

MINUTES

BELLA VISTA TOWNHOUSE ASSOCIATION

May 15, 2019

9:00 A.M.

Members Present

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

Members Absent

Staff Present

David Whittlesey, General Manager
Beverly Schommer, Office Manager

2 visiting owners present

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

A motion was made by Jack Adams to approve the minutes from the April 17, 2019 meeting and seconded by Gail Kapica. Motion passed.

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

Ron Johnston made a motion to approve the Treasurer's report, seconded by Marissa Whitfield. Motion passed

President Tom Barber welcomed the visitors and thanked them for coming to enjoy the meeting.

President Tom Barber called for any old business to be presented.

David Whittlesey presented the second Contractor Proposal Estimates for repair/replacement of Bentley Retaining Wall. Between the two Contractor's estimates for the Bentley Retaining Wall the second estimate was lower with the differences being, one was a not to exceed cost and the other was for specific scope of work as defined by the Lump Sum Proposal/Agreement being presented today. The Scope of work is based on the site visit and as clarified on the Proposal. The Contractor will furnish all labor, materials, and equipment unless otherwise noted for the following: Supply stamped engineered drawings needed for city permits. Demo and dispose of up to 146 liner feet of existing retaining wall per walk through. Dig back existing soils up to 3 feet from existing retaining wall location and dispose of soils. Form up to 146 linear feet of 8" thick retaining walls (heights to match existing) and pour using 3000psi concrete. Demo and dispose of forms. Backfill at edge of new retaining wall with gravel for easier water drainage. Top with 6" minimum of topsoil, seed, and straw. Clean up affected area and dispose of construction related debris. David Whittlesey requested this item be approved at this meeting using this Contractor Proposal 21-3904-19 with an estimated cost of \$46,989.05.

Motion to approve the second Contractor's Estimate for the Retaining wall replacement was made by Ron Johnston and seconded by Kristy Danna.

Discussion followed: There is the possibility of the cost coming in higher than the Proposal based on the list of Exclusions from the "Scope of Work" in the proposal as outlined in the Proposal. The vote was unanimous. Motion Carried

Next, David Whittlesey referred to and presented photos of two of the 9 quotes in the second Proposal. This included 9 smaller projects on Proposals #21-3904-19 for estimate quotes broken down by locations. He discussed at length Quote 9: Bentley Lane across from retaining wall. Drainage. Excavate to allow for installation of approximately a 1,560 square ft drainage ditch & dispose of excess soils. Approx. 14' wide x 8' long Concrete to slope from both driveways to allow drainage into new concrete ditch and release water in its existing natural path. Pour new 3' wide drainage ditch to a total length up to 58' using 3000psi concrete with air up to 4' thick. Clean & dispose of construction related debris. David requested this item be approved at this meeting using this Contractor at an estimated cost of \$12,895.00 for this Proposal 21-3904-19, Quote 9.

Next, David Whittlesey referred to Quote 8 from the multiple quotes Proposal: 41-43 Norwood Dr. 36'x4' Sidewalk replacement and removal of (3) stumps. To include RCP and Flare end sections as follows: Remove up to 36' of existing 4' wide by 4" thick sidewalk. Remove (3) existing tree stumps (trees to be cut down and removed by others). Remove 4" class 7 base and compact. Install welded wire reinforcement. Pour and broom finish new sidewalk using 3000psi concrete. Remove and dispose of form material. Cut control joints in new sidewalk as needed. Clean up and remove construction related debris. David Whittlesey requested this item be approved at this meeting using this Contractor at an estimated cost of \$9,483.00 for this Proposal 21-3904-19, Quote 8.

Motion to approve Quote 8 & 9 as presented and from this Contractor was made by Ron Johnston and seconded by Marissa Whitfield. The vote was unanimous. Motion Carried

New Business

ACC:

Lisa Davis, 7 Estes Drive: Existing top deck enclosed with screening.

Motion to approve the application was made by Jack Adams and seconded by Gail Kapica. The vote was unanimous. Motion Carried

Don & Ann Ames, 43 Norwood Drive: Replace gravel patio area w/stamped concrete patio & Build 7'x21' addition to existing deck.

Motion to approve the application was made by Marissa Whitfield and seconded by Johnese Johnston. Discussion called for, Owner Don Ames said, he will begin with the patio first and will likely finish the deck next year. The vote was unanimous. Motion Carried

Sheila Lettow, 8 Westford Lane: addition to existing deck.

Motion to approve the application was made by Kristy Danna and seconded by Jack Adams. The vote was unanimous. Motion Carried

General Managers Report:

Traditional spring grounds maintenance services including mowing, weed eating and weed-spraying rock beds continues as weather permits, however, a significant number of rain days have delayed normal schedules, which is not unusual during spring. The initial trim cycle of the year started Monday on the east side in Metfield courts and we'll work west thru each of the 17 courts as we do annually. Each trim cycle takes approximately 4-6 weeks and we trim 2-3 times a year based on growing conditions. Any work on owner requested landscaping projects is secondary to primary grounds maintenance services and staffing remains an issue with 2 vacant positions. Summer maintenance hours of 6:30 AM to 3:00 PM will begin May 20th and continue until Labor Day.

Ron Johnston motioned to adjourn the meeting at 9:34 am. Jack Adams seconded.
The vote was unanimous. Motion Carried

Next Regular Meeting June 19, 2019: 9:00 A.M.