

**Board of Directors**  
Sunflower Village Homes Association

**BOARD MEETING VIA ZOOM**  
**Wednesday, January 20, 2021 AT 7:00 PM**

**Members:** Pres. Jeff Barszcz, Vice Pres. Bob Parker, Treas. Chuck Lang, Asst. Treas. Melissa Lichtman, Sec. Pam Turek, Dir. Barbara Carson, Dir. Gretchen Harrington, Dir. Khalil Kandah, Dir. Bill Meeks, Dir. Patrick Mulcahy, and Dir. Mary Waxer-Leto

**Present:** Jeff Barszcz, Barbara Carson, Gretchen Harrington, Khalil Kandah, Chuck Lang, Melissa Lichtman, Bill Meeks, Patrick Mulcahy, Bob Parker, Pam Turek, and Mary Waxer-Leto

**Absent:**

**Also Present:** Beth Myers (General Manager), Dorothy Pape (Asst. General Manager), and Ken Zakalowski (Maintenance Manager)

**Meeting called to Order by:** at 7:03 pm

**HOMEOWNERS:** There were no homeowners attending.

**GENERAL MEETING:**

**APPROVE MINUTES: December 9, 2020 Board Meeting Minutes. Motion made by: Barbara Carson, Supported by: Bob Parker. Abstained: Patrick Mulcahy, Khalil Kandah, Melissa Lichtman and Mary Waxer-Leto: Motion Carried.**

**REPORTS**

**A. President**

- We would like to recognize Ron LeTourneau for all the achievements he and the committees were able to accomplish during his seven years on the board.

**B. General Manager**

- Rentals for January (numbers in parentheses are 2019 figures for comparison)

Gainsborough:	Hanford:
\$275 rentals - 0 (3)	\$275 rentals - 0 (2)
Scout troops - 0 (11)	Hourly – 0
	Book Club 0 (1)
- Coming Events: Everything is tentative until COVID restrictions are lifted
  - March 20 – Trivia Night
  - March 27 – Egg Hunt
  - May 13-15– Spring Garage Sale
  - May 29 – Pools Open at Noon
- 2021 Dues Payments:
  - 670 homeowners 40% have paid their 2020 dues compared to 573 in 2020, 636 in 2019 and 597 in 2018.

- Will be scheduling the annual audit.
- Applications are available for summer lifeguards.
- Committees who have reports for the March newsletter need to advise us before February 1. Articles are due to the office no later than Feb 17. Newsletter goes to printer on February 18.

### **C. Maintenance**

#### **Work Completed at Hanford Clubhouse:**

- Completed monthly PM and checked clubhouse for problems weekly.
- Replaced Metal Halide bulb in parking lot SE corner light pole.
- Cleaned up the furnace room, and secured the safe.
- Reset outdoor light timers.
- Met with NeverblueIT – installed MS Office on two laptops.
- Met with Ryder Security about pool digital recorder. Replaced recorder and one camera.
- Reset the network routers due to a power outage.
- Started tool and equipment inventory list.
- Moved all Sunflower related photos to the laptop and backup drives.
- Replaced leaking flow meter on main pool piping.
- Removed solar controller from pump room and cleaned up the wall area.
- Shoveled sidewalks a couple of times.
- Sign lighting does not seem to be working correctly. Attempting to meet with Vivid Landscape Lighting to resolve issue.

#### **Work completed at Gainsborough Clubhouse:**

- Completed monthly PM and checked clubhouse for problems weekly.
- Had Ryder Security set up remote access to the digital camera recording system.
- Art's tree service trimmed the trees alongside the eastside of Gainsborough parking lot.
- Cleared the furnace room and pump room of shelving, supplies and equipment for the start of the floor project.
- Shoveled sidewalks a couple of times.
- Monitoring progress on the floor project.

#### **Gainsborough Floor Project:**

Detailed inspectors report has been conveyed to Parris Construction.

Met with Parris Construction, Ron, and Jeff to revisit the site project. Due to additional information from the engineering report, Parris Construction submitted a revised bid.

Work commenced on January 18, 2021.

**A vote was taken via email on the following motion:**

**Motion to approve bid from Parris Construction for the Gainsborough flooring project and truss repair for \$13,000 with a \$3,000 contingency for repairing damage to the walls if necessary.**

**Motion was made by: Ron LeTourneau. All in favor. Motion carried.**

**Kiddie Pool:**

The pump motor for the kiddie pool has no safety controls, other than the 20amp breaker. It was felt a motor starter was required to add protection to the system. Ken will try to use the solar panel motor starter enclosure, but will need to order the correct magnetic starter/overload protector rated for the pump motor amp draw.

**D. Treasurer**

- Questions were asked about expenses and startup cost on upgraded internet/phone system.  
**Motion made by: Jeff Barszcz to approve treasurer's report as of 1/14/2021, Supported by: Barbara Carson All in favor. Motion carried.**

**E. Newsletter**

- March's newsletter has been started. Waiting on some 2021 ad contracts to come in.
- Information for newsletter needs to be in by February 1<sup>st</sup>.

**COMMITTEE REPORTS**

**A. Communications Committee**

- The former Zoom committee will now become the Communications Committee.

**B. Social Committee**

- Question was asked about using Sporkel vs. MyTriviaLive for Trivia Nights. Sporkel was more expensive and the format was different.

**C. Common Grounds Committee**

- Reminded that a second gate is still needed at Gainsborough pool.
- Newly planted trees are now staked and straight.

**D. Roads Committee**

- It is doubtful there will be road repair in 2021.
- Committee will advise when info becomes available on the 2022 program. Will probably be a 20/80% split again.

**D. Snow Removal**

- Used salt so far this year at some intersections. Have snow plowed one time.

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Bill Meeks indicated other area pools are gearing up for another COVID-era opening. If necessary, we will use the same procedures as last year.
- Bill and Ken will review the chemicals used

**ADJOURN: Meeting adjourned at 8:09 p.m. Motion made by: Barbara Carson, Supported by: Gretchen Harrington, All in Favor: Motion Carried**