

West Port Village Board of Directors

Board of Directors Meeting Minutes

November 21, 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
	Larry Kenaga	Treasurer
	Mary Knechtel	Member at Large
	Kelli Scheffers	Secretary
	Erica Corstange	West Port Village Administrator
Absent:	Jeff Scheffers	Vice President

Steve Visser called the meeting to order at 9:59 AM and welcomed everyone to the meeting.

Agenda Items

Review Minutes from September 20, 2017

Discussion took place regarding the minutes from September 20. Larry made a motion to approve the minutes, and Mary seconded the motion. Motion moved, supported, and passed (MMSP).

Developer Update

Steve said he's very pleased with the activity that is currently happening in West Port Village. There are three condos under construction and people have continued to show an interest in building in WPV.

Budget Review

Larry presented bids from vendors. The following were approved:

- Snow Removal Services: Visser Construction
- Landscaping Services: DeVisser Landscaping
- Arborist (was previously included in landscape bid): Arbor Care
- Deck Cleaning: Fish Window Cleaning
- Window Cleaning: Crystal Clear Window Cleaning
- Trash/Recycling: Republic Services
- Sprinkling System: Maple Hill

MMSP.

Larry then presented a draft of short term and long term goals for the Board.

Dues Request from Lot Owner

A letter from a co-owner was presented requesting a decrease in monthly dues for services that are not specific to that co-owner. Mary made a motion to deny the request. Larry seconded the motion. MMSP.

WPV For Sale Sign

The "For Sale" Sign verbiage that was presented by Larry at the last meeting was reviewed again. Mary made a motion to accept the policy, Kelli seconded the motion. MMSP.

Lease Agreement

A lease agreement was presented by a co-owner. The board will be sending an addendum to the involved parties to sign stating the tenants are to abide by the bylaws and rules and regulations of West Port Village.

Tree Trimming / Removal

During the week of November 13, five trees were cut down by DJ's Professional Tree Service, and the western common area tree line was trimmed.

Republic Update

Homeowners are allowed 2 trash bags in addition to their trash bin on Thursday morning pick-ups. Any additional bags will be charged to the homeowner. A co-owner asked if there was a way to stop trash service while away. Republic will allow a temporary service shut-down. The board discussed this as an option for homeowners who will be away for four or more continuous months and wish to save the association this expense. This request should be emailed to Erica at wpvnews@gmail.com with a start and end date.

Salt Waivers

Salt waivers have been sent out for the 2017/2018 winter. A co-owner asked if waivers need to be signed on a yearly basis. The board discussed that for liability reasons, the office needs to have a waiver signed each year.

Non-Agenda Items

Flooding around new Gazebo

With the rain we have had this fall, a co-owner presented a concern for the flooding by the new gazebo. That area is a designated flood drain and can handle the average amount of rain Michigan receives. No changes to the storm water drain system are expected to be made.

Tustin's

A co-owner asked for an update on Tustin's work on the street coating. Jeff is in communication with them as there are cracks that have yet to be filled.

Condo Exterior

Co-owners are reminded that it is their responsibility to make sure the exterior of the condo is maintained. In the spring, make sure to let the office know if you would like the exterior cleaned by Fish Window Cleaning.

Co-owner Trees

A request was received from a co-owner to have the BOD develop a policy that requires the co-owner of a dead tree to have it removed within 30 days. This request was denied. Co-owners are reminded, however, that trees on their lot are their responsibility and dead or dying trees should be dealt with in a timely fashion. Co-owners should contact the office for guidance in removing/replacing trees.

By-laws

A co-owner presented a request to have the bylaws changed to allow co-owners to display the American flag. The board recognizes the Michigan rules on condominiums specifically prohibits the Association from preventing co-owners from displaying the flag and will not enforce the current wording in the by-laws. The by-laws however, will not be changed at this time. The board discussed locations for a Christmas party and will be looking into two different locations. Keep your eyes open for an invitation.

Christmas Party

The board discussed locations for the Christmas party. Location and time has now been set. Invitation to come.

Street Lights

The office has been made aware of the street light on Stone Valley Drive not working and bulbs generally not matching. The electrician has been made aware the malfunctioning light. As bulbs burn out in other lights, he is replacing them all to same color LED.

The meeting was adjourned at 12:02 PM. The next meeting is December 19, 2017 at 10:00 AM.

Respectfully Submitted,
Kelli Scheffers, Secretary