

**VICTORIA GARDENS ADVISORY COMMITTEE
MINUTES
January 2, 2019**

Present: Len Cechowski, Henry Erich, Mickey Hirten, Marie Korom, Carl Graham, Al Bacotti, Jesse Bynon, Harold Sakautzki, and Howard Jeffries

Absent: Fran Lubell

Staff Present: Michelle Saunders, CJ Hamlin, Julie Maurer, and Evelyn Rosa

The meeting was called to order by Mr. Cechowski at 2:31pm

Ms. Saunders reviewed the November, 2018 financials. Primary attention was focused on the expenses related to pond improvements and the planting work done with the floating islands. Mr. Graham questioned why, if the ponds were the responsibility of the Community Council, was this cost being paid by the Gardens HOA? Ms. Saunders stated that general maintenance on the ponds was the Council's responsibility, but the items in question were a "beautification" project for the sole benefit of the Gardens

MANAGERS' UPDATES

COMMUNITY MANAGER:

Ms. Saunders responded to several agenda items, specifically:

- Bid Solicitation Process: Ms. Saunders stated the process depended on the size of the project. Small jobs are generally just awarded to current vendors, whereas Michele and her staff write the specs for larger projects and then request bids. Some other Evergreen communities have "ad hoc" resident committees develop the specs
- Brightview Complaint Spreadsheet: Mr. Cechowski requested a report of some nature listing the Landscaping complaints the residents are logging. Ms. Saunders will check with Brightview to determine what is available
- Advisory Committee 2019 Budget Recommendation: Ms. Saunders responded to Mr. Cechowski's question as to which "Wish List" items were actually included in the budget, specifically;

Evergreen employee to monitor Brightview- No
Developer/HOA turnover fund- Not required until 2020
Environmental improvements- Not specifically
Additional maintenance staff- Yes, new employee to be split between the Gardens and the Community Council

- Additional Storage- Yes, Ms. Saunders is working on several ideas
- Second Island for Ponds: Ms. Saunders asked for proposal specs from the Landscaping committee and she will get the approval process started
- Parking Lot Sealcoating/Repair: Ms. Saunders is waiting on more proposals on the project before making a decision on the vendor. She expects to have it done by late Spring of 2019
- Sidewalk Replacements: Ms. Saunders wants to get two more proposals. The bio-barriers for the trees are an issue
- Artificial Turf Replacement: The bids are in. Ms. Saundier is in the process of vetting the lower proposal of \$38,500
- Reserve Study Reviews: Ms. Saunders reviews the study annually to determine which projects need attention or can be deferred
- Outside Trashcan Storage: Ms. Saunders stated that the Homeowner has been notified about non-compliance and fined. She will look into this further
- Broken Solar Lights on Back Path: Ms. Saunders will look into this
- Legal Opinion on ADA Compliance: A preliminary opinion letter has been received from the attorney. This is a very complex subject. Ms. Saunders will distribute the letter to the committee members for further discussion

CLUBHOUSE MANAGER(s):

- Mr. Hamlin gave an update on what has been happening around the Clubhouse:
- Evelyn Rosa has been promoted to the position of Lifestyle Director
- Mr. Hamlin is in the process of getting bids for HVAC equipment service contracts
- Fitness Center repairs are still in process
- The Clubhouse copy of the Ancestry.com software is about to expire; renewal is \$795. He wants to let it lapse, but he will look into how often it is actually used before cancelling
- There will be further staff training at the end of the month
- A new laptop has been purchased for showing PowerPoint presentations in the clubhouse
- He has received a proposal from an electrical contractor to install 12 low-voltage lights on the back entrance island. Mr. Cechowski requested catalog cuts of the type of lights and photometric data for lights used in the proposal

Mr. Bynon stated that he has received several complaints from residents about the temperature of non-adjacent rooms being controlled from a single thermostat. Mr. Hamlin will discuss with the staff about this issue and try to work something out

Management staff then responded to several agenda items, specifically:

- Ballroom Sound/Lighting: Mr. Hamlin stated that the stage lights are now working correctly. Bid has been requested for upgrading the sound and lighting systems
- Clubhouse Toilet Replacement: Ms. Saunders will send the request to the Board for approval
- Duke Energy Audit: Mr. Hamlin is working on getting this started
- Side Walkway Lighting: Mr. Graham felt that there were too many lights on the walkway and their location/number was not aesthetically pleasing. Ms. Saunders stated that the installation was more for safety than aesthetic reasons
- POS System: Ms. Maurer stated the new POS system had a minor glitch with a printer and a new printer was ordered and should be in shortly. She also stated that Kevin was looking into options for securing the Vine bar liquor cabinet during off-hours. Mr. Bacotti asked if the Committee could see several proposals before committing to a design

WORKSHOP

The workshop session commenced at 4:32pm

The minutes from the December 5, 2018 meeting were approved as submitted

Mr. Cechowski stated that he will not be available for the March 6 meeting, and in lieu of another committee member conducting the meeting, the Committee voted to move the meeting to March 13th

Ad Hoc Committee Reports:

- Landscaping:
The Landscaping Committee is still in the process of reviewing the current contract with the intent of providing the residents a summary of what services they can/cannot expect from Brightview.
- Environmental Task Force:
The Committee is still in the process of deciding which ponds to work on next year.

Old Business:

- Back Entrance Reflectors
Mr. Cechowski submitted a suggestion for installing both reflectors and lights on both the front and back entrance islands. He will request this be added to the quote from the parking lot contractor. Mr. Hamlin currently has a quote for lights only.

New Business:

-Pond Circulators

Mr. Cechowski has requested a proposal from Aquatic Systems for circulators for the Heron Point Circle Pond

-Pond Island Costs

Mr. Bacotti does not believe that the prices being quoted on the islands are in line with quotes received from the vendor in prior years. He will look for the prior quotes and compare them to the current ones

-New Advisory Committee Members

Mr. Cechowski will have Ms. Rosa include notice in the next newsletter concerning the openings on the Committee

-Meeting Minute Link in Newsletter

Mr. Graham suggested that the newsletter include a link to the most recent minutes in an effort to improve communication with the residents. The suggestion was agreed to by the Committee. Mr. Graham will coordinate this with Ms. Rosa

There being no further business, the meeting was adjourned at 5:06pm. The next regularly scheduled meeting will be Wednesday, February 6, at 2:30pm

Submitted by:

Carl Graham, Secretary

January 16, 2019