

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
March 22, 2023**

The meeting was conducted by Zoom videoconference.

Present: Andrew Baglini – Association 1
John Hoppesch – Association 1
James Lothe – Association 1
Robert Connor – Association 2
Mary Schneider – Association 2
Diana Levin – Association 3
Bruce Kaminsky – Eliot
Gabrielle Thronson – Eliot
Beth Murphy – Faulkner
John Berchem – Lowell
Louise Pauly – Lowell (joined meeting at 6:36 p.m.)
Barbara Fiacchino – Association 7
Marcie Johnson – Association 7
Nancy Slattery – Association 7

Also present were Melissa Goodwin, HOA Property Manager, Tahalia Melendez, Administrative Assistant, and Isela Morris, Regional Director, of FirstService Residential; Paul Gaudette, of Wiss Janney Elstner; and, later, Dwight Bratholt, Operations Manager, Alexander Felten, Pool Manager, Lou Suarez, Assistant Pool Manager, and Sharon Staves, Director of Management Services, of FFC. Barbara A. Roberts acted as minute taker.

CALL TO ORDER and AGENDA REVIEW

Mr. Connor called the meeting to order at 6:30 p.m. Ms. Goodwin called the roll and declared that a quorum was present.

UNIT OWNER QUESTIONS AND COMMENTS

There were no questions or comments from unit owners present.

APPROVAL OF MINUTES

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on February 22, 2023. There being none, ***Ms. Levin moved to approve the minutes of the HOA Board of Directors meeting held on February 22, 2023, as presented. Mr. Kaminsky seconded the motion, and it passed, with Mr. Lothe abstaining.***

PRESIDENT'S REPORT

Mr. Connor noted that preparations are being completed for the tennis courts and the pools and that he expects them to open on time. He noted that in 2022, there were more players registered for the tennis courts than there have been in many years, if ever.

FINANCIAL REPORT

Mr. Berchem reviewed with the Board the Financial Summary for the period ended February 28, 2023, as follows:

Operating Fund net income, current month:	(\$6,515)
Operating Fund net income, year to date:	\$237,791
Operating Fund balance:	\$254,657
Ratio of Operating Fund balance to one month's operating expenses:	1.5
Replacement Fund interest income, year to date:	\$7,133
Replacement Fund average CD yield:	1.40%
Replacement Fund expenses, year to date:	\$51,458
Replacement Fund balance:	\$4,279,098

Mr. Berchem noted that the year-to-date Operating Fund net income figure is high, owing to the funds received from FFC at the beginning of the year, but that it is not representative of normal operations. He stated that the delinquencies are annoying and that they represent delinquent payments to HOA from the individual condominium associations. Mr. Berchem added that the substantial Replacement Fund balance means that HOA is able to repair what needs to be repaired and can pay for it promptly.

During the Financial Report, Ms. Pauly joined the meeting at 6:36 p.m.

ACTION AND DISCUSSION ITEMS

2023 Village Capital Projects Update

- General Items: The removal of some spalls from the underside of the malls and tennis courts from March 6 to March 17 was completed on schedule and within budget.
- South Mall:
 - The South Mall and Eliot House garage ceiling work has been completed.
 - South Pool: The installation of a louver into the masonry wall in the heater room has been priced and is being scheduled for April. This louver will be located on the LaSalle Street side of the room where the pool equipment is stored, and is being installed because the stored equipment requires more ventilation for the heaters and other items.
- North Mall:
 - A louver will be installed in the masonry wall of the North Pool heater room in April, the work to be performed at the same time as the louver work at the South Pool.

In response to a question from a Board member, Mr. Gaudette explained the design and function of the louvers – which will be about two feet high by four feet wide – that would be installed to improve the natural air flow in the heater rooms. ***Mr. Berchem moved to accept the proposal submitted by Zera Construction on March 15, 2023, to install a new louver system in the North Pool and South Pool heater rooms at a cost not to exceed \$33,275.00. Ms. Schneider seconded the motion, and it passed unanimously.*** Discussion ensued.

Mr. Gaudette continued the 2023 Village Capital Projects update.

- AB Mall:
 - The driveway work is scheduled for late spring and will be coordinated with the AB Association Management. Zera Construction is updating its pricing from last year.

- The work on the underside of the AB Mall is complete.
- The build-out work in the dentist's office is ongoing. A meeting was held with the dentist's contractor earlier this week to discuss some details of the construction.
- CD Mall:
 - The Dickinson driveway repair work will be scheduled and will be coordinated with CD Association Management. Zera's price will be updated from last year's figure.
- Lowell House:
 - Work on the underside of the Schiller Mall and the Lowell House garage ceiling is completed.
- North Mall:
 - Germania Place Expansion Joint: Work on the expansion joint will be scheduled in the near future when the weather is warmer.
- Tennis Court: Work on the tennis court underside has been completed.

Mr. Gaudette stated that regarding completion of all the underside work, credit goes to Ms. Goodwin and the various associations' managements for their cooperation and assistance, which allowed the work to be completed ahead of schedule.

The Board thanked Mr. Gaudette, and he left the meeting at 6:46 p.m.

FFC Management Team Introduction and Pool Discussion

Mr. Bratholt introduced himself and the team from FFC. He referred to items brought up by the Board, including keeping the pools open one hour later for specific months, keeping the pools open until October 15, cleaning procedures and enforcement of pool rules. He listed the specific additional costs for extended pool hours and an extended season. Discussion ensued about the details of the additional charges and what they cover, about situations and activity observed at the pools last year, especially on the part of the lifeguards, and about hiring a sufficient number of lifeguards. The Board and the FFC team then discussed renting lockers, the advantages of starting registration on April 1 rather than in May, advertising the pools through various means, and more sophisticated methods of registering members.

Ms. Goodwin then directed the Board's attention to suggested changes to information on the Pool Application form, including registration beginning on April 1, keeping the pools open until 9:00 p.m. on weekdays through September 4, increases in the guest fees and adding a 20-daily-visit guest fee option. Discussion ensued about the increased guest fees and possibly adding a family rate. Further discussion ensued about the proposed locker rentals, including dealing with personal possessions left in non-rented lockers, about the Learn To Swim program, with proceeds less the instructor's fee going to HOA, and about the free Yoga by the Deck program.

Ms. Goodwin directed the Board's attention to the changes in the Pool Rules. Ms. Slattery stressed the importance of the staff being well versed in the rules and enforcing them. Mr. Felton agreed that it is his job to ensure that the staff is well trained and enforces the rules at all times. Discussion ensued about various items on the forms and about general items regarding the pools. ***Ms. Thronson moved to approve the proposed 2023 Sandburg Pool Membership and Rules form, with stated changes, and to authorize HOA's legal counsel to make any necessary changes on behalf of HOA on the presented forms. Ms. Schneider seconded the motion, and it passed unanimously.*** Discussion ensued about the swim and water aerobics instructors from FFC last year. Mr. Felten stated that he has begun to invite various past FFC instructors to apply for positions this year and will begin interviewing applicants shortly.

The Board thanked the representatives from FFC, and they left the meeting at 8:11 p.m.

Tennis Center Discussion, and Membership and Rules Form Approval

A unit owner asked about whether pickleball is being considered, noting that there is one court striped for pickleball on the tennis court. Ms. Goodwin stated that no great numbers of Tennis Center members have signed up for pickleball, that paddles and balls are available, and that Management recommends the purchase of a portable, official pickleball net. She added that HOA has not engaged an official pickleball pro but that an experienced player does offer lessons. Discussion ensued. Ms. Goodwin and the Board reviewed the membership brochure, including the rules, and suggestions were made for changes to the brochure. ***Ms. Johnson moved to approve the 2023 Sandburg Tennis Center Membership and Rule Form, with stated changes. Ms. Schneider seconded the motion, and it passed unanimously.*** Ms. Goodwin informed the Board that the portable pickleball net system is estimated to cost about \$2,500.00, and was recommended by the vendor from whom HOA buys tennis supplies.

Approval of Updated Proposed 2023 Schedule of Fees

Ms. Goodwin directed the Board's attention to highlighted changes on the proposed schedule of fees for pool membership, cabanas, tennis membership and use of the Hospitality Rooms. ***Mr. Berchem moved to approve the proposed Homeowners Association 2023 Schedule of Fees as presented. Mr. Connor seconded the motion, and it passed unanimously.***

Association Entrance Pots – Summer Floral Rotation

Ms. Goodwin noted the changes suggested by Christy Webber from last year's plant and flower mixes for the various building entrances. After discussion, ***Ms. Slattery moved to approve the renderings submitted by Christy Webber & Company showing the proposed plants and flowers for the 2023 entrance pots rotations, as presented. Ms. Schneider seconded the motion, and it passed unanimously.***

Village Sod Replacement

Ms. Goodwin stated that she plans to postpone replacing the dog run pea gravel for now. She noted that there are three areas near the Tot Lot where sod does not thrive, owing to the size of the planted areas and the difficulty of watering some of them, and that she has discussed the matter with Christy Webber. Ms. Goodwin mentioned a new product suggested by Christy Webber called Kafka Granite that is a firm pathway material used in place of concrete, asphalt, pavers and sod, and that she recommends using it on a test section this year and reviewing its performance next year, taking into account winter weather and the equipment used for snow removal. She asked the Board to approve sod replacement for this year. Discussion ensued. ***Ms. Thronson moved to approve the proposal submitted by Christy Webber & Company on February 22, 2023, for the installation of new sod at listed designated areas, in the amount of \$8,978.50. Ms. Schneider seconded the motion, and it passed unanimously.*** Further discussion ensued about the dog runs, and about when the Tot Lot will be opened for the season.

Village Barber Lease Renewal

Ms. Goodwin stated that Tony Nudo, the owner of the Village Barber, the lease for which will expire at the end of April, has asked to continue with a six-month lease renewal. She noted that he has previously asked for a short-term lease renewal. ***Ms. Slattery moved to approve the request from Tony Nudo, owner of the Village Barber, for a six-month lease beginning May 1, 2023 and ending October 31, 2023, at the current lease rate, with the Village Barber as lessee. Mr. Kaminsky seconded the motion, and it passed unanimously.***

Additional Business

There was no additional business brought before the Board.

DIRECTORS-MANAGEMENT FORUM

Ms. Goodwin stated that she had nothing to report for the Directors-Management Forum.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 8:43 p.m.

RECONVENE TO OPEN SESSION AND ADJOURNMENT

The meeting was reconvened to Open Session at 8:59 p.m., and, there being no further business to come before the Board, upon motion duly made by Mr. Connor, seconded by Mr. Berchem and unanimously approved, the meeting was immediately adjourned.

Respectfully submitted,


Secretary