

WILLOW GROVE OF DUBLIN
BOARD MEETING MINUTES
AUGUST 13, 2020

Call to Order: Meeting started at 6:43 p.m. Present were Maxine Bame, Chris Conrad, Susan Montgomery, Michele Croce, and Janet Kaplan.

Approval of Minutes from Board Meeting of 6/2/2020: Minutes approved, noting one amendment - Janet Kaplan needs added to Board members present.

Michele noted that she had forgotten to follow up on checking for water shut off valves. She will talk to Julie D. and ask her if she is still interested in going door to door to obtain an accurate list of the shut off valves.

Manager's Report: Maxine presented the Board with the latest financial report dated July 31, 2020.

Delinquencies: It was discovered recently that another resident was behind on association dues. Maxine informed the board that this individual has paid \$500 towards arrears since the financials were produced.

Another resident who has been in arrears has yet to pay association fees for August 2020, but Maxine informed the Board that payments were made in June and July which included an additional \$250 for each of those two months towards arrears.

Another individual in arrears recently paid \$270.61 which was past due.

Another individual with minimal late fees has complied with removal of a vehicle that was not in use as well as removal of poop bags in the front of the property. Owner continues to make regular association payments. Board agreed to waive late fees, a little at a time, provided regular association payments are made and owner continues to comply with rules of association.

Finally, another resident who has been in arrears and continues to make modifications to the unit is being pursued via legal action to obtain past due association fees and late charges. The Board agreed to move on with pending legal action and to separately address any modifications made to unit that are not within parameters of Willow Grove of Dublin handbook/by-laws. This individual continues to forward payments improperly, which continue to be returned.

Needed Maintenance on a Unit: One unit in complex is in need of painting trim appropriate color after installation of a new sliding glass door. The Board agreed to have Maxine have the painting guys take care of this. Maxine will also have Kasim check the same property to determine needed repairs for a rotted fence board.

5252 South: Owner of unit understands that windows above garage are white and need painted to comply with association standards and has agreed to do same. Board agreed that Maxine will notify owner to paint it within 30 days or fines could be initiated.

President's Report: Board president wanted to thank the Board members that worked diligently to get the pool open this season. It was extremely difficult to consider all the potential issues due to COVID-19, but Willow Grove was finally able to open its pool this season. Some of the Board members have had residents thank them for opening the pool.

Old Business:

****Shut Off Valves:*** Still in the process of obtaining information.

****FHA Certification Update:*** Due to expire 8/28/2020. Maxine said all necessary documents have been submitted.

****Landscaping Issues & Bid for Work Behind East:*** Maxine indicated that it was too late to hold payment to Brightview for June 2020, so she withheld payment for July and August 2020. Brightview is to fertilize property again.

L & L Construction submitted a bid of \$2,400.00 to remove six (6) tree stumps behind the buildings on the east side of the plan, apply new top soil and grade the lawn as needed. The Board asked if this included grass seed as well. Maxine said yes and that she would have them revise their estimate to include the seeding.

****Exterior Light Issues:*** There continues to be an issue with a light out at the North entrance and on the East side. The owner of Quality Electric met with Kasim regarding quote to bore and make needed repairs. Including needed permits, and depending on underground conditions, cost could be \$9,700. Kasim thinks he may be able to do some of the work if boring is completed under the asphalt. (Note: After meeting ended, Susan indicated she could ask guys who will be in the plan repairing electrical lines if they can see if they are able to fix these issues as well while they are boring anyway. This possibility will be looked into before contracting with someone else to perform the work.)

****Concrete Patios:*** Chris is to walk with Joe Ramirez on 8/20/2020 at 6:30 a.m. to determine exactly what work is needed and to prioritize the work. The Board will have Joe include an estimate for walkway behind Lane that needs repaired as well. Suggestion made that perhaps some leveling with B-Level could be done instead of replacement, if possible. It was noted that 5187 is bad at the bottom of the driveway.

****Stucco Update:*** L & L Construction has two (2) stucco walls and one (1) chimney left to do. Rodriguez is to provide a quote to paint using stucco paint as well as The Painting Guys. The Board asked about warranty on previous paint job on stucco since issues are arising. Maxine will check to see what is covered in warranty.

****AEP Update:*** Agrascapes will be completing concrete repairs to sidewalk that had to be dug up (Note: This was completed on 8/22/2020.) Some cement needs fixed at 5254 North by a pipe where work needed to be completed. Additionally, it was noted that the City of Dublin is to cut back shrubs, etc. on North in the fall. It was noted that AEP will need to do more boring as they continue to work on the electrical lines.

***5254 North:** J & J Foundation Repair completed their work on 8/10/2020. L & L Construction provided a proposal of \$2,800 for drywall repair to include insulation, baseboards and closet doors. The Board approved the \$2,800 proposal. Additionally, there is a mold issue and the carpet and padding were damaged and are in need of replacement. A bid is to be submitted on carpet and padding replacement.

Discussion also occurred over response time by Patterson Merkle relating to basement issues at 5254 North as resident indicated calls were being made since April. Maxine indicated that the first she knew of any basement issues was 5/19/2020.

Open Items: Michele will review her spreadsheet of pending items as some have been addressed and resend to Board.

Lane Avenue Mechanical Boxes: It was noted that a big mound of dirt was left after AEP completed some repairs and that it still needed fixed. It is an area that is part of an existing plant bed and may be why AEP didn't realize it needed done. Maxine will check on this issue.

Stucco Wall Coping: Work on this has been temporarily discontinued and is to be completed next year due to other issues that had to be completed first. It was noted that another wall needed repaired at 5165 South as it has started crumbling as well as an area between 5169 and 5165.

Eddie's Tree Service: Board discussed having trees pruned/removed as needed in the fall. One tree that definitely needs removed is a hemlock at the front of the plan.

Handbook: The Board agreed that the Willow Grove of Dublin handbook was in need of some updating. For example, the replacement lighting in the handbook is no longer available. Residents must access a separate link to refer to new lights that are available. It was agreed that something like lights can be referred to in the handbook but that the replacement fixtures should be in a separate link since lights can be discontinued too easily. The handbook should be consistent with the by-laws, which are also in need of updating. Revision of by-laws was discussed; there is a cost for the attorneys to review and revise as well as needed approval from the residents. The Board asked for Maxine to obtain a quote as to what it would cost for revision by the attorneys before proceeding.

Garage Sale: Some residents asked if it were possible to have a garage sale in the community. The Board agreed that no garage sales should occur this year due to concerns with COVID-19.

Grounds Aeration and Reseeding: Discussion occurred that this has not been done in years. Consideration will be given to aeration and reseeded in fall or next spring, provided it fits within the budget.

Pool Closure: The Board asked Maxine to obtain quotes for keeping the pool open and closing either 9/20/2020 or 9/27/2020.

New Business:

***Pool Pump and Filter System:** Columbus Pool Management submitted two bids for repairs. One is for replacement of pump and plumbing from return pipes from pool to pump, and from pump to filters at a cost of \$5,112. The other is for removal and replacement of filters and plumbing from filters to pool return line at a cost of \$8,786. This can be planned for in next year's budget and will be discussed at the Board's budget meeting in October/November. The Board asked Maxine to obtain other bids, for example from Sandy's Pools.

***New Landscaper Bids:** Janet and Susan have met with some of the companies interested in submitting proposals. Two bids have been received. Janet did a rough spreadsheet of the two for comparison and will put in an electronic spreadsheet for review. Susan said she is going to drive over to Arlington Commons as that is a community where Hedge does work to see how that community looks.

Maxine will check on company for snow removal as removal for 2020-2021 needs lined up. The one company that bid, Hedge, does snow removal as well and uses a bobcat.

***Better Communication Between Patterson Merkle and Residents:** Discussion occurred as some residents have told Board members that they do not receive return calls from Patterson Merkle. It was discussed that the best way to ensure response is to submit a repair request on line as indicated in the resident handbook. Maxine noted that this is best as it provides a record for the resident as well. During this discussion, Maxine indicated that the recent repairs to 5254 North are backed by a lifetime guarantee that is transferrable.

Adjournment: The meeting adjourned at 8:27 p.m.