

## **BOARD OF DIRECTORS MEETING**

### **MINUTES**

Wednesday, December 8, 2021

Board members present: Ellen Johnson, Nick Oliverio, Jessica Lehr, Kat Irvin, John

Sprentall

Co-owners present: Jane Deon and Lauri Mallonen

Staff present: Kendra Zunich, Dave Walke, Tracy Vincent

#### **Co-Owner Open Forum**

Call Meeting to Order – 6:15 p.m.

### **Approve Agenda**

Motion to approve as submitted was made by Nick and seconded by John. Motion passes.

#### **Approve Previous Meeting Minutes**

Motion to approve the minutes as written was made by Jessica and seconded by John. Motion passes.

#### **Committee Reports**

Landscape Committee Brian Rice, Chair

Report recapped by Brian Rice. Minutes on file

Modification & Maintenance Committee Lisa Lemble, Chair

Minutes reviewed and recapped by Ellen Johnson.

## **Approved Motions through Email**

Motion to ratify the September 2021 meeting minutes made by Nick and seconded by Jessica. Motion passes.

Motion to ratify the RTA bid. Motion seconded by John. Motion passes.

## **Kramer-Triad Report**

Manager's Report

Sales report update

25 sales YTD

Delinquency update

Work orders October 122 closed 129 open

Many bill backs

Roofing update - current phase complete

Painting contract for approval tonight

Financial Report- October 2021 Financials

Over budget for the month. Salt and deicer primarily a factor.



Unbudgeted Expenses Discussion/Review

Concrete budget remaining report was mis communicated in the report.

### **Continuing Business**

Governing Documents Amendment Wishlist (TABLED)
FHA Approval (Requires amendment to move forward.)

Community Building Parking Lot – DCAM inspected the area and provided a quote of \$70,000.00. discussion. We should discuss sharing this cost with the neighboring business who use this drive/access. Kendra will ask for the bid to be split to do part of the work now and the rest perhaps in a year or two. We need to identify the owners of the buildings with the businesses that will be affected. Jessica asked for additional bids. Kendra did send out 4 packets with only the one response received.

## Policy for Security Cameras:

Privacy vs safety and finding a happy medium when writing policy. Jessica had some points:

- I generally like the sample policy and would be fine with adopting something similar.
- General question: given that some security cameras require modifications to the electrical, should we consider asking M&M to develop a spec?
- I might make a few minor tweaks to the intro paragraph wording, but agree with the substance of it.
- In Section 3 (Modification and Alteration Agreement) I would want to look to verbiage from other recent policies and tighten this up some to ensure that all responsibility is clearly on the owner and stays with the unit when sold. We likely would want a legal consult on this as well
- In Section 4 (Specific Regulations) Under bullet 3 (field of view) I
  would add a bullet about what audio can be captured stored by the
  security camera. It should not record audio from neighboring unit
  (porch/deck/inside) or common areas. John suggested allowing only
  wireless devices. Nick disagreed. Other electrical modifications are
  permitted. discussion.

We may need to get legal consult also.

#### Long term Planning

FY 2022-2023 Budget Discussion in February

Reserve Study Update is awaiting the roofing information. We should see something in the first quarter of 2022 and definitely by the budget meeting.

Preventive Maintenance Inspection Update – all chimney information is on a site map as are foundations. This will be sent to the board prior to the January meeting.



City of Ann Arbor- Drainage Study Update

A draft should be ready for the city to review in December. End of January/early February we may see another Town Hall.

### Garden Marker Program Re-Admittance Policy

The committee had some revisions which Kendra incorporated in the document that is presented to the board tonight. discussion on repeat offenders within a season vs. repeat annual offenders. A clarification will be made to thwart anyone from violating season after season.

Ellen suggested that we ask for feedback from co-owners who are not on the board or the committee to see if they understand and to gather feedback

## City of Ann Arbor- Snow Removal Agreement Update

Contract ready for approval. \$850 each snow event over 4" up to 10 times per season. Motion to approve was made by Jessica and seconded by Nick. Motion passes.

### Mastercraft Coatings- 2022 Contract

Unit price increased slightly. \$ does not include gable ends. Motion to approve made by Jessica in the amount of \$111,460.00 seconded by John. Motion carries.

#### **New Business**

#### Vendor Acknowledgment Form

Jessica commented that there be a provision made that they either follow spec or otherwise go through due process. Discussion. We decided to hold off on any changes for the time being until Ellen reports back to the Board with revisions.

#### Citi Roofing- Replacement & Gutter Proposal

Lowering the number of units that we are able to do in the next phase. We really need to take a hard look at future schedules. 3 buildings must be done this year. \$112,000 approximately for the roofing but not for RTA engineering or the add-ons or gutters. Average for add-ons are 30% more. Kendra confirmed cost to be \$98,450.00 + 14,000 + 10,000 + 8500 for RTA. Budget is \$129,000. Buildings 60,66.69.

Grand total approximately \$131,090.00. motion to approve was made by John and seconded by Jessica. Motion passes.

#### TruGreen- 2022 Application Proposal

Small increase. Motion to accept made by John for \$3,391.29 seconded by Nick. Motion passes. Jessica abstained. Grub discussion.

#### Myler- FY 21/22 Engagement Letter Proposal

Motion to approve made by Jessica to approve the audit for \$4005.00 + \$200 for reserve study, seconded by John. Motion carries.



# **ADJOURN TO EXECUTIVE SESSION at 8:15pm**

Next Board Meeting: Wednesday, January 26, 2022