

MINUTES
VILLAS I AT SNOWDEN OVERLOOK
BOARD OF DIRECTORS MEETING
December 03, 2019 – Approved

Present: Members L. True, J. Pelch, R. Vogel, D. Perin, and C. Overly. **Absent:** WPM Property Manager Patricia Lall.

1. Call to Order: 7:00 PM

2. President's Report:

No board work session held 11/19/2019.

3. Reading of Minutes from Previous Meeting:

Motion - made by J. Pelch, seconded by R. Vogel and adopted 5-0 to approve the November 05, 2019 minutes and to dispense with reading them.

4. Treasurer's Report:

As of 10/31/19, total account balance was \$1,007,691 including \$52,030 in the checking account and \$955,661 in the reserve accounts. YTD Expenditures were budgeted at \$177,860 with actual expenses \$188,067. The difference of -\$10,207 was due to higher than budgeted snow removal, tax, and maintenance expenses.

As reported at the October meeting, the federal and state tax payments of \$3,875 for 2019 had been made from the operating account versus the reserve account which was approved by the Board. WPM transferred \$3,875 from the Reserve MM account to the operating account on 10/29/2019 and it is reflected in this month's Treasurer's report.

5. Property Manager's Report:

- a. **Audit Engagement Letter** – the executed contract has been provided to the Strauss & Associates.
- b. **8889 WGD – Trees Removal** – the homeowner submitted the architectural application to Long Reach but has not received a response of approval as of December 3, 2019. They will notify WPM as soon as approval is granted, and WPM will have A-AAA Trees proceed with the removal of the two trees. The cost for removing the Cherry tree and grinding the stump will be borne by the homeowner.
- c. **8820 WGD – Roof Leak** – RoofPRO inspected the exterior siding and roof. They reported the siding around the bump out where the fireplace is located, has many gaps that is allowing water to enter into the building. RoofPRO is providing a proposal with two recommended options – one for a temporary fix (filling in missing gaps with sealant), and one for the permanent fix (removing the siding, installing flashing and ice/water shield and reinstalling siding).
- d. **8616 Secret Waves Way** – the homeowner has reported a water stain on the ceiling of the sunroom. RoofPRO has been asked to inspect and provide a report of their findings.
- e. **Leaf Removal** – Management is awaiting a response from MainScapes as to the final leaf cleanup date.

- f. **Gutter Cleaning** – the final gutter cleaning will be performed on all units on December 9 – 10.
- g. **Property Inspections** – An updated summary will be provided later this month.
- h. **2020 Operations Calendar** – has been approved and included in WPM Report.

6. Committee Reports:

- a. **Architectural** – Application for 8826 WGD - Motion - made by D. Perin, seconded by R. Vogel and adopted 5-0 to approve changes requested to front yard. The Board determined no need to seek approval from Long Reach.
- b. **Landscape** – Update provided on Unapproved Wire Enclosures in Front Yard (see Old Business)
- c. **Parking and Traffic** – R. Vogel reported that a commercial vehicle has been parked in the development consistently for several weeks. It was also reported that vehicles have been seen parked in the streets and partially on sidewalks. With the upcoming holiday season approaching, the Board agreed to send a reminder notification email to all homeowners outlining the association’s parking rules.
- d. **Social** – Planning for events in 2020 are underway.
- e. **Maintenance** – The fall neighborhood inspections are complete. WPM will be providing a final report to the Board.

7. Old Business:

- a. **Unapproved Wire Enclosures in Front Yard** – Reported by Landscaping Chair that wire enclosures have been removed.
- b. **Unapproved Alteration to Front Yard** - 8836 WGD responded to the Board’s letter and agreed to return the front yard to its original condition. Homeowner requested permission to perform the work in the spring. Board requested the homeowner submit an architectural application identifying the front yard changes planned. After receipt, the Board would address the request to delay the work to the spring.

8. New Business:

- a. **Board Positions** - Motion - made by J. Pelch, seconded by R. Vogel and adopted 5-0 to retain the current Board positions for the upcoming year (2020).
- b. **Final MainScapes leaf cleanup** – WPM will contact contractor to ensure work will be scheduled soon, as the recent windy weather has dropped the vast majority of the leaves.
- c. **AMG Snow Meeting** – Lou met with the president, Gary Saylor and received assurances that the needs of Villa I will be properly cared during the upcoming snow season. A communication process was developed between WPM, AMG, and Villa I.
- d. **8820 WGD – Roof Leak** – See Property Manager’s Report

e. **8852 WGD - Roof Issues** – New homeowner reported that home inspector identified a couple of issues during recent roof inspection. Board asked WPM to have RoofPro investigate the issues and report back.

9. Open Forum for Unit Owners – Homeowner reported that one of the Villa I streetlights is flickering. The light was identified and will be reported to the SOCA front office.

10. Adjournment at 8:10 PM

Upcoming meetings: Work Session 12/17/2019 & General 01/07/2020

Prepared by Charlie Overly – Board Secretary

Approved: *Charlie Overly*

Signed: 01/07/2020