

MEADOW GROVE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, June 1, 2022, 5:00 p.m.
Remote Meeting
AGENDA

- I. Join the Zoom Meeting at 5pm on June 1, 2022
<https://us06web.zoom.us/j/84276360444?pwd=Q3dPQ2xuLzV4a3Fqay9WNC9LOVRZdz09>

If you prefer to type the meeting ID directly into Zoom, use this ID and passcode

Meeting ID: 842 7636 0444

Passcode: 531906

If you aren't using a computer or a smartphone, and are just calling in from a voice-only telephone, use one of these numbers

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

and enter the Meeting ID when asked. Meeting ID: 842 7636 0444

- II. Call to Order
- III. Co-Owner/Visitor Forum
- IV. March Meeting minutes approval
- V. Management Report
- 1) Financial Report (April 2022)
 - 2) Unit Sales Report
 - A. Welcoming Committee Report –
 - 3) Work Orders - Attached
- VI. Open Business
1. Retaining walls replacement - start date.
 2. Reserve study: Reserve Advisors = date and time for site walk
 3. Siding replacement estimates:
 4. Storm water system repairs
 5. Get-Pro Painting - schedule for things missed in the fall
 6. Scheduling AOC to fix potholes
 7. Bylaws revision project status
 8. Preparation for Annual Meeting, Thursday, August 4, 2022 at 6 p.m.
Notices to be mailed, emailed and posted on TownSq. by June 4.
 9. Spring Walk-through, June 2, 6pm
 10. Irrigation System start-up, June 7
- VII. New Business
1. Handbook / Rules - revision needed
 2. storage unit status
- VIII. Next Meeting Date – June , 2022 5:00 pm
- IX. Adjourn to Executive session

Move to Executive Session

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

MINUTES

MEADOW GROVE CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Remote Meeting

Wednesday, April 27, 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 5:03 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: Kristen Zahr (interim Manager).

III. Co-Owner/Visitor Forum

The following co-owners were present: Michael Walukas (3560 BTD) and Lorelle Thomas (3607 BTD).

IV. Approval of March 23, 2022 meeting minutes

Motion: by Ken Hornak to approve March meeting minutes.

Seconded by Jim Russo. Unanimously approved.

V. Management Report

1. Financial Report (March 2022)

Jim noted that there is about \$3000 extra cash in the operating budget. Kristen will follow up with insurance adjuster on the insurance payment for 3555 MGT.

2. Unit Sales Report: two sales pending closing (3523 BTD and 3631 BTD).

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:

#911, #926, #928: concrete work to be confirmed after spring walk-through.

#977 –3601 MGT: poison ivy removal; submitted to Back to Nature Lawn Care.
#979—3568 BTM; Window leaks; sent to Build Master.
#997—3635 BTM: get new proposal for drywall; get structural engineer work order; Build Master for window leak.
#998—3518 MGT: drainage issues; waiting for ground to thaw; MLP.
#1004—3534 MGT: mailbox damage; completed this week.
#1006—3521 MGT: mailbox maintenance; completed this week.
#1014 – 3635 BTM; splash block damage; MLP to replace all broken ones.
#1017 - 3522 MGT; mailbox damage by snowplow; completed this week. Bill back to MLP.
#1021 – 3612 MGT; ceiling leak repair; completed and closed.
#1022 – 3580 BTM; animal removal; completed by Critter Control.
#1024 – 3607 BTM; leak repair by front window; not done yet.

VI. Open Business

1. Retaining walls: Kristen has asked MLP for a project start date.
2. Reserve study: Reserve Advisors will let us know a date and time for site walk around May 10.
3. Siding replacement estimates: Kristen will check the file to see who has been contacted besides Build Master.
4. Irrigation system repairs and start-up: Precision Irrigation scheduled for June 7. Need to get an estimate on moving some of the sprinkler heads.
5. Storm water drainage issues: quote of \$8500 from Dig It to dig out rock area around catch basin, put in fresh rock and cut down nearby trees. Can do in June or July. Kristen will work to get them on our vendor list as there have been no other bids The board asked Kristen to try and get additional bids. Drainage around entry way will be looked at by Jim and Tom before consulting with MLP for suggestions; will also ask Dig It to look at it.
6. Metro Power Wash cleaning of siding: in progress; Jim and Barb will look at buildings on MGT that have been done to see if any additional areas need to be included. Working on BTM tomorrow and finishing on Friday.
7. 3635 leak issue: see work order #997 above.

VII. New Business

1. Recommendations/estimates for asphalt road replacement: Kristen suggested that we wait until we get our report from Reserve Advisors for a more straightforward assessment before getting estimates. She will ask AOC to cold patch existing potholes.
2. Meeting with Sarah Karl regarding by-law updates: the board was satisfied with her responses and do not wish to meet again. We reiterate our request to retain Section 6.7 (Rules and Regulations) except for (g).
3. Scheduling of Annual Meeting: Thursday, August 4, 2022 at 6 p.m. Kristen will make sure that notices are mailed, emailed and posted on TownSq. by June 4.

VIII. Next Meeting Date: June 1 at 5:00 p.m.

IX. Adjourn to Executive Session

General meeting adjourned at 6:33 p.m.

Balance Sheet Report

Meadow Grove

As of April 30, 2022

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Assets</u>				
Operating Funds				
1010 - CIT - Checking 5244	6,753.44	0.00	0.00	6,753.44
1650 - Due to/from Reserves	(48,912.82)	0.00	0.00	(48,912.82)
Total Operating Funds	(42,159.38)	0.00	0.00	(42,159.38)
Reserve Funds				
1315 - PPB -Reserve 0047	0.00	128,528.43	0.00	128,528.43
1340 - Union Bank MM #1506	0.00	263,498.43	0.00	263,498.43
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	442,678.06	0.00	442,678.06
Accounts Receivable				
1510 - Accounts Receivable	13,383.17	0.00	0.00	13,383.17
Total Accounts Receivable	13,383.17	0.00	0.00	13,383.17
Total Assets	(28,776.21)	442,678.06	0.00	413,901.85
<u>Liabilities</u>				
Accounts Payable				
2060 - Insurance Payable	15,567.20	0.00	0.00	15,567.20
Total Accounts Payable	15,567.20	0.00	0.00	15,567.20
Prepaid Assessments				
2550 - Prepaid Assessments	19,736.00	0.00	0.00	19,736.00
Total Prepaid Assessments	19,736.00	0.00	0.00	19,736.00

Balance Sheet Report

Meadow Grove

As of April 30, 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	35,378.20	0.00	0.00	35,378.20
<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)	6,117.55	27,495.69	0.00	33,613.24
Total Liabilities and Equity	(28,776.21)	442,678.06	0.00	413,901.85

Balance Sheet Report

Meadow Grove

As of April 30, 2022

	<u>Balance Apr 30, 2022</u>	<u>Balance Mar 31, 2022</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1010 - CIT - Checking 5244	6,753.44	6,980.90	(227.46)
1650 - Due to/from Reserves	(48,912.82)	(48,912.82)	0.00
Total Operating Funds	(42,159.38)	(41,931.92)	(227.46)
Reserve Funds			
1315 - PPB -Reserve 0047	128,528.43	132,148.07	(3,619.64)
1340 - Union Bank MM #1506	263,498.43	255,863.87	7,634.56
1345 - University Bank - MMS Reserve 1039	1,738.38	1,738.38	0.00
1651 - Due to/from Operating	48,912.82	48,912.82	0.00
Total Reserve Funds	442,678.06	438,663.14	4,014.92
Accounts Receivable			
1510 - Accounts Receivable	13,383.17	14,466.17	(1,083.00)
Total Accounts Receivable	13,383.17	14,466.17	(1,083.00)
Total Assets	413,901.85	411,197.39	2,704.46
<u>Liabilities</u>			
Accounts Payable			
2060 - Insurance Payable	15,567.20	17,714.20	(2,147.00)
Total Accounts Payable	15,567.20	17,714.20	(2,147.00)
Prepaid Assessments			
2550 - Prepaid Assessments	19,736.00	19,813.00	(77.00)
Total Prepaid Assessments	19,736.00	19,813.00	(77.00)

Balance Sheet Report

Meadow Grove

As of April 30, 2022

	<u>Balance Apr 30, 2022</u>	<u>Balance Mar 31, 2022</u>	<u>Change</u>
<u>Liabilities</u>			
Other Liabilities			
2026 - New Account Setup Fee	75.00	75.00	0.00
Total Other Liabilities	<u>75.00</u>	<u>75.00</u>	<u>0.00</u>
Total Liabilities	<u>35,378.20</u>	<u>37,602.20</u>	<u>(2,224.00)</u>
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Owners Equity - Prior Years	(70,271.96)	(70,271.96)	0.00
Total Owners Equity - Prior Years	<u>(70,271.96)</u>	<u>(70,271.96)</u>	<u>0.00</u>
Capital Reserves - Prior Years			
3102 - Repair & Replacement Reserve - Prior Yrs	415,182.37	415,182.37	0.00
Total Capital Reserves - Prior Years	<u>415,182.37</u>	<u>415,182.37</u>	<u>0.00</u>
Total Owners' Equity	<u>344,910.41</u>	<u>344,910.41</u>	<u>0.00</u>
Net Income / (Loss)	<u>33,613.24</u>	<u>28,684.78</u>	<u>4,928.46</u>
Total Liabilities and Equity	<u><u>413,901.85</u></u>	<u><u>411,197.39</u></u>	<u><u>2,704.46</u></u>

Cash Flow Report
Meadow Grove
1010 - CIT - Checking 5244
April 01, 2022 thru April 30, 2022

Beginning Balance - April 01, 2022		\$6,980.90
Cash Receipts		
Homeowner Payments	33,601.00	
	<hr/>	
Total Cash Receipts:		33,601.00
Cash Disbursements		
Expenditures	(33,828.46)	
	<hr/>	
Total Cash Disbursements:		(33,828.46)
Ending Balance - April 30, 2022		\$6,753.44
		<hr/> <hr/>

Cash Flow Report
Meadow Grove
1315 - PPB -Reserve 0047
April 01, 2022 thru April 30, 2022

Beginning Balance - April 01, 2022		\$132,148.07
Cash Disbursements		
Expenditures	(3,625.00)	
	(3,625.00)	(3,625.00)
Total Cash Disbursements:		
Misc General Ledger Transactions		
INTEREST EARNED PPB #0047 04-29-2022	5.36	
	5.36	5.36
Total Misc General Ledger Transactions:		
Ending Balance - April 30, 2022		\$128,528.43

Cash Flow Report
Meadow Grove
1340 - Union Bank MM #1506
 April 01, 2022 thru April 30, 2022

Beginning Balance - April 01, 2022		\$255,863.87
Cash Disbursements		
Expenditures	7,547.84	
	7,547.84	
Total Cash Disbursements:		7,547.84
Misc General Ledger Transactions		
Interest Earned university Bank #1506 4/30/2022 per ban	86.72	
	86.72	
Total Misc General Ledger Transactions:		86.72
Ending Balance - April 30, 2022		\$263,498.43

Cash Flow Report
Meadow Grove
1345 - University Bank - MMS Reserve 1039
April 01, 2022 thru April 30, 2022

Beginning Balance - April 01, 2022		\$1,738.38
Account Activity		
No Activity this period	0.00	
Total Account Activity:	<u>0.00</u>	0.00
Ending Balance - April 30, 2022		<u><u>\$1,738.38</u></u>

Investment Listing Report

Meadow Grove

As of Sat Apr 30, 2022

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Operating Funds							
1010 - CIT - Checking 5244 CIT Bank	50525244	Operating/Checking	6,753.44	0.000%	12/31/2018		0
1650 - Due to/from Reserves	Account is not setup		(48,912.82)				
		Total Operating Funds:	(42,159.38)				
Reserve Funds							
1315 - PPB -Reserve 0047 Pacific Premier Bank	1102000047	Money Market	128,528.43	0.250%	01/01/2014		0
1340 - Union Bank MM #1506 Union Bank	0023751506	Money Market	263,498.43	0.000%	10/07/2020		0
1345 - University Bank - MMS Reserve 1039 University Bank	1081039	Money Market	1,738.38	0.100%	01/01/2014		0
1651 - Due to/from Operating	Account is not setup		48,912.82				
		Total Reserve Funds:	442,678.06				
		Total Meadow Grove:	400,518.68				

Income Statement Report

Meadow Grove

Operating

April 01, 2022 thru April 30, 2022

	Current Period			Year to Date (4 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	129,924.00	129,924.00	0.00	389,772.00	259,848.00
Total Assessment Income	32,481.00	32,481.00	0.00	129,924.00	129,924.00	0.00	389,772.00	259,848.00
Collections Income								
4710 - Late Charges	0.00	0.00	0.00	75.00	0.00	75.00	0.00	(75.00)
4720 - Legal Reimbursements	114.00	0.00	114.00	1,101.92	0.00	1,101.92	0.00	(1,101.92)
Total Collections Income	114.00	0.00	114.00	1,176.92	0.00	1,176.92	0.00	(1,176.92)
Total Operating Income	32,595.00	32,481.00	114.00	131,100.92	129,924.00	1,176.92	389,772.00	258,671.08
<u>Expense</u>								
Administrative								
5030 - Coupon Costs	76.95	0.00	76.95	240.10	0.00	240.10	0.00	(240.10)
5090 - Office Supplies	30.64	29.00	1.64	66.49	117.00	(50.51)	350.00	283.51
5100 - Records Storage	151.00	179.00	(28.00)	604.00	718.00	(114.00)	2,154.00	1,550.00
5195 - Administrative Services	417.50	42.00	375.50	772.50	167.00	605.50	500.00	(272.50)
5200 - Community Events	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
5210 - Copy/Printing	47.60	58.00	(10.40)	66.50	233.00	(166.50)	700.00	633.50
5215 - Postage	16.24	29.00	(12.76)	34.64	117.00	(82.36)	350.00	315.36
6300 - Fees & Permits	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
7000 - Accounting/Audit	0.00	750.00	(750.00)	750.00	750.00	0.00	750.00	0.00
7025 - Legal Fees	361.85	333.00	28.85	4,680.27	1,333.00	3,347.27	4,000.00	(680.27)
Total Administrative	1,101.78	1,420.00	(318.22)	7,214.50	3,435.00	3,779.50	9,024.00	1,809.50
Payroll & Benefits								
5304 - Maintenance Wages	0.00	0.00	0.00	115.75	0.00	115.75	0.00	(115.75)
Total Payroll & Benefits	0.00	0.00	0.00	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

April 01, 2022 thru April 30, 2022

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Insurance								
5460 - Property Insurance	1,054.41	1,167.00	(112.59)	4,848.79	4,667.00	181.79	14,000.00	9,151.21
Total Insurance	1,054.41	1,167.00	(112.59)	4,848.79	4,667.00	181.79	14,600.00	9,751.21
Utilities								
6000 - Electric - House	914.64	667.00	247.64	2,885.90	2,667.00	218.90	8,000.00	5,114.10
6025 - Water/Sewer	4,000.90	4,167.00	(166.10)	15,884.18	16,667.00	(782.82)	50,000.00	34,115.82
Total Utilities	4,915.54	4,834.00	81.54	18,770.08	19,334.00	(563.92)	58,000.00	39,229.92
Landscaping								
6035 - Rubbish Removal - Utilities	1,110.00	1,097.00	13.00	5,142.00	4,388.00	754.00	13,164.00	8,022.00
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	4,926.00	(4,926.00)	0.00	4,926.00	(4,926.00)	34,482.00	34,482.00
6160 - Tree Maintenance	0.00	356.00	(356.00)	0.00	356.00	(356.00)	2,850.00	2,850.00
6199 - Miscellaneous Landscape	0.00	214.00	(214.00)	0.00	214.00	(214.00)	1,500.00	1,500.00
6200 - Sprinkler	0.00	0.00	0.00	782.00	0.00	782.00	3,500.00	2,718.00
6434 - Exterminator	392.00	158.00	234.00	1,063.00	633.00	430.00	1,900.00	837.00
6442 - Snow Removal	0.00	5,630.00	(5,630.00)	16,890.00	22,520.00	(5,630.00)	33,780.00	16,890.00
6750 - Snow Removal & Supplies	5,630.00	0.00	5,630.00	5,630.00	120.00	5,510.00	200.00	(5,430.00)
Total Landscaping	7,132.00	12,381.00	(5,249.00)	29,507.00	33,157.00	(3,650.00)	103,616.00	74,109.00
Repair & Maintenance								
6515 - Building Repair & Maintenance	912.50	1,667.00	(754.50)	5,035.86	6,667.00	(1,631.14)	20,000.00	14,964.14
6520 - Building Supplies	556.00	8.00	548.00	653.16	33.00	620.16	100.00	(553.16)
6545 - Electrical	0.00	42.00	(42.00)	0.00	167.00	(167.00)	500.00	500.00
6580 - Foundations	960.00	42.00	918.00	960.00	167.00	793.00	500.00	(460.00)
6600 - General Repair & Maintenance	0.00	0.00	0.00	(460.71)	0.00	(460.71)	0.00	460.71
6620 - Gutters	0.00	71.00	(71.00)	0.00	71.00	(71.00)	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	875.23	125.00	750.23	875.23	500.00	375.23	1,500.00	624.77

Income Statement Report

Meadow Grove

Operating

April 01, 2022 thru April 30, 2022

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Repair & Maintenance								
6695 - Plumbing	0.00	27.00	(27.00)	307.00	110.00	197.00	330.00	23.00
6725 - Roofs	0.00	333.00	(333.00)	0.00	1,333.00	(1,333.00)	4,000.00	4,000.00
6735 - Siding	0.00	375.00	(375.00)	0.00	1,500.00	(1,500.00)	4,500.00	4,500.00
6740 - Sidewalk/Concrete	0.00	74.00	(74.00)	0.00	74.00	(74.00)	517.00	517.00
Total Repair & Maintenance	3,303.73	2,764.00	539.73	7,831.25	10,622.00	(2,790.75)	34,447.00	26,615.75
Professional Services								
7040 - Management Fees	1,674.00	1,674.00	0.00	6,696.00	6,695.00	1.00	20,085.00	13,389.00
Total Professional Services	1,674.00	1,674.00	0.00	6,696.00	6,695.00	1.00	20,085.00	13,389.00
Other Expenses								
9105 - Reserve Contribution Expense	12,500.00	12,500.00	0.00	50,000.00	50,000.00	0.00	150,000.00	100,000.00
Total Other Expenses	12,500.00	12,500.00	0.00	50,000.00	50,000.00	0.00	150,000.00	100,000.00
Total Operating Expense	31,681.46	36,740.00	(5,058.54)	124,983.37	127,910.00	(2,926.63)	389,772.00	264,788.63
Total Operating Income / (Loss)	913.54	(4,259.00)	5,172.54	6,117.55	2,014.00	4,103.55	0.00	(6,117.55)

Income Statement Report

Meadow Grove

Reserves

April 01, 2022 thru April 30, 2022

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Investment Income								
4905 - Reserve Contribution Income	12,500.00	12,500.00	0.00	50,000.00	50,000.00	0.00	150,000.00	100,000.00
4910 - Interest Earned - Reserve Accounts	92.08	0.00	92.08	345.69	0.00	345.69	0.00	(345.69)
Total Investment Income	12,592.08	12,500.00	92.08	50,345.69	50,000.00	345.69	150,000.00	99,654.31
Total Reserves Income	12,592.08	12,500.00	92.08	50,345.69	50,000.00	345.69	150,000.00	99,654.31
Expense								
Reserve Expenses								
9828 - Concrete Expenses	0.00	4,000.00	(4,000.00)	0.00	4,000.00	(4,000.00)	20,000.00	20,000.00
9832 - RES - Consultant Expense	0.00	0.00	0.00	1,575.00	0.00	1,575.00	0.00	(1,575.00)
9860 - RES - Foundation / Basement Expenses	3,625.00	0.00	3,625.00	3,625.00	0.00	3,625.00	0.00	(3,625.00)
9908 - RES - Misc Expenses	0.00	2,500.00	(2,500.00)	0.00	2,500.00	(2,500.00)	5,000.00	5,000.00
9944 - RES - Siding/Wood Replacement Expenses	4,952.16	0.00	4,952.16	8,921.15	0.00	8,921.15	0.00	(8,921.15)
9952 - RES - Street Expenses	0.00	8,616.00	(8,616.00)	8,728.85	34,464.00	(25,735.15)	103,392.00	94,663.15
Total Reserve Expenses	8,577.16	15,116.00	(6,538.84)	22,850.00	40,964.00	(18,114.00)	128,392.00	105,542.00
Total Reserves Expense	8,577.16	15,116.00	(6,538.84)	22,850.00	40,964.00	(18,114.00)	128,392.00	105,542.00
Total Reserves Income / (Loss)	4,014.92	(2,616.00)	6,630.92	27,495.69	9,036.00	18,459.69	21,608.00	(5,887.69)
Total Association Net Income / (Loss)	4,928.46	(6,875.00)	11,803.46	33,613.24	11,050.00	22,563.24	21,608.00	(12,005.24)

Work Order Notes Report
Meadow Grove
Tue May 11, 2021 to Thu Mar 31, 2022

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status
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			
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				
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			
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				
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			
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				
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			
Vendor:		Back To Nature Lawn Care				
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.				
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			
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-owner reports needing to put out towels to soak it up. Please investigate and repair. UPDATE: The homeowner reports that this problem, originally reported in October, has not been resolved. Call Nico at 517-812-5369 to schedule. Thank you Demetria McClelland 517-605-3116				
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			
Vendor:		Buildmaster Inc.				
Note:		Co-Owner (Margot Campos 734-646-5268) opened a request before about water damage around a basement window and now notices water damage around the interior sliding door. CO wants siding checked and wrapped to prevent future damage. The corners of the back wall of unit also has paint peeling. CO stated it had been looked at before as well. The walls will need to be repaired. Photos attached.				

Work Order Notes Report

Meadow Grove

Tue May 11, 2021 to Thu Mar 31, 2022

WO id	Account	Owner Name	Unit Address	Source	Date Received	Status
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						
Vendor: Michigan Landscape Professiona						
Note: Co-Owner (Shigeki Iwase 617-990-6228) reports the following CO has found that in the basement mold has grown and that the water draining system has two issues that appear to attract water to the basement.						
1. The plastic draining duct is broken (picture #1)						
2. The area with the air-conditioning fan is lower than the surrounding area. Because of this, the water flows towards the house, which is evidenced by the sliding-down bricks (picture #2).						
Currently, we are removing the mold from the basement and need to redo the basement wall. At the same time, I would like to ask you to fix these outside issues leading to the mold-friendly environment in our basement. =TG WO sent to CAM per requirement=TG						
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						
Vendor: Michigan Landscape Professiona						
Note: Scheduled 2.14.2022 3534 Meadow Grove Trail - Co-owner Mike Ross 734.646.5879 reports mailbox was knocked down by snow plow. Please fix. Thank you! - SND						
1006	00102-4687	Mary Hillier	3521 Meadow Grove Trail	Co-owner Report	Wed Feb 09, 2022	Pending Approval
Common Area Mailbox Maintenance mailbox						
Vendor: Michigan Landscape Professiona						
Note: 3521 Meadow Grove Trail - Mary 734-660-6175 - co-owner reports her car slid on ice and knocked down the mailbox. Please investigate and advise Thank you --- BM						
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						
Vendor: Michigan Landscape Professiona						
Note: 2-22-22 per vendor will repair in the spring --- BM						
The splash guard at my unit was broken while plowing. See photo						
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						
Vendor: Michigan Landscape Professiona						
Note: The mailbox in front of 3522 Meadow Grove Trail was hit a few days ago and it looks like it's been propped up temporarily. It is still bent and the mailman finds it hard to reach from the van and we also have a hard time opening the box since it is not sturdy. Mailbox parts are available at the Five Star Stor It Contact Demetria McClelland 517-605-3116 call or text for more information						

Summary Work Order Report

Meadow Grove

Tue May 11, 2021 to Sat Apr 30, 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			Back To Nature Lawn Care
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	Pending Approval
	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	Pending Approval
	Common Area	Mailbox Maintenance	mailbox			Michigan Landscape Professionals
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
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
1025	00164-8089	Caroline Roberts	3555 Meadow Grove Trail	Contractor	Tue Apr 26, 2022	Printed
	Co-owner's Address	Window Leak Services	Complete water test per recommendations			Buildmaster Inc.
1026	00160-5006	Michael S. Walukas	3560 Bent Trail Drive	Manager Report	Fri Apr 29, 2022	Printed
	Co-owner's Address	Painting Services	Painting - Door and trim			Buildmaster Inc.