**VILLAGE GREEN BOARD OF DIRECTORS MEETING MINUTES**

**December 10, 2019**

**CALLED TO ORDER** at 1808 by Jonathan Aaltonen. Directors and Property Manager present:

President Jonathan Aaltonen 2017 Treasurer Dean Davidson 2019

1st Vice President Tanner Clark 2019 At-Large Katrina Schmidt 2018 – Arrived at 1813

2nd Vice President Adam Baesler 2019 At-Large Heidi Hermanson 2018

Secretary Sherri Galovich 2018 Property Manager Walt Peffer and Mike

**OPEN MEMBER SESSION**

**Called to order at 1901 by Jonathan Aaltonen**

**MINUTES** The minutes were presented by Sherri Galovich for the November 12th and November 19th meetings

**Motion**: A/T to accept the November 12th meeting minutes. Vote was unanimous 6-1 Katrina abstained since she wasn’t present

**Motion:** A/H to approve the November 19th meeting minutes. Vote was unanimous 7-0.

**TREASURERS REPORT**

Dean submitted the treasurer’s report for 11/30/19 with a total of $742,807.71 in total operating and restricted reserves. Significant activity in the month was the receipt of the final insurance payment of $159,944.17 of which $127,955.34 was remitted.

Since the last meeting, management, Dean and Adam have been working through getting details on the furnace replacement schedule and how to move forward with them. Dean proposes amending the budgeted furnace replacement from $72,000 to $206,000 for this year in order to replace the furnaces that have failed and need to be replaced as soon as possible.

**Motion:** K/J to change from using A-1 to Eyman as our furnace replacement company. Vote was unanimous 7-0

**Motion:** A/K to approve the increase in the budget for furnace replacement from $72,000 to $226,000. The extra $20,000 in price increase is due to switching companies whose bid came in somewhat higher. Vote was unanimous 7-0.

**Motion:** A/S to approve the allocation of reserve funds as outlined in the treasurers report. Vote was unanimous 7-0

**Motion:** A/J to approve the transfer to reserves of $10,000 for December and $15,000/month until FYE to refill reserve accounts. Vote was unanimous 7-0

**Motion:** A/D to approve engagement of a Reserve Analysis Firm to complete a Reserve Analysis. Cost is expected to run anywhere from $2,000 – 4,000. Vote was never called

 K/S to amend the motion that rather than moving straight to engagement, management present the board with bid options for discussion. Vote was 4-3.

Discussion of financials – Michael presented the financial reports. Income was right at where we budgeted. YTD we are sitting at a $33,487 profit. Bigger expenses for this month would be the snow removal – we got a new snow plow attachment for the lawnmower for maintenance to use on sidewalks. Trash removal is up and bids are being procured from other companies to try and lower it again. Pet fees went down $100 due to people moving and people submitting documentation for service animals rather than pets. Projects are at about $55,00 YTD for furnace replacements. We have also spent about $4,049 in updating the playgrounds.

**MAINTENANCE & MANAGER’S REPORTS**

1. Furnace Replacements – Tom with Eyman was present to provide a little background on the company and answer any of the board’s questions in relation to the furnaces. Most of the board’s questions had been answered in executive meeting.
2. Mud jacking & Parking lot lighting – a few places of sidewalk were replaced – cost about $3000. They are done for the year until the spring when the weather warms back up. Walt was able to contact OPPD to get out here and get a bunch of the lights replaced so the parking lot lighting is significantly improved.
3. Update Roofing project – All of the flashings were finished last week. There is still siding replacement that needs to be done on 13 of the buildings. With that they will also install J panels which hold the siding down on the buildings. They are also supposed to provide us with a new front entrance Village Green sign due to hail damage.
4. ACH increase effective January 2020 – Notices were delivered to mailboxes about the increases that will be effective next month. An email was also sent out.
5. Privacy Fence Replacement – Management has a quote for just the wood for the fences for $23,000 with our management team doing the labor. Pat wants to head up the project. Management recommends having Pat create 1 fence in order to check quality, time, and cost and see if it is a good approach to take. The will proceed with this route and report back to the board on how it goes.
6. After hours emergency calls – We have four guys and 15 after hour work order calls in November. Most of them were over Thanksgiving weekend. 6 of them were for furnaces, some for locks that fell off doors, a water heater, and a few that had no heat.
7. Work Orders - 125 work orders completed in the month.
8. Groundbuilders snow invoice – They have finished all of the repairs that were required and are now asking for their last payment. The board would like management to do an audit of the contract before the check is sent out.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. Management would like to have Santa Claus come for the kids and have a little party on Dec 21st. It would cost about $200. The board left it to management to decide since it was under $500.

Sherri had to leave the meeting early at 8 pm

1. Member had a question about adding a dumpster. Jonathan stated that the board was checking into it. He noted the price of trash removal has gone up and we are already being charged extra for over-heavy containers (we are charged by weight). Jonathan offered everyone present special orange Hefty bags designed to hold non-recyclables such as plastic or Styrofoam. The bag is placed in the recyclable bin and separated out by the recycle workers.

**Adjourned to Executive Session at 2012**

**Executive Session**

 Discussion of Maintenance Pay – Management recommends a 3% raise for all employees. In addition to that raise, Zak would receive a $0.50/hr raise. Management also recommends a $150 Christmas bonus for all employees.

**Motion:** A/D to accept management’s recommendation regarding employee raises and bonuses. Vote was unanimous 6-0

**Adjourned the meeting at 2020**

**Sherri Galovich** Village Green Secretary