

# Heatherwood Condominium Association

Board of Directors Minutes– February 23, 2010

Board Members: Anita McDermott\*, Deb Wilson, Matthew Swan, Terrie Fanelli\*, Barb Shoffner\*  
Select Community Management (SCM): Joseph Schuirmann\*

\*Attended 2/23/2010 board meeting

1) Call to Order -5:55pm

2) Approval of Agenda

A McDermott made a motion to approve the Agenda and T. Fanelli seconded. Agenda approved.

3) Co-Owner Concerns:

Co-owner from 1299 Heatherwood asked that his fines be waived due to extenuating circumstances. The Board went into Executive Session and discussed the matter. B. Shoffner made a motion to cut the fine in ½ if the door was repaired in 30 days. T. Fanelli seconded the motion. The motion passed.

**Action item:** J Schuirmann will contact the co-owner and notify him of the board decision and also obtain a new address for him.

4) Approval of Minutes – B. Shoffner made a motion to approve the minutes. T. Fanelli seconded the motion. Motion approved.

5) Old Business

a. Priority List

i) Roads & Flat Concrete Work – Schuirmann

The board packet contained a punch list provided by Desine, Inc and J. Schuirmann added the drain by the mailbox near Building 10 to the punch list.

ii) Landscaping –

**Action item:** A. McDermott plans to visit some local nurseries and ask for recommendations on trees.

iii). Bylaws – B. Shoffner plans to submit the by-laws to K. Smiley for review (these by laws were submitted previously to the Board electronically).

**Action item:** J. Schuirmann will pick up the III addendum to the Master Deed and have that document incorporated with the packet that will be sent to K. Smiley on March 1<sup>st</sup>.

iv. Roofs (RTA Evaluation & launching project) A bid was provided from RTA for quality control of the project.

**Action item:** J. Schuirman to ask RTA if the roofs on Heatherwood side were the only roofs evaluated at this time would that save money for the Association. At the same time J. Schuirman will obtain a bid from Ken Cousino, Engineering Technologies, out of Saline.

iv) Emergency Planning (Response, Insurance and Community Plan) –

**Action item:** J. Schuirman to contact Scott, Community Association Underwriters, to attend the Board meeting in March and have him bring copies of the policy to the meeting with him

J. Schuirman to contact the company that serviced the fire suppression system and find out how it works.

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**b) Update Reserve Study** – This item has been completed and J. Schuirman passed out copies to the board members in attendance. J. Schuirman suggested the Board review the Reserve Study each year and make notes of what has been done, what needs to be done and why a decision was made.

**c) Contracts**

**i) Painting & Tile** – C&Q tile/wall repair in locker rooms will be done in March 2010.

**ii) Pools** by Poye –

**Action item:** J. Schuirmann to obtain bids from other companies on the pool tile repair and other required repairs. Bids are expected to be submitted to the Board at the March meeting.

**d) Contract Summary Document and Contract Work Log** – Schuirmann provided a document to the Board.

**e) Identification of rental units.**

**Action item:** J. Schuirman will be sending a violation letter to all co-owners asking if they are renting their units and requesting they submit the documentation required under the Association bylaws if they are renting there unit.

**f) Spring Activities** (newsletter, seasonal contracts operating calendar (file: HWCA cal contracts 1 28 10.xls).

Seasonal contracts tabled until March meeting

Spring Newsletter is to be finalized and sent out by the 15<sup>th</sup> of April.

**Action item:** B. Shoffner will make a list of items to be included in the Spring newsletter and will have Board member choose a topic to write about.

Spring Walk is to take place May 15<sup>th</sup>.

### 7) Reports

**a) Officer Reports**

**i) Secretary** – none.

**ii) Treasurer (Financial and Legal Reports)** – B. Shoffner asked a question about the water and sewer line on the budget. J. Schuirman mentioned he was moving the snow contract to the seasonal contracts.

**iii) President** – Shoffner – none

**b) Management Report** – Schuirmann

A violation letter was sent to 1335 Millbrook

A letter and phone call was sent to Comcast regarding lawn repair

Erosion around drains near Buildings 13 & 14 will be taken care of in the Spring.

The RTA bid was submitted to the Board

Mr. Smillie was contacted and given the unit owner and billing information including copies of the bill to be forwarded to Mr. Patera.

Copies of the Michigan Reserve study was given to the Board

Bid requests have been sent to Michigan Plastering and to Aquating Engineering

The George Meyer contract has been signed and work should begin in March.

ADAC was informed about someone living in a unit that was supposedly vacant

A list of rental and suspected rental units was provided to the Board

J. Schuirman is to pick up the third amendment to the Master Deed before March 1<sup>st</sup>.

### 8) New Business

**a) Board Training**

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**Action item:** B. Shoffner will set up a time for Diane Kern to attend a board meeting in May or June and have her give a one hour seminar. T. Fanelli and B. Shoffner will supply snacks and drinks at this meeting.

b) Generic Contract

**Action item:** B. Shoffner will submit the generic contract, she previously sent to the board, to K. Smilley to review.

c) Violation door tags

B. Shoffner made a motion to buy some violation tags and T. Fanelli seconded. The board will have to discuss what wording will appear on the tags before they are sent out for printing.

B. Shoffner requested that J. Schuirman contact Faz Pizza and notify them that they should not pass out flyers to the Heatherwood Condominium complex..

**9) Adjourn** B. Shoffner made a motion to adjourn at 7:25pm and the motion was seconded by T. Fanelli.

Motion approved.

**10) Next Board Meeting March 23, 2010**

Tabled Items	2010 Priority List
Leaf Guard Bids – until after roof repairs	Roads
Community Association Institute Seminar – McDermott & Shoffner	Landscaping
Association Archives	Bylaws
Responsibilities for Supplies	Roofs
Door Replacement (bids) – Schuirmann	Emergency Planning
(Buildings 4 (2 doors), 7 and 16)	Look over Reserve Study in Sept. & Oct.
Seasonal contracts	

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