

**Windstone Community Association II**  
**Board of Director Meeting**  
**September 6, 2016**  
**Sugar Grove Fire Station**

Call to Order:

- The meeting was called to order @ 7:02 p.m. by Secretary Susan McKenna.

Board Present: Susan McKenna , Tim Busa, Tim Dyer , Sandra King

Owners Present: Mary Ott, Christopher Ott, Alex Kline, Paul Wedeen, Ryan Hochsprung, Rich Hochsprung

Others Present: Peggy Barry, Baum Property Management.

Agenda Change

- On motion by Susan McKenna, second by Tim Busa, motion carried to move owners forum to top of agenda.

Owners Forum

- Ryan Hochsprung, 673 Greenfield, reported delay in DMRC approval of construction plans. Revised plans submitted are currently under review by Brian Ott. Susan McKenna agreed to contact other DMRC members and encourage review as quickly as possible. Owner asked whether he could revert to original plans. Board responded that if the original plans were already rejected by DMRC it is unlikely they would be approved upon subsequent review.
- Alex Kline Wedeen, 628 Carlisle Court, reported that he has complied with violation notice by cleaning rear of his yard between two electrical boxes. Said he felt Board had been unresponsive to his request for an onsite meeting. Stated that one pile of landscaping debris, by corner, was deposited by a work crew trimming trees. Owner agreed to keep area clean if Board arranges for removal of the afore mentioned debris pile. Upon Board recommendation, owner agreed to obtain plat of lot to confirm property lines. Owner requests reversal fo fines. Board will consider request in Executive Session. Board directed manager to contact landscape contractor for removal of debris pile on corner of lot.

Minutes:

- On motion by Susan McKenna, second by Sandra King,, the June 7, 2016 minutes were unanimously approved as amended to correct attendance.

Treasurer's Report:

- On motion by Tim Dyer, second by Sandra King the financial reports were unanimously accepted as presented.

Management Report presented by Peggy Barry with highlights as follows:

- Association Annual Report to Secretary of State mailed May 16, 2016.
- *GoDaddy* website hosting account to be renewed.
- Landscaping walk through with contractor, Susan McKenna and Manager conducted on March 18<sup>th</sup>.
- Per Kramer Tree Service, the first Zimmerman Pine Moth spray was completed on April 12, and the second spray will occur in late summer. The fall Verdur Iron injection will be performed during October. The EAB trunk injections are not due until 2017.
- EAM reported on March 31<sup>st</sup> that both compressors tested good in the office but upon installation on blew the capacitor. One was left submerged while the other was removed for service. The Board approved this repair.
- Gerald Long Electric replaced a ballast on the south side of the entrance and photo cell for the island in April.
- Two Brothers to be contracted to power wash the Bliss Road monument signs.

- Village of Sugar Grove was contacted in April 7 about broken and sunken concrete sidewalk at the spillway bridge. No decisions made as of this meeting.
- DMRC activity reported.
- Two (2) proposals for erosion deterrent on hillside along spillway presented for Board consideration.
- Proposal for addressing erosion under dam presented from EnCap.
- Safety concern for youth playing on the dam, as reported by owners of 734 Queens Gate Circle, shared with the Board.
- Motion by Susan McKenna, second by Tim Busa to accept Management Reportas presented. Carried unanimously.

#### Drain Tile Project

- Two Brothers contracted to remove small boulder and stakes.
- Tony Special and Jeff Payton from Village responded to request for assistance with farm drain in same manner as they did in 2014. They are not responsible for repairs because it is on association common property.
- Upon Susan McKenna's conversation explaining the problem, he indicated it is on common ground. The only concern should be whether a permit is needed.
- Tony Special agreed to check on whether the association is at liberty to make repairs and whether a permit is required.
- Peggy to contact Pizzo to see if they might propose a solution and cost for repair to the damaged tile behind 730 Queens Gate Circle.

#### Sidewalk Repair

- Susan McKenna has confirmed that Village will repair broken sidewalk section at bridge. She will make further contact to confirm it is on the schedule.

#### Dam Erosion

- It is agreed that the association needs to have the erosion under the dam which is causing back wash checked and a solution proposed. Steve Risch had previously agreed to contact Dave Burrows at EEI (engineering) for this assessment.

#### Landscaping

- Reported that landscaping company is not mowing far enough up from pond. They are about a foot short of the common area boundary.

#### Trees Planting

- Tabled until 2017.
- 2016 budgeted funds will be applied to clearing out of dead trees and debris.

#### Committees

- In order to better manage communications and tasks, Board has agreed to create work groups in various areas. These work groups will serve as point of contact for there are(s) of responsibility instead of the entire Board being contacted on every issue or question.
- Grounds
  - Susan McKenna, Chair
  - Susan McKenna, Landscape Contract & Improvements
  - Eileen Rives, Mulch
  - Sandra King, Trees
- Holiday Decorations
  - Tim Busa, Chair

- Sue Clementz on committee
- Susan McKenna, Wreaths
- Inspections/Violations
  - Tim Dyers and Sandra King, Co-chair
  - Request that Manager add online, phone and/or DMRC complaints to monthly inspection report.
  - Thought that violations should be stated in more specific manner.
  - Monthly report should continue to be shared with all Board but it will be these co-chairs who respond and give direction to manager.
  - Co-chairs would like to meet with manager, inspector and Mike Baum to discuss process and layout of report.
  - Manager reported that the current inspector has requested transfer from the Windstone account.
  - Meeting to be scheduled after new inspector is assigned to start Spring 2017.
- Finance
  - Treasurer Chair – currently Tim Busa
  - Need to determine other Board members in this work group.
- Governing Documents
  - TBD whether a single chair with assigned Board members or Board as a whole.
- Delinquencies & Collection
  - TBD

#### 2017 Service Agreements

- Motion by Tim Busa, second by Tim Dyer to contract Clarke Aquatic for compressor maintenance service. Carried unanimously.
- Motion by Sandra King, second by to contract Clarke Aquatic for pond algae and weed treatment with caveat that they provide more informational reporting than in the past. Motion carried unanimously.
- Motion by Susan McKenna, second by Tim Busa to approve a two (2) year landscape maintenance contract with American Tree & Turf. Carried unanimously.
- Motion by Susan McKenna, second by Tim Busa to contract Call the Underground/Oasis for irrigation system maintenance. Carried unanimously.

#### Trees Planting

- Tabled until 2017.
- 2016 budgeted fuds will be applied to clearing out of dead trees and debris.

#### 2017 Budget

- Manager will draft 2017 budget based on approved/executed service agreements and distribute to Board for review.
- 2017 budget to be approved at December 2016 meeting.
- Budget for Pizzo to return and treat weeds in spillway.

#### Adjournment

- Motion by Susan McKenna, second by Sandra King to adjourn meeting at 9:17 p.m. Carried unanimously.