

West Port Village Board of Directors

Board of Directors Meeting Minutes

September 18, 2018

The Board of Directors Meeting of the Association of West Port Village was held at 5401 West H Avenue, Kalamazoo, MI 49009 on Tuesday, the 18th day of September at 10:00 AM. The following persons were present:

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

Steve Visser called the meeting to order at 10:07 AM and welcomed everyone to the meeting. He then thanked Lyn Lawson for accepting the vacant position due to Mary Knechtel's resignation.

Per Article XIV, Section 3 of the bylaws, "Vacancies in the Board of Directors caused by reason other than the removal of a Director by a vote of the members of the Association shall be filled by vote of the majority of the remaining Directors, even though they may constitute less than a quorum. Each person so elected shall be a Director until a successor is elected at the next annual meeting of the Association."

On behalf of the Association, the board would like to thank Mary again for all the time and effort she put towards West Port Village during her time spent on the Board.

Agenda Items

Review Minutes from June 19

The board reviewed the minutes from June 19. Jeff made a motion to approve the minutes, and Larry seconded the motion. Motion moved, supported, and passed (MMSp).

Homeowner Request

The homeowner at unit 54 requested to do some landscaping work in the back yard. That request was approved as documented on the completed change request form.

Reserve Study

There has been interest within the association membership to perform a reserve study to be used in the y2020 budget preparation and we will continue to discuss what commitment it will take to meet this goal. There may be significant cost savings in performing this study in-house.

In the interim, for comparison, Larry obtained a quote from a company who specializes in conducting reserve accounts. This one quote was approximately \$3600, which the board felt was reasonable. The board discussed pros and cons of doing a study in-house vs. having a professional company do it. Larry will continue discussions with interested association members and also continue his research into other companies who provide these services.

2019 Vendor's

The board reviewed new vendor bid sheets provided by Larry. Letters with bid sheets will be sent out in the next few weeks to local vendors. We have a list of service providers that we have used in the past as well as a few newer vendors and we are always looking to expand that list. If

association members are aware of any new services providers that they are willing to recommend, please pass the name and contact information along to Erica. Letters/bid requests to vendors on our current list will be sent out in the next few days.

Gate Emergency Protocol

The board reviewed the procedures with the gate in the case of an emergency. Erica has been in contact with a local deputy and has provided gate cards to him to provide to the officers who patrol this area. As of September 18, gate cards were given to the 6 sheriff squad cars that patrol Oshtemo Township. We will continue researching ways to improve the current protocol/system.

REMINDER: In the case of an emergency, call 911. Inform them you are in a gated community and the gate may be closed and requires a key-card or numerical code for entry.

Tree Debris Removal From Common Area

A request was presented by a co-owner for \$200 to help in the removal of logs from common area. Lyn made a motion to approve the request. Jeff seconded the motion. MMSP.

Parking

The board would like to remind homeowners that vehicles should not be parked on the sidewalks. Except in driveways proper, the sidewalks are not constructed to withstand the weight of road vehicles. Vehicles should be parked in driveways, on roadways, or in the clubhouse parking lot.

Additional Items

Construction Signage

A request was made for signage to be displayed informing any subcontractors of where the new construction is to limit construction traffic on W Port Dr and Stone Valley Ln. The builder is looking into this.

Condo Break-In and Fire

The board discussed at length the entry, larceny and fire at a condo in the village. The Board and WPV Administrator are not privy to any information that is not in the public domain. The Sheriff's Department is not providing us with updates and we will not dedicate WPV resources to pursuit of, following or further reporting on the criminal investigation of this event. Association members who want to stay abreast of the investigation are encouraged to query local news outlets and internet websites for reported information. (WWMT, MLive, etc)

WPV Association carries insurance on all homes by Auto Owners. The home owner also carried supplemental home insurance. Agents from both companies are already engaged and working together to address this event.

Previous Security Issues

The board discussed two other events of trespass onto WPV grounds that have occurred this year. These two incidents occurred while homeowners were home. There were no reported forced entry nor injuries, however in both cases the police were involved in removing the trespasser. While the board was made aware of these events shortly after they occurred, the information was not widely communicated to co-owners as one event was confidential in nature and the other was believed to be an anomaly. In light of the condo forced entry and fire the board will carry communicating of such events forward for further consideration. Recommendations from the Safety and Security Committee should be of great value in this regard (see next item).

Safety and Security

The board is looking into putting together a Safety and Security Committee. This committee will be tasked with reviewing our current policies and practices regarding neighborhood security and making recommendations to the board. The board needs home owners help and input. Please submit your name to Erica for consideration by the board

Street Lights

Two street lights that have been inoperable for some time are continuing to be worked on.

Financial Report

Larry reported that the association's Certificate of Deposit at First National Bank was switched to a 24 month CD at 2.4% effective August 15, 2018. The CD was increased from \$60,000 to \$80,000 by using additional funds from the WPV money market account. Thank you to Joy, our bookkeeper, for her valuable assistance in working with FNB and securing this product.

Larry also reported that the budget is looking good. Even though there have been a few unexpected expenses this year (additional tree removal for example), new condo sales should allow the association to be on-budget by the end of the year. Third quarter budget report will be published for association members early in October.

The meeting was adjourned at 12:28 AM. The next meeting is November 12, 2018 at 10:00 AM.

Respectfully Submitted,
Kelli Scheffers, Secretary

WPV Vendors List
2019

- Trash / Recycling
 - Republic Waste Services
 - Waste Management
 - Best Way Disposal
- Snow Removal / Salt
 - Visser Construction
 - DeVisser
 - Hat Trick Lawn Care
- Sprinkler Systems
 - Maple Hill Sprinkling
 - The Irrigator
 - Sanderson DeHaan
- Landscaping
 - DeVisser
 - Hat Trick Lawn Care
 - Advantage Outdoors
 - Wolverine Lawn Services
 - S&T Lawn Service
- Window Cleaning
 - Crystal Clear
 - Fish Window Cleaning
- Deck Cleaning
 - Fish Window Cleaning
- Arborist
 - Arbor Care