

MEADOW GROVE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, April 27, 2022, 5:00 p.m.
Remote Meeting
AGENDA

I.

II. **Call to Order**

III. **Co-Owner/Visitor Forum**

IV. **March Meeting minutes approval**

V. **Management Report**

1) Financial Report (March 2022)

2) Unit Sales Report

A. Welcoming Committee Report – None to report

3) Work Orders - **Attached**

VI. **Open Business**

1) Scheduling of retaining wall replacement with MLP

2) Scheduling of site walk with Reserve Advisors

3) Update on siding replacement estimates from other companies

4) Scheduling of irrigation system repairs and start-up

5) Storm water drainage issues: status of RFP and estimates

6) Scheduling of Metro Power Wash

7) Update on 3635 BTD leak issue

VII. **New Business**

1) Recommendations/estimates for asphalt road replacement

2) Meeting with Sarah Karl regarding by-law updates

3) Scheduling of annual meeting

VIII. **Next Meeting Date – May 25 or June 1, 2022 5:00 pm**

IX. **Adjourn to Executive session**

MINUTES

MEADOW GROVE CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Remote Meeting

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

I. Join Zoom Meeting

II. 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).

III. Co-Owner/Visitor Forum

The following co-owners were present: Michael Rhee (3618 MGT); Cathy Twu-Wong (3651 MGT); Andrew Huang (3601 MGT) and Allan Lu (3576 BTG)

IV. Approval of February 23, 2022 meeting minutes

Motion: by Margot Campos to approve February meeting minutes.

Seconded by Jim Russo. Unanimously approved.

V. Management Report

1. Financial Report (February 2022)

Jim noted that things are moving in the right direction and that we have approximately \$382,000 of reserve funds in the bank.

2. Unit Sales Report: no new sales.

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

3. Work Orders:

#977 –3601 MGT: poison ivy removal; wait until spring; Demetria to contact vendor.

#979—3568 BTD; Window leaks; Build Master.

#997—3635 BTD: drywall work; need exterior repair to be done first.

#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; waiting for ground to thaw; MLP.

#1006—3521 MGT: mailbox maintenance; temporary repair done; getting someone to do permanent repair.

#1007—3651 MGT: roof flashing; Build Master. C-O reports no gutter on side of unit and asks Build Master to prioritize this while waiting for siding to be fixed.

#1008—3651 MGT: siding maintenance; Build Master.

#1009—3651 MGT: pest control; removal of hive requiring lift. Does not appear to be completed per C-O. Have Build Master check when they put up gutter.

#1017—3522 MGT; mailbox damage by snow plow; MLP.

#1014 – 3635 BTD; splash block damage; MLP.

3618 MGT: CO reports that previous leak has not been repaired satisfactorily. Demetria to reopen work order for Build Master.

VI. Open Business

1. Retaining Walls quote: MLP has a 2 year warranty on hardscape work; Pisa 2's advantage is that it is a much less expensive material than others of similar strength; while slightly more costly than timber, it lasts at least 3 times as long.
Motion: by Jim Russo to approve the installation of Pisa 2 retaining walls.
Seconded by Barb Fichtenberg. All approved.
2. Schedule new reserve study: Reserve Advisors will contact Demetria in 2-3 weeks to schedule a time for a site walk; we will be notified of date and time.
3. Build Master estimate for removal of siding, replacing of rotted wood, installing of building wrap, and replacing old siding: ballpark estimate of \$35-\$40 K per building. Replacement of plywood, insulation and damaged siding could add another \$5K per building. All new siding would add about \$30 K per building. Demetria to check with some other companies.
4. Update calendar/contracts document. Demetria will update 2022 to 2023 and remove coupon booklets.

Other: foundation repairs with FSM cancelled; waiting for refund check.

VII. New Business

1. Schedule needed irrigation system repairs: Oscar will be back in the office on April 11. Demetria asked Monica for 2022 contract. Jim will check with Oscar about what is involved in start-up of system. Start-up and Winterization are each \$555.
2. Addressing storm water drainage issues around the complex. Demetria has worked with Allied Construction, AI's Asphalt Paving Co. and DCAM for these issues. Jim will work with Demetria on RFP and suggested sending it to Dexter-Dig It, possibly adding them to our group of vendors.
3. Contract with Metro Power Washing for cleaning of siding to be done in early April.

VIII. **Next Meeting Date: April 27, 2022 at 5:00 p.m.**

IX. Adjourn to Executive Session

General meeting adjourned at 5:53 p.m.



Demetria McClelland
Community Association Manager

Balance Sheet Report

Meadow Grove

As of March 31, 2022

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Assets</u>				
Operating Funds				
1010 - CIT - Checking 5244	6,980.90	0.00	0.00	6,980.90
1650 - Due to/from Reserves	(48,912.82)	0.00	0.00	(48,912.82)
Total Operating Funds	(41,931.92)	0.00	0.00	(41,931.92)
Reserve Funds				
1315 - PPB -Reserve 0047	0.00	132,148.07	0.00	132,148.07
1340 - Union Bank MM #1506	0.00	255,863.87	0.00	255,863.87
1345 - University Bank - MMS Reserve 1039	0.00	1,738.38	0.00	1,738.38
1651 - Due to/from Operating	0.00	48,912.82	0.00	48,912.82
Total Reserve Funds	0.00	438,663.14	0.00	438,663.14
Accounts Receivable				
1510 - Accounts Receivable	14,466.17	0.00	0.00	14,466.17
Total Accounts Receivable	14,466.17	0.00	0.00	14,466.17
Total Assets	(27,465.75)	438,663.14	0.00	411,197.39
<u>Liabilities</u>				
Accounts Payable				
2060 - Insurance Payable	17,714.20	0.00	0.00	17,714.20
Total Accounts Payable	17,714.20	0.00	0.00	17,714.20
Prepaid Assessments				
2550 - Prepaid Assessments	19,813.00	0.00	0.00	19,813.00
Total Prepaid Assessments	19,813.00	0.00	0.00	19,813.00

Balance Sheet Report

Meadow Grove

As of March 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	37,602.20	0.00	0.00	37,602.20
<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)	5,204.01	23,480.77	0.00	28,684.78
Total Liabilities and Equity	(27,465.75)	438,663.14	0.00	411,197.39



Demetria McClelland
Community Association Manager

Income Statement Report Meadow Grove Operating

March 01, 2022 thru March 31, 2022

	Current Period			Year to Date (3 months)			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	97,443.00	97,443.00	0.00	389,772.00	292,329.00
Total Assessment Income	32,481.00	32,481.00	0.00	97,443.00	97,443.00	0.00	389,772.00	292,329.00
Collections Income								
4710 - Late Charges	25.00	0.00	25.00	75.00	0.00	75.00	0.00	(75.00)
4720 - Legal Reimbursements	0.00	0.00	0.00	987.92	0.00	987.92	0.00	(987.92)
Total Collections Income	25.00	0.00	25.00	1,062.92	0.00	1,062.92	0.00	(1,062.92)
Total Operating Income	32,506.00	32,481.00	25.00	98,505.92	97,443.00	1,062.92	389,772.00	291,266.08
<u>Expense</u>								
Administrative								
5030 - Coupon Costs	76.95	0.00	76.95	163.15	0.00	163.15	0.00	(163.15)
5090 - Office Supplies	11.15	30.00	(18.85)	35.85	88.00	(52.15)	350.00	314.15
5100 - Records Storage	151.00	180.00	(29.00)	453.00	539.00	(86.00)	2,154.00	1,701.00
5195 - Administrative Services	37.50	42.00	(4.50)	355.00	125.00	230.00	500.00	145.00
5200 - Community Events	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
5210 - Copy/Printing	12.95	58.00	(45.05)	18.90	175.00	(156.10)	700.00	681.10
5215 - Postage	5.22	30.00	(24.78)	18.40	88.00	(69.60)	350.00	331.60
6300 - Fees & Permits	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
7000 - Accounting/Audit	750.00	0.00	750.00	750.00	0.00	750.00	750.00	0.00
7025 - Legal Fees	1,026.00	333.00	693.00	4,318.42	1,000.00	3,318.42	4,000.00	(318.42)
Total Administrative	2,070.77	673.00	1,397.77	6,112.72	2,015.00	4,097.72	9,024.00	2,911.28
Payroll & Benefits								
5304 - Maintenance Wages	48.75	0.00	48.75	115.75	0.00	115.75	0.00	(115.75)
Total Payroll & Benefits	48.75	0.00	48.75	115.75	0.00	115.75	0.00	(115.75)
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

March 01, 2022 thru March 31, 2022

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Insurance								
5460 - Property Insurance	1,054.41	1,167.00	(112.59)	3,794.38	3,500.00	294.38	14,000.00	10,205.62
Total Insurance	1,054.41	1,167.00	(112.59)	3,794.38	3,500.00	294.38	14,600.00	10,805.62
Utilities								
6000 - Electric - House	746.87	667.00	79.87	1,971.26	2,000.00	(28.74)	8,000.00	6,028.74
6025 - Water/Sewer	3,806.32	4,167.00	(360.68)	11,883.28	12,500.00	(616.72)	50,000.00	38,116.72
Total Utilities	4,553.19	4,834.00	(280.81)	13,854.54	14,500.00	(645.46)	58,000.00	44,145.46
Landscaping								
6035 - Rubbish Removal - Utilities	1,008.00	1,097.00	(89.00)	4,032.00	3,291.00	741.00	13,164.00	9,132.00
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	782.00	0.00	782.00	782.00	0.00	782.00	3,500.00	2,718.00
6434 - Exterminator	118.00	158.00	(40.00)	671.00	475.00	196.00	1,900.00	1,229.00
6442 - Snow Removal	5,630.00	5,630.00	0.00	16,890.00	16,890.00	0.00	33,780.00	16,890.00
6750 - Snow Removal & Supplies	0.00	40.00	(40.00)	0.00	120.00	(120.00)	200.00	200.00
Total Landscaping	7,538.00	6,925.00	613.00	22,375.00	20,776.00	1,599.00	103,616.00	81,241.00
Repair & Maintenance								
6515 - Building Repair & Maintenance	1,048.41	1,667.00	(618.59)	4,123.36	5,000.00	(876.64)	20,000.00	15,876.64
6520 - Building Supplies	0.00	8.00	(8.00)	97.16	25.00	72.16	100.00	2.84
6545 - Electrical	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
6580 - Foundations	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
6600 - General Repair & Maintenance	0.00	0.00	0.00	(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	0.00	0.00	0.00	460.71	0.00	460.71	2,000.00	1,539.29
6680 - Painting/Drywall	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00	1,500.00

Income Statement Report Meadow Grove Operating

March 01, 2022 thru March 31, 2022

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Repair & Maintenance								
6695 - Plumbing	0.00	28.00	(28.00)	307.00	83.00	224.00	330.00	23.00
6725 - Roofs	0.00	333.00	(333.00)	0.00	1,000.00	(1,000.00)	4,000.00	4,000.00
6735 - Siding	0.00	375.00	(375.00)	0.00	1,125.00	(1,125.00)	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	1,048.41	2,620.00	(1,571.59)	4,527.52	7,858.00	(3,330.48)	34,447.00	29,919.48
Professional Services								
7040 - Management Fees	1,674.00	1,673.00	1.00	5,022.00	5,021.00	1.00	20,085.00	15,063.00
Total Professional Services	1,674.00	1,673.00	1.00	5,022.00	5,021.00	1.00	20,085.00	15,063.00
Other Expenses								
9105 - Reserve Contribution Expense	12,500.00	12,500.00	0.00	37,500.00	37,500.00	0.00	150,000.00	112,500.00
Total Other Expenses	12,500.00	12,500.00	0.00	37,500.00	37,500.00	0.00	150,000.00	112,500.00
Total Operating Expense	30,487.53	30,392.00	95.53	93,301.91	91,170.00	2,131.91	389,772.00	296,470.09
Total Operating Income / (Loss)	2,018.47	2,089.00	(70.53)	5,204.01	6,273.00	(1,068.99)	0.00	(5,204.01)

Summary Work Order Report

Meadow Grove

Tue May 11, 2021 to Sat Dec 31, 2022

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status
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.
1022	00144-4267	K. Bandaru & S. Rangam	3580 Bent Trail Drive	Co-owner Report	Mon Apr 11, 2022	Printed
	Co-owner's Address	Animal Removal	Dead Animal smell coming from the Basement			Critter Control of Ann Arbor
911	00172-9092	Himanshu Harish & Neha Gupta	3591 Bent Trail Drive	Co-owner Report	Tue May 11, 2021	Project
	Co-owner's Address	Concrete Work	Front Porch			DCAM, Inc
1024	00140-4359	Lorelle O. Thomas	3607 Bent Trail Drive	Co-owner Report	Mon Apr 18, 2022	Project
	Co-owner's Address	Leak Repair	Leak and growth by Front window			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.
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
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
1006	00102-4687	Mary Hillier	3521 Meadow Grove Trail	Co-owner Report	Wed Feb 09, 2022	Pending Approval
	Common Area	Mailbox Maintenance	mailbox			Michigan Landscape Professionals
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			Michigan Landscape Professionals
1004	00164-8940	Michael T. Ross	3534 Meadow Grove Trail	Co-owner Report	Thu Feb 03, 2022	Pending Approval
	Co-owner's Address	Snow Plowing Services	mailbox damage			Michigan Landscape Professionals
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			Back To Nature Lawn Care
1021	00102-4959	Michele Madden	3612 Meadow Grove Trail	Co-owner Report	Mon Apr 04, 2022	Printed
	Co-owner's Address	Leak Repair	Ceiling Leak			Buildmaster 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