

Heatherwood Condominium Association

April 27, 2010

Board Members: Anita McDermott*, Deb Wilson*, Matthew Swan*, Terrie Fanelli, Barb Shoffner

Select Community Management (SCM): Joseph Schuirmann*

*attended 4/27/10 meeting

- 1) Call to Order: The meeting was called to order at 6 p.m.
- 2) Approval of Agenda –M. Swan motioned to approve the agenda. D Wilson seconded. Motion passed.
- 3) Co-Owner Concerns – Co-owners of unit 49 reported hole in asphalt.
- 4) Approval of Minutes – A. McDermott made motion to approve minutes, M. Swan seconded. Motion passed.
- 5) Old Business
 - a) Priority List
 - i) Roads with Drainage- Schuirmann reported updates from E. Rauch of Desine, Inc. He sent a list (including hole reported in co-owners concerns) and crack in front of drive by building 10. All covered by warranty repairs. Repair work will include more grass seed where needed. There is no schedule for drainage collar work yet – may be waiting until frost period ends, Schuirmann will check.
 - ii) Trees /Landscaping – McDermott reported Lodi was selected by board to install trees. Trees will include gator collars. Schuirmann will confirm who will be responsible for watering that as needed as that was not included in contract. (Note: Maintenance and watering were included in the bid.)
 - iii) Bylaws –tabled
 - iv) Roofs (Engineering Technologies contract) – Contract under review by Association and ET attorneys.
 - v) Emergency Planning – tabled
 - b) Contracts
 - i) Seasonal Contracts -- Schuirmann reported that he has signed the pool check contract with
 - (1) Environmental Support Services; they will do bi-weekly checks on pool for bacteria as required by county. Cleaning contract will be signed soon.
 - (2) Lint Cleaning signed and work was done.
 - (3) Irrigation contracted was signed last fall with A&H.
 - (4) Pool treatments also signed for the season.
 - (5) Green Guys have been contracted for lawn weed treatments; Schuirmann will check when that will be done.
 - c) Spring Activities:
 - i) Pool tile repair: Schuirmann is trying to get schedule date from by Aquatic, but they are stalling. Board voted to move contract to Pools by Poye if Aquatic does not respond by this week. Interior tile work to be done by Q&C Painting, it will be completed prior to pool opening. They will also install the new trash bins in bathrooms.
 - ii) Newsletter has gone out. Spring walk is set for May 15. Volleyball net is up, heaters are off. Rest of spigots will be turned on by May 2.
 - d) Violation door tags we cannot get them with custom message, board authorized ordering with standard message and Heatherwood address added to it.
 - e) Comparison of Collection Agencies - Schuirmann still working on that. He said Select will call to alert people who are a few months behind, but they do not want to go into collection business.
- 6) Electronic Business
 - a) Board voted to select Engineering Technologies to supervise roof work.
 - b) Board voted to select Lodi as company to plant new trees.
- 7) Reports
 - a) Officer Reports
 - i) Secretary – Spring newsletter will be added to website.
 - ii) Treasurer (Financial and Legal Reports) – Swan explained how to read financial report. Schuirmann will contact Mylar for yearly audit.

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ADAC report: ADAC report: Unit 21 is being rented by co-owner but owners owe substantial sum in maintenance fees. Board will ask lawyer to sent tenant a letter directing rent payments be made to board until debt is paid. Bank paid money owed by Unit 84 from time it took over unit. Schuirmann will see if Association can rest on former owner's credit report.

iii) President – Shoffner –tabled.

b) Management Report – Schuirmann: Look at three companies to come and inspect fire suppression system. Records last show they were inspected in 2005 but it is not known who did it.

i) Maintenance Log

ii) Violation reports -- Schuirmann reported a good response from landlords to turn in copies of leases and other paperwork since notices have been sent out. Violation report will be sent to board at later date.

iii) Responsibilities for Supplies (from tabled items) – Select will manage paper and pool supplies for cabana. Cleaning staff and Pools by Poye will let Select know what is needed and it will be stocked.

8) New Business

a) Power washing buildings- C&Q sent in paint bid, Schuirmann will get more bids. (Did C&Q send in a paint or power wash bid?)

9) Adjourn: 7:08 p.m.

10) Next Board Meeting – May 25, 2010

| Tabled Items | 2010 Priority List |
|---|---------------------------|
| 1. Leaf Guard Bids – until after roof repairs | 1. Roads |
| 2. Community Association Institute Seminar – McDermott & Shoffner | 2. Landscaping |
| 3. Association Archives | 3. Bylaws |
| 4. Look at Reserve Study in September and October | 4. Roofs |
| 5. Status of State of MI holding unclaimed property for Heatherwood Association | 5. Emergency Planning |

Minutes prepared by Deb Wilson

Minutes approved by _____