

# MINUTES

## ***BELLA VISTA TOWNHOUSE ASSOCIATION***

June 19, 2019

**9:00 A.M.**

Members Present

Tom Barber - President  
Kristy Danna - Director  
Johnese Johnston – Sec/Treasurer  
Gail Kapica - Director  
Marissa Whitfield - Director

Members Absent

Ron Johnston – Director  
Jack Adams – Vice President

Staff Present

David Whittlesey, General Manager  
Beverly Schommer, Office Manager

7 visiting owners present

The meeting was called to order at 9:00 a.m. by President Tom Barber.

*A motion was made by Kristy Danna to approve the minutes from the May 15, 2019 meeting and seconded by Marissa Whitfield. Motion passed.*

Treasurer's report for May 2019 was given by Johnese Johnston.

*Marrissa Whitfield made a motion to approve the Treasurer's report, seconded by Gail Kapica. Motion passed*

President Tom Barber welcomed the visitors and announced this is the time to address the Board with any comments or concerns inviting the visiting owners to speak if they would like. Asking speakers to hold their comments to 3 minutes.

An owner from Drake Courts expressed concern about dumpster service abuses and made suggestions to help detour people from abusing the area and services. Video Camera's and better lighting around the area may help. General Manager suggesting removal of dumpster and converting to curbside service is the only way to stop the abuse.

An owner from Norwood Courts introduced herself as new to the area and wanting to learn about how things work with the Association. How Board members get where they are, how public comments get received and how things are structured. Later asking several more questions about how decisions are made about priorities, how many townhouses there are, how many people are on staff and what their positions are. Has there has ever been a survey to the membership asking residence, how do you like what is going on, what is your input, how can we do things better or do you simply handle problem calls. Concern about the attitude from the office is not always a positive attitude. Most people that she has talked to said that they were not going to get anywhere, they had tried and bottom line is we want somebody who cares. " I don't expect that you can be everything to everybody, I do not understand life to be that way

at all, that's just the feedback from it. We can call Beverly and ask, complain or compliment all day long, but it stops there or it stops there."

President Tom Barber explained briefly that the Board is made up of owners of the Townhouse Association. They are non-commissioned and all volunteer their time, they do not get paid for this, or any perks or benefits. Tom Barber continuing, As far as comments go, you may call the office or email the office and talk to Beverly or David. Let them know what your problem is or what your comment is and they will document it. If it has something to do with a work order that needs to be done in your neighborhood, they will write it down and it will be taken care of as soon it possibly can be. The office will make sure the Board receives information. If there is a problem and it is not being handled through the office we ask that you attend a meeting and address it with the Board. The Board makes decisions as a whole, decision are not made by a single person, but as a group.

Johnese Johnston then spoke. There is a Townhouse newsletter that comes out 3 times a year by email, it is also available on the website along with Minutes of meetings along with other good information. The hours the office is open correlates with the work crew. There is a voice mail for messages, they will get back to you. David checks for messages even through the weekend. The crew is not only responsible for weed-eating and mowing but they are also charged with the maintenance the infrastructure property that was deeded over to the Association from Cooper Communities, so retaining walls, court lights, limited common property all has to be taken care of by the Association with the dues that are collected. You may have a townhouse that has no yard, and all they do is blow leaves, but there is another townhouse that has a retaining wall that is just about to collapse, we have to take care of that also. There has been a lot of rain the last few years, the City is not going to take care of it, Cooper Communities is not going to take care of it, it's up to us because it's on our property to take care of. Some people don't understand, saying, well I don't have a yard, I don't have a tree, why am I paying so much money. Any owner who wants to see where the money has gone is welcome to make an appointment with the office and they will be happy to show you the financials and answer questions about where the money goes. There was a survey just a couple years ago for the meeting schedule. There was a survey on the election Ballot that year. The results were the majority selected to keeping the meetings at 9:00 a.m.

The Office Manager Beverly Schommer also saying, We do not have email address for the entire Association. Emailed surveys would not reach all owners. Everyone is welcome to make suggestions for the newsletter. All newsletters ask for owner input, feedback about what they would like to have as topics in the newsletters. Marissa Whitefield said she would help with Survey Monkey if it could work for a limited membership.

Kristie Danna spoke about getting involved by coming to meetings, getting to know what is going on, learning about how the money is being spent on infrastructure, tree removal, and other major expenses. She believes we all can make a difference if people will participate. There are 1048 properties and a small few attend meetings.

Tom Barber, "We do work for you, we are all part of you, we all own townhouses. We all ask for things to be done, but we still have to follow the protocol just like everybody else does." It is important that you come to meetings and give us your input.

An owner from Kipling Courts gave a compliment to office staff and I expressed concern about the employee training and carelessness of the people mowing. She reported damage done to edging and was reassured it would be repaired by our staff.

Another owner from Kipling Courts I suggested brainstorming for hiring practices, suggesting we need to get a handle on it

Another owner from Norwood Courts expressed concern about the sidewalk going down to Lake Norwood, and his unhappiness about the three trees being removed.

As Tom Barber, addressed the room, thanked everyone for showing up to the meeting, he was asked if they had considered other options instead of removing 70 year old trees. "There were other options considered and we made the decision we did because we wanted to get it fixed. I am sorry if we can not satisfy everyone, but we do our very best." The owner from Norwood Courts asked for a handrail to be added to the sidewalk going down to the dam. There was side discussion and General Manager Whittlesey said, "it will be a major expense, but, we can look at it."

President Tom Barber then called for old business, there being none he called for the Boards attention to new business and the Accountants' Compilation Report & 2018 Financial Statements. Asking for any questions or comments. A visitor asked if this was available to the public and was directed to a copy of the Financial Statement on the table.

*A motion was made by Johnese Johnston to accept the Accountants Compilation Report & 2018 Financial Statement. Motion seconded by Gail Kapica. The vote was unanimous. Motion Carried.*

ACC:

29 Lunsford – Kevin & Betsy Tucker – add landing & stairs to existing deck.

*Motion to approve the application was made by Marissa Whitfield and seconded by Gail Kapica. The vote was unanimous. Motion Carried*

2 Gretchen Ln – Mike & Marylin Paulson – adding stairs to existing rear deck.

*Motion to approve the application was made by Gail Kapica and seconded by Marissa Whitfield. The vote was unanimous. Motion Carried*

Stairways – Permitting process. General Manager David Whittlesey, asked the Board to allow the office to issue a basic Repair Permit for the purpose of adding rear egress to a property. Primarily it is a safety issue so if the property is on fire and they need to get out of the house they can, so it is a safety concern. On repair permits we do give people a little bit of leeway on changing things with the exterior. Say adding a handrail to a step, or a walkway, again for safety reason. They may be adding a window to a

garage or something very minor to the exterior of the property. We have been doing some of those on the Repair permit. Now, if they want to add a carport, build a sunroom, add siding, then obviously and particularly if they are extending out onto Limited Common Property then Board approval and a License Agreement filed with the County is required. This is for just a basic set of stairs, that does not extend out five feet or more from original construction onto Limited Common Property to where they would have to do license agreement. Just a simple flight of stairs down, that we start doing on a repair permit as opposed to going through the ACC process which require Board approval and can sometimes delay the process 30 days. If they are doing anything else besides a simple set of stairs then they would be required complete the ACC process.

*A motion to approve the change of permitting process for addition of egress from residence or deck by Kristy Danna and seconded by Gail Kapica. The vote was unanimous. Motion Carried.*

David Whittlesey had one additional item of new business to go along with old business from the last meeting. If you recall the retain wall repair that was approved and replacing that in Basildon Courts on Bently Lane. The drainage project that was brought up for the problem with the flooding in the backside of that down there. Coming from Abingdon Lane and Bentley. I did get an estimate of \$82,000.00 to channel out the trench, fill in with Rip-rap to slow down the flow. I have met with the City, they initially said no, that they are not interested in doing anything. I did do a site visit with the contractor and the Street Department Superintendent, Mike Button. I reached out to him again this week and the majority of the water is street runoff coming from the area outside of the townhouse courts and if any of you have driven down Basildon, there is a great big dip in that, over between Chelsea & Riordan Rd. when you take that, there is a pipe under that and that is where most of the water is coming from. I did get Mike Button to agree that they will put some check dams there to slow down the flow of the water That is not going to take away the water or diverting it, it is just going to slow it down some so we will be able to handle the downstream a little more efficiently. Again, I don't know how much at this point, this is a rough estimate, but this project, again, they are going to be down and fixing and doing the retaining wall with this project right across the street. From a cost-efficiency standpoint it really makes sense to have them do it at this point in time. If the Board would like to go over there and look at it and do a site visit it would be explained a little bit more. I know we're already looking at having already \$70,000 that was just approved. Each Board members said they could go look at it today after this meeting. You will have a better perspective once you have a chance to look at it.

#### General Manager's Report

Our persistent short-staffing situation is improving with the hiring an employee who starts Monday. That leaves 1 full-time grounds maintenance position vacant. The afternoon of Saturday, May 18<sup>th</sup>, severe storms with heavy rain and high straight-line winds downed numerous trees that caused significant damage to 6 townhomes and 2 vehicles in 3 different Courts. A lot of other trees were damaged and many limbs down requiring several weeks of cleanup, including some by contractor that were unsafe for us to handle. Unfortunately, staffing and persistent rain continue to cause significant delays in regular grounds maintenance, particularly trimming of bushes and shrubs, weed spraying and weed eating but we're working as diligently as possible. Obviously special

projects for townhome owners, and infrastructure projects are currently on hold with only minor landscaping request for owners and court light repairs being completed.

Rain has also delayed start on the contract infrastructure projects approved at last month's meeting. Weather permitting, work is scheduled to begin in the next couple of weeks.

Gail Kapica made a motion to adjourn at 10:08 a.m, Marissa Whitfield seconded.

Next Regular Meeting  
July 17, 2019 - 9:00 A.M.