

NOTICE
BOARD OF DIRECTORS ZOOM MEETING
EAST VILLAGE MASTER ASSOCIATION, INC.
THURSDAY, JUNE 9, 2022
AT THE EAST VILLAGE CLUBHOUSE
10:00 A. M.

AGENDA

1. Calling of the Roll/ Establish Quorum.
2. Proof of Notice of Meeting.
3. Reading and Approval of Minutes of April 14, 2022.
4. Resignations and Appointments.
5. Owners Comments, Announcements and Correspondence.
6. Reports of Officers and Committees:
 - a. President's Report.
 - b. Treasurer's Report.
 1. Review of current financials.
 - c. Legal/Compliance Report.
 - d. Grounds/Lakes/ Community Development Report.
 - e. Facilities.
 - f. Security Report.
 - g. Web Report.
7. Unfinished Business.
8. New Business:
 - a. Lake Contract.
 - b. Association Updates.
9. For the Good of the Order.
10. Next Meeting Date: TBD.
11. Adjournment.

**MINUTES OF THE ZOOM MEETING
BOARD OF DIRECTORS
EAST VILLAGE MASTER ASSOCIATION, INC.
THURSDAY, JUNE 9, 2022
10:00 A. M.**

Present: Doug Abde, President, John Reisinger, (Via Zoom), Treasurer, Brian Pederson, Sandra Schoenlien, and Bobbie Scott, Directors, Jim Kraut for Management and owners in the audience. Absent: Gary Beck, Secretary, David Gibson, Director, Larry Vachon, Maintenance Director.

The meeting was called to order by the President, Doug Abde, at 10:04 A. M. in the EVMA clubhouse, a quorum being present. Proof of notice of meeting, with Notice and Agenda posted at least forty-eight hours in advance, were given. All motions passed at this meeting were unanimously approved by all Directors present, unless otherwise noted.

Reading and Approval of the Minutes of the Previous Board Meeting: Hearing no objection, the minutes of April 14, 2022, were approved, as presented.

Resignations and Appointments: None.

Communications and Announcements: Deferred.

Reports of Officers and Committees:

- a. President's Report - Doug Abde: Deferred.
- b. Treasurer's Report – John Reisinger: 1). The Association is \$1,700 in the red through April. Preliminary projections through the end of the year indicate a significant operating deficit for 2022. 2). The Treasurer will meet with Management next Monday at 4:30 P.M. to do some additional budgetary projections for the year. 3). Suggestions for immediate cost cutting measures to reduce the budget include freezing all credit card spending except for money spent by Larry Vachon for pool supplies and ending unilateral spending without Board approval. 4). There is an issue with the key fob deposit balance that also needs to be addressed. 5). Payroll expenses were discussed but were not considered as items to be reduced to save money.

MOTION was made by John Reisinger to limit all credit card expenses to pool supplies ordered by Larry Vachon. MOTION died for lack of a second.

MOTION was made by John Reisinger to limit all unilateral spending to a maximum of \$500. Any expenses greater than \$500 must be approved by a majority of the Board members. MOTION died for lack of a second.

- c. Legal/Compliance: Legal: No report. Compliance: 1). Minor compliance issues are being addressed as they occur. 2). Brian Pederson will provide Management with any information available on 2200 Village Run Circle that may be useful in resolving compliance and payment issues. This information will also be forwarded to the Board members for their review and comment.
- d. Grounds/Lakes/Community Development Report: Grounds: The New shrubs have been planted on the East side of the recreation area and the sections of sod planted in front of the clubhouse have grown in well. Community Development: No report.

Lakes: 1). The President thanked the Lake Committee for their hard work in interviewing and providing a recommendation of West Coast Lake and Wetland Management as the new lake maintenance company. 2). The Board and the Committee reviewed the contract submitted by West Coast and discussed concerns and answered questions about the company as well as the current contractor. Tom Vick, the representative from Willow Springs, was not present but provided a written statement approving the selection of West Coast but wanted the contract to be written by the Association's legal counsel.

MOTION was made by Brian Pederson and seconded by Bobbie Scott to terminate the existing contract with Beautiful Ponds, as soon as possible, and to accept the contract proposal from West Coast Lake and Wetland Management at the cost of \$1,425 per month, subject to a satisfactory clarification of Section 4.3 of the proposed contract.

MOTION PASSED.

(For: Abde, Pederson, Schoenlien, Scott. Against: Reisinger).

MOTION was made by Doug Abde and seconded by Brian Pederson to transfer \$3,140 from the Lake Reserve to the Lake Maintenance operating line item.

MOTION PASSED.

(For: Abde, Pederson, Schoenlien, Scott. Against: Reisinger).

- e. Facilities: 1). The fence around the tennis courts has been repaired and painted. 2). The Social Committee donation of \$640 for a new clubhouse television was withdrawn. The Social Committee would like to donate the \$640 to the Master Association to be used in any way the Master Association chooses.

MOTION was made by Doug Abde and seconded by Bobbie Scott to rescind the motion of April 14, 2022, to accept the Social Committee donation for the exclusive purchase of a television for the clubhouse and instead to accept the donation of the \$640 to be used in any way that the Master Association chooses.

MOTION PASSED.

- f. Security Report: No report.
- g. Web Report: 1). The remaining information needed for the launch of the new website is being installed now. 2). Each Association will have their own page to provide information to owners and potential buyers.

UNFINISHED BUSINESS: None.

NEW BUSINESS.

- a. Lake Contract: Covered.
- b. Association Updates: Covered.

For the Good of the Order: Q: Can the Master Association include sports flags as being permitted flags in the Documents? A: The Master Board would prefer that the individual sub-association handle this issue.

MOTION was made by Bobbie Scott and seconded by Sandra Schoenlien that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned 11:35 A. M. The next meeting will be called by the President and held in the clubhouse and via Zoom.

Respectfully submitted,



James S. Kraut,
For the Secretary

RESPONSIBILITIES OF THE RECREATION CENTER MANAGER

The Recreation Center Manager works 25hrs/week 7:00 am - Noon - M-F. x 52 weeks.

He is paid \$16.00/hr - No vacations – Has not had a raise in 3 years.

He works in extreme summer heat; and, during inclement weather if storms are predicted

POOL/SPA

- Test water for spa and pool each day
- Check water level each day
- Clean pool and spa vacuum and filters
- Clean tables and chairs and lounges
- Pick up and dispose of trash/litter
- If damage spotted – check security films
- If complaints – check security films
- Check lights and replace failed bulbs
- Maintain pool & spa certification and post in open spot on premises
- Stack chairs/lounges due to inclement weather
- Make sure all in good condition
- Paint deck and other areas of pool (usually have board volunteers who help)
- Works with police if vandalism happens or security alarms are set off
- Make sure fence in proper condition and gate working in proper condition
- Post notices in proper spaces around pool
- Make sure plants are taken care of by Lawn Company
- Maintain hand sanitizing dispensers throughout

OUTSIDE RESTROOMS

- Sweep/vacuum and mop floors
- Clean sinks, faucets and toilets
- Check to make sure all working properly
- Replenish paper and soap products/ order when needed
- Check lights and replace failed bulbs
- Check for failed painting/drywall conditions
- Make sure doors are functioning properly
- Report issues to EVMA Board Rep

CLUB ROOM KITCHEN

- Check all faucets working
- Check sink and disposal for working condition
- Make sure doors are functioning properly (keyed-security)
- Clean floors

- Wash tables/chairs/counters
- Check refrigerator/stove to make sure working properly
- Set up tables/chairs for meetings
- Stack unused chairs and store
- Clean windows/blinds
- Remove trash/recyclables
- Work with/follow up on Contracts for those renting hall

CLUBHOUSE RESTROOMS (2)

- Sweep/vacuum and mop floors
- Clean sinks, faucets and toilets
- Ensure soap dispensers working safely
- Check to make sure working properly
- Replenish paper and soap products
- Check lights and replace failed bulbs
- Check for failed painting/drywall conditions
- Make sure doors are functioning properly
- Clean accidents on floors
- Clean windows inside and out

OFFICE/CARD ROOM/LIBRARY BLDG.

- Organize/clean Office
- Filing paperwork on all Recreation Center Business
- Work with homeowners for Key distribution during office hours
- file records of/collect fees and submit to KC
- Record online all keys distributed to all owners who request one
- Emails to those inquiring about keys via electronically or verbally
- Check system for those using keys illegally
- Report violations to Board
- Meet with Vendors who cannot be there during work hours of 7:00 – 12:00 M-F
- Phone calls with Vendors for information/appointments
- Clean Floors/rugs/make sure safe conditions
- Handle people dropping off books at the door
- Inspect for any damage in all areas
- Make sure the doors are working properly
- Clean Windows inside and out
- Check refrigerator in Card Room
- Check lights and replace failed bulbs

EXERCISE ROOM Plus 2 BATHROOMS

- Make sure floors cleaned in exercise room and bathrooms
- Check/clean toilets/sinks/counters/floors/mirrors
- Replace paper and soap and cleaning products
- Inspect exercise equipment – report to Board Rep
- Clean exercise equipment with virus tested products
- Check lights and replace failed bulbs
- Pick up weights left on floors to ensure safety
- Make sure doors are functioning properly
- Check walls for damage/maintenance
- Clean windows inside and out plus mirrors/sink in exercise room
- Keep closets in exercise room neat

TENNIS COURTS/SHUFFLEBOARD/GROUNDS/STORAGE AREA

- Repair/paint benches at Tennis Courts/Patio Entrance/Shuffleboard
- Wax shuffleboard courts
- Clean and maintain score boards
- Pressure wash court and surrounding walkways June & December and as needed.
- Spot treat for bees/bugs
- Check for lawn/shrub maintenance and report to board rep
- Sweep or blow off sidewalks of debris
- Inspect proper operation of sprinkler system – test 4th week of each mo.
- Take care of American Flag
- Spot treat for fire ants
- Power wash sidewalks
- Pressure wash buildings - November - and as needed
- Paint doors – every two years
- Perform minor landscaping - as needed
- Assist owner questions
- Submit time sheets every two weeks
- Organize storage area and clean
- Clean all equipment
- Order supplies
- Work with Vendors
- Work with Authorities regarding licenses, inspections, phone calls, etc.
- Works with EVMA Board Rep on all issues.
- Attends monthly EVMA Board meetings to answer any questions Board may.