

Wednesday, July 21, 2021

## **MINUTES**

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

Board members absent: John Sprentall

Staff present: Kendra Zunich, Dave Walke, Tracy Vincent

# Open Forum /Co-owners present:

Cindy Samoray, Christina Kory, Diane Brandt, Maura Nicholson, Michelle O'Grady, Erin Brightwell, Brenda Webster, Michelle Lanuti, Linda Groshans, Cynthia Bostwick, Patrick Mc Sweeny, Brian Rice

Christina Koory asked about drainage. Flooding in the common area. Staff and contractor have been out to this area to assess. There is a pipe that could have possibly collapsed. Superior will provide a proposal to repair any damage found.

Cindy Samoray suggested that all drains get snaked every 10 years or so. Ellen said that this is something to consider as part of preventive maintenance.

Call Meeting to Order – 6:28 p.m. by Ellen Johnson.

## **Approve Agenda**

Continuing business—move "flooding" higher in the agenda. Motion to approve as modified was made by Jessica and seconded by Nick.

## **Approve Previous Meeting Minutes**

Discussed getting a packet out to residents with information from the June Board meeting (town hall style discussion re: Flooding). Jessica suggested including the map of the community, with flooding information, in the packet. Ellen will meet with Kendra to put this together. We can add a link to the minutes to the packet.

Motion to approve with proposed revisions above was made by Jessica and seconded by Nick. Motion passes.

# **Committee Reports**

Landscape -- Brian Rice, Chairperson

Committee meeting minutes submitted.

A few requests were submitted for committee review. Brian provided a recap of those decisions that were made.

Issue with rubber mulch at one unit – Brian drafted a policy for the house rules packet. Garden marker re-admittance policy discussed and submitted to the Board.

Modification & Maintenance -- Lisa Lemble, Chairperson



Committee meeting minutes submitted.

## Approved Motions through Email - none

# **Kramer-Triad Report**

## Manager's Report

Sales report recap. Average price seems to keep increasing

Off-site owners increased by 2.

Communications – email notices, newsletter, and various violations.

Many of the open work orders are concrete related

Roofing is complete for this current cycle. We should try to bid the next cycle this September.

Deck staining complete. Building painting ongoing.

Margolis snow removal – will submit a new proposal. A labor shortage will affect a new bid.

#### **Financial Report**

June 2021 report submitted to the Board. Over budget largely in part due to Shrub and Bed care contract.

How do we do contingency planning for reserve items? KT recommendation is to follow reserve study contribution.

Ellen inquired about off-site owners. What is the cap? Kendra will confirm the Bylaws Leasing verbiage, but the leasing cap is 25% and does not include off-site owners who have family in the unit.

# **Continuing Business**

Flooding Status/Update

City of Ann Arbor Townhall Meeting – Kendra recapped her efforts on this. Troy from the City of Ann Arbor is planning to attend the August board meeting and will discuss the engineering study and provide a better update on this issue.

Cindy Bostwick spoke: owners cannot join a class action claim unless an initial claim is filed within 45 days of the event. Residents are urged to file individual claim. She offered to carry our claims to the city over the next two weeks. Cindy will help anyone who needs assistance filling out the claim form. It's essential that these forms get filed. We are still within the 45 days requirement to submit forms.

Recommendation to send an email to the community with an update and status regarding residents making claims. We will send out an email with the FEMA claim form again.

Resident Rules – final version sent to board members from Ellen Johnson. A link for handicap access and a paragraph about mulch (Brian read the committee approved memo) and the garden marker readmittance policy (Ellen made some edits to this document) will be added to the list of policies. Motion to approve the Resident Rules with these additions was made by Kat Irvin. Discussion.



Jessica proposes that we add the information regarding readmission to the GM program (after settling exact language) as well as an update on mulch and do an email vote to approve the Resident Rules. All in agreement to this. future agenda item: discuss best process for updating rules and policies.

## **Governing Documents Amendment Wishlist (TABLED)**

FHA Approval (Requires amendment to move forward)

## **Community Building Parking Lot Signage**

Solution proposed to install a gate and Knox box. No costs yet on this suggested project. We will need to obtain approval from the City. An easement has been granted to the city but not to the public as we understand it. We have discussed a memo going to the businesses in the affected area, but that has not been done. We will gather costs of asphalt vs. Knox box and gate option. Ellen will meet with Kendra about the immediate next steps.

#### **Specifications**

**Solar** – attorney made proposed changes to our specifications. Ellen proposes adding clarifications to the following:

Time frame for submitting plans to committee for review.

Example or picture?

Ask for specifications be submitted by manufacturer and/or installer.

Permits and inspection from the city is required

All costs relating to structural modifications and evaluations are the responsibility of the co-owner.

At time of sale, proof of disclosure to be confirmed

Add solar panels to the Maintenance Matrix

Add a solar installation checklist for co-owners?

Engineering feedback should be obtained from Reuter since we now have legal opinion.

Should we consider sending these specs to RTA (our roofing engineer) also for additional feedback? Kendra mentioned that Bob Varner has already added that any damage from solar installation will void the warranty on the roofs. Kendra added that this information/warning should be added to the specs also, so coowners are aware.

Jessica proposed as a board that we approve in concept the idea of supporting solar in the community, contingent on having engineering, and structural specifications in place and all concerns are met so we can have this available to the community. Motion was seconded by Nick. Kat abstains. The board will move forward with this process. Ellen is in favor of this concept.

# **Policy**

Security Cameras - TABLE Bidding Guidelines - TABLE



# **Preventative Maintenance Inspections - TABLE**

**Buckthorn Overgrowth Proposal** – Jessica made a motion to approve \$4,950 for rear west section of 2520-2540 Pittsfield. Seconded by Nick. All in favor. Motion passes.

#### **New Business**

Pet Policy - TABLE
Garden Marker Program Re-Admittance Policy -APPROVE BY EMAIL

Arbor Valley Proposal – recap now; non-budgeted item. This may require a deeper look at these types of expenses. Operating contingency vs. Reserve spending. This work needs to be done. Motion by Jessica to approve this proposal for \$2,650.00 for the removal of two high risk trees. Nick seconded. Motion carries.

Buildmaster Proposal - Chimney Repair - TABLE Window Specification/Discussion - TABLE

ADJOURN TO EXECUTIVE SESSION at 8:37 pm

Next Board Meeting: Wednesday, August 18, 2021