

West Port Village Board of Directors

Board of Directors Meeting Minutes

November 12, 2018

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 12th day of November at 10:00 AM. The following persons were present:

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

The following persons were absent:

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

Agenda Items

Review Minutes from September 18

The board reviewed the minutes from September 18. Larry made a motion to approve the minutes, and Lyn seconded the motion. Motion moved, supported, and passed (MMSP).

Budget Report

We continue to be on budget for 2018 and we are gathering information for the 2019 budget preparation. The preliminary projections show that our income will only be slightly higher in 2019 than 2018 and there are several items that may have an impact on future spending, among them are general increases in service bids/costs and repercussions of the arson at – address (possible premium increases and \$2,500 deductible expense). As a result of this preliminary assessment the Board found it necessary to accept the landscaping service bid from DeVisser even though there were many complaints about their lawn mowing this past summer. The Board would like members to know that the DeVisser bid was ~ \$15,000.00 lower than the closest bid and would likely have to enact a \$20.00 per month increase in association dues to accept the higher bid. The Board thought it prudent to give DeVisser another year to improve their service. The Board and DeVisser management have discussed the need for improvement and DeVisser believes strongly they can make the necessary changes to their service. The Board will endeavor to hold them accountable, working closely with them from the start next spring.

Service Bids

The board reviewed vendor bids and the following were approved:

- Deck Cleaning: Fish Window Cleaning
- Window Cleaning: Crystal Clear
- Landscaping: DeVisser Landscape
- Trash/Recycling: Republic Services
- Arborist: Arbor Care
- Sprinkler System: Maple Hill
- Snow Removal: Visser Construction

Gate Expenses

The board reviewed the past 5 years of expenses that have been spent on the gate. We have spent ~ \$2,000.00 per year on gate maintenance for the past 4 years and find this unacceptable.

Not only are expenses high but the level of service we are getting from Vanguard is poor. We have little choice at this time but to continue with Vanguard but the developer will look into a different system that would be more cost effective.

Safety and Security Focus Group Report

The board reviewed a report from our Safety and Security Focus Group and for the most part have accepted their recommendations. The recommendations and Board actions are as follows:

1. Authorize Lt. Greenlee to meet with Erica, to discuss and implement necessary changes to the gate codes to allow access through the new Consolidated Dispatch Facility. We feel this is the most urgent requested action at this time.

BOD Action: Erica was directed to contact Lt. Greenlee and involve others as she sees fit, to investigate/implement changes to facilitate emergency access by first responders.

2. Place a line item in the 2019 WPV budget for Safety and Security. There may be minimal cost to implement a Neighbor Hood Watch program and also some cost for possible updates to the gate and gate card system. At this all costs are unknown, but we would suggest a maximum budget amount of \$2,000.

BOD Action: Currently plans are to carry a General Contingency of \$1,500 in the 2019 budget. This contingency can be used for security issues as necessary.

3. Provide the Consolidated Dispatch Facility with the WPV residents name, address and phone numbers, to provide quicker response time, especially if a resident is unable to speak.

BOD Action: This item will be addressed by Erica and Lt. Greenlee as part of their emergency access discussions.

4. Inventory all gate cards and/or issue new cards to current residents. Look into smart cards that would track the use.

BOD Action: No action. When working properly the current system provides for inventory and tracking.

5. Provide better lighting at the gate keypad.

BOD Action: Jeff will have electricians provide options for improved lighting.

6. Go forward with the Neighborhood Watch program.

BOD Action: The Board gives the Safety and Security Focus Group approval to identify what applicable parts of a Neighborhood Watch program they feel would benefit WPV and to develop an implementation plan and schedule for presentation to the Board.

The board would like to thank Dick Hertzell, Kevin Kelly, Steve Olson, and Jim Schuon for their efforts – both past and future.

2491 Isle Harbor Court

VanDam and Krusinga will be heading the construction after the recent fire. Visser Construction will be supervising the project to help in maintaining integrity in the neighborhood. Currently, they are still waiting for the insurance company to give the go-ahead to begin the work.

Developer Update

The developer reported that there are 3 lots reserved on top of the 3 lots that are under construction.

The meeting was adjourned at 11:55 AM. The next meeting is December 18, 2018 at 10:00 AM.

Respectfully Submitted,
Larry Kenaga, Treasurer