

Heatherwood Condominium Association

Board of Directors Minutes – May 26, 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 5/26/09 board meeting

- 1) Call to Order – 6:03 p.m.
- 2) Approval of Agenda: McDermott motioned to approve, Swan seconded the motion. Agenda approved.
- 3) Co-Owner Concerns: None presented
- 4) Approval of Minutes: McDermott motioned to approve, Swan seconded the motion. Minutes approved.
- 5) Reports
 - a) Legal Reports
 - i) Keith Smiley, Attorney, has reviewed and approved the Nagle Paving Company contract.
 - b) Officer Reports
 - i) Secretary – No report
 - ii) Treasurer
 - (1) CD matured and money transferred, prior to a bank failure.
 - (2) Money has been transferred for payment to Brickman.
 - iii) President – No report
 - c) Committee Reports
 - i) Landscape – No report
 - ii) Handbook and By-Laws
 - (1) The next meeting is Saturday, May 30.
 - d) Management Report
 - i) Financial
 - (1) The association is operating below budget. Note: Many of the summer contracts have not started billing.
 - (2) The board reviewed the listing of delinquent association payments.
 - ii) Maintenance Log (including mailbox repair)
 - (1) The maintenance log report was not available for the meeting.
 - (2) National Mailboxes was sent payment for 4 mailbox posts with a plate. Joe is working with the company to confirm receipt of the check. As soon as the posts are received they will be installed.
 - (3) **Action Item:** Schuirmann will obtain quotes to remove rust and paint the mailbox posts not replaced.
 - iii) Violation reports
 - (1) Unit # 146 will receive a second violation letter for noise.
 - (2) Schuirmann provided copies of the Spring Walk Heatherwood violation letters.
 - (3) **Action Item:** Schuirmann will send the Spring Walk Millbrook letters this Thursday, May 28.
 - (4) Note: Two Millbrook violations are included in the Spring Walk data file.
 - (5) **Action Item:** Board members will meet at the Cabana on Saturday, June 13, at 9 a.m. to review the Heatherwood violations observed during the Spring Walk.
 - iv) Foreclosures
 - (1) Unit #084 does not have a mortgage. **Action Item:** Fanelli and McDermott will visit the Co-owner.
 - (2) **Action Item:** Schuirmann will gain access to unit #123, change the locks, obtain mortgage information and report to the board. The board will then make a decision about this unit.
 - (3) **Action Item:** Schuirmann will obtain unit #154 mortgage information.

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- 6) Old Business
 - a) Priority List
 - i) Drainage
 - (1) Eric Raugh, provided a written update.
 - (2) The work is not complete at this time.
 - ii) Roads (including concrete and sidewalk bids)
 - (1) The Nagle Paving Company contract is ready to be signed.
 - (2) The board agreed to wait until the drainage work is approved prior to starting the paving project. This may result in the road work being delayed until August.
 - (3) When the road work schedule is set, Co-owners will be informed with information posted at the doorways and cabana.
 - iii) Trees
 - (1) Urban Foresters have not removed all the dead trees.
 - (2) **Action Item:** Schuirmann to have Urban Foresters trim tree at unit #052 and remove tree behind building #17.
 - iv) Update Reserve Study (including roof evaluation)
 - (1) **Action Item:** Schuirmann will obtain quote to update the Reserve Study.
 - (2) Schuirmann obtained recommendations for conducting the attic inspection with RTA.
 - v) Handbook and By-Laws (covered above)
 - vi) Painting the Cabana
 - (1) One bid has been received. A second bit will be obtained.
 - b) Contracts
 - i) Contract Summary Document – Document was distributed to the board. Information needs to be updated with Roof Repair and Vent Cleaning/Repair firms.
 - ii) Leaf Guard Bids – On hold until roof work is complete.
 - iii) Cement Stair Replacement
 - (1) Stair replacement was completed
 - (2) **Action Item:** Schuirmann to obtain quote to seal concrete steps throughout the community.
 - iv) Lawn and Snow Contracts – complete
 - v) Pool
 - (1) Drain cover is complete.
 - (2) Pools by Poye will complete the cabana ventilation the first week of June.
 - (3) Argon will repair the concrete around the pool.
 - (4) **Action Item:** Schuirmann will assure the pool rules are posted and tarp is stored.
 - (5) **Action Item:** Select is obtaining quotes from Ann Arbor Fence to repair the pool security fence.
 - vi) Garage Siding Trim
 - (1) **Action Item:** Schuirmann to obtain quotes for garage trim vinyl siding.
 - vii) Roof repair
 - (1) **Action Item:** Schuirmann to speak with Dean about timing of Building 10 repairs versus observation of issue on 4/6/09.
 - viii) Select Community Management
 - (1) Contract expires on 6/1/09.
 - (2) **Action Item:** Schuirmann to provide a copy of the contract to Fanelli.
 - ix) Painting and Deck Staining
 - (1) **Action Item:** Schuirmann to obtain a quote for trim / door painting observed during the Spring Walk along with resolving deck staining issues.
 - c) Flooring requests
 - i) **Action Item:** Schuirmann to resend articles to board members.

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- d) Spring Activities
 - i) Spring Walk
 - (1) Data distributed at the meeting.
 - (2) **Action Item:** Schuirmann to evaluate priority item, Building 17 decks.
- e) Maintenance (refer to “HWCA gen op calendar excel file” for complete listing)
 - i) During the Spring Walks, the board turned on water spigots, stored salt buckets and turned off heaters. **Action Item:** Select will not charge the association for these activities. **Action Item:** Schuirmann will identify and resolve issues, then report to the board.
 - ii) Common hallway smoke detector batteries
 - (1) **Action Item:** Schuirmann to determine if this work was completed.
 - iii) Pond Inspection - Complete
 - iv) Plow and moving truck damage
 - (1) **Action Item:** Schuirmann to provide the Allied Van Lines contact and phone number to Fanelli.
 - (2) **Action Item:** Schuirmann will authorize repairs and bill Allied Van Lines.
 - v) Sprinkler System
 - (1) System will be turned on and tested when Brickman completes drainage work.
 - (2) Recommendation to minimize watering between garages and condos either with different sprinkler heads or reducing number of days the systems is active.
 - vi) **Action Item:** At the next board meeting, Schuirmann to review the status of all spring items from the HWCA gen op calendar.
- 7) New Business
- 8) Electronic Business
 - a) Pond float system – complete
 - b) The frequency of cabana cleaning was changed to weekly.
- 9) Adjourn – The meeting was adjourned at 7:30 p.m.
- 10) Next Board Meeting: Scheduled for June 23, 2009

Minutes prepared by Barb Shoffner

Minutes approved by _____