

Heatherwood Condominium Association

Board of Directors Minutes– January 26, 2010

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

*Attended 1/26/2010 board meeting

Action item: J. Schuirmann to cross reference Heatherwood Tenant and Owner information.

1) Call to Order -5:55pm

2) Approval of Agenda

B. Shoffner amended the Agenda by adding Kristin Judge and end of the year letter.

B. Shoffner made a motion to approve the amended Agenda and D. Wilson seconded. Agenda approved.

3) Co-Owner Concerns:

The board discussed a concern with 1355 Millbrook Trail having patio items in the common area.

Action item: J Schuirmann to send a violation letter.

A modification request for a satellite dish to be placed in common area. M. Swan made a motion to have the disk removed. T. Fanelli seconded the motion, McDermott abstained.

Motion approved.

4) Approval of Minutes – M. Swan made a motion to approve the minutes. D. Wilson seconded the motion. Motion approved.

5) Old Business

a. Priority List

i) Roads & Flat Concrete Work – Schuirmann

There are some items remaining on the punch list. These will be taken care of in the spring. The drain is too high by Building 10 mailbox. J. Schuirmann said this problem will be fixed when the collars are added to the drains.

ii) Landscaping – McDermott – no report

J. Schuirmann reported he found the culprit that left the ruts by Building 3.

Action item: Schuirmann to pursue Comcast to repair the area.

Erosion around drains near Buildings 13 & 14. Action item: Schuirmann, A&H and Eric, Desine, to discuss a repair for this area.

iii. Bylaws – D. Wilson is planning on calling a meeting soon. D. Wilson will also contact R. Rida and inquire if she is available to assist the Bylaw Committee.

iv. Roofs (RTA Evaluation & launching project) – RTA is finishing the analysis, building priorities and roof specifications.

Action item: J. Schuirmann will obtain bids from RTA to perform quality control of the project. He will inform RTA that lint cleaning of dryer vents work will have to be coordinated with the roof work.

v. Emergency Planning (Response, Insurance and Community Plan) – Shoffner

(a document was sent via email on 1/12/10) – J. Schuirmann suggested the Board look over the Association's insurance policy. The Board clearly stated if an emergency happens and SCM is called they are to handle the emergency and perform work to contain the problem and let the co-owner know it is their responsibility to handle the repairs. If a common element breaks that is the

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Association's responsibility but the damage to the unit is the co-owner's responsibility

Action item: J. Schuirmann will contact K. Smillie and ask him to send a letter to Mr. Patera to recoup the money paid out by the Association.

b) Update Reserve Study – Revised draft was approved. Action Item: J. Schuirmann to notify the appropriate people that the Board approved the revised draft and obtain final copies of the study.

c) Contracts

i) A&H Lawn / Snow contract signed 11/18/09 B. Shoffner thanked Joe for his help in having the sidewalks kept cleared of snow.

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

iii) Pools by Poye – repair bid

Action item: J. Schuirmann to obtain bids from other companies on the pool tile repair and other required repairs. This work should be completed in March or April to assure inspection prior to opening the pool in May.

iv) Contract Summary Document and Contract Work Log – Schuirmann provided updated copies to the board before the meeting) – B. Shoffner is going to split the categories on this document by year and seasonal.

d) Parking – violation fines vs. towing – The board is authorized to make calls to Sakstrups to have cars towed. Parking on the street does not necessitate a warning, but guest parking will receive warnings before a car is towed.

e) Identification of rental units – Shoffner – It was noted that 1387 Heatherwood was in foreclosure. M. Swan stated that someone was living in the unit.

Action item: J. Schuirmann is to notify ADAC and have them look into it.

Action item: J. Schuirmann to confirm Heatherwood Tenant and Owner information with the listing sent previously by the board.

6) Electronic Business - None

7) Reports

a) Officer Reports

i) Secretary – Wilson – will send out a hyperlink form for the Board to test.

ii) Treasurer (Financial and Legal Reports) – Swan (Note: Legal discussion to include foreclosures and Master Deed Amendments – Schuirmann)

Action item: J. Schuirmann to obtain a copy of the third amendment to the Master Deed and have it at the next Board meeting. J. Schuirmann stated that SCM had the 2009 financial paper work ready to be sent to the auditors.

Action item: J. Schuirmann is to have a report on which units are in foreclosure by the next board meeting.

iii) President – Shoffner – listed several items

Commented the Board needs better communication with the community and with SCM. Check on training for the Board. Action item: B. Shoffner to follow up on Board training.

Asked M. Swan to walk through the Financial statement at the next Board meeting

The Board needs to start discussing what needs to be done in the spring. There may be a better time to buy trees with a savings to the Association.

b) Management Report - Schuirmann

i) Maintenance Log (including items identified during 12/19 hallway review)

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Vent work has been completed

Siding Wizard has completed some work but some strip and flashing needs to be done

Cement work has been completed by Argon

Landscaping work is to be completed in the spring

ii) Water Issues Status (1413 Millbrook and 1331/1333 Heatherwood)

Work order report – 7055 page 2 is not Heatherwood (error)

Door quotes were presented.

M. Swan requested more description from Diamond Glass on there bid.

Work being done on a unit that was started by AAREC and followed up by SCM caused some discussion. The Board once again stated that SCM should not take on repairs that are the co-owners responsibility.

Action item: J. Schuirmann is to talk with George Meyer and let them know the Board was disappointed with the firm due to being charged for a repair shortly after installation. He is to ask them if they would match Diamond’s price and give at least a 30 day warranty on there work.

iii) Violation reports (including 12/19 hallway review)

1457 H – J. Schuirmann is to notify the co-owner that the maintenance crew left the items by her condo and they will remove them.

1359M - has a new owner. J. Schuirmann to follow up with the new owner about the satellite issue and the trash.

1200H – send another fine

1275M – Send another violation and let them know they will have to pay for the siding repair

1357H - fine will be sent

1335M - Closed-. Three letters were sent already. Another letter will be sent informing them fines will not be waived and this may be turned over to a collection agency.

1476M- Closed

8) New Business

a) State of Michigan’s holding of unclaimed property for “Heatherwood Association”

Action item: J. Schuirmann is going to fill out the forms provided by M. Swan and follow up with the State of Michigan.

Kristin Judge – the board decided that Kristin can submit something in writing for the Board’s review and if it is pertinent to the community it will be put in a newsletter. The Board does not want to be perceived as having political connections.

Year end letter – Board is required to send out a financial statement. The Board will look to M. Swan for guidance on this issue and it will be submitted to the community in the spring.

9) Adjourn M. Swan made a motion to adjourn at 7:25pm and the motion was seconded by D. Wilson.

Motion approved.

10) Next Board Meeting – February 23, 2010 D. Wilson mentioned she has a conflict and will not attend this meeting.

Tabled Items	2010 Priority List
Leaf Guard Bids – until after roof repairs	Roads
Community Association Institute Seminar –	Landscaping

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McDermott & Shoffner Association Archives Responsibilities for Supplies Door Replacement (bids) – Schuirmann (Buildings 4 (2 doors), 7 and 16)	Bylaws Roofs Emergency Planning
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