

# West Port Village Board of Directors

## Board of Directors Meeting Minutes

June 19, 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 19th day of June 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 Members: Jeff Scheffers Vice President

Steve Visser called the meeting to order at 10:00 AM and welcomed everyone to the meeting.

### **Agenda Items**

#### Review Minutes from April 24 and May 15

The meeting minutes were reviewed from both April 25 and May 15. Mary made a motion to approve the minutes, and Larry seconded the motion. Motion moved, supported, and passed (MMSP).

#### Developer Update

Unit 91 has been purchased and construction will begin shortly and unit 44 was sold as a resale. An updated directory will be sent out in July.

#### Homeowner Requests

Homeowners at units 16 and 17 requested to have some additional work done in their back yards. These requests were approved. The homeowner at unit 65 requested to remove a window. That request was approved. The homeowner at unit 54 requested to do some landscaping in the common area behind her home. This is still under review while the board continues to discuss.

#### Homeowner Change Request Form

Larry presented a form for homeowners to use to request changes or modifications to the exterior of their condo or landscaping. Larry made a motion to approve the form, and Mary seconded the motion. MMSP. The form is included with the minutes and is available on the website. Homeowners are asked to use this form for all modification and landscaping changes going forward.

#### Budget Review

The board decided to move forward with a crack repair estimate from Tustin's in the amount of \$4460. The Developer agreed with a Phase I split (82% WPV/18% Developer) on the cost. The crack repair will happen the same time as the sealing that Tustin's has offered to redo in the WPV entrance. Details will be sent out once this service has been scheduled.

#### Percentage Value

A homeowner requested the board to update the percentage values table in Article V, Section B of the bylaws to include phase 2 Units. The board noted that the table was the original example provided for clarity and that it is clearly stated in this section that percentage of value will change as Units are sold. The board feels no change is necessary.

### Office Signage

A homeowner requested there to be more signage leading to the clubhouse/Visser office. The recommendation was passed on to the developer.

### Sub-Contractors

On June 16, there was a meeting held with Marc Halverson the arborist from Arbor Care who cares for the trees in WPV. 10 Co-owners attended and learned about the services that Marc provides.

All homeowners are requested to call Erica if they have any questions about their trees or shrubs that require professional help. Erica will pass these concerns along to Marc.

There is interest by persons outside the association to remove the trees felled by DJs Tree Service last month for use as firewood. This would be at no cost to the association. The board is looking into the feasibility of this activity.

### **Additional Items**

Erica informed the board that the electrician will be fixing the light on West Port Drive and by the office. Erica is going to check with the electrician on less intense bulbs.

The tennis court update is tentatively scheduled for mid to late July. When final dates are set, you will be notified.

Thank you to AJ Scheffers for putting together the new gazebo furniture. Check it out!

Thank you to Larry Kenaga for replacing the broken yard grates. If you notice one is broken, you can notify the office who will give you one.

The board would like to remind homeowners of the WPV office hours:

Mondays: 12pm – 4pm

Wednesdays: 12pm – 4pm

Thursdays: 12pm – 4pm

The meeting was adjourned at 11:50 AM. The next meeting is September 18, 2018 at 10:00 AM.

Respectfully Submitted,  
Kelli Scheffers, Secretary

**Westport Village Association  
Authorization Request to Change or Modify  
Condo Exterior or Unit Landscaping**

Unit Number:
Address:
Unit Owner (print):
Owner Signature:
Date Submitted: (Please allow 30 days for board review)
Description of Change or Modification: (Please include as much details as possible including who will be doing the work. Attach pictures or specifications of proposed products and materials. Drawings and/or sketches of landscape changes are required. )

Westport Village Association Board of Directors has reviewed the above request and the request is hearby:  <input type="checkbox"/> Approved  <input type="checkbox"/> NOT Approved (see comments below)  <input type="checkbox"/> Approved with the following conditions:  1. 2. 3.
Comments:
Date Approved/Not Approved:
Reviewed in BOD Meeting on:
Administrator Signature:

**Note: Unless specifically approved by the BOD and documented on this form, the Unit owner is responsible for the maintenance and care of all items affected by this change/approval.**