

# MEADOW GROVE CONDOMINIUM ASSOCIATION

## BOARD OF DIRECTORS MEETING

Thursday, October 27, 2021, 5:00 p.m.

Remote Meeting

### AGENDA

- I. **Call to Order**
- II. **Co-Owner/Visitor Forum**
- III. **September Meeting minutes approval**
  
- IV. **Management Report**
  - 1) Financial Report (September 2021)
  - 2) Unit Sales Report
    - A. Welcoming Committee Report
  - 3) Work Orders
  
- V. **Open Business**
  - 1) Irrigation repairs completed for this year. *Winterization 10/25/21*
  - 2) Foundation Systems of Michigan – *Deposits sent for 3635 BTD and 3563 MGT*
  - 3) Tree and Shrub removal/replacement work - *Completed*
  - 4) Retaining Wall – Messages to MLP re: retaining wall contract with no response
  - 5) Get Pro: status
  - 6) DCAM: status – *Postpone further repairs until spring 2022*
  - 7) Buildmaster: status
  - 8) RTA – *Roof leak evaluation proposal*
  - 9) Metro Property Maintenance - *Siding Power Washing Quote*
  
- VI. **Tabled business**
  - 1) Mail Condo Amended and Restated Bylaws
  - 2) Set meeting date for Amended and Restated Bylaws
  
- VII. **Next Meeting Date – November 24, 2021 5:00 pm (day before Thanksgiving- move to Tuesday, November 23?)**
  
- VIII. **Adjourn to Executive session**

**Move to Executive Session**

- IX.** Approval of Executive Minutes (September 2021)
- X.** :
- XI.** Delinquency Report
- XII.** Violation Report
- XIII.** Adjournment

# MINUTES

## MEADOW GROVE CONDOMINIUM ASSOCIATION

### Board of Directors Meeting

#### Remote Meeting

Thursday, September 23, 2021, 5:00 p.m.

I. Call to Order

The business meeting of the Meadow Grove Condominium Association was called to order at 5:03 pm by Demetria McClelland, Community Manager.

Board Members present: Ken Hornak (President), Margot Campos (Vice President), Barbara Fichtenberg (Secretary), Jim Russo (Treasurer) and Tom Meloche (Member at Large).

Kramer Triad: Demetria McClelland (Manager).

II. Co-Owner/Visitor Forum

No co-owners or visitors present.

III. Approval of August 25, 2021 meeting minutes

**Motion:** by Barb Fichtenberg to approve August 25 meeting minutes.

Seconded by Margot Campos. Unanimously approved.

IV. Management Report

1. Financial Report (August 2021)

Request by Jim to separate irrigation water from household water. Jim to send suggestion to Demetria on how to do that.

2. Unit Sales Report: No new sales

A. Welcoming Committee Report: nothing to report (wait until another sale to welcome 3618 MGT)

3. Work Orders:

#966 siding (on Build Master list)

#965 deck box (AOC); done

#964 animal removal; done

#962 siding; done  
#960 siding; done  
#957 hornet nest; done  
#955 caulking; done  
#954 bee nest; done  
#953 drywall done  
#928 porch (on DCAM list)  
#926 driveway (on DCAM list)  
#911 concrete (on DCAM list)  
#907 basement leak (FSM)  
#902 foundation issues (FSM)  
#805 dead bush; done

V. Open Business

1. Mail Condo Amended and Restated Bylaws: Board requested to meet again with attorney to find out why some parts of the original bylaws were left out.
2. Set meeting date for Amended and Restated Bylaws: table this for now; let Demetria know when we wish to resume. A more immediate need is to update the Handbook.
3. Irrigation repair status: repair work is almost completed; Jim will ask to look at contract/warranty for repairs. Some issues will need to be addressed later (watering of woods and wetlands).
4. Foundation Systems of Michigan: representative Marc Bay met with us to explain recommended work to be done.
  - 3635 BTM (Campos): footing has started to sink; will need to do 'piering' to stop the settling; need to remove \$10 K of drywall (est. cost \$19,786)
  - 3563 MGT (Hall): foundation cracks and water leaking; need new drain system and sump pump at other end; if we can find someone to remove the drywall for less than \$1200, we can save some costs. (est. cost \$5386)
  - 3629 MGT (Camp): foundation work at front including adding a sump pump and new drainage system; recommends gutter work on back. (est. cost \$6244)  
**Motion:** by Jim to approve work on Campos and Hall units and Camp unit after Jim meets with FSM to discuss plans and approves; use funds from reserve account.  
Seconded by Tom. All approve.
5. Tree and Shrub removal/replacement work
  - MLP has completed shrub work

- Lodi Farms is scheduled to do tree work on 9-30.
6. Retaining wall quotes: U & S \$15,000; GetPro \$28,500; MLP \$6,298 (timber); Twin  
**Motion:** by Barb to replace retaining walls at 3533 and 3551 BTB using timber instead of masonry; work done by MLP; funded through reserves.  
Seconded by Tom. All approve.
  7. Light fixture replacement status: mostly completed. A couple of co-owners were non-compliant and would not allow vendor access. Demetria to follow up.
  8. Get Pro status: painting of garage doors, front doors and trim to begin on 9-27.
  9. DCAM status: rain delays in schedule but will complete work this fall. Demetria will ask how dates will be communicated to co-owners for removal of cars.
  10. Build Master status: on site this week making materials list; start date TBD.
  11. Siding power washing quotes: no response from AOC; Metro Property Services will come this week or next to provide a quote.
  12. Community directory: Chris Russo 3625 MGT offered to coordinate and make available at no cost; would like list from KTM but will ask people if they wish to be included.

**Motion:** by Jim to approve of Chris doing this project at no cost and that Demetria and KTM will provide information.

Seconded by Tom. All approved.

13. Deck staining committee

**Motion:** by Barb to establish a committee of co-owners to put together a list for approved deck stains that can be included in the Handbook.

Seconded by Tom. All approved. Demetria to post on Town sq. forum to recruit members for the committee.

14. 3555 MGT – Jim motion to make an insurance claim for the repairs from water damage and to create a separate bank account for insurance claims. Barb second.  
All approved.

VI. **Next meeting date: Wednesday, October 27 at 5:00 p.m.**

**General Meeting Adjourned at 6:53 p.m.**

**Balance Sheet Report**  
**Meadow Grove**  
As of September 30, 2021

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<b><u>Assets</u></b>				
<b>Operating Funds</b>				
1010 - CIT - Checking 5244	3,975.96	0.00	0.00	3,975.96
1650 - Due to/from Reserves	(70,296.67)	0.00	0.00	(70,296.67)
<b>Total Operating Funds</b>	<b>(66,320.71)</b>	<b>0.00</b>	<b>0.00</b>	<b>(66,320.71)</b>
<b>Reserve Funds</b>				
1315 - PPB -Reserve 0047	0.00	164,849.91	0.00	164,849.91
1340 - Union Bank MM #1506	0.00	186,459.43	0.00	186,459.43
1345 - University Bank - MMS Reserve 1039	0.00	1,737.06	0.00	1,737.06
1651 - Due to/from Operating	0.00	70,296.67	0.00	70,296.67
<b>Total Reserve Funds</b>	<b>0.00</b>	<b>423,343.07</b>	<b>0.00</b>	<b>423,343.07</b>
<b>Accounts Receivable</b>				
1510 - Accounts Receivable	19,127.17	0.00	0.00	19,127.17
<b>Total Accounts Receivable</b>	<b>19,127.17</b>	<b>0.00</b>	<b>0.00</b>	<b>19,127.17</b>
<b>Total Assets</b>	<b>(47,193.54)</b>	<b>423,343.07</b>	<b>0.00</b>	<b>376,149.53</b>
<b><u>Liabilities</u></b>				
<b>Accounts Payable</b>				
2050 - Resident Refunds	350.00	0.00	0.00	350.00
<b>Total Accounts Payable</b>	<b>350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>
<b>Prepaid Assessments</b>				
2550 - Prepaid Assessments	14,402.00	0.00	0.00	14,402.00
<b>Total Prepaid Assessments</b>	<b>14,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,402.00</b>
<b>Total Liabilities</b>	<b>14,752.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,752.00</b>

## Balance Sheet Report

### Meadow Grove

As of September 30, 2021

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<b><u>Owners' Equity</u></b>				
<b>Owners Equity - Prior Years</b>				
3000 - Owners Equity - Prior Years	(63,172.09)	0.00	0.00	(63,172.09)
<b>Total Owners Equity - Prior Years</b>	<b>(63,172.09)</b>	<b>0.00</b>	<b>0.00</b>	<b>(63,172.09)</b>
<b>Capital Reserves - Prior Years</b>				
3102 - Repair & Replacement Reserve - Prior Yrs	0.00	384,674.25	0.00	384,674.25
<b>Total Capital Reserves - Prior Years</b>	<b>0.00</b>	<b>384,674.25</b>	<b>0.00</b>	<b>384,674.25</b>
<b>Total Owners' Equity</b>	<b>(63,172.09)</b>	<b>384,674.25</b>	<b>0.00</b>	<b>321,502.16</b>
<b>Net Income / (Loss)</b>	<b>1,226.55</b>	<b>38,668.82</b>	<b>0.00</b>	<b>39,895.37</b>
<b>Total Liabilities and Equity</b>	<b>(47,193.54)</b>	<b>423,343.07</b>	<b>0.00</b>	<b>376,149.53</b>


  
Demetria McClelland  
Community Association Manager

## Income Statement Report Meadow Grove Operating

September 01, 2021 thru September 30, 2021

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Income</u></b>								
<b>Assessment Income</b>								
4000 - Association Fees	28,350.00	28,350.00	0.00	255,150.00	255,150.00	0.00	340,200.00	85,050.00
<b>Total Assessment Income</b>	<b>28,350.00</b>	<b>28,350.00</b>	<b>0.00</b>	<b>255,150.00</b>	<b>255,150.00</b>	<b>0.00</b>	<b>340,200.00</b>	<b>85,050.00</b>
<b>Collections Income</b>								
4710 - Late Charges	0.00	0.00	0.00	900.00	0.00	900.00	0.00	(900.00)
4720 - Legal Reimbursements	50.00	0.00	50.00	1,651.82	0.00	1,651.82	0.00	(1,651.82)
<b>Total Collections Income</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>2,551.82</b>	<b>0.00</b>	<b>2,551.82</b>	<b>0.00</b>	<b>(2,551.82)</b>
<b>Other Income</b>								
4810 - fines	0.00	0.00	0.00	175.00	0.00	175.00	0.00	(175.00)
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>	<b>175.00</b>	<b>0.00</b>	<b>(175.00)</b>
<b>Total Operating Income</b>	<b>28,400.00</b>	<b>28,350.00</b>	<b>50.00</b>	<b>257,876.82</b>	<b>255,150.00</b>	<b>2,726.82</b>	<b>340,200.00</b>	<b>82,323.18</b>
<b><u>Expense</u></b>								
<b>Administrative</b>								
5025 - Collection Charges	0.00	42.00	(42.00)	640.00	375.00	265.00	500.00	(140.00)
5030 - Coupon Costs	9.25	33.00	(23.75)	396.34	300.00	96.34	400.00	3.66
5080 - NSF Charges	0.00	3.00	(3.00)	30.00	23.00	7.00	30.00	0.00
5090 - Office Supplies	60.90	25.00	35.90	340.70	225.00	115.70	300.00	(40.70)
5100 - Records Storage	142.00	133.00	9.00	1,278.00	1,200.00	78.00	1,600.00	322.00
5195 - Administrative Services	373.00	67.00	306.00	1,046.49	600.00	446.49	800.00	(246.49)
5200 - Community Events	0.00	0.00	0.00	100.05	150.00	(49.95)	300.00	199.95
5210 - Copy/Printing	198.80	67.00	131.80	490.00	600.00	(110.00)	800.00	310.00
5215 - Postage	42.77	33.00	9.77	277.63	300.00	(22.37)	400.00	122.37
6300 - Fees & Permits	0.00	0.00	0.00	0.00	0.00	0.00	70.00	70.00
7000 - Accounting/Audit	0.00	750.00	(750.00)	750.00	750.00	0.00	750.00	0.00
7025 - Legal Fees	1,178.00	292.00	886.00	4,493.32	2,625.00	1,868.32	3,500.00	(993.32)
<b>Total Administrative</b>	<b>2,004.72</b>	<b>1,445.00</b>	<b>559.72</b>	<b>9,842.53</b>	<b>7,148.00</b>	<b>2,694.53</b>	<b>9,450.00</b>	<b>(392.53)</b>



# Income Statement Report

## Meadow Grove

### Operating

September 01, 2021 thru September 30, 2021

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Payroll &amp; Benefits</b>								
5304 - Maintenance Wages	1,016.76	1,256.00	(239.24)	5,671.17	9,420.00	(3,748.83)	12,500.00	6,828.83
<b>Total Payroll &amp; Benefits</b>	<b>1,016.76</b>	<b>1,256.00</b>	<b>(239.24)</b>	<b>5,671.17</b>	<b>9,420.00</b>	<b>(3,748.83)</b>	<b>12,500.00</b>	<b>6,828.83</b>
<b>Insurance</b>								
5390 - Workers Compensation	0.00	0.00	0.00	550.00	600.00	(50.00)	600.00	50.00
5460 - Property Insurance	478.96	1,225.00	(746.04)	7,571.11	11,025.00	(3,453.89)	14,700.00	7,128.89
<b>Total Insurance</b>	<b>478.96</b>	<b>1,225.00</b>	<b>(746.04)</b>	<b>8,121.11</b>	<b>11,625.00</b>	<b>(3,503.89)</b>	<b>15,300.00</b>	<b>7,178.89</b>
<b>Utilities</b>								
6000 - Electric - House	87.63	642.00	(554.37)	5,235.39	5,775.00	(539.61)	7,700.00	2,464.61
6025 - Water/Sewer	5,400.18	5,000.00	400.18	34,418.97	45,000.00	(10,581.03)	60,000.00	25,581.03
6050 - Telephone Service	35.00	10.00	25.00	175.00	90.00	85.00	120.00	(55.00)
<b>Total Utilities</b>	<b>5,522.81</b>	<b>5,652.00</b>	<b>(129.19)</b>	<b>39,829.36</b>	<b>50,865.00</b>	<b>(11,035.64)</b>	<b>67,820.00</b>	<b>27,990.64</b>
<b>Landscaping</b>								
6035 - Rubbish Removal - Utilities	1,008.00	942.00	66.00	9,072.00	8,475.00	597.00	11,300.00	2,228.00
6120 - Fertiliser	1,606.67	1,666.00	(59.33)	8,033.35	8,333.00	(299.65)	10,000.00	1,966.65
6140 - Lawn Contract	5,747.00	5,334.00	413.00	30,416.67	26,667.00	3,749.67	32,000.00	1,583.33
6160 - Tree Maintenance	3,040.00	334.00	2,706.00	4,860.00	1,667.00	3,193.00	2,000.00	(2,860.00)
6199 - Miscellaneous Landscape	2,085.00	0.00	2,085.00	4,885.00	500.00	4,385.00	500.00	(4,385.00)
6200 - Sprinkler	644.68	584.00	60.68	644.68	2,917.00	(2,272.32)	3,500.00	2,855.32
6434 - Exterminator	426.00	158.00	268.00	1,940.00	1,425.00	515.00	1,900.00	(40.00)
6442 - Snow Removal	0.00	0.00	0.00	22,520.00	22,520.00	0.00	33,780.00	11,260.00
6750 - Snow Removal & Supplies	0.00	0.00	0.00	0.00	150.00	(150.00)	250.00	250.00
<b>Total Landscaping</b>	<b>14,557.35</b>	<b>9,018.00</b>	<b>5,539.35</b>	<b>82,371.70</b>	<b>72,654.00</b>	<b>9,717.70</b>	<b>95,230.00</b>	<b>12,858.30</b>
<b>Repair &amp; Maintenance</b>								
6515 - Building Repair & Maintenance	1,235.00	417.00	818.00	16,041.81	3,750.00	12,291.81	5,000.00	(11,041.81)
6520 - Building Supplies	0.00	21.00	(21.00)	0.00	188.00	(188.00)	250.00	250.00
6545 - Electrical	0.00	125.00	(125.00)	0.00	1,125.00	(1,125.00)	1,500.00	1,500.00

# Income Statement Report

## Meadow Grove

### Operating

September 01, 2021 thru September 30, 2021

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Repair &amp; Maintenance</b>								
6580 - Foundations	0.00	105.00	(105.00)	0.00	938.00	(938.00)	1,250.00	1,250.00
6620 - Gutters	0.00	35.00	(35.00)	0.00	214.00	(214.00)	250.00	250.00
6635 - Gutter Cleaning	0.00	0.00	0.00	893.86	975.00	(81.14)	1,950.00	1,056.14
6680 - Painting/Drywall	0.00	0.00	0.00	1,244.73	2,000.00	(755.27)	2,000.00	755.27
6695 - Plumbing	0.00	38.00	(38.00)	0.00	338.00	(338.00)	450.00	450.00
6725 - Roofs	0.00	167.00	(167.00)	2,125.00	1,500.00	625.00	2,000.00	(125.00)
6735 - Siding	0.00	375.00	(375.00)	356.00	3,375.00	(3,019.00)	4,500.00	4,144.00
6740 - Sidewalk/Concrete	0.00	42.00	(42.00)	0.00	375.00	(375.00)	500.00	500.00
<b>Total Repair &amp; Maintenance</b>	<b>1,235.00</b>	<b>1,325.00</b>	<b>(90.00)</b>	<b>20,661.40</b>	<b>14,778.00</b>	<b>5,883.40</b>	<b>19,650.00</b>	<b>(1,011.40)</b>
<b>Professional Services</b>								
7040 - Management Fees	1,632.00	1,632.00	0.00	14,688.00	14,685.00	3.00	19,580.00	4,892.00
<b>Total Professional Services</b>	<b>1,632.00</b>	<b>1,632.00</b>	<b>0.00</b>	<b>14,688.00</b>	<b>14,685.00</b>	<b>3.00</b>	<b>19,580.00</b>	<b>4,892.00</b>
<b>Other Expenses</b>								
9105 - Reserve Contribution Expense	8,579.00	8,385.00	194.00	75,465.00	75,465.00	0.00	100,620.00	25,155.00
<b>Total Other Expenses</b>	<b>8,579.00</b>	<b>8,385.00</b>	<b>194.00</b>	<b>75,465.00</b>	<b>75,465.00</b>	<b>0.00</b>	<b>100,620.00</b>	<b>25,155.00</b>
<b>Total Operating Expense</b>	<b>35,026.60</b>	<b>29,938.00</b>	<b>5,088.60</b>	<b>256,650.27</b>	<b>256,640.00</b>	<b>10.27</b>	<b>340,150.00</b>	<b>83,499.73</b>
<b>Total Operating Income / (Loss)</b>	<b>(6,626.60)</b>	<b>(1,588.00)</b>	<b>(5,038.60)</b>	<b>1,226.55</b>	<b>(1,490.00)</b>	<b>2,716.55</b>	<b>50.00</b>	<b>(1,176.55)</b>

# Income Statement Report

## Meadow Grove Reserves

September 01, 2021 thru September 30, 2021

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Income</u></b>								
<b>Investment Income</b>								
4905 - Reserve Contribution Income	8,579.00	8,385.00	194.00	75,465.00	75,465.00	0.00	100,620.00	25,155.00
4910 - Interest Earned - Reserve Accounts	72.55	0.00	72.55	655.19	0.00	655.19	0.00	(655.19)
<b>Total Investment Income</b>	<b>8,651.55</b>	<b>8,385.00</b>	<b>266.55</b>	<b>76,120.19</b>	<b>75,465.00</b>	<b>655.19</b>	<b>100,620.00</b>	<b>24,499.81</b>
<b>Total Reserves Income</b>	<b>8,651.55</b>	<b>8,385.00</b>	<b>266.55</b>	<b>76,120.19</b>	<b>75,465.00</b>	<b>655.19</b>	<b>100,620.00</b>	<b>24,499.81</b>
<b><u>Expense</u></b>								
<b>Reserve Expenses</b>								
9802 - Repair & Replacement Expenses (Co	9,361.57	0.00	9,361.57	9,361.57	0.00	9,361.57	0.00	(9,361.57)
9886 - Landscape Expenses	5,119.80	0.00	5,119.80	5,119.80	0.00	5,119.80	0.00	(5,119.80)
9892 - RES - Lighting Expenses	22,970.00	2,333.00	20,637.00	22,970.00	21,000.00	1,970.00	28,000.00	5,030.00
9908 - RES - Misc Expenses	0.00	1,667.00	(1,667.00)	0.00	15,000.00	(15,000.00)	20,000.00	20,000.00
<b>Total Reserve Expenses</b>	<b>37,451.37</b>	<b>4,000.00</b>	<b>33,451.37</b>	<b>37,451.37</b>	<b>36,000.00</b>	<b>1,451.37</b>	<b>48,000.00</b>	<b>10,548.63</b>
<b>Total Reserves Expense</b>	<b>37,451.37</b>	<b>4,000.00</b>	<b>33,451.37</b>	<b>37,451.37</b>	<b>36,000.00</b>	<b>1,451.37</b>	<b>48,000.00</b>	<b>10,548.63</b>
<b>Total Reserves Income / (Loss)</b>	<b>(28,799.82)</b>	<b>4,385.00</b>	<b>(33,184.82)</b>	<b>38,668.82</b>	<b>39,465.00</b>	<b>(796.18)</b>	<b>52,620.00</b>	<b>13,951.18</b>
<b>Total Association Net Income / (Loss)</b>	<b>(35,426.42)</b>	<b>2,797.00</b>	<b>(38,223.42)</b>	<b>39,895.37</b>	<b>37,975.00</b>	<b>1,920.37</b>	<b>52,670.00</b>	<b>12,774.63</b>

## Account Settlement Report Meadow Grove

Wed Sep 01, 2021 thru Sun Oct 31, 2021

Account	Activity	Settlement	Owner Name	Unit Address	Current Charges
00175-8597	Resale	Sep 17, 2021	S. Modi & G. Chaurasia	3587 Bent Trail Drive	350.00
00175-9347	Resale	Sep 27, 2021	Bruce Swift & Shonna Swift	3563 Meadow Grove Trail	350.00

<b>Number of Converted Accounts:</b>	<b>0</b>
<b>Number of Resales:</b>	<b>2</b>
<b>Number of New Sales:</b>	<b>0</b>

## Work Order Notes Report

### Meadow Grove

Thu Apr 01, 2021 to Fri Dec 31, 2021

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status	
<b>979</b>	<b>00102-5217</b>	<b>Nickolaos Stamatopoulos</b>	<b>3568 Bent Trail Drive</b>	<b>Co-owner Report</b>	<b>Thu Oct 07, 2021</b>	<b>Pending Approval</b>	<i>Buildmaster trying to schedule - No response from CO</i>
Co-owner's Address      Leak Repair      Window leaks Vendor: Buildmaster Inc. Note: Whenever it rains, water drips in above 2 of the windows at 3568 Bent Trail Dr. One is the front window, and the other is on the back, at the corner over the deck. The co- to put out towels to soak it up. Please investigate and repair. Thank you Demetria McClelland 517-605-3116							
<b>911</b>	<b>00172-9092</b>	<b>Himanshu Harish &amp; Neha Gupta</b>	<b>3591 Bent Trail Drive</b>	<b>Co-owner Report</b>	<b>Tue May 11, 2021</b>	<b>Project</b>	<i>DCAM</i>
Co-owner's Address      Concrete Work      Front Porch Vendor: DCAM, Inc Note: Please look at front porch crack and advise on repair. Thank you, Demetria McClelland UPDATE: 6/29/21 Added to the list of repairs for DCAM to take care for the concrete project							
<b>982</b>	<b>00158-0639</b>	<b>Zahara &amp; Sayed Raiyn</b>	<b>3622 Bent Trail Drive</b>	<b>Co-owner Report</b>	<b>Mon Oct 18, 2021</b>	<b>Printed</b>	<i>Buildmaster</i>
Co-owner's Address      Basement Leak Repair      Co-owner reports a leak coming through the basement wall. Vendor: Note: 3622 Bent Trail Zahara Raiyn 734-660-4641 reported that they have a leak coming in through the basement wall, please investigate. Thank you LBG							
<b>928</b>	<b>00102-4904</b>	<b>Nancy Lohr &amp; Claudia Borders</b>	<b>3599 Meadow Grove Trail</b>	<b>Co-owner Report</b>	<b>Fri Jul 02, 2021</b>	<b>Project</b>	<i>DCAM</i>
Co-owner's Address      Porch Maintenance      Porch foundation Vendor: DCAM, Inc Note: The front porch is deteriorating underneath to the point where there are holes and critters can enter. Please schedule repair work on this property first. Thank you Demetria McClelland							
<b>977</b>	<b>00157-8133</b>	<b>Andrew H Huang &amp; Juan Wu</b>	<b>3601 Meadow Grove Trail</b>	<b>E-mail</b>	<b>Tue Oct 05, 2021</b>	<b>Project</b>	
Flower Bed      Landscape Services      Poison Ivy Vendor: Associa OnCall - KTM Note: Below are two photos of the poison ivy. It starts more on my neighbor's side (3601 MGT) then travels to the shrub behind it which is in the middle between 3601 and 3607 MGT. The ivy is all entwined in the shrubs so the whole thing will have to be removed. I hope someone can get rid of it before it spreads all through my flower bed. Thanks so much.							
<b>926</b>	<b>00155-9631</b>	<b>Ruth M Volk</b>	<b>3628 Meadow Grove Trail</b>	<b>Co-owner Report</b>	<b>Wed Jun 30, 2021</b>	<b>Printed</b>	<i>DCAM</i>
Co-owner's Address      Driveway Maintenance      Driveway repair Vendor: DCAM, Inc Note: 628 Meadow Grove - Co-owner Ruth Volk 734-476-4800 reports concrete blocks have shifted in my driveway and caused gaps. One gap is quite wide. Please investigate and respond accordingly. Thank you! - SND							
<b>907</b>	<b>00102-4991</b>	<b>Patricia Camp</b>	<b>3629 Meadow Grove Trail</b>	<b>Co-owner Report</b>	<b>Thu Apr 01, 2021</b>	<b>Pending Approval</b>	<i>FSM</i>
Co-owner's Address      Basement Leak Repair      Basement Leak Vendor: Foundation Systems of MI Inc Note: Co-owner reports the following: Went down stairs to do laundry and noticed water coming in and going down my cement wall! It was told to me around five years ago, when it was fixed then that I was not going to create any more water coming in! Co-owner reports basement wall leaks. Please contact Jim Russo 734-358-7771 who is on the board and has knowledge of the leak and will meet you. Thank you Demetria McClelland							

**Work Order Notes Report**  
**Meadow Grove**  
**Thu Apr 01, 2021 to Fri Dec 31, 2021**

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status	
981	00102-4991	Patricia Camp	3629 Meadow Grove Trail	Co-owner Report	Thu Oct 07, 2021	Printed	
Co-owner's Address		Leak Repair	Leak in basement coming from above basement door				<i>FSM</i>
Vendor:		Foundation Systems of MI Inc					
Note:		Leak in basement coming from Water leak above the basement back door and window in basement. Please investigate and repair. Thank you, Demetria McClelland					
949	00102-5000	Eugene & Dawn Blair	3631 Meadow Grove Trail	Co-owner Report	Fri Aug 13, 2021	Pending Approval	<i>RTA to investigate with Klein</i>
Building		Leak Repair	Water into garage and upstairs bedroom				
Vendor:		Buildmaster Inc.					
Note:		CO reports: Rain water coming into the garage and damaging the ceiling Since there is no flashing under the siding, the rain water has now come into my garage under the ceiling. It looks like the ceiling is about to fall down at any moment. There is now water damage all across the garage ceiling. Update 9-30-21: rain water coming into our unit over the garage door. It has rained since I first submitted this request and rain water still runs in over the door and into the roof area. There is no backing behind the siding in the front of the building. This needs to be corrected. The more it rains the more damage is done to the inside of my garage roof. Gene Blair UPDATE ON 10/4/21: The new roof we put on a couple of years ago is leaking already. These are the pictures from our upstairs bedroom with new water stains on the ceiling. It is leaking down the side of the wall and onto the carpet. Please fix ASAP before the winter comes. Gene Blair Please schedule as soon as possible. Thank you Demetria McClelland					
UPDATE 10/18/21:		DJM contacted Ron Kinne at RTA who was the company that created roofing specs. Ron was to contact Kleinschmidt/site visit to look at roof issues					

ESTIMATE

**Meadow Grove Condominiums KTM--  
19857**

1100 Victors Way Suite #50  
Plymouth, MI 48108



**Metro Property Maintenance**

41254 Greenbriar Ln  
Plymouth , MI 48170  
Phone: (734) 292-1937  
Email: service@getmpm.com

Estimate # 2021164  
Date 10/11/2021  
Business / Tax # 32-0481953

Description	Total
Cleaning Services	\$7,800.00
Hot Water Soft washing of the north facing sides of 14 selected buildings. The surfaces will be treated with heated water to remove algae growth and dirt accumulation that was reviewed with the Board during a walk of the community.	
Buildings included in the scope of work: 32, 33, 34, 35, 37, 40, 42, 44, 45, 46, 47, 48, 61, and 62	
Excluded for scope of work: 31, 36, 38, 39, 41, 43, and 60	

<b>Subtotal</b>	\$7,800.00
<b>Total</b>	<b>\$7,800.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Meadow Grove Condominiums KTM--19857

# ADJOURN TO EXECUTIVE SESSION