

PHCA Board Meeting

September 13, 2005

Present: Albin, Cook, Horensky (later), Paulson, PVHE – Vandeboss

Absent: Carlson

Meeting was called to order at 7:03 p.m. by Ann Paulson.

Minutes for the August 23 work-study meeting were approved without change.

BTR Update

Bob Miller provided a brief overview of the newest tenant, SME - Soil and Materials Engineers. A civil engineering firm, SME specializes in preconstruction site evaluation. The company plans to build a 10,000 square foot facility and will employ 16 full-time employees, mostly engineers, and provide training to 10-12 interns from WMU.

SME will occupy the last building site on the cul-de-sac currently occupied by Blue Granite and Techna. The BTR has only two undeveloped parcels still available for purchase. Approximately 500 non-WMU employees are currently working in the various businesses within the park.

Finance Committee – Art Albin

- The completed financial data for July show a total budget picture of approximately \$8,000 to the good
- The operating budget shows positive \$18,500 after adjustment.
- Major repairs and maintenance projects, currently budgeted, will be completed in the fall and winter
- Path expenses have been applied to the contingency budget
- Next finance meeting, September 20, will include preliminary discussion of the 2006 budget

Management report - PVHE

Willow Lake

Larry has found one consultant willing to work with us. He is also looking at two dredging contractors who may be interested. Sample boring work will cost \$2,500 with an additional cost of \$1,000 for testing.

Entrance trees

Ann, Mickey, George and Scott met with Electra Schwartz, president of the Pines Association, in an informational session to discuss the dead trees at the PVH entrance. Maps provided by Larry indicate that the area behind the wall where seven of the pines are located belongs to the Pines Association. Electra is continuing her investigation to verify the boundary lines for the Pines and will talk to her board about the issue.

Indoor pool/large boiler

Over the Labor Day weekend the return line to the heat exchanger experienced a problem and the water from the pool drained into the basement of the Clubhouse. Although the Clubhouse drains handled the water, and the pool was refilled, the loss of water to the exchanger compromised the boiler pressure relief valve and the compressed air/expansion tank. Dan Wood has repaired/replaced the damaged parts and will be purging and cleaning the system next week.

Hot tub boiler

The direct heat boiler continues to require weekly maintenance and will soon require repairs of approximately \$2,200. Cost for a new direct heat boiler would be \$2,300 but would not eliminate the high weekly maintenance requirements and would still require significant repair/replacement every 2-3 years. Discussions with Dan Wood Company indicate that the cost to install a new lower-maintenance indirect system would be \$13,300.

HVAC system

Jeff Foster of Havel Brothers submitted a bid of \$3,530 for a comprehensive pneumatic checkout and calibration, along with an air flow survey. It is anticipated that the pneumatic system will need further adjustment but will not need to be replaced, as was budgeted (\$23,000). The motion was made (Albin, Cook) and **approved** to accept the Havel bid as quoted.

Clubhouse parking lot

Scott provided an updated quote of \$22,870 from J. Allen & Company to remove the existing asphalt surface, regrade and compact the existing gravel base, pave the entire area, and restripe the parking area. Projected for 2006, this project is not currently budgeted. Altman Management had approached Ann Paulson earlier about volunteering to contribute \$1,000 to a resealing project. Ann will contact Adam Ross about the change in scope and determine their willingness to contribute.

Tennis court lighting

Shorts in the circuitry are being repaired on both upper and lower courts. The design of the original system does not allow pulling of new wiring through the existing conduit so a trencher will be used to run new lines. Approximate cost is \$1,000.

Shoreline irrigation repairs

The rented trencher used for the tennis court lighting will be used to correct problems with the low voltage lines used to run the solenoid valves for the irrigation system.

Committee ReportsACC – Mickey Cook

The ACC will be reviewing drafts of two proposed procedural documents at its September 28 meeting:

- Boat storage on lake Hill 'n Brook
- Vine management

Community Relations – Ann Paulson

- Harvest Fest with German Band, Wednesday, October 12, 6-8 p.m.
- Flu shots, Thursday, October 27, 12-1 and 5-6 p.m., \$18/\$21

Other projects/businessEntry island landscape project

The landscape designer has received two bids for the project.

PUD rules

Mickey and Ann will meet with lawyer Kay Kossen on Thursday, September 15. Drafts of the proposed rules and fine procedures have already been sent to Kay.

Willow Creek bridge

After speaking with the Batts children, Bill Lee indicates that they are not interested in helping fund a replacement for the bridge and would prefer another project to honor their father.

Woodstone Drive

Mickey and Ann spoke with Jessica Wressel of Phoenix Properties about ownership of Woodstone Drive and concerns raised about vehicle parking. She agreed that parking is not desirable and has sent a notice to all residents reiterating the no-parking rule.

Door change

Jessica Wressel requested permission to change the door to the Phoenix Properties office in the clubhouse. The new door, to include a glass portion, will allow the office door to be closed for noise control yet allow residents to see that the office is open for business. Members had no objections to the change.

Signage changes

Mickey and Ann met with the sign contractor to review the planned changes. He will provide recommendations and cost estimates next week.

Conclusion

Meeting was adjourned at 8:00 p.m.

Next meeting: Extended Work-Study, October 11, 7:30 – 10:00 a.m., Clubhouse

Respectfully submitted by Mickey Cook