

Heatherwood Condominium Association

Board of Directors Minutes – March 23, 2010

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

Select Community Management (SCM): Joseph Schuirmann*

Guest: Scott Breslin*, Piper McCredie Insurance

*Attended 3/23/10 meeting

1. Call to Order: The meeting was called to order at 6pm
2. Approval of Agenda: A. McDermott made a motion to approve the agenda, T. Fanelli seconded the motion. Motion passed.
3. Co-Owner Concerns – E. Raugh, Desine Engineering, Inc is looking into the drainage problem behind garages on Millbrook.
4. Approval of Minutes: A. McDermott made a motion to approve the minutes, T. Fanelli Seconded the motion. Motion passed.
5. Scott Breslin, Piper McCredie Insurance (current policy review and Fidelity Insurance as requirement for Fannie Mae and FHA loans):
 - Scott went over the policy with the Board. The Association appears to have good coverage.
 - Mold is not covered under any insurance policy. If an incident is considered water damage, it must be reported within 14 to 21 days after the occurrence for mold to be covered.
6. Old Business
 - Priority List
 - Roads with Drainage- Schuirmann (report updates from E. Rauch)
 - A new punch list has been provided by Eric, Desine, and Nagle will not receive final payment until all items on the list are complete.
 - **Action item:** J. Schuirmann to look into the damage done to concrete curbs during the winter months.
 - Trees /Landscaping – McDermott
 - Several bids will be sent out on the purchase price of 20 trees and a 1 year maintenance agreement.
 - Bylaws – Shoffner (meeting with K. Smillie)
 - K. Smillie went over each item of the bylaws and explained them to B. Shoffner and A. McDermott.
 - The Board will be provided with a marked up document of the bylaws with K. Smillie's interpretation of items discussed. The Board will have to discuss whether it is viable to make any changes to the existing bylaws.
 - **Action Item:** Shoffner to contact K. Smillie language in the Consolidating Master Deed dated 5/31/2001.
 - Roofs – Schuirmann (quotes for project specs, priorities, bidding and quality management)
 - Bids were presented via email to the Board.
 - **Action item:** J. Schuirmann is to obtain from Engineering Technologies some information such as 1) What roofing projects have they done, 2)How does the company resolve issues, 3)What level of assurance will he be on the property unannounced to check on the work being done. These answers are to be sent to the Board via email.
 - Emergency Planning – Shoffner (Insurance review with Scott Breslin, above)
 - This item was tabled due to time constraints
7. Contracts
 - Generic Contract – K. Smillie revisions received. This document to be used for seasonal contracts.
 - Contract Summary Document and Contract Work Log were utilized to identify seasonal contracts.

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- **Action item:** J. Schuirmann is to obtain seasonal contracts for Custodial, Dryer, Vent Cleaning and Repair, Irrigation, Pond Maintenance and Pool Water Quality Monitoring and have them in place for this year.
 - **Action Item:** J. Schuirmann to provided copies of the Pest Maintenance and the Waste removal contracts to B. Shoffner.
 - Pool Repair Bids – Schuirmann
 - J. Schuirmann presented several bids for pool repair. M. Swan made a motion to accept Aquatic Engineering, LLC to make the repairs but stating that Pools by Poye will do the other work needed. D. Wilson seconded the motion. Motion passed.
 - **Action item:** J. Schuirmann to make sure the louvers are metal or at least kid proof and if appropriate the louvers be mounted higher on the door rather than lower.
 - Cabana Repairs – Schuirmann
 - C&Q to begin work on April 12.
 - **Action item:** J. Schuirmann will be measuring for waste bins to be placed in pool shower area and ordering them before next meeting.
 - Spring Activities (newsletter, operating calendar)
 - D. Wilson will take lead on compiling the information for the newsletter with each Board member writing a portion. All information is due to D. Wilson by April 6th. **Action item:** D. Wilson to forward document outlining content and responsibilities to board members and J. Schuirmann.
 - **Action item:** J. Schuirmann to have all the seasonal work done by middle of April with the exception of the pool.
 - Violation door tags
 - **Action item:** J. Schuirmann to cancel the order he placed for violation door tags and he will send the link to the Board to look over and make recommendations.
 - Diana Kern, NEW, Board Training at 6/22 board meeting. This meeting will begin at 5:30pm.
 - Water damage repair costs recovery (Building #6). K. Smillie is working on recouping \$7851.
8. Electronic Business: None
9. Reports
- Officer Reports
 - Secretary – Wilson
 - The form to gather emergency contact information from co-owners is ready to be put up on the Heatherwood Web site.
 - Treasurer (Financial and Legal Reports) – Swan (walk through Financial Report-tabled) (Note: Legal discussion to include foreclosures– Schuirmann)
 - **Action item:** J. Schuirmann to look into why the electrical service cost is up. He is also to look into why the water/sewer is at “0” on the budget. He is also to let M. Swan know what money is needed to pay off remaining road project and upcoming roof project.
 - **Action item:** J. Schuirmann is to get bids from ADAC and 2 competitors about there cost and approach to recouping back association monthly dues.
 - President – Shoffner. No Report
 - Management Report - Schuirmann
 - Maintenance Log – Presented to the Board electronically
 - Violation reports (including landlord response to request for rental documentation)
 - **Action item:** J. Schuirmann to give an updated report at the April meeting.
 - Status of State of MI holding unclaimed property for Heatherwood Association. Still waiting on an answer.
10. New Business
- **Action item:** J. Schuirmann to talk with renter about paying the rent directly to the association since dues are not being paid.

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- **Action item:** J. Schuirmann to place a notice in the building receiving new doors next week letting co-owners know that this will be taking place.

11. Adjourn 8:16pm.

12. Next Board Meeting – April 27, 2010. B. Shoffner will be out of town and not attending this meeting.

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. Fidelity insurance	
7. Tutorial on finances by M. Swan	

Minutes prepared by Anita McDermott

Minutes approved by _____