

MINUTES

MEADOW GROVE CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Remote Meeting

Wednesday, January 26, 5:00 p.m.

I. Call to Order

The business meeting of the Meadow Grove Condominium Association was called to order at 5:06 pm by Secretary, Barbara Fichtenberg.

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 November 23, 2021 meeting minutes

Motion: by Tom Meloche to approve November meeting minutes.

Seconded by Ken Hornak. Unanimously approved.

IV. Management Report

1. Financial Report (December 2021 is still not available)

Demetria reported that we have \$20,714.62 in the checking account; Pacific Western (bought Union Bank) account is at \$205,472.14; Pacific Premier Bank account is at \$137,675.33. Demetria was able to make up all of our missed reserve payments for 2021.

2. Unit Sales Report: 3650 MGT sold but no new owner information yet.

A. Welcoming committee delivered welcome gifts to the following addresses in December: 3587 LTD, 3618 MGT, 3554 MGT. We will deliver gifts to 3563 MGT (Swift) and 3650 MGT after they move in.

3. Work Orders:

#977 –3601 MGT; poison ivy removal; wait until spring.

#997—3635 BTD: drywall work; still on list.

#911—3591 BTD; concrete work; on list for spring.

#926—3628 MGT; driveway maintenance; on hold until spring.

#928—3599 MGT; porch maintenance; still on list.

#998—3518 MGT; drainage issues; MLP in spring.

#995—3631 MGT; roof; Demetria to follow up.

V. Open Business

1. Christmas tree pick- up: Stevens picked them up and there are none left. In the future, we need to make co-owners aware via Townsq. that they need to call Stevens to schedule a pick- up.
2. MLP: grading issues. At spring walk-through, we will identify properties with grading issues and send the addresses to MLP for them to grade properly.
3. Foundation Systems of Michigan: deposit sent for 3635 BTD. On hold. 3 engineers said drywall in lower level needs to be removed. Demetria to follow up and find out specifically which areas. Margot to check with homeowners' insurance to see if they cover it.
4. Retaining walls: Rob from MLP came to look at them today; Demetria will forward his email.
5. 3555 MGT: insurance claim filed; repairs were approved. Completed and passed inspection.
6. Garage door repairs: 3650 MGT CO cancelled because they sold the unit. 3635 BTD completed on 12-15-21.
7. 3631 MGT: Gene Blair roof leak; Kleinschmidt went to look at it; have not heard back; Demetria to follow up.
8. Recycling: Refuse Specialists – contract signed with Vector to pursue a better rate for trash and recycling. Any savings would be shared 50/50. We have not heard anything. Demetria will follow up. Also, she will find out how much we pay for recycling and trash pickup.

VI. New Business

1. The flooded storm water retention area. The County inspected it and said we need to change the filter (crushed stone). We will need to hire a contractor to dig it out and reload the stone. We should look for vendors to do the work in spring. May also need to have catch basins cleaned out.

2. Review of reserve study items for this year: discussed the need for a professional assessment of our asphalt.
3. Reserve Study update: last one was done in 2018.
Motion: by Barb to have our reserve study updated in 2022.
Seconded by Margot. All approved.
4. Schedule needed irrigation system repairs: Demetria will call in February to get us on the schedule for repairs and early start-up.
5. Water drainage issues around the complex: as noted above, we will make a list during the spring walk-through and send it to MLP.
6. Should we begin the process of removing siding, repairing rotted wood, and replacing the siding on whole buildings rather than just on small sections that have started to leak? We decided to contact Build Master to see how much it would cost to remove siding, replace rotted wood, wrap building, clean and replace the removed siding.

VII. ON HOLD

1. Mail Condo Amended and Restated Bylaws
2. Set meeting date for Amended and Restated Bylaws.

Suggestion by Barb that we meet as a board to discuss a section at a time starting with Master Deed, Article 4. Barb will send out proposed dates/times and set up a Zoom link.

VIII. **Next Meeting Date: February 23, 2022 at 5:00 p.m.**

IX. Adjourn to Executive Session

General meeting adjourned at 6:11 p.m.

Balance Sheet Report

Meadow Grove

As of January 31, 2022

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
Assets				
Operating Funds				
1010 - CIT - Checking 5244	9,462.36	0.00	0.00	9,462.36
1650 - Due to/from Reserves	(57,641.67)	0.00	0.00	(57,641.67)
Total Operating Funds	(48,179.31)	0.00	0.00	(48,179.31)
Reserve Funds				
1315 - PPB -Reserve 0047	0.00	133,712.19	0.00	133,712.19
1340 - Union Bank MM #1506	0.00	230,703.31	0.00	230,703.31
1345 - University Bank - MMS Reserve 1039	0.00	1,738.23	0.00	1,738.23
1651 - Due to/from Operating	0.00	57,641.67	0.00	57,641.67
Total Reserve Funds	0.00	423,795.40	0.00	423,795.40
Accounts Receivable				
1510 - Accounts Receivable	14,394.88	0.00	0.00	14,394.88
Total Accounts Receivable	14,394.88	0.00	0.00	14,394.88
Other Current Assets				
1799 - Clearing Account	284.00	0.00	0.00	284.00
Total Other Current Assets	284.00	0.00	0.00	284.00
Total Assets	(33,500.43)	423,795.40	0.00	390,294.97
Liabilities				
Accounts Payable				
2060 - Insurance Payable	18,264.20	0.00	0.00	18,264.20
Total Accounts Payable	18,264.20	0.00	0.00	18,264.20
Prepaid Assessments				
2550 - Prepaid Assessments	19,003.92	0.00	0.00	19,003.92
Total Prepaid Assessments	19,003.92	0.00	0.00	19,003.92

Balance Sheet Report

Meadow Grove

As of January 31, 2022

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Liabilities</u>				
Other Liabilities				
2026 - New Account Setup Fee	75.00	0.00	0.00	75.00
Total Other Liabilities	75.00	0.00	0.00	75.00
Total Liabilities	37,343.12	0.00	0.00	37,343.12
<u>Owners' Equity</u>				
Owners Equity - Prior Years				
3000 - Owners Equity - Prior Years	(70,271.96)	0.00	0.00	(70,271.96)
Total Owners Equity - Prior Years	(70,271.96)	0.00	0.00	(70,271.96)
Capital Reserves - Prior Years				
3102 - Repair & Replacement Reserve - Prior Yrs	0.00	415,182.37	0.00	415,182.37
Total Capital Reserves - Prior Years	0.00	415,182.37	0.00	415,182.37
Total Owners' Equity	(70,271.96)	415,182.37	0.00	344,910.41
Net Income / (Loss)	(571.59)	8,613.03	0.00	8,041.44
Total Liabilities and Equity	(33,500.43)	423,795.40	0.00	390,294.97

Income Statement Report

Meadow Grove

Operating

January 01, 2022 thru January 31, 2022

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Assessment Income								
4000 - Association Fees	32,481.00	32,481.00	0.00	32,481.00	32,481.00	0.00	389,772.00	357,291.00
Total Assessment Income	32,481.00	32,481.00	0.00	32,481.00	32,481.00	0.00	389,772.00	357,291.00
Collections Income								
4720 - Legal Reimbursements	275.00	0.00	275.00	275.00	0.00	275.00	0.00	(275.00)
Total Collections Income	275.00	0.00	275.00	275.00	0.00	275.00	0.00	(275.00)
Total Operating Income	32,756.00	32,481.00	275.00	32,756.00	32,481.00	275.00	389,772.00	357,016.00
<u>Expense</u>								
Administrative								
5030 - Coupon Costs	86.20	0.00	86.20	86.20	0.00	86.20	0.00	(86.20)
5090 - Office Supplies	24.70	29.00	(4.30)	24.70	29.00	(4.30)	350.00	325.30
5100 - Records Storage	151.00	180.00	(29.00)	151.00	180.00	(29.00)	2,154.00	2,003.00
5195 - Administrative Services	317.50	42.00	275.50	317.50	42.00	275.50	500.00	182.50
5200 - Community Events	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
5210 - Copy/Printing	5.95	58.00	(52.05)	5.95	58.00	(52.05)	700.00	694.05
5215 - Postage	13.18	29.00	(15.82)	13.18	29.00	(15.82)	350.00	336.82
6300 - Fees & Permits	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
7000 - Accounting/Audit	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
7025 - Legal Fees	2,522.92	333.00	2,189.92	2,522.92	333.00	2,189.92	4,000.00	1,477.08
Total Administrative	3,121.45	671.00	2,450.45	3,121.45	671.00	2,450.45	9,024.00	5,902.55
Payroll & Benefits								
5304 - Maintenance Wages	67.00	0.00	67.00	67.00	0.00	67.00	0.00	(67.00)
Total Payroll & Benefits	67.00	0.00	67.00	67.00	0.00	67.00	0.00	(67.00)
Insurance								
5390 - Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00

Income Statement Report

Meadow Grove

Operating

January 01, 2022 thru January 31, 2022

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Insurance								
5460 - Property Insurance	1,824.92	1,167.00	657.92	1,824.92	1,167.00	657.92	14,000.00	12,175.08
Total Insurance	1,824.92	1,167.00	657.92	1,824.92	1,167.00	657.92	14,600.00	12,775.08
Utilities								
6000 - Electric - House	1,032.95	667.00	365.95	1,032.95	667.00	365.95	8,000.00	6,967.05
6025 - Water/Sewer	3,870.16	4,167.00	(296.84)	3,870.16	4,167.00	(296.84)	50,000.00	46,129.84
Total Utilities	4,903.11	4,834.00	69.11	4,903.11	4,834.00	69.11	58,000.00	53,096.89
Landscaping								
6035 - Rubbish Removal - Utilities	0.00	1,097.00	(1,097.00)	0.00	1,097.00	(1,097.00)	13,164.00	13,164.00
6120 - Fertilizer	0.00	0.00	0.00	0.00	0.00	0.00	12,240.00	12,240.00
6140 - Lawn Contract	0.00	0.00	0.00	0.00	0.00	0.00	34,482.00	34,482.00
6160 - Tree Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	2,850.00	2,850.00
6199 - Miscellaneous Landscape	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
6200 - Sprinkler	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00
6434 - Exterminator	128.00	158.00	(30.00)	128.00	158.00	(30.00)	1,900.00	1,772.00
6442 - Snow Removal	5,630.00	5,630.00	0.00	5,630.00	5,630.00	0.00	33,780.00	28,150.00
6750 - Snow Removal & Supplies	0.00	40.00	(40.00)	0.00	40.00	(40.00)	200.00	200.00
Total Landscaping	5,758.00	6,925.00	(1,167.00)	5,758.00	6,925.00	(1,167.00)	103,616.00	97,858.00
Repair & Maintenance								
6515 - Building Repair & Maintenance	3,074.95	1,667.00	1,407.95	3,074.95	1,667.00	1,407.95	20,000.00	16,925.05
6520 - Building Supplies	97.16	8.00	89.16	97.16	8.00	89.16	100.00	2.84
6545 - Electrical	0.00	42.00	(42.00)	0.00	42.00	(42.00)	500.00	500.00
6580 - Foundations	0.00	42.00	(42.00)	0.00	42.00	(42.00)	500.00	500.00
6600 - General Repair & Maintenance	(460.71)	0.00	(460.71)	(460.71)	0.00	(460.71)	0.00	460.71
6620 - Gutters	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
6635 - Gutter Cleaning	460.71	0.00	460.71	460.71	0.00	460.71	2,000.00	1,539.29
6680 - Painting/Drywall	0.00	125.00	(125.00)	0.00	125.00	(125.00)	1,500.00	1,500.00

Income Statement Report

Meadow Grove

Operating

January 01, 2022 thru January 31, 2022

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Repair & Maintenance								
6695 - Plumbing	307.00	28.00	279.00	307.00	28.00	279.00	330.00	23.00
6725 - Roofs	0.00	333.00	(333.00)	0.00	333.00	(333.00)	4,000.00	4,000.00
6735 - Siding	0.00	375.00	(375.00)	0.00	375.00	(375.00)	4,500.00	4,500.00
6740 - Sidewalk/Concrete	0.00	0.00	0.00	0.00	0.00	0.00	517.00	517.00
Total Repair & Maintenance	3,479.11	2,620.00	859.11	3,479.11	2,620.00	859.11	34,447.00	30,967.89
Professional Services								
7040 - Management Fees	1,674.00	1,674.00	0.00	1,674.00	1,674.00	0.00	20,085.00	18,411.00
Total Professional Services	1,674.00	1,674.00	0.00	1,674.00	1,674.00	0.00	20,085.00	18,411.00
Other Expenses								
9105 - Reserve Contribution Expense	12,500.00	12,500.00	0.00	12,500.00	12,500.00	0.00	150,000.00	137,500.00
Total Other Expenses	12,500.00	12,500.00	0.00	12,500.00	12,500.00	0.00	150,000.00	137,500.00
Total Operating Expense	33,327.59	30,391.00	2,936.59	33,327.59	30,391.00	2,936.59	389,772.00	356,444.41
Total Operating Income / (Loss)	(571.59)	2,090.00	(2,661.59)	(571.59)	2,090.00	(2,661.59)	0.00	571.59

Income Statement Report

Meadow Grove

Reserves

January 01, 2022 thru January 31, 2022

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Investment Income								
4905 - Reserve Contribution Income	12,500.00	12,500.00	0.00	12,500.00	12,500.00	0.00	150,000.00	137,500.00
4910 - Interest Earned - Reserve Accounts	82.02	0.00	82.02	82.02	0.00	82.02	0.00	(82.02)
Total Investment Income	12,582.02	12,500.00	82.02	12,582.02	12,500.00	82.02	150,000.00	137,417.98
Total Reserves Income	12,582.02	12,500.00	82.02	12,582.02	12,500.00	82.02	150,000.00	137,417.98
<u>Expense</u>								
Reserve Expenses								
9828 - Concrete Expenses	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
9908 - RES - Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9944 - RES - Siding/Wood Replacement Exp	3,968.99	0.00	3,968.99	3,968.99	0.00	3,968.99	0.00	(3,968.99)
9952 - RES - Street Expenses	0.00	8,616.00	(8,616.00)	0.00	8,616.00	(8,616.00)	103,392.00	103,392.00
Total Reserve Expenses	3,968.99	8,616.00	(4,647.01)	3,968.99	8,616.00	(4,647.01)	128,392.00	124,423.01
Total Reserves Expense	3,968.99	8,616.00	(4,647.01)	3,968.99	8,616.00	(4,647.01)	128,392.00	124,423.01
Total Reserves Income / (Loss)	8,613.03	3,884.00	4,729.03	8,613.03	3,884.00	4,729.03	21,608.00	12,994.97
Total Association Net Income / (Loss)	8,041.44	5,974.00	2,067.44	8,041.44	5,974.00	2,067.44	21,608.00	13,566.56

Summary Work Order Report

Meadow Grove

Mon Feb 01, 2021 to Mon Feb 28, 2022

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status
977	00157-8133	Andrew H Huang & Juan Wu	3601 Meadow Grove Trail	E-mail	Tue Oct 05, 2021	Project
	Flower Bed	Landscape Services	Poison Ivy			Associa OnCall - KTM
1005	00102-5466	Margot Campos	3635 Bent Trail Drive	Co-owner Report	Tue Feb 08, 2022	Printed
	Co-owner's Address	Ice Dam Repairs	Gutter Ice Dam			Associa OnCall - KTM
1006	00102-4687	Mary Hillier	3521 Meadow Grove Trail	Co-owner Report	Wed Feb 09, 2022	Printed
	Common Area	Mailbox Maintenance	mailbox			Associa OnCall - KTM
997	00102-5466	Margot Campos	3635 Bent Trail Drive	Co-owner Report	Fri Dec 17, 2021	Project
	Co-owner's Address	Drywall Work	Additional Water Damage			Buildmaster Inc.
1007	00102-5068	Victor Wong	3651 Meadow Grove Trail	Co-owner Report	Thu Feb 10, 2022	Printed
	Co-owner's Address	Roof Repair Services	Roof Flashing			Buildmaster Inc.
1008	00102-5068	Victor Wong	3651 Meadow Grove Trail	Co-owner Report	Thu Feb 10, 2022	Printed
	Co-owner's Address	Siding Maintenance	Siding			Buildmaster Inc.
1009	00102-5068	Victor Wong	3651 Meadow Grove Trail	Co-owner Report	Thu Feb 10, 2022	Printed
	Co-owner's Address	Pest Control Services	Wasp Nest or Bee Hive			Buildmaster Inc.
1011	00171-7745	Ralph H. & Sharon K. Dinse	3551 Bent Trail Drive	Co-owner Report	Thu Feb 17, 2022	Printed
	Co-owner's Address	Basement Leak Repair	Basement Leak-Emergency			Buildmaster Inc.
1010	00102-4674	David Thomas & Stacy Ebron	3519 Meadow Grove Trail	Co-owner Report	Mon Feb 14, 2022	Printed
	Co-owner's Address	Animal Removal	Dead squirrel			Critter Control of Ann Arbor
911	00172-9092	Himanshu Harish & Neha Gupt	3591 Bent Trail Drive	Co-owner Report	Tue May 11, 2021	Project
	Co-owner's Address	Concrete Work	Front Porch			DCAM, Inc
926	00155-9631	Ruth M Volk	3628 Meadow Grove Trail	Co-owner Report	Wed Jun 30, 2021	Project
	Co-owner's Address	Driveway Maintenance	Driveway repair			DCAM, Inc
928	00102-4904	Nancy Lohr & Claudia Borders	3599 Meadow Grove Trail	Co-owner Report	Fri Jul 02, 2021	Project
	Co-owner's Address	Porch Maintenance	Porch foundation			DCAM, Inc
1003	00102-5466	Margot Campos	3635 Bent Trail Drive	Co-owner Report	Tue Feb 01, 2022	Printed
	Co-owner's Address	Pest Control Services	Insects			Eradico / J C Ehrlich
998	00140-3473	Shigeki Iwase	3518 Meadow Grove Trail	Co-owner Report	Fri Dec 17, 2021	Project
	Co-owner's Address	Drainage Maintenance	Drainage Systems Issues			Michigan Landscape Professionals
1004	00164-8940	Michael T. Ross	3534 Meadow Grove Trail	Co-owner Report	Thu Feb 03, 2022	Printed
	Co-owner's Address	Snow Plowing Services	mailbox damage			Michigan Landscape Professionals
995	00102-5000	Eugene & Dawn Blair	3631 Meadow Grove Trail	Co-owner Report	Fri Dec 03, 2021	Project
	Roofs	Roof Repair Services	Roof leak			R.D. Kleinschmidt, Inc.