles over the years and pads need to be leveled maybe every 10 years. Doc did talk to the homeowner about this.

**Unfinished Business:** 844 Lindsay, back gutter (downspout) at base of stairs is crushed. As the homeowner was concerned water would run towards the house, Steve fixed it temporarily by adding an extension. It will be fixed permanently when the insurance claim is settled and repairs are made to siding and gutters.

1013 Venbury, Steve has found another way to fix the water shutoff with a “non-cap” and he will do the work himself. He has talked with the homeowner about this and informed her that there is still the ability to freeze the line and change out the valve.

All dryer vent refund checks have been delivered and 2 were mailed. The invoice in the amount of \$1,040.00 was paid on August 9. Doc thanked Denise for all her work on this project and said it was well worth the money for \$30.00/vent. He suggested we consider doing this every other year and possibly putting it into the Rules & Regulations.

All maintenance issues have been resolved with the following exceptions:

831 Elmwood Ct – roof leak over garage was fixed and the leak in garage is dry and holding. Homeowners would like to keep maintenance request open until after they see if snow sitting on roof affects it.

824 Lindsay Ct – request for service was withdrawn on August 3.

**Committees:** Doc asked John Morse and Herb Phillips, as the Big Projects Committee, to come up with a consensus of the Association members as to what the next big projects would be (siding, driveways, etc.) and the costs by building and report back to the Board. We may be faced with higher deductibles next year for wind and hail and may have to look at other insurance companies. There was a discussion about homeowners’ personal assessment insurance if the Association were to special assess for a loss. Looking ahead on how to build up Reserves and/or the Insurance Deductible was also suggested for this Committee. Herb said there is a tool that he will ask his son-in-law about that will help with evaluating the Committee’s work. Herb mentioned that Gary McLain had done this work in regards to the roofs in advance to reroofing and Doc said Gary was not very far off the result. Doc said we are saving right now at a rate of \$20,400.00/year. Doc asked the Committee to have a report for the next annual meeting and in between they can report any updates at the regular Board meetings.

Motion by Doc, 2<sup>nd</sup> by Sheryl to add John Pletchette to the Architectural Committee. Motion carried. Doc will put on our Facebook page the Committee names and contact information for people to contact them before they do anything. A homeowner will need a drawing and plans to

submit to the Committee and then the Committee will submit the information to the Property Manager for his input and approval or it goes back to the homeowner with needed changes. The Committee then needs to present the approved project to the Board for final approval. The Committee will further follow the project to completion to make sure it is done according to the drawing and plans. At completion, the drawing and plans will be filed with the Treasurer. The question came up about what to do with landscaping, etc. that is not taken care of by the homeowner(s). Lynn stated that in years past we used to do a spring and fall walk-around checking Association maintenance responsibilities and made note of anything else that needed taken care of and the Property Manager sent a letter to the homeowner. Doc agreed that it would be a good idea for the Committee to do a spring and/or fall walk-around and notify the Board of anything they find that needs attention. Denise mentioned that she found a granule product that can be put around trees annually to prevent Emerald Ash Borer. Doc asked her to send the Board an email about the product in case we get questions. Injections for the Emerald Ash Borer are done every two (2) years.

**Business Approved by Email:**

The Property Manager's Contract was approved unanimously and renewed by email on July 25 for \$600.00/month. The ACH fee is \$25.00/month for the automatic monthly deposits.

828 Elmwood Ct concrete work to replace sidewalk and 1 step was approved on August 22 and bid by Speck in the amount of \$3,250.00 approved on August 29. This has been fixed multiple times and cannot be caulked anymore.

819 Lindsay Ct approved on July 18 to allow a "kidde pool" after consulting with the Property Manager. Doc had suggested to the homeowners that they put the little pool for their grandchildren on their patio.

The Board approved the Property Manager the authority to enter into an agreement with a "public adjuster" contract by email on August 23.

**Good and Welfare:** Doc thanked John Pletchette for all his hard work on cleaning up and trimming the circle on Lindsay Ct. It looks very nice.

Regarding the earlier references to the Rules & Regulations, Pat said according to Section 17 of the Covenants the Board of Directors has authority to adopt Rules and Regulations.

Meeting Adjourned at 11:10 a.m.

*Lynn Bedford*

Respectfully submitted,  
Lynn Bedford, Secretary