

Heatherwood Condominium Association

Board of Directors Minutes – June 22, 2010

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

Select Community Management (SCM): Joseph Schuirmann*

*attended 6/22/10 meeting

- 1) Call to Order - B. Shoffner called the meeting to order at 5:30pm
- 2) Approval of Agenda – T. Fanelli made a motion to approve the agenda and B. Shoffner seconded. Motion passed.
- 3) Co-Owner Concerns –
 - a) 1297 Millbrook Trail requested their deck be stained and railing top boards be replaced. The Board agreed to stain the deck this time only, not setting a precedent (the Board made a decision two years ago to stain decks one time only, as staining is a co-owner responsibility) and did not approve replacing the boards. **Action Item:** J. Schuirmann is to contact the co-owners and let them know board replacement is a co-owner responsibility.
 - b) 1407 Heatherwood submitted a request to install a high efficiency furnace. **Action Item:** J. Schuirmann to contact the co-owners and request a professional plan with building codes and specs be submitted to the Board before any action can take place.
- 4) Approval of Minutes – M. Swan made a motion to accept the minutes and T. Fanelli seconded. Motion passed.
- 5) Old Business
 - a) Priority List
 - i) Pool and cabana. J. Schuirmann is going to stop by the Heatherwood Complex tonight after the meeting to check on the pool lights. J. Schuirmann said all the tile work is completed as is the concrete work around the pool. Trash containers are to be installed this week. AG maintenance installed the bolt locks today. The shelves were also installed in the pool closet today. J. Schuirmann reported that the outside door to the men’s entrance to the pool had been damaged. B. Shoffner questioned if the wood strip in the showers in the men’s bath house had been taken care of and J. Schuirmann assured her that painting the strip was enough and that water did not reach it.
 - ii) Siding – **Action Item:** Green Guy is to repair the siding damage done by their company on the garage behind Building 16. A portion of their payment will be withheld.
 - b) Contracts
 - i) Collection agencies – Schuirmann – **Action Item:** J. Schuirmann,(**this is from last month’s minutes**) SCM, obtain a quote on what service each company will provide, will they garnish wages, go to small claims court, and the price to the Association for their services. The board will review the quotes and determine which firms to meet with.) **Action item:** J. Schuirmann to talk with K. Smillie about what he would and would not do for collections and also he is contacting Equity Experts for a quote.
 - ii) Fire suppression system details and schedule – Schuirmann – (**this is from last month’s minutes** Joe still looking for bids.) **Action Item:** J. Schuirmann is going to contact CJ Wilcox, Inc., Ann Arbor Fire Protection and TriStar for quotes.
 - iii) Water damage repair costs recovery (Building #6) – J. Schuirmann received information from Mr. Li that he has forwarded to K. Smillie. The insurance adjuster is giving us a hard time.
- 6) Electronic Business – None
- 7) Reports
 - a) Officer Reports
 - i) Secretary – Wilson – None.
 - ii) Treasurer (Financial and Legal Reports) – Swan – Budget in fairly good shape. Outstanding fees are really becoming very worrisome. Renters should be paying the association fee directly to the Association and not sending it directly to the co-owner.
 - iii) President – Shoffner –Reiterated her displeasure with the service SMC is providing. B. Shoffner has set up a separate meeting with J. Schuirmann to discuss the issues not covered in tonight’s meeting

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and also items that have not been handled in a timely fashion. She has also set up a second meeting set for July 19, 3pm, with D. Wilson as a follow up from the first meeting.

- iv) **Action Item:** J. Schuirmann is obtaining quotes on cement work that was reported during the Spring Walk.

New Business

- a) Pool - Discussion on security for key pad entry into the pool. No action taken place.

Action Item: B. Shoffner is going to draft a letter to co-owners regarding the pool. J. Schuirmann is to give vandalism repair information to Shoffner. **Action Item:** J. Schuirmann is to provide a quote for large toilet paper holders for pool.

- b) **Action Item:** B. Shoffner is going to contact K. Smillie about number of Board members allowed and she is also contacting ETC about delay on roof work.

8) Adjourn – D. Wilson made a motion to close the meeting at 7 pm. M. Swan seconded. Motion passed.

9) Next Board Meeting – August 24, 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. Responsibilities for Supplies	4. Roofs
5. Look at Reserve Study in September and October	5. Emergency Planning
6. By-laws	