

# West Port Village Board of Directors

## Board of Directors Meeting Minutes

June 20, 2017

The Board of Directors Meeting of the Association of West Port Village was held at 5401 West H Avenue, Kalamazoo, MI 49009 on Monday, the 20th day of April at 10:00 AM. The following persons were present:

	Steve Visser	President
	Jeff Scheffers	Vice President
	Larry Kenaga	Treasurer
	Mary Knechtel	Member at Large
	Erica Corstange	West Port Village Administrator
Absent:	Kelli Scheffers	Secretary

Steve Visser called the meeting to order at 10:01 AM and welcomed everyone to the meeting, specifically new members, Larry and Mary.

### **Agenda Items**

#### Election of Treasurer

Motion to elect Larry Kenaga as the new treasurer was made and seconded. Motion moved, supported, and passed (MMSP). Larry has discussed the current budget with former treasurer, Kirk Boeskool, and will meet with the bookkeeper.

#### Minutes of Annual BOD and Co-Owners

Discussion took place regarding the minutes from the annual meeting held on May 22. Larry had some questions regarding the verbiage in the section "General Comments Regarding West Port Village." Steve clarified that lot 58 is the lot west of the entrance which was recently grass sprayed as were some common areas near the entrance. MMSP.

#### Common Area Between Westport Dr and Piers End Ln

New board members were informed that, as per development plans, the common area on either side of the new walking path will soon be irrigated with sprinklers and spray seeded with grass. Once installed, irrigation costs will be the responsibility of the Association.

#### Refuse and Recycling Services

Republic Service increased the monthly charge for trash and recycling on June's invoice. Increases amount to 16%. Erica presented a bid from Best Way showing Republic is still substantially cheaper. Erica will contact Republic to see why costs increased. Discussion will continue and this will be carried as an open item with the board.

#### Road Resurfacing Project

Discussion took place regarding the recent work done by Tustin's. The board is aware of cracks that were missed and Jeff is planning to meet with Tustin's to resolve before the invoice is paid. The invoice matches the most recent estimate that Tustin's provided in the amount of \$11,135. The Association and the Developer will split the total cost of the project 72% - 28%, respectively. This reflects the current build-out of Phase 1 which is 78% based on 54 of 69 lots/units completed.

The board would like to thank all co-owners for their patience and cooperation in dealing with the difficult logistics required for this project. A special thank you goes to Erica Corstange for her work to coordinate all of the moving parts.

#### H Ave Phase III Walking Path

The board discussed the H Avenue path that was brought up at the annual meeting. The developer concurs that existing documents have been submitted to Oshtemo Township include a sidewalk/walking path along H Avenue that fronts West Port Village. This path would be constructed as part of Phase III. Depending upon the situation at the time that Phase III is completed, the Developer notes that the potential exists that they may petition the Township to waive the requirement to construct this path. The Developer also notes that the plan cannot be modified without the concurrence of the Township.

#### Tennis Court Modification

Some co-owners have shown an interest in modifying the tennis court to allow pickle ball to be played. Jeff will pursue options and appropriate vendors.

#### Sumac Tree Removal

The Board is aware of the Co-owners concerns about the sumac that has populated the Association's west property line. Removal has been previously discussed with the tree removal service, but issues on their end prevented this from moving forward at that time. Erica and Jeff will re-engage the tree removal service to get pricing and have it removed.

#### Parade of Homes - Feedback

The Developer gave a brief report on the Parade of Homes of which they participated by entering two new units constructed in West Port Village. Although numbers have not been released, the Home Builders Association of Western Michigan has shared that this was a very busy parade. There was a lot of activity and prospects have already shown an interest in West Port Village. The Developer feels very proud of their entries and is hopeful that their efforts will result in increased growth for West Port Village. The Developer would like to thank all Association Members for their patience and cooperation during the parade and the influx of visitors and traffic.

#### Association Budget Review

The board discussed the 2017 budget and recent spending in general terms. No concerns were identified by the Board. Larry will meet with the Association's bookkeeper upon her return from vacation in July.

#### Temporary Approval of a For Sale Sign

On June 8 the Board voted to approve the temporary use of a curbside For Sale sign at 2784 Stone Valley Lane. The approval was granted under Article VI, Section 6.6 of the bylaws and limited to the time that Parade of Homes was on-going.

#### For Sale Sign Policy

The Board recognizes the need for Association Members to openly market their unit and is pursuing a policy for the use of a curbside For Sale sign that is consistent with the Association Bylaws and in keeping with good taste normally associated with West Port Village. Until this policy is finalized and approved by the Board, Association Members are asked to obtain Board approval before displaying signage of any kind. This is an open issue.

### **Additional Items**

#### Phase I Nature Trail

The Developer will be modifying approximately 80 ft of trail at the Isle Harbor Ct. entrance.

This section of the trail will be an engineered trail. The trail will be excavated, stabilized, and topped with crushed concrete. The Developer has targeted this for completion in the next 30 days. The Developer is of the opinion that any other enhancements, modifications, and maintenance of the trail will be the responsibility of the Association. As such, the Board is seeking input as to what efforts should be made going forward to maintain or improve the trail.

#### Phase I Sidewalk

Per the Developer, all sidewalks will be installed per township requirements. The Developer concurs that there existing units will need to be worked/re-worked in the next 60 days in order to meet Oshtemo Township requirements. The Developer seeks to clarify that the construction process dictates that sidewalks are installed after a unit is constructed in order to not limit construction traffic to the structure.

#### Community Garden

Due to apparent little interest, the board is taking no action on a community garden. If Association Members have an interest, they are asked to contact a board member.

#### Annual Meeting Venue

The Point is a very convenient location and the price is reasonable, but due to the busyness of the venue, it can get distracting. Erica will look into possibly other options.

#### Awning Approval

A co-owner requested board approval to install an awning over their deck. The Board approved their request.

#### Insurance

Condominium Unit Insurance Valuations are available. If Association Members want a copy of their 2017 insurance valuation, they're asked to contact Erica.

The meeting was adjourned at 12:17 PM.

Respectfully Submitted,  
Kelli Scheffers, Secretary