

**MINUTES FOR THE 4/8/2024 MAINTENANCE MEETING
NORTH BOARD ROOM – 4:00 P.M.**

ATTENDANCE: All districts represented with the exception of District 3. Ryan Hankey, Maintenance Director, and Mark Rhatigan, Executive Director, also present. OVTD Liaison not present.

MINUTES FROM MARCH 11, 2024:

Correction to minutes as follows:

Under Jackie Freeman, Maintenance Chair, Comments:

Currently the SAC and Maintenance Chairs are elected by the residents.

Correction - The Maintenance Chair is elected by the Maintenance Reps.

With this correction, the minutes were approved.

RYAN HANKEY'S REPORT AND COMMENTS:

23-24 PM Program Update:

New Look started carpentry repairs on Bldg. 282 on April 1. Since then, the building has been completed and ready for painting once temperatures get warmer. Preparations on Bldgs. 111-115 are starting. There are (31) units (15 buildings) remaining to finish the 23-24 fiscal year (see attached map).

23-24 Deck and Entry Painting:

(100) units currently slated for deck and front entry painting by New Look mid-May through June. This includes wood decking and railing surfaces. Painting will match existing unit colors. Units scheduled are comprised of Districts 2, 3 and (3) units in District 4 near the plant (see attached map of units).

Roof Washing

Roof washing by an outside contractor started April 8. There are (24) units slated to be done along with the North Community building. All units scheduled have been notified.

Grounds Maintenance

Leaf removal has been completed and Maintenance is currently in the spring clean-up phase. Edging and mulching on the planting areas at the North and South entrances are completed. Both Club Houses will be completed in the coming days. Next week, Maintenance will have an outside contractor on-site to spray all common area hemlocks, arborvitaes, rhododendrons, shrubbery and ornamental trees with horticultural oil that controls a variety of scales, aphids and mites. The village wide lawn application will be done by our outside contractor in early May. This is a pre-emergent granular application to reduce crabgrass growth and broadleaf weeds. This treatment also encompasses a balance of fertilizer to promote healthy grass growth. This will be reducing nitrogen levels which, hopefully, will slow down speed of healthy grass growth and allow crews to keep up with weekly grass cut.

Lawn Reseeding:

An Eblast will be distributed later this week that Maintenance is no longer planting grass seed during spring and summer months. Grass seeding will begin mid-August through mid-October when conditions are ideal for lawns to thrive. Maintenance will begin accepting reseeding work orders August 1, with a tentative reseeding plan August 14 – October 14. Reseeding requests will be annotated on district maps and distributed at the August Maintenance meeting for review.

Mulch

Mulch delivery started on April 2. All deliveries scheduled on Friday's throughout spring and summer until August 1. This is "first come, first served" program. The 1st half yard of mulch is free. When placing an order, it should be stated as to what location the mulch is to be delivered. If more than a half yard is needed, residents need to contact the Business Office in order to place an order with a charge for the additional yardage. The Business Office will notify Maintenance as to the amount of mulch to be delivered and the desired location. First half-yard is free, additional half-yard \$23.50 and \$47.00 for a full yard, \$94.00 for two yards, etc. This price has not increased from our vendor and sold to residents at wholesale price.

Mini Farms:

Weeding and replenishing $\frac{3}{4}$ stone walking paths, checking for leaks after turning on water and replacing rotted planting bed frames will take place in preparation to the planting season.

Pools

Pools will open Memorial Day Weekend – May 25. Any proposed rule and operation changes will be discussed at the May Maintenance meeting.

RSF Spring Start Up:

Maintenance has installed wind screens around the outside perimeter fencing. The outside contractor has replaced the asphalt bleacher pad with a more durable concrete surface. Maintenance will be completing the last of the preparation this week. Synthetic turf grooming and seam repairs scheduled to be completed in the next two weeks.

2024 OV Spring Clean Up Day:

Scheduled for Saturday, May 4. Shredding will be on-site from 9 a.m. – 12 p.m. in the North Clubhouse parking lot, instead of 9 to 1 in previous years. The dumpsters will remain 9 a.m. to 1 p.m. in the South Clubhouse parking lot.

Village Pathway Lighting:

Maintenance will come in after hours to inspect common area pathway lighting on May 16 (weather permitting). Notification will be sent out to residents prior to this date. At this time, any burnt out or dull pathway light bulbs will be replaced along with identifying areas in need of closer inspection. Leaning or slanted light poles must be replaced in order to correct. The poles are a thin non-corrosive aluminum and it does not take much force to bend or snap the base. Once a light pole is determined to be defective, it will be temporarily reinforced and scheduled to be replaced at a later date if necessary. Those poles that can be straightened are done so with pressure treated wooden shims.

MARK RHATIGAN'S COMMENTS:

Mark said he is in the budget process and is looking good. Still struggling finding staff and need to use outside contractors. The budget presentation to CA/TD finance committee and boards is April 9 and the budget rejection vote owners on May 16. Larry Hartley asked about painting. Mark said they are now using a Sherwin Williams water base stain. It was asked how it is determined on the (24) units scheduled for roof washing. It is by visual inspection and work orders. Al Comen asked who is addressing roads and roofs. Mark said another \$40,000 added to roof replacement reserves. He also said leaf removal has been increased for the outside contractor to be on-site for the full months of November and December.

JACKIE FREEMAN, MAINTENANCE CHAIR, COMMENTS:

Jackie asked the reps to speak to their district reps for their support on the Maintenance budget – low on staff, roof and road situations, etc. Ask them to carefully look over the budget for Maintenance. Jackie also said district reps need to be in communication with their Maintenance rep. The Maintenance Office is inundated with phone calls on complaints and questions. She asked the Maintenance Reps to be more in touch with their District Rep.

OLD BUSINESS – E-BIKES:

Dave Bingham provided an update on the E-bike and E-scooter recommendation. He said it was submitted to Rules & Regs. Dave said he received a call from Lee Schlafer on pushback on the E-scooters with a concern on scooters for the handicap. She felt removing E-scooters from the recommendation would move it along. Jackie Freeman then canvassed the Maintenance reps and they were in favor of removing the E-scooters. Dave removed the E-scooters. He did not hear back so he resubmitted the recommendation to By-Laws/Rules & Regs. It was accepted and will be discussed at the Board Meeting and then voted on at the following Board Meeting.

NEW BUSINESS – REPAIR UNSIGHTLY TREE ROOT AREAS:

Bahin Samimy talked about the unsightly area between Sequoia and Ottawa. Ryan said not much grass can grow there. He said they can take out a few trees and then put in a mulch bed area. He felt that would look the best.

DISTRICT COMMENTS:

District 11 – Merrilees asked about shrub removal work orders. Ryan said it is first come-first serve and typically on Friday's. She also asked if grass cutting will be done in-house. Ryan said mostly in-house but is getting a price from Lemos for one of their crew to assist so Maintenance can get back to a once a week cut.

District 10 – Becky asked about bird feeders. Ryan said all feeders must be down by now. They are allowed starting in November.

District 9 - Andy said the electrical in the South Clubhouse kitchen area is inadequate. Coffee pots blow the circuit. He said Guys & Dolls has some extra money and would be willing to make a donation to fix the plugs. Ryan said Maintenance has their own electrician and would get all the info from Andy and do a walk-through with our electrician.

Andy then said he ordered 3 yards of mulch and wanted delivery in two separate locations. He was told by the Office you cannot split different drop offs. Ryan said when ordering a large amount either the backhoe or truck would make the delivery and they cannot get in tight areas.

District 8 – nothing to report.

District 7 – Carole asked about the water flowing on Cherokee. Ryan said paving should be starting the second week of May. She also asked if river rock is allowed. Ryan said he would check with Mark. If it is, the resident would do it on their own.

District 6 – nothing to report.

District 5 – Asked about weedwacking all around the pond instead of only one side and not on the other. Ryan said the golf course is going to dredge the pond and maintain.

District 4 – Water coming down Blackhawk. Ryan said the golf course replaced the paths and will reinstall the curbing.

District 2 – nothing to report.

District 1 – Larry asked the subject of renters be put on New Business for next meeting. He asked if the Office had a list of renters and their info. Ryan said the Office does keep a list. Larry then asked if renters can call Maintenance for work orders. Ryan said they can but the owner is also notified.

ADJOURNMENT:

The meeting adjourned at 5:15 p.m.

NEXT SCHEDULED MEETING:

Monday, May 13, 2024 4:00 p.m. NCB

Respectfully submitted,

Carole Fitzgerald
Secretary