

Heatherwood Condominium Association

Board of Directors Minutes – July 28, 2009

Board Members: Terrie Fanelli (President), Anita McDermott* (Vice President), Deb Wilson* (Secretary), Matthew Swan* (Treasurer), Barb Shoffner* (Director-at-Large)

Co-Owner: None

Select Community Management (SCM): Joseph Schuirmann* (Property Manager)

Guests: None

*Attended 7/28/09 board meeting

- 1) Call to Order: 6:00 p.m.
- 2) Approval of Agenda: Shoffner motioned to approve. Wilson seconded the motion. Agenda approved.
- 3) Co-Owner Concerns: None presented
- 4) Approval of Minutes: Spelling correction noted by Schuirmann. Shoffner motioned to approve with spelling correction. McDermott seconded. Minutes approved.
- 5) Reports
 - a) Legal Reports – Schuirmann
 - i) Foreclosed units 123,084 and 154 are owned by respective banks (mortgage holders). Banks are paying association monthly fees from the point of foreclosure in accordance with state law. **Action Item: Schuirmann to contact ADAC to possibly pursue collection of fees prior to foreclosure.**
 - ii) **Action Item: Schuirmann to contact unit 093 to discuss a reasonable payment to settle past due amount attributed to late fees**
 - b) Officer Reports
 - i) Secretary – Wilson
 - (1) Adding city and state to website to clarify location.
 - ii) Treasurer – Swan
 - (1) **Action Item: Schuirmann to provide copy of check associated with casualty loss and insurance reimbursement from May 2009 statement.**
 - iii) President: No report
 - c) Committee Reports
 - i) Landscape – McDermott: No report
 - ii) Handbook and By-Laws (discussion and approval)
 - (1) Handbook was modified to delete miscellaneous rule #11, remove comment associated with Antennas /Satellite Dishes 2.C. and add unit key notation to Emergency Contact on Co-owner Information Form. Shoffner motioned to approve. Swan seconded. Handbook approved.
 - (2) **Action Item: Shoffner will forward the Handbook to K. Smillie for review.**
 - (3) New Handbook notification will be sent with the paving letter to each co-owner. Notification will request updated information sheet, pet registration form and lease addendum (if appropriate) to update co-owner records.
 - (4) **Action Item: Wilson will call a committee meeting to focus of the Bylaws.**
 - d) Management Report - Schuirmann
 - i) Financial
 - (1) Water and sewer costs are over budget. This is probably seasonal due to car washing and watering plants.
 - ii) Maintenance Log
 - (1) **Action Item: Schuirmann to investigate and close roof repair order #5895.**
 - iii) Violation reports
 - (1) Schuirmann provided one set of violation letters based upon the 7/11/09 walk through.
 - (2) **Action Item: Schuirmann to add Spring Walk Violations to the Select tracking system and continue monitoring the status.**
- 6) Old Business
 - a) Priority List
 - i) Drainage and Sprinkler System – Schuirmann

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- (1) Eric Rauch is working with Brickman to resolve extra drainage project costs. These are primarily associated with irrigation and are estimated in the \$5K to \$10K range.
 - (2) Eric Rauch will set up a post project evening meeting with Brickman and the board.
 - (3) Schuirmann accompanied A&H in a partial review of the sprinkler system. A&H made additional repairs last week.
 - (4) **Action Item: Board should continue to report drainage and sprinkler issues.**
- ii) Roads – Schuirmann
- (1) Schuirmann and Rauch will meet with Nagle Paving representatives this Thursday, 7/30.
 - (2) The plan is to begin next week in the center of the road to work on drainage. They will proceed with Millbrook garage areas (co-owners will not have access to their garages for a time period), concrete flat work and then removing/replacing asphalt in 5 sections.
 - (3) Schuirmann has prepared two notices: Announcement to be placed at each entryway before Monday, 8/3, and a detailed letter. **Action Item: Schuirmann will modify announcement to include some disruption in latter project stages, Select's phone number and additional details will be provided in the future.**
- iii) Trees - Topic tabled until after paving
- iv) Update Reserve Study – Schuirmann
- (1) Schuirmann met with Paul Conahan, Michigan Reserve Advisors. Conahan has all the information to update the study, except the RTA roof study. **Action Item: Aaron Hawley to schedule condos for RTA roof study.**
- v) Handbook and By-Laws (covered above)
- vi) Painting the Cabana – Schuirmann
- (1) C&Q will paint the cabana after the pool closes for the season.
- b) Contracts
- i) Leaf Guard Bids – Topic tabled until after roof repairs
 - ii) Pool - Schuirmann
 - (a) Cabana ventilation is complete
 - iii) Sealing Concrete Steps – Schuirmann
 - (a) **Action Item: Swan will investigate recommended sealing products.**
 - (b) **Action Item: Schuirmann will request Argon bid without sealing top landings.**
 - iv) Garage Siding Trim & Painting identified during Spring Walk – Schuirmann
 - (a) C&Q will begin painting next week.
 - v) Roof repair building #10 – **Action Item: Schuirmann will provide Bruttell contact information to Shoffner**
 - vi) Select Community Management - **Action Item: Shoffner will forward David Wilson's contract response that includes information about monthly site visits to Schuirmann.**
 - vii) Concrete / Sidewalk – Nagle will complete flat concrete work with paving project.
 - viii) Concrete Porch - Schuirmann
 - (a) Schuirmann presented two bids and explained some of the footings were located improperly. Schuirmann is obtaining two additional bids (DCAM and Powell Construction).
 - (b) Concrete Levelers bid on leveling mail box pads.
 - ix) Mailbox Posts (repaired two and rust removal / paint for balance) – Schuirmann
 - (a) C&Q will scrape and paint older posts
 - x) Contract Summary Document (ongoing additions) – Schuirmann & Shoffner
 - (a) **Action Item: Schuirmann will complete Contract Work Log and add it as a worksheet to the annual planning calendar file. Schuirmann will maintain the document.**
- c) Spring Activities
- i) Spring Walk - Shoffner
 - (1) Cement work being accomplished with paving project and porch bids.
 - (2) **Action Item: McDermott will identify the 5 entryway doors to be replaced.**

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- (3) **Action Item: Swan will check the lighting issues and replace bulbs as required.**
 - (4) **Action Item: Schuirmann will add heater repairs to maintenance log.**
 - (5) C&Q will be completing the painting work.
 - (6) Siding Wizard was given the siding issues listing and completed the repairs.
 - (7) **Action Item: Schuirmann will have building 18 spigot shut off repaired and spigot turned on for building #9.**
 - ii) Co-owner follow-up – **Action Item: Aaron Hawley will contact co-owners next week to discuss maintenance requests that are in fact co-owner responsibilities.**
- 7) New Business
- a) Annual Meeting on September 22, 2009
 - i) **Action Item: Schuirmann will contact Weatherstone to reserve the clubhouse for the annual meeting.**
 - ii) **Action Item: Wilson will draft the election letter.**
 - b) Community Association Institute Seminar – McDermott & Shoffner recommended the board obtain a level of CAI membership.
- 8) Electronic Business: None
- 9) Adjourn: 7:51 p.m.
- 10) Next Board Meeting – August 25, 2009

Minutes prepared by Barb Shoffner

Minutes approved by _____