

Heatherwood Condominium Association

Board of Directors Minutes - May 25, 2010

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

Select Community Management (SCM): Joseph Schuirmann, Shireen Williams*

*attended 5/25/10 meeting

- 1) Call to Order - B. Shoffner called the meeting to order at 6pm
- 2) Approval of Agenda – M. Swan made a motion to approve the agenda and D. Wilson Seconded. Motion passed.
- 3) Co-Owner Concerns – 1397M reported a cover to a light fixture laying on the floor and the heater being pulled away from the wall. The Board turned down a request for an additional parking space.
- 4) Approval of Minutes – A. McDermott made a motion to accept the minutes and M. Swan seconded. Motion passed.
- 5) Old Business
 - a) Priority List
 - i) Roads, drainage collar work - Schuirmann – Eric Rauch, Desine, was to review and categorize issues (i.e. including warranty, top priority, low priority and concrete collar requirements), then submit his recommendations to the Board. **Action Item:** J. Schuirmann to obtain recommendations from Eric Rauch.
 - ii) Trees /Landscaping – McDermott – Twenty-one trees have been ordered from Lodi Landscaping. A co-owner ordered one tree which will be planted in the area of Building 12E. The trees will be planted as soon as the ground is dry.
 - iii) Bylaws – Shoffner – After much discussion the Board tabled any further action on the bylaws due to all the information that needs to be collected from co-owners or at a fee to move forward.
 - iv) Emergency Plan – The Association has implemented a policy for SCM to respond to emergencies such as water leaks. The board has reviewed the insurance policy. The next step is to use a guide and complete an overall emergency plan. **Action Item:** D. Wilson will post a request for committee members to move the plan forward.
 - v) Roofs – Schuirmann (ETC Contract Status) – B. Shoffner will send an email to K. Smillie requesting a letter be sent to Engineering Technologies with a time limit on Engineering Technologies to get back to the board with a contract.
 - b) Contracts
 - i) Seasonal Contracts (Are all in place?) - **Action Item:** J. Schuirmann to provide copies of the custodial and the pond maintenance contracts to the board.
 - ii) Pool Repairs - Schuirmann - **Action Item:** J. Schuirmann to communicate dates when the following items are scheduled to be completed: pool inspection, supplies purchased, and installations (tile installation/sealing, shower heads, towel dispensers/trash bins, dead bolts, and shelves). Also, J. Schuirmann should indicate what supplies are being obtained.
 - iii) Lawn care (Green Guys) (Status of work) – Schuirmann – Green Guys was on the property this week. It was noted that siding damage was seen on the back of the garage by building 16 immediately after Green Guys were on the property.
 - iv) Collection agencies (comparison chart) – Schuirmann – **Action Item:** J. Schuirmann, 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.
 - v) Fire suppression system details and schedule – Schuirmann – Joe still looking for bids. D. Wilson will provide a name and phone number for the company that installed the present system.
 - vi) Lint Cleaners proposal for vents. The Association will not contract with Lint Cleaners to replace louvers or screws and install covers throughout the community this year. There were issues associated with the dryer vent work completed in April (bottom louvers not reinstalled and louvers not closing properly after the cleaning). Lint Cleaners became aware of bathroom vent bird nests while cleaning dryer vents. They should have immediately contacted SCM, reported the issue and obtained authorization to clear the problem.

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- c) Contract Summary Document and Contract Work Log – Schuirmann - Not available at the meeting
- d) Violation door tags – Were handed out to each member of the Board and a 10 day response period is to be written on the tag when handed out to a co-owner.
- e) Water damage repair costs recovery (Building #6) – Mr. Li is out of town and he will provide documentation to J. Schuirmann when he returns to Ann Arbor.
- f) Follow-up on Spring Walk – From J. Schuirmann’ email dated 5/25/10:
 - i) SCM is sending notices on violations and/or work that is not an association responsibility. This will be done this week and a violation report will be sent to the board.
 - ii) All the cinder block and concrete work is being bid out. Bid request information will be send to the board next week.
 - iii) Other items are assigned to either Select, A&H, Siding Wizard or Lint Cleaners.
 - iv) A&H has requested to repair siding damage throughout the summer when they are slow. This should be acceptable.
- 6) Electronic Business – The Board agreed to an increase in fee for emergency dry wall and tile work project in the cabana.
- 7) Reports
 - a) Officer Reports
 - i) Secretary – Wilson – 13-15 co-owners have signed up for emergency contact through the Web site.
 - ii) Treasurer (Financial and Legal Reports) – Swan – Budget in fairly good shape. Are co-owners being recharged for replacement locks (\$174. on budget)? Anyone with a late payment and has been notified should be receiving a fine.
 - iii) President – Shoffner – Expressed need for SCM to correct issues presented at the 5/21/10 meeting.
 - b) Management Report – Schuirmann – A segments of a report from the management company appears throughout the minutes.
 - i) Maintenance Log - None
 - There is a leak in the water closet in building 9 a plumber is being assigned. Select will clean and perform drywall repair.
 - The Board emphasized the bathroom vents need to be cleaned out in 1353 H (Bldg. 4) and one in Bldg. 5.
 - ii) Violation reports – No Report. The violation report will be forwarded to the board after the Spring Walk Violation letters are sent.
 - B. Shoffner asked about financial accounting for violation fees. S. Williams checked the SCM data base for a specific co-owner that supposedly had been sent numerous violations and had not responded to J. Schuirmann ‘s calls or payment letters. S. Williams found ZERO violation records in the system for this specific co-owner.
- 8) New Business
 - i) Cease and Desist – Swan – SCM is to stop providing general services to anyone with an outstanding balance, only emergency, security or safety issues should be addressed.
- 9) Adjourn – M. Swan made a motion to close the meeting at 7:20pm. B. Shoffner seconded. Motion passed.
- 10) Next Board Meeting – June 22, 2010 at **5:30PM**

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	