

APPROVED

VILLEBOIS COMMUNITY CENTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 28, 2017  
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MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE VILLEBOIS COMMUNITY CENTER ASSOCIATION HELD ON MARCH 28, 2017 IMMEDIATELY FOLLOWING THE ANNUAL MEETING AT THE VILLEBOIS COMMUNITY CENTER.

**PRESENT:** Victor Buccieri – President  
Bill Jacob – Vice President  
Jonathan Nelson – Treasurer  
Jacob Adams – Secretary  
Julie Dailey – Director  
Ruth McClurg – Director  
Tom Vaughn – Director

**BY INVITATION:** Daniel Kent, Community Manager  
Cheryl Brendle, Community Manager  
Amber Koski, Community Administrator  
**COMMUNITY MANAGEMENT INC., AAMC**

**OWNERS AS INDICATED ON SIGN-IN SHEET**

**I. CALL TO ORDER**

The meeting was called to order at 6:35 PM. A quorum of the Board was present.

**II. APPROVAL OR AMENDMENT OF AGENDA**

**AGREED: The agenda was approved by unanimous consent.**

**III. APPROVAL OF FEBRUARY 28, 2017 MINUTES**

The Board discussed the minutes of the previous meeting.

**AGREED: The minutes of the meeting were approved by unanimous consent**

**IV. OWNERS' FORUM**

There were no items brought from the floor.

**V. MANAGERS' REPORT**

Daniel Kent provided the managers' report. Victor Buccieri went over the items on the manager's report.

**VI. COMMITTEE REPORTS**

- a. **Communications Committee – Patricia Zimmerman reported for the committee.**
  - The committee asked if another review of the rules and regulations previously provided by the Advisory committee was necessary, and if the changes were posted on the website.
  - Question over whether Sue Kost has approval to purchase and install bulletin board in the community room, and white board in the exercise room.

**AGREED: Victor Buccieri authorized Patricia Zimmerman to get the white board and submit receipt for reimbursement.**

**b. Advisory Committee – Daniel Kent reported for the committee.**

- Reported that CMI at the Board's previous instruction, had arranged to have notice sent out to all Polygon homeowners to see if anyone was interested in joining the committee. One interested individual had expressed possible interest and Daniel Kent had provided them information relating to the position and requirements.

**AGREED: The Board instructed CMI to provide the interested individual with Sue Kost's contact information to obtain more details.**

**c. Pool Committee – Bill Jacob and John Danahy reported for the committee.**

- John Danahy reported on Brian Kost joining the committee.
- The robotic cleaner previously approved by the Board, had been purchased and delivered to The Pool and Spa House. The vendor will bring it on site when the pool is ready to open; along with having a training session for the committee, board members, and possibly pool monitors if they are ready.
- Reported that James Campbell from CMI had successfully fixed the pool filters which were no longer leaking; and the pool room is dry.
- Bill Jacob explained the need for power washing the pool deck once the cover comes off on May 2<sup>nd</sup>, then putting back the furniture after this cleaning.
- John Danahy reported the drains on the pool deck recently were plugged during heavy rain, and the water approached the lobby doors. CMI's Service Division was dispatched and was able to clear the drains. Discussed having this as a maintenance item to consider every Fall; popping the covers off and hosing off. Suggested cleaning the drains in the Fall, then power washing after.
- Bill Jacob provided an update on the pool monitor search. The Pool Committee had been working in tandem with CMI with Express Employment to fill these positions based upon the job description created by the committee.
- Plan is to put robotic cleaner in at the end of the day for six hours.
- Jacob Adams discussed using contract with Barret Business Solutions. Suggested keeping pool monitor hours the same from 2pm-10pm.

**AGREED: Jacob Adams will check with the employment agency about listing the position, and update the Board at the next meeting. CMI will obtain a proposal for the light power washing of the pool deck following the removal of the cover. John Danahy at the request of Tom Vaughn will put together a timeline of the yearly pool maintenance for the Board to build off of.**

**d. Activities Committee – Julie Dailey reported for the committee.**

- Reported on a successful event for the first Saturday Ancestry/Coffee gathering.

- Next event will be from 10am-1pm with the topic of gardening in small places. Discussion over including someone from the garden center as well as master gardeners within the community.
- e. **Recheck Committee – No report for the committee.**
- f. **Finance Committee – Jonathan Nelson reported for the committee.**
  - Reported that Association’s finances were good but still early in the year. Expressed concern about higher than planned janitorial rates along with upcoming pool oversight costs putting budget items in a tighter space moving forward.
  - Victor Buccieri says the Board knew janitorial expense would go over, since current line item in budget was based upon the previous underbid from Atlas. John Danahy suggested using the contingency fund if necessary. Jonathan Nelson advised seeing what happens over the summer.

**VII. UNFINISHED BUSINESS**

- A. **Pool Robotic Cleaner Update** – This item was previously discussed in during the committee reports.
- B. **Status of Janitorial Services** – There was discussion over the current status of the Janitorial Services, with the Board expressing their approval of the job that CMI’s Service Division was doing. Discussion over doing window cleaning every spring, and carpet cleaning every fall. CMI was requested to obtain window cleaning proposals.  
**AGREED: Moved by Tom Vaughn to continue using CMISD to provide community center cleaning services at the current monthly contract cost of \$175.70 for twice a week during non-pool season, and 3 times per week during the summer pool season. The motion was seconded and carried unanimously.**
- C. **Concrete Pathway** – There was discussion over the proposal from Showplace to build a pathway connecting the West side upper walkway with the pool gate.  
**AGREED: Victor Buccieri recommended the Advisory Committee look into seeing if this gate should only be used as an exit; along with requesting CMI obtain a drawing of the proposal from Showplace.**
- D. **Exercise Equipment NW Maintenance Update** – There was discussion over continued recent reports of the two TRUE elliptical machines breaking down. Daniel Kent provided an update after speaking the representatives of Exercise Equipment NW about this.  
**AGREED: CMI was instructed to schedule an on-site meeting between Exercise Equipment NW and Victor Buccieri to go over these recurring maintenance issues.**

- E. **Verhaalen Door Staining Update** – Amber Koski provided an update regarding the status of the double door staining project that had been approved last year, but was delayed due to weather. Tom Vaughn discussed his recent walkthrough with Ken Verhaalen to go over some previously missed items for Arbor Villebois.  
**Postponed: The Board agreed to table Verhaalen’s additional staining proposal of \$200 for each bench and/or garbage can until a later date.**

- F. **Ideas for Small Game Room** – There was discussion regarding this item previously brought up by the Advisory Committee. The idea of moving the foosball table from the main community room into the smaller game room was discussed.

There was discussion regarding the locked back storage room in the exercise room after Everett Lapp requested access. John Danahy confirmed the Villebois Events Committee (VEC) has the key for it. Patricia Zimmerman asked if the committee still needed the storage space, and Larry Wittmayer said no.

**AGREED: Victor Buccieri will put a laminated sign on the door of the room.**

**VIII. NEW BUSINESS** – There was no new business at this time.

**IX. NEXT MEETING DATE**

The date of the next meeting will be on April 25, 2017.

**X. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 8:12 p.m.