

West Port Village Board of Directors

Board of Directors Meeting Minutes

September 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 Wednesday, the 20th day of September at 10:00 AM. The following persons were present:

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

Steve Visser called the meeting to order at 10:03 AM and welcomed everyone to the meeting.

Agenda Items

Review Minutes from June 20

The minutes were reviewed and it was noted that the day and month were incorrect. It should read that the meeting was held on Tuesday, the 20th day of June at 10:00AM. Kelli made a motion to approve the minutes after the day and month change. Larry seconded the motion. Motion moved, supported, and passed (MMSP).

Republic Services

Discussion of Republic Services revised 2017-2018 charges will be discussed at the next meeting when the first draft of the 2018 budget is reviewed.

WPV “For Sale” Sign

The board discussed that the recently used “For Sale” signs looked nice and worked well for the recent sales of two condos. Larry drafted a policy that the board reviewed. The draft is attached to these minutes and the board is seeking co-owners feedback before the next meeting. Feedback should be forwarded to Larry or Erica. (Please note this is a rough draft and has NOT been approved).

Non-Profit Annual Report

Erica presented a copy of the annual Non Profit Report. It has been signed and submitted with the filing fee of \$20.

Egress Window Well Cleaning / Maintenance

Co-owners are reminded that our contract for window cleaning also includes cleaning of windows within their egress window well. In addition to cleaning the window, cobwebs, weeds, debris, and small dead animals are removed. Co-owners are asked to contact Erica if there are any concerns regarding this service.

Lawn Fungal Disease

At least one co-owner has reported an advanced case of fungal disease in their lawn. This has the potential to spread to other lawns and to become a significant expense to the association. Co-owners are encouraged to check their lawns on a monthly basis and report any issues to Erica who will have DeVisser experts check it out.

Removal / Trimming of Trees and Sumac in Common Areas

The board discussed the removal / trimming of trees in common areas. Going forward, the criteria for trimming or removal of trees that will be paid for by the association will be based on 1) the tree has branches or limbs in contact with a Condominium, or 2) the tree is dead, dying or otherwise compromised and the situation poses a liability for the WPV Association. The board will have an annual inspection of the Village by a professional arborist to determine what trees need to be trimmed or removed. The board will try to schedule the first inspection in the next 30 days. Beginning in the 2018 budget, and going forward, a line item will be added to deal with findings from the annual inspection.

The board does recognize that a co-owner may wish to have a tree in a common area adjacent to their condo trimmed or removed for personal reasons. In these situations, if the co-owner is willing to cover the expense of the project, they should contact the board for approval. If approved, the board will contract to have the work performed.

Maple Hill

The board was made aware that some co-owners are contacting Maple Hill directly to report problems with their sprinkling system. This may be causing the association un-necessary expenses. Going forward, the board requests that co-owners refrain from calling Maple Hill and instead, report all sprinkler system issues to Erica. Erica in turn, will contact Maple Hill to resolve the problem.

Co-owners are reminded that the association contract with Maple Hill covers annual start-up, shut-down and initial program settings and maintenance of the system. Co-owners are responsible for the operation of the system. Any costs incurred by co-owners to have Maple Hill provide training or programming changes are their responsibility. Co-owners in need of operational guidance are encouraged to elicit the help of a neighbor or contact a board member.

Erica presented the dates for Sprinkler Winterization. October 3, 4, and 5 (if needed) are the dates that Maple Hill will be here to winterize the sprinklers. Maple Hill will be starting at lots 57 and 74, and continue south on Stone Valley Lane to Creek Shire Court. They will then head south on West Port Drive towards Isle Harbor Court. They will then head north on West Port Drive, and finish east on Harborview Pass and Harborview Court. Each condo will take approximately 20-30 minutes to winterize. They will be working from approximately 8:15AM–5:00PM. If co-owners are unable to be home, they should notify the office of how Maple Hill will be able to gain access to their home during this time. A concerted effort will be made to deal with any scheduling issues. However, the association is receiving a substantial discount to have all winterization done during the scheduled three days. Should any co-owner miss the prescribed window they will be assessed an additional \$25 to re-schedule and be responsible for any frost damage that occurs before the re-scheduled winterization.

Facility Rental for Annual Board Meetings

Erica presented quotes from four different locations that are able to accommodate annual meetings. Due to the location and price of the Point, we are going to look into renting a different room at the Point with less distractions.

Request to Bid Letters

Erica presented letters to send for landscaping, snow removal, sprinklers, window washing, and deck cleaning bids. Letters were approved after additions were made.

Wild Animals

The board has been made aware that some co-owners have concerns about numerous raccoons, opossums and other animals damaging yards during night time hours and have suggested the board look into an eradication program. The board feels that an eradication program would not be cost effective. The board recommends that co-owners eliminate any and all bird seed that may be an attractant for wild animals.

Co-Owner Landscape Request

Erica presented a co-owner request to plant two trees on their lot. The board approved their plans.

Christmas Party

The board is beginning to discuss the annual Christmas party. If any co-owners would like to help in planning, please contact Erica.

Fall Fling

The board discussed a fall gathering at the new gazebo. The date is TBD. More details will come in an email.

Newsletter

A newsletter will be come out soon. The board discussed additional items to be added.

Additional Items

Tustins

Mary asked what the status with Tustin's is. Jeff will follow up because the cracks still haven't been filled in.

Mold on Condos

The board has been made aware of co-owner concerns regarding mold/mildew on neighboring condos. Co-owners are asked to do a visual inspection of their condo. If there is mold on your condo, co-owners should consider having it washed in the spring during the annual cleaning program. In the near future, the board may be reaching out to some specific co-owners regarding a need to clean the siding on their condo.

Common Area Water

Visser is currently paying for the water in the newly sprinkled common area and will continue to pay for the duration of the year. Visser will track the monthly costs and this item will be carried forward to the 2018 budget discussion.

Reserve Account Analysis

Larry presented a document showing what the future of the reserve fund looks like and the board discussed that it's headed in the right direction. More work is needed to solidify the association's goals regarding the reserved fund. The board will be working to clarify this in the coming months.

Board Member Observations

Mary added that she's pleased with how the neighborhood looks and thanked the developers for their work.

Post Meeting Discussion

The board has reviewed the current level of re-imbusement to the five Co-owners that are watering common areas via their underground sprinkling system. Historically the re-imbusement has been \$40/year and Larry has recommended this be increased to \$60/year starting with the next payment in October. Board approval received by email.

The meeting was adjourned at 12:53 PM.

Respectfully Submitted,
Kelli Scheffers, Secretary

“For Sale” Signs

Discussion:

The Board of Directors recognizes the need for Association Members to openly market their Unit. As such, this policy is designed to allow for the use of a curbside For Sale sign that is in line with Article VI, Section 6.6 of the Association By-laws, provides for a consistent and uniform process, and is in keeping with good taste normally associated with Westport Village.

Policy:

Association Members should follow the steps below if they desire to have a curbside “For Sale” sign placed in front of their Unit.

- 1) Association Members are free to engage the realtor of their choice to assist in the sale of their Unit. Alternately, Association Members may pursue sale-by-owner.
- 2) Association Members should provide the Association Administrator with the appropriate information they wish to have communicated to a prospective buyer (i.e. realtor name and phone number, Unit owner name and phone number).
- 3) Association Members should install the “For Sale” sign approved and provided by the WPV Association in their front yard. Signs may be obtained from the Association Administrator and should be placed a minimum of 10 ft from the curb to facilitate snow plowing/removal.
- 4) The approved WPV Association sign shall display the WPV Association Administrator’s phone number. All persons calling the Administrator to inquire about the Unit shall be provided with the information obtained per Step 2 above.

Association Members who wish to deviate from this policy should contact the Association Administrator or a member of the Board of Directors.