
AHCA BOARD MEETING MINUTES

APRIL 28, 2020

Tuesday, April 28, 2020, 7:00 PM

Meeting via web conferencing

Dennis Stom, President; Ig Justyna, Vice President; Sherri Fountain, Secretary; Steve Hadrill, Treasurer; Thomas Edwards, Director at Large.

Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Meeting Minutes

- ❖ The Board approved the March 24, 2020 Board of Director meeting minutes (with suggested additions/edits).

Financial/Legal

- ❖ Management report

No new issues reported.

- ❖ Treasurer's report

State Farm CD: Confirmed with Alex the need to transfer \$73,588.75 from State Farm CD that expires May 1, 2020 to the Arbor Hills Alliance Reserve Account FBO: Arbor Hills Condominium Association.

Check detail: Questions were raised again about the amount of printing costs. Alex addressed the questions to the satisfaction of the Board. It was noted; however, that Casa Bella inadvertently charged Northside Glen for costs associated with printing the "Notification Letters" that were sent to our co-owners in early March. This has been corrected.

Clague Middle School: Alex has requested reimbursement of the deposit owed back to us following cancellation of the open board meeting scheduled to take place at Clague Middle School on March 24, 2020. The open meeting was cancelled due to health concerns related to COVID-19.

Profit and Loss: Monthly expenses were reviewed. No issues.

Delinquencies, legal fees, and legal actions: It was reported that one (1) co-owner made repeated attempts to resolve confusion about a late payment issue. Alex reported that the co-owner's check cleared on 3/27/20 and the issue has been resolved. Eleven (11) co-owners are still in arrears. One foreclosure is pending due to delinquencies despite multiple contacts/attempts to collect. Further action has been suspended for now to the current prohibition on foreclosures due to COVID-19. One (1) other co-owner is close to being over the \$1000 threshold that precedes Casa Bella's attorney initiating legal action.

Alteration/Modification Requests

- ❖ Alteration/modification status report

No new requests submitted.

- ❖ Review of verbiage on Alt/Mod form re: notification to next door neighbors about pending work that might affect their property.

The Board members debated whether the AHCA Alt/Mod form should be revised to include specific language to “encourage” vs “require” notification to adjacent about pending work that might impact a neighbor’s property. Questions were raised about whether the intent is to have neighbors “sign off” on Alt/Mod forms. Alex Stankiewicz mentioned that the form currently in use by Arbor Hills has been reviewed and approved by legal counsel and is in use with other clients. After lengthy debate, the Board agreed to submit suggested changes to the form via email. Following a review of suggested changes, the Board will make a decision about whether to change the Alt/Mod form.

Open Management Issues

- ❖ Sidewalk and ramp repairs homeowners and AHCA

In March, “Notification Letters” under the banner of Casa Bella were mailed to all co-owners to advise them of items needing repair, including sidewalk repairs. Then COVID-19 hit. On March 25 Ig Justyna and Sherri Fountain met to walk around the neighborhood to paint color-coded dots on sidewalks to alert co-owners about needed repairs. It was determined that we would need the assistance of CLI to confirm which slabs would need “lifts.” On March 26, CLI joined Ig, Sherri and Thomas to walk throughout the neighborhood, confirm which slabs need repairs. Several changes from what was originally communicated were noted. Most of these changes appeared to be due to weather-related heaving. Responsibility for ramp repairs was also confirmed – co-owner versus AHCA. Subsequently, Sherri prepared revised, individualized emails (or printed/mailed letters to those without registered email addresses) to inform approx. 30 co-owners of changes. These notices also included reminders about deadlines for signing up for discount programs.

- ❖ Ashburnam Ct. street sign post replacement

Alex spoke with contractor. Apparently there was some confusion about what needed to be done. Alex has been told the work will completed sometime before May 15, 2020.

- ❖ Street crack filling

Sherri recently contacted and confirmed with Rocky, owner of A & R Sealcoating, that A & R will be coming in June to fulfill crack filling contract signed last fall.

- ❖ Status of additional road testing services and the next steps

The Board met in person with SME’s pavement engineering consultants on 2/20/20 and received a proposal a week later. A meeting with Nowak & Fraus Engineers was scheduled for early March, but cancelled due to COVID-19. Outreach was also underway in early March with NTH Consultants. On-site visits by Nowak & Fraus and NTH were delayed due to COVID-19, but took place on 5/20/20 and 5/22/20 respectively. Proposals are due from both firms by June 1, 2020.)

- ❖ Reserve Study status and Paul Conahan, Reserve Associates

Ig asked Paul to assume costs for 2 options: Mill and Overlay AND Asphalt Mill to Base and Replace. Paul is waiting for a more definitive recommendation for this portion of the Reserve Study pending a review of proposals and recommendations from the three (3) engineering firms mentioned above.

- ❖ Reserve Component Inventory, further discuss ponds & streets (arrows → push outs)

<u>Reserve Component</u>	<u>Unit/Measure</u>	<u>Target Year</u>	<u>Projected Cost</u>
○ Concrete Curbs/Partial Replacemt.	17,466 LF	2023	\$58/LF
○ Street Asphalt Mill & 1 ½ Overlay	233,364 SF	2022→????	\$1.75/SF
○ Street Asphalt Mill to Base & Replace	233.364 SF	2022→????	\$6.00/SF
○ Pond Dredging	1 Lot	Move to 2025	\$25K Lot
○ Pond Inspect/Maintenance	1 Lot	2025	\$25K (All Ponds)
○ Light Pole Replacement	40 Units	2030	\$1,700/Unit
○ AHCA Sign at entry	1 Lot	2025	\$7K Lot
○ Vinyl Fence	808 LF	2030	\$35/LF
○ Mail Box Replacement	200 Units	2027	\$125/Unit
○ Reserve Study Update	1 Unit	2025	\$2,000/Unit
○ Possible new item: Storm Drain replacement			

New Topics

- ❖ Pond inspection/maintenance.

CD Pond Complex was reviewed and a dimple in the pipe was detected. There was a question about whether this pipe needed to be replaced. This pipe was evaluated by Steve Rojeck, PE, Perimeter Construction, in the spring of 2019. (This is the same firm that evaluated and resolved the broken drain issue behind a home on Cromwell Road.) Dennis Stom was advised that the pipe at the pond complex was ok, but should be inspected periodically to ensure adequate flow is taking place.

Dennis will perform inspection by May Board Meeting. If work is needed, it will be performed in early summer with other volunteers. Per Ig Justyna, Pond C flow levels look good with occasional plugging from debris. Perforated risers may need some attention and repair. Bylaws state that certified professionals should perform pond inspection on annual basis. Ig stated that resident “authorities” have inspected the ponds. Dennis also engaged, Jerry Hancock, a City Engineer for advice about pond drainage issues. We are still following the guidelines provided by Jerry Hancock regarding pond maintenance. Engineered ponds are in a different category – not protected like wetlands. Natural wetlands have restrictions re: removal of cattails, natural and other, non-invasive vegetation. Retention/Detention ponds are engineered ponds to handle storm water. A – H are engineered ponds. There are 6 common areas/wetlands, but there is a lot of area that is classified as “protected” mitigated wetlands and/or swampy areas (seasonal). Some of these areas surround the engineered ponds and are protected. “Commons” are natural areas and/or wetlands. There are 6 of these.

- ❖ Storm drain basin inspection/cleaning

Ig Justyna confirmed that our storm drains were last inspected in approximately 2011. Ig is concerned about the bottoms of the drains. During the last inspection, he and Steve Haddrill identified perforated risers. Steve confirmed 20+/- storm drains were repaired (mortar repairs) by a contractor hired by the Board about four (4) years ago. A team led by Ig will get measurements on all 65 storm drains in Arbor Hills: 59 curb; 3 in co-owners’ yards; and 3 in Kilburn Park. Next steps to be determined (TBD).

- ❖ Curb inspection/repairs

Curbs will be inspected by a team led by Ig at the same time street storm drains are inspected.

❖ Center islands and entry flower beds mulching

Continuum, with whom we have a 3-year contract, will do spring cleanup and pruning. The Board will purchase mulch (much cheaper) for front planting beds. Mulching will be handled by Board members and, hopefully, volunteers.

❖ Turf damage from snow plows

Dan at Budd's has been notified to come out and repair co-owners' and common area turf that was damaged last winter by snow plows.

❖ Mail box stands & mail box inspection/maintenance

Inspection will take place when street storm drains and curbs are inspected by Ig's team. There was discussion about replacing the numbers on the boxes. Sherri will investigate the possibility of contracting with a firm to produce the numbers we need. (Subsequent to the meeting, Sherri communicated via email with diylettering.com and determined that they can assist us with this project.)

Place Holders for Ongoing Topics

- ❖ City vs. AHCA snow clearing responsibilities on asphalt sidewalk and controlled sidewalk along Green Road (Tabled until October)
- ❖ Next newsletter – Mention need for volunteers

Next Meeting

May meeting date, which will be held virtually due to COVID-19, is scheduled for May 27, 2020.