

MEADOW GROVE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, March 23, 2022, 5:00 p.m.
Remote Meeting
AGENDA

- I. **Join Zoom Meeting** <https://us02web.zoom.us/j/87090409395> Meeting ID: 870 9040 9395
- 1) **One tap mobile**
 - 2) **+13462487799,,87090409395# US (Houston)**
 - 3) **+16699006833,,87090409395# US (San Jose)**
- II. **Call to Order**
- III. **Co-Owner/Visitor Forum**
- IV. **February Meeting minutes approval**
- V. **Management Report**
- 1) Financial Report (March 2022)
 - 2) Unit Sales Report
 - A. Welcoming Committee Report –
 - 3) Work Orders - **Attached**
- VI. **Open Business**
- 1) Retaining Wall – MLP
 - hardscape work (walls, patios, etc.) has a 2-year warranty.
 - Pisa2's advantage is that it is a much less expensive wall material than others of similar strength. It is more expensive than Timbers, but it lasts at least three times as long.
 - 2) Schedule new reserve study – *TBD for date from Reserve Advisors*
 - 3) Update: Buildmaster estimate discussed at last meeting for removal of siding, replacing of rotted wood, building wrap, cleaning and replacing of siding.
 - Per Eric at Buildmaster:
Ballpark of \$35,000.00 - \$40,000.00 per building.
That is to:
 - Remove the siding and metal trim.
 - Flash the windows/doors/wall penetrations.
 - Install house wrap and taping everything.
 - Re-installing the siding and metal trim.

Not in the ballpark is replacement of siding that gets damaged, plywood replacement, insulation replacement (sometimes needed if the plywood is gone). We could assume an allowance of \$5,000.00 per building and this will bring the ballpark up to \$40,000.00 - \$45,000.00.

These numbers are why (right or wrong) it was decided to deal with them on an if leak basis a few years back. In today's dollars, \$45,000.00 x 21 buildings is just shy of \$1 million, with hidden/unforeseen repairs, it will exceed \$1 million.
 - 4) Updated calendar/contracts document
- VII. **New Business**
- April 11
- 1) Schedule needed Irrigation System repairs – Precision – Oscar is not back in office yet. I asked Monica to send contract for 2022.
 - Irrigation Start-up - \$555/Winterization \$555

- 2) Addressing storm water drainage issues around the complex – Allied Construction; Al's Asphalt Paving Co., DCAM-need help wording the RFP
- 3) Contracts
 - Power Washing – Metro Properties – Early April

VIII. Next Meeting Date – April 27, 2022 5:00 pm

IX. Adjourn to Executive session

Move to Executive Session

- X. Approval of Executive Minutes (February 2022)
 - 1) *Updates noted in RED on minutes*
- XI. Delinquency Report - **Attached**
- XII. Violation Report – **N/A - None**
- XIII. Adjournment

MINUTES

MEADOW GROVE CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Remote Meeting

Wednesday, February 23, 2022, 5:00 p.m.

I. Call to Order

The business meeting of the Meadow Grove Condominium Association was called to order at 5:04 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

KTM Attorney, Sarah Karl, addressed the questions the board had sent to her regarding proposed changes to Master Deed, Article 4.

III. Approval of January 26, 2022 meeting minutes

Motion: by Jim Russo to approve January meeting minutes.

Seconded by Ken Hornak. Unanimously approved.

IV. Management Report

1. Financial Report (January 2022)

Jim Russo requested follow-up to make sure that we are spending out of the reserve account with the lowest interest rate and depositing into the higher interest rate account.

2. Unit Sales Report: 3650 MGT is now in the system. New owners are Junying Li and Zhaozhao Chen who will be living in the unit, not renting it out.

A. Welcoming committee will deliver gifts to 3563 MGT (Swift) and 3650 MGT after the Swifts move in.

3. Work Orders:

- #977—3601 MGT: poison ivy removal; wait until spring; Demetria to contact vendor.
- #997—3635 BTM: drywall work; still on list.
- #911—3591 BTM: 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; lawn service broke plastic pipe—MLP.
- #995—3631 MGT: roof; Kleinschmidt repaired today; Demetria to confirm.
- #1005--3635 BTM: gutter ice dam repaired; remove.
- #1006—3521 MGT: mailbox maintenance; KTM to repair; spare parts in storage unit; ask CO to submit claim to her auto insurance.
- #1007—3651 MGT: roof flashing; Build Master.
- #1008—3651 MGT: siding maintenance; Build Master.
- #1009—3651 MGT: pest control; removal of hive requiring lift, completed.
- #1011—3551 BTM: basement leak-emergency; Build Master filled rod hole.
- #1010—3519 MGT; removal of dead squirrel; Critter Control.
- #1003—3635 BTM; insects; gone now; cancel.
- #1004—3534 MGT; mailbox damage by snow plow; MLP.

V. Open Business

Canceled - 2/28/22

1. Foundation Systems of Michigan—3635 BTM: Jim and Tom have reviewed diagrams and photos which the engineer agrees do not match the building; document states that we paid \$4000 but we paid \$5000. We do not have confidence in FSM to hire them for this work. Drywall needs to be removed in order to have engineering firm assess. Demetria to contact SME again to have them come and talk to Jim and Margot. Demetria to request refund from FSM.

Asked Rob at MLP if warranty/advantages/disadvantages to timber

2. Retaining Walls quote: reasonable quote by MLP for Pisa 2 Unilock system. Demetria to get more information on warranty.

L/M with Stevens Disposal. TownSq post for trash to be put into bag.

3. Recycling contract ends on 2-28-22. Demetria to follow up with whether or not this is one contract for both trash and recycling or 2 separate contracts. We also requested a notice on TownSq. regarding trash being placed into bags before placing in trash cans.

Asked Reserve Advisors for quote to update

4. Schedule new reserve study: Demetria will get a quote from Reserve Advisor.
5. Build Master estimate needed for removal of siding, replacing of rotted wood, installing of building wrap, cleaning and replacing old siding. Would also like a quote for replacing with new siding.

Requested proposal from Eric at Buildmaster

6. Answers from the attorney to our questions about Master Deed, Article 4. See above.
7. Update calendar/contracts document. Demetria will update.
8. Delinquency fee of \$25 for 3523 BTD. Has been removed.

VI. New Business

1. Schedule needed irrigation system repairs; Demetria has contacted Precision and will follow up on scheduling.
2. Addressing storm water drainage issues around the complex. Pittsfield Township Drain Commissioner said he would send a list of vendors to Jim; Jim will ask again. Demetria has worked with Allied Construction, Al's Asphalt Paving Co. and DCAM for these issues.
3. Contracts with MLP for landscape, fertilization, tree fertilization; snow removal are all expiring this year. Demetria will get quotes from other companies.
Contract with Metro Properties for power washing of siding.
4. Annual Calendar: Demetria will update it.

VII. **Next Meeting Date: March 23, 2022 at 5:00 p.m.**

VIII. Adjourn to Executive Session

General meeting adjourned at 6:49 p.m.

Summary Work Order Report Meadow Grove

Mon Mar 01, 2021 to Thu Mar 31, 2022

| WO id | Account | Owner Name | Unit Address | Source | Date Received | Status |
|-------------|--------------------|---|------------------------------------|------------------------|-------------------------|----------------------------------|
| 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 |
| 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 |
| 979 | 00102-5217 | Nickolaos Stamatopoulos | 3568 Bent Trail Drive | Co-owner Report | Thu Oct 07, 2021 | Project |
| | Co-owner's Address | Leak Repair | Window leaks | | | Buildmaster Inc. |
| 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. |
| 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 |
| 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 |
| 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. |
| 1014 | 00102-5466 | Margot Campos | 3635 Bent Trail Drive | Co-owner Report | Mon Feb 21, 2022 | Project |
| | Co-owner's Address | Splash Block Maintenance | Splash Guard Broken by Snow Vendor | | | Michigan Landscape Professionals |
| 1015 | 00102-5000 | Eugene & Dawn Blair | 3631 Meadow Grove Trail | Co-owner Report | Thu Feb 24, 2022 | Pending Approval |
| | Co-owner's Address | Drywall Work | Repair drywall from roof leak | | | Buildmaster Inc. |
| 1017 | 00162-3295 | S Kalyan & A Chandrasekaran | 3522 Meadow Grove Trail | Co-owner Report | Wed Mar 16, 2022 | Waiting on Parts |
| | Mailbox Area | Mailbox Maintenance | Mailbox is Broken | | | Associa OnCall - KTM |