

# MEADOW GROVE CONDOMINIUM ASSOCIATION

## BOARD OF DIRECTORS MEETING

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

Remote Meeting

### AGENDA

- I. **Call to Order**
- II. **Co-Owner/Visitor Forum**
- III. August Meeting minutes approval
  
- IV. **Management Report**
  - 1) Financial Report (August 2021)
  - 2) Unit Sales Report
    - A. Welcoming Committee Report
  - 3) Work Orders
  
- V. **Open Business**
  - 1) Mail Condo Amended and Restated Bylaws
  - 2) Set meeting date for Amended and Restated Bylaws
  - 3) Irrigation repair status
  - 4) Foundation Systems of Michigan
  - 5) Tree and Shrub removal/replacement work
  - 6) Retaining Wall quotes –U & S \$15,000; GetPro \$28,500; MLP \$6,298.00; Twin Oaks \$13,500
  - 7) Light fixture replacement status
  - 8) Get Pro: status
  - 9) DCAM: status
  - 10) Buildmaster: status
  - 11) Community directory – Chris Russo 3625 MGT offered to help
  
- VI. **Next Meeting Date – October 27**

#### Move to Executive Session

- VII. Approval of Executive Minutes (August 2021)
- VIII. Delinquency Report
- IX. Violation Report
- X. Adjournment

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

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# MINUTES

## MEADOW GROVE CONDOMINIUM ASSOCIATION

### Board of Directors Meeting

### Remote Meeting

Wednesday, August 25, 2021, 5:00 p.m.

I. Call to Order

The business meeting of the Meadow Grove Condominium Association was called to order at 5:01 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 July 21, 2021 meeting minutes

Motion: by Margot Campos to approve July 21 meeting minutes.

Seconded by Barb Fichtenberg. Unanimously approved.

IV. Management Report

1. Financial Report (July 2021)

Demetria noted that an extra payment of \$8385 was made to the reserves reducing our "due to" reserves to \$61,717.

2. Unit Sales Report: 3618 MGT

A. Welcoming Committee Report: nothing to report

3. Work Orders:

#958: cleaned up wetland around edges; completed.

Motion: by Jim Russo for MLP to do a walk-through and see what clean-up needs to be done and to develop a priorities list.

Seconded by Ken. All approve.

#959: "bump" sign work order for AOC to install it more securely. Ken and Margot will monitor it; cancel work order.

#957: hornet nest; scheduled for 9-3.

#955: caulking; AOC scheduled for 9-2.

#956: tree roots with saplings: Jim and Tom will check it out and let Barb know if MLP needs to evaluate it when they are here for tree trimming on Aug. 31.

#953: drywall work scheduled for 9-1.

#946: same as #956.

#928: porch maintenance; on DCAM list.

#926: driveway maintenance: on DCAM list.

#921: foundation repairs—unit is sinking and bowed; foundation will have to be lifted; problems due to water. Wait for other foundation reports before taking action.

#914: poison ivy—have not been able to find vendor to remove; will let co-owner know that private gardens need to be maintained by co-owners.

#911: front porch crack; on DCAM list.

#907: basement leak; waiting for report from Foundation Systems of Michigan.

#902: same as #921.

V. Open Business

1. Deck stain apology letter was sent out.
2. Mail Condo Amended and Restated Bylaws: Demetria will send out amendments again to all board members. Jim will work on getting a side-by-side comparison document prepared of the original version and the updated version within a week so that we can all review it before it gets mailed to co-owners.
3. Set meeting date for Amended and Restated Bylaws: will do this after we have approved our final copy.
4. Irrigation repair status: Jim has been communicating with repair crew; showed them where third control panel was located; they anticipate finishing on Friday. Precision will mark up a document with changes for 2021 which will be on file electronically at KTM in case of future vendor changes.
5. Foundation Systems of Michigan: they have looked at 3 units; waiting for final report.
6. Current balance in reserve account is \$373,499.61.
7. An addition reserve payment was made in June decreasing the deficit from \$70,102.67 to \$61,717.67. When additional monies are available an additional reserve payment will be made.

8. Shrub removal/replacement: Barb will check 3580 and 3594 BTD regarding need for another shrub and trimming of dead branches before finalizing list.  
Motion: to approve MLP shrub proposal made by Jim.  
Seconded by Tom. All approved. Demetria will contact MLP tomorrow to schedule.
9. Retaining wall quotes: waiting for quote from U & S.
10. Light fixture replacement: Adams Electric has placed order for 3000 K fixtures.  
Waiting on an ETA for start date.
11. Get Pro: scheduled to start in the beginning of September. Still need to do walk-through with them to determine how much wood trim will need to be replaced.
12. DCAM will begin concrete work on Monday, August 30, weather permitting.
13. Buildmaster start date TBD.
14. Siding cleaning by AOC: can they use a more effective cleaning solution?

VI. Next meeting date: Wednesday, September 22 at 5:00 p.m.

General Meeting Adjourned at 6:45 p.m.


  
Demetria McClelland  
Community Association Manager

## Balance Sheet Report

### Meadow Grove

As of August 31, 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	1,367.06	0.00	0.00	1,367.06
1650 - Due to/from Reserves	(61,717.67)	0.00	0.00	(61,717.67)
<b>Total Operating Funds</b>	<b>(60,350.61)</b>	<b>0.00</b>	<b>0.00</b>	<b>(60,350.61)</b>
<b>Reserve Funds</b>				
1315 - PPB -Reserve 0047	0.00	187,812.19	0.00	187,812.19
1340 - Union Bank MM #1506	0.00	200,875.97	0.00	200,875.97
1345 - University Bank - MMS Reserve 1039	0.00	1,737.06	0.00	1,737.06
1651 - Due to/from Operating	0.00	61,717.67	0.00	61,717.67
<b>Total Reserve Funds</b>	<b>0.00</b>	<b>452,142.89</b>	<b>0.00</b>	<b>452,142.89</b>
<b>Accounts Receivable</b>				
1510 - Accounts Receivable	18,308.67	0.00	0.00	18,308.67
<b>Total Accounts Receivable</b>	<b>18,308.67</b>	<b>0.00</b>	<b>0.00</b>	<b>18,308.67</b>
<b>Total Assets</b>	<b>(42,041.94)</b>	<b>452,142.89</b>	<b>0.00</b>	<b>410,100.95</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	12,927.00	0.00	0.00	12,927.00
<b>Total Prepaid Assessments</b>	<b>12,927.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,927.00</b>
<b>Total Liabilities</b>	<b>13,277.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,277.00</b>

## Balance Sheet Report

### Meadow Grove

As of August 31, 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>7,853.15</b>	<b>67,468.64</b>	<b>0.00</b>	<b>75,321.79</b>
<b>Total Liabilities and Equity</b>	<b>(42,041.94)</b>	<b>452,142.89</b>	<b>0.00</b>	<b>410,100.95</b>

# Income Statement Report

## Meadow Grove

### Operating

August 01, 2021 thru August 31, 2021

	Current Period			Year to Date (8 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	226,800.00	226,800.00	0.00	340,200.00	113,400.00
<b>Total Assessment Income</b>	<b>28,350.00</b>	<b>28,350.00</b>	<b>0.00</b>	<b>226,800.00</b>	<b>226,800.00</b>	<b>0.00</b>	<b>340,200.00</b>	<b>113,400.00</b>
<b>Collections Income</b>								
4710 - Late Charges	25.00	0.00	25.00	900.00	0.00	900.00	0.00	(900.00)
4720 - Legal Reimbursements	93.50	0.00	93.50	1,601.82	0.00	1,601.82	0.00	(1,601.82)
<b>Total Collections Income</b>	<b>118.50</b>	<b>0.00</b>	<b>118.50</b>	<b>2,501.82</b>	<b>0.00</b>	<b>2,501.82</b>	<b>0.00</b>	<b>(2,501.82)</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>28,468.50</b>	<b>28,350.00</b>	<b>118.50</b>	<b>229,476.82</b>	<b>226,800.00</b>	<b>2,676.82</b>	<b>340,200.00</b>	<b>110,723.18</b>
<b><u>Expense</u></b>								
<b>Administrative</b>								
5025 - Collection Charges	0.00	41.00	(41.00)	640.00	333.00	307.00	500.00	(140.00)
5030 - Coupon Costs	0.00	34.00	(34.00)	387.09	267.00	120.09	400.00	12.91
5080 - NSF Charges	0.00	2.00	(2.00)	30.00	20.00	10.00	30.00	0.00
5090 - Office Supplies	0.00	25.00	(25.00)	279.80	200.00	79.80	300.00	20.20
5100 - Records Storage	142.00	134.00	8.00	1,136.00	1,067.00	69.00	1,600.00	464.00
5195 - Administrative Services	0.00	66.00	(66.00)	673.49	533.00	140.49	800.00	126.51
5200 - Community Events	0.00	0.00	0.00	100.05	150.00	(49.95)	300.00	199.95
5210 - Copy/Printing	0.00	66.00	(66.00)	291.20	533.00	(241.80)	800.00	508.80
5215 - Postage	0.00	34.00	(34.00)	234.86	267.00	(32.14)	400.00	165.14
6300 - Fees & Permits	0.00	0.00	0.00	0.00	0.00	0.00	70.00	70.00
7000 - Accounting/Audit	0.00	0.00	0.00	750.00	0.00	750.00	750.00	0.00
7025 - Legal Fees	411.50	291.00	120.50	3,315.32	2,333.00	982.32	3,500.00	184.68
<b>Total Administrative</b>	<b>553.50</b>	<b>693.00</b>	<b>(139.50)</b>	<b>7,837.81</b>	<b>5,703.00</b>	<b>2,134.81</b>	<b>9,450.00</b>	<b>1,612.19</b>



# Income Statement Report

## Meadow Grove

### Operating

August 01, 2021 thru August 31, 2021

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Payroll &amp; Benefits</b>								
5304 - Maintenance Wages	692.74	628.00	64.74	4,654.41	8,164.00	(3,509.59)	12,500.00	7,845.59
<b>Total Payroll &amp; Benefits</b>	<b>692.74</b>	<b>628.00</b>	<b>64.74</b>	<b>4,654.41</b>	<b>8,164.00</b>	<b>(3,509.59)</b>	<b>12,500.00</b>	<b>7,845.59</b>
<b>Insurance</b>								
5390 - Workers Compensation	0.00	600.00	(600.00)	550.00	600.00	(50.00)	600.00	50.00
5460 - Property Insurance	897.86	1,225.00	(327.14)	7,092.15	9,800.00	(2,707.85)	14,700.00	7,607.85
<b>Total Insurance</b>	<b>897.86</b>	<b>1,825.00</b>	<b>(927.14)</b>	<b>7,642.15</b>	<b>10,400.00</b>	<b>(2,757.85)</b>	<b>15,300.00</b>	<b>7,657.85</b>
<b>Utilities</b>								
6000 - Electric - House	724.69	641.00	83.69	5,147.76	5,133.00	14.76	7,700.00	2,552.24
6025 - Water/Sewer	7,812.61	5,000.00	2,812.61	29,018.79	40,000.00	(10,981.21)	60,000.00	30,981.21
6050 - Telephone Service	0.00	10.00	(10.00)	140.00	80.00	60.00	120.00	(20.00)
<b>Total Utilities</b>	<b>8,537.30</b>	<b>5,651.00</b>	<b>2,886.30</b>	<b>34,306.55</b>	<b>45,213.00</b>	<b>(10,906.45)</b>	<b>67,820.00</b>	<b>33,513.45</b>
<b>Landscaping</b>								
6035 - Rubbish Removal - Utilities	1,008.00	941.00	67.00	8,064.00	7,533.00	531.00	11,300.00	3,236.00
6120 - Fertiliser	1,606.67	1,667.00	(60.33)	6,426.68	6,667.00	(240.32)	10,000.00	3,573.32
6140 - Lawn Contract	5,822.00	5,333.00	489.00	24,669.67	21,333.00	3,336.67	32,000.00	7,330.33
6160 - Tree Maintenance	665.00	333.00	332.00	1,820.00	1,333.00	487.00	2,000.00	180.00
6199 - Miscellaneous Landscape	0.00	167.00	(167.00)	2,800.00	500.00	2,300.00	500.00	(2,300.00)
6200 - Sprinkler	0.00	583.00	(583.00)	0.00	2,333.00	(2,333.00)	3,500.00	3,500.00
6434 - Exterminator	337.00	159.00	178.00	1,514.00	1,267.00	247.00	1,900.00	386.00
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>9,438.67</b>	<b>9,183.00</b>	<b>255.67</b>	<b>67,814.35</b>	<b>63,636.00</b>	<b>4,178.35</b>	<b>95,230.00</b>	<b>27,415.65</b>
<b>Repair &amp; Maintenance</b>								
6515 - Building Repair & Maintenance	5,942.63	416.00	5,526.63	14,806.81	3,333.00	11,473.81	5,000.00	(9,806.81)
6520 - Building Supplies	0.00	21.00	(21.00)	0.00	167.00	(167.00)	250.00	250.00
6545 - Electrical	0.00	125.00	(125.00)	0.00	1,000.00	(1,000.00)	1,500.00	1,500.00

**Income Statement Report**  
**Meadow Grove**  
**Operating**

August 01, 2021 thru August 31, 2021

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Repair &amp; Maintenance</b>								
6580 - Foundations	0.00	104.00	(104.00)	0.00	833.00	(833.00)	1,250.00	1,250.00
6620 - Gutters	0.00	36.00	(36.00)	0.00	179.00	(179.00)	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	1,000.00	(1,000.00)	1,244.73	2,000.00	(755.27)	2,000.00	755.27
6695 - Plumbing	0.00	37.00	(37.00)	0.00	300.00	(300.00)	450.00	450.00
6725 - Roofs	0.00	166.00	(166.00)	2,125.00	1,333.00	792.00	2,000.00	(125.00)
6735 - Siding	0.00	375.00	(375.00)	356.00	3,000.00	(2,644.00)	4,500.00	4,144.00
6740 - Sidewalk/Concrete	0.00	41.00	(41.00)	0.00	333.00	(333.00)	500.00	500.00
<b>Total Repair &amp; Maintenance</b>	<b>5,942.63</b>	<b>2,321.00</b>	<b>3,621.63</b>	<b>19,426.40</b>	<b>13,453.00</b>	<b>5,973.40</b>	<b>19,650.00</b>	<b>223.60</b>
<b>Professional Services</b>								
7040 - Management Fees	1,632.00	1,631.00	1.00	13,056.00	13,053.00	3.00	19,580.00	6,524.00
<b>Total Professional Services</b>	<b>1,632.00</b>	<b>1,631.00</b>	<b>1.00</b>	<b>13,056.00</b>	<b>13,053.00</b>	<b>3.00</b>	<b>19,580.00</b>	<b>6,524.00</b>
<b>Other Expenses</b>								
9105 - Reserve Contribution Expense	8,385.00	8,385.00	0.00	66,886.00	67,080.00	(194.00)	100,620.00	33,734.00
<b>Total Other Expenses</b>	<b>8,385.00</b>	<b>8,385.00</b>	<b>0.00</b>	<b>66,886.00</b>	<b>67,080.00</b>	<b>(194.00)</b>	<b>100,620.00</b>	<b>33,734.00</b>
<b>Total Operating Expense</b>	<b>36,079.70</b>	<b>30,317.00</b>	<b>5,762.70</b>	<b>221,623.67</b>	<b>226,702.00</b>	<b>(5,078.33)</b>	<b>340,150.00</b>	<b>118,526.33</b>
<b>Total Operating Income / (Loss)</b>	<b>(7,611.20)</b>	<b>(1,967.00)</b>	<b>(5,644.20)</b>	<b>7,853.15</b>	<b>98.00</b>	<b>7,755.15</b>	<b>50.00</b>	<b>(7,803.15)</b>

# Income Statement Report

## Meadow Grove

### Reserves

August 01, 2021 thru August 31, 2021

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Income</u></b>								
<b>Investment Income</b>								
4905 - Reserve Contribution Income	8,385.00	8,385.00	0.00	66,886.00	67,080.00	(194.00)	100,620.00	33,734.00
4910 - Interest Earned - Reserve Accounts	77.43	0.00	77.43	582.64	0.00	582.64	0.00	(582.64)
<b>Total Investment Income</b>	<b>8,462.43</b>	<b>8,385.00</b>	<b>77.43</b>	<b>67,468.64</b>	<b>67,080.00</b>	<b>388.64</b>	<b>100,620.00</b>	<b>33,151.36</b>
<b>Total Reserves Income</b>	<b>8,462.43</b>	<b>8,385.00</b>	<b>77.43</b>	<b>67,468.64</b>	<b>67,080.00</b>	<b>388.64</b>	<b>100,620.00</b>	<b>33,151.36</b>
<b><u>Expense</u></b>								
<b>Reserve Expenses</b>								
9892 - RES - Lighting Expenses	0.00	2,334.00	(2,334.00)	0.00	18,667.00	(18,667.00)	28,000.00	28,000.00
9908 - RES - Misc Expenses	0.00	1,666.00	(1,666.00)	0.00	13,333.00	(13,333.00)	20,000.00	20,000.00
<b>Total Reserve Expenses</b>	<b>0.00</b>	<b>4,000.00</b>	<b>(4,000.00)</b>	<b>0.00</b>	<b>32,000.00</b>	<b>(32,000.00)</b>	<b>48,000.00</b>	<b>48,000.00</b>
<b>Total Reserves Expense</b>	<b>0.00</b>	<b>4,000.00</b>	<b>(4,000.00)</b>	<b>0.00</b>	<b>32,000.00</b>	<b>(32,000.00)</b>	<b>48,000.00</b>	<b>48,000.00</b>
<b>Total Reserves Income / (Loss)</b>	<b>8,462.43</b>	<b>4,385.00</b>	<b>4,077.43</b>	<b>67,468.64</b>	<b>35,080.00</b>	<b>32,388.64</b>	<b>52,620.00</b>	<b>(14,848.64)</b>
<b>Total Association Net Income / (Loss)</b>	<b>851.23</b>	<b>2,418.00</b>	<b>(1,566.77)</b>	<b>75,321.79</b>	<b>35,178.00</b>	<b>40,143.79</b>	<b>52,670.00</b>	<b>(22,651.79)</b>

## Settlement Timing Report Meadow Grove

Fri Jan 01, 2021 thru Fri Dec 31, 2021

Association	Account	Owner Name	Unit Address	Settle Date	Days	Entered Date	Received Date	Days
<b>Employee Platform Integration</b>								
Meadow Grove	00172-6231	Aruna Jayaraman	3523 Bent Trail Drive	02/22/2021	18	03/12/2021 03:36 pm	03/12/2021	0
<b>Settled on 03/12/21 by NA\52605</b>								
Meadow Grove	00172-9092	Himanshu Harish & Neha Gupta	3591 Bent Trail Drive	10/22/2020	167	04/07/2021 08:30 am	04/07/2021	0
<b>Settled on 04/07/21 by NA\48331</b>								
Meadow Grove	00175-0142	Y. Rhee TTE & N. Rhee	3618 Meadow Grove Trail	07/01/2021	36	08/06/2021 11:30 am	08/06/2021	0
<b>Settled on 08/06/21 by NA\54276</b>								
<b>Total Employee Platform Integration:</b>			<b>3 settlements</b>	<b>Average Settle Days:</b>	<u>73.7</u>	<b>Average Received Days:</b>		<u>0.0</u>
<b>Total Fri Jan 01, 2021 thru Fri Dec 31, 2021:</b>			<b>3 settlements</b>	<b>Average Settle Days:</b>	<u><u>73.7</u></u>	<b>Average Recieved Days:</b>		<u><u>0.0</u></u>

## Open Work Orders by Date Received Meadow Grove

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**Date Received:** Fri Sep 10, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000966	Printed	SIDING - Siding Maintenance	In Unit Service	BUILDING -- Building	Fri Sep 24, 2021	0.00 Hours
<b>Account Id:</b> 00102-4991		<b>Name:</b> Patricia Camp		<b>Unit Id:</b> 102498 3629 Meadow Grove Trail		
<b>Note:</b> CO, Patricia Camp (734-663-0767) reports Last year when they were snow blowing the side walks they bumped into the house and broke part of the wall off. It needs to be fixed again, because it was not fixed the right way the first time! It is the same area where the bees are coming in!						
Please investigate and respond accordingly. Thank you - DJP						

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**Date Received:** Thu Sep 09, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000965	Entered, Ready to Print	DECK - Deck Maintenance	5	HOME -- Co-owner's Address	Thu Sep 23, 2021	0.00 Hours
<b>Account Id:</b> 00102-5097		<b>Name:</b> Jihnhong Zhang & Yafeng Du		<b>Unit Id:</b> 102508 3650 Meadow Grove Trail		
<b>Note:</b> The bottom of the wooden box under the chimney needs to be nailed. Please see attached photo. Thanks.						
Thank you DJM						

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**Date Received:** Tue Sep 07, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000964	Printed	ANIMAL - Animal Removal	In Unit Service	HOME -- Co-owner's Address	Tue Sep 21, 2021	0.00 Hours
<b>Account Id:</b> 00162-1394		<b>Name:</b> Wenbo Sun & Lu Xia		<b>Unit Id:</b> 102531 3604 Bent Trail Drive		
<b>Note:</b> CO, Wenbo Su (734-834-4191) reports that there is either a bird or a bat in his basement that needs to be removed. Please investigate and respond accordingly. Thank you! - KRS						

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**Date Received:** Wed Sep 01, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000962	Printed	SIDING - Siding Maintenance	5	HOME -- Co-owner's Address	Wed Sep 15, 2021	0.00 Hours
<b>Account Id:</b> 00102-5466		<b>Name:</b> Margot Campos		<b>Unit Id:</b> 102545 3635 Bent Trail Drive		
<b>Note:</b> CO reports that siding at the bottom of the unit has come loose. Please reattach the siding. Thank you Demetria McClelland						

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## Open Work Orders by Date Received Meadow Grove

**Date Received: Mon Aug 30, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000960	Printed	SIDING - Siding Maintenance	5	BUILDING -- Building	Mon Sep 13, 2021	0.00 Hours
<b>Account Id:</b> 00102-5123		<b>Name:</b> Norman & Barbara Fichenberg		<b>Unit Id:</b> 102511 3529 Bent Trail Drive		
<b>Note:</b> Co-owner reports: Two pieces of siding came down on the front of our unit during the storm , exposing the bare wood. They are broken and will need to be replaced rather than reinstalled. Please replace the pieces of siding. Thank you, Demetria McClelland						

**Date Received: Fri Aug 20, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000957	Printed	PEST CONTR - Pest Control Service In Unit Service		HOME -- Co-owner's Address	Fri Sep 03, 2021	0.00 Hours
<b>Account Id:</b> 00102-5479		<b>Name:</b> F Uribe-Duque & T Botero-Duque		<b>Unit Id:</b> 102546 3612 Bent Trail Drive		
<b>Note:</b> 3612 Bent Trail Dr. F Uribe-Duque 734-489-3379 reported a hornet problem at the back of the unit. Thank you LBG ERADICO ACCT #1418941 SCHEDULED - 9/3/21 LBG						

**Date Received: Thu Aug 19, 2021** **# of Work Orders: 2**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000955	Printed	CAULK - Caulking Work	In Unit Service	HOME -- Co-owner's Address	Thu Sep 02, 2021	0.00 Hours
<b>Account Id:</b> 00102-4849		<b>Name:</b> Richard Hall		<b>Unit Id:</b> 102483 3563 Meadow Grove Trail		
<b>Note:</b> 3563 Meadow Grove Trail Elizabeth & Richard Hall 517-436-3839 reported that some windows need to have the exterior caulked, please investigate. Thank you LBG						
196000954	Printed	PEST CONTR - Pest Control Service In Unit Service		HOME -- Co-owner's Address	Thu Sep 02, 2021	0.00 Hours
<b>Account Id:</b> 00102-5097		<b>Name:</b> Jihnhong Zhang & Yafeng Du		<b>Unit Id:</b> 102508 3650 Meadow Grove Trail		
<b>Note:</b> 8-24-21 *UPDATE* There is a active bee nest under the deck underneath the fireplace. Please see the attached photo. CND 3650 Meadow Grove Trail Jihnhong Zhang 734-717-4486 reported that they have a bee issue around the deck. Thank you LBG ERADICO ACCT #1418941 SCHEDULED - 9/3/21 ILBG						

## Open Work Orders by Date Received Meadow Grove

**Date Received: Wed Aug 18, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000953	Printed	DRYWALL - Drywall Work	In Unit Service	HOME -- Co-owner's Address	Wed Sep 01, 2021	0.00 Hours
<b>Account Id:</b> 00102-4962		<b>Name:</b> James B.C. Yu		<b>Unit Id:</b> 102495 3606 Meadow Grove Trail		
<b>Note:</b> Metrix WO#644870 3606 Meadow Grove Trail-James-734-904-0660-CO reports that its a hole in their garage ceiling from work that was done previously that wasn't finished. Please investigate and respond accordingly. CND						

**Date Received: Fri Jul 02, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000928	Project	PORCH - Porch Maintenance	5	HOME -- Co-owner's Address	Fri Jul 16, 2021	0.00 Hours
<b>Account Id:</b> 00102-4904		<b>Name:</b> Nancy Lohr & Claudia Borders		<b>Unit Id:</b> 102489 3599 Meadow Grove Trail		
<b>Note:</b> 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						

**Date Received: Wed Jun 30, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000926	Printed	DRIVEWAY - Driveway Maintenance	In Unit Service	HOME -- Co-owner's Address	Wed Jul 14, 2021	0.00 Hours
<b>Account Id:</b> 00155-9631		<b>Name:</b> Ruth M Volk		<b>Unit Id:</b> 102503 3628 Meadow Grove Trail		
<b>Note:</b> 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						

**Date Received: Tue May 11, 2021** **# of Work Orders: 1**

WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000911	Project	CONCRETE - Concrete Work	5	HOME -- Co-owner's Address	Tue May 25, 2021	0.00 Hours
<b>Account Id:</b> 00172-9092		<b>Name:</b> Himanshu Harish & Neha Gupta		<b>Unit Id:</b> 102524 3591 Bent Trail Drive		
<b>Note:</b> 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						

## Open Work Orders by Date Received Meadow Grove

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**Date Received:** Thu Apr 01, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000907	Printed	BSMT. LEAK - Basement Leak Repa	In Unit Service	HOME -- Co-owner's Address	Thu Apr 15, 2021	0.00 Hours
<b>Account Id:</b> 00102-4991		<b>Name:</b> Patricia Camp		<b>Unit Id:</b> 102498 3629 Meadow Grove Trail		
<b>Note:</b> 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! If you have any questions please contact me at 7346630767! Thank you! Please investigate and respond accordingly. Thanks. (nc) UPDATE: sending to Foundation Systems of Michigan						

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**Date Received:** Thu Feb 25, 2021      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000902	Printed	FOUNDATION - Foundation Repairs	In Unit Service	BUILDING -- Building	Thu Mar 11, 2021	0.00 Hours
<b>Account Id:</b> 00102-5466		<b>Name:</b> Margot Campos		<b>Unit Id:</b> 102545 3635 Bent Trail Drive		
<b>Note:</b> Please inspect the cracks in the wall at this unit. See if it is a foundation issue or if there is anything that needs to be fixed. Pictures attached to the work order/email. BB						

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**Date Received:** Tue Jun 09, 2020      **# of Work Orders:** 1

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WO Id	Status	Type	IUS/CA	Location	Date Scheduled	WO Estimate
196000805	Pending Approval	SHRUBS - Shrub Maintenance	In Unit Service	HOME -- Co-owner's Address	Tue Jun 23, 2020	0.00 Hours
<b>Account Id:</b> 00102-4991		<b>Name:</b> Patricia Camp		<b>Unit Id:</b> 102498 3629 Meadow Grove Trail		
<b>Note:</b> Co-owner reports that there is a dead bush in front of her front door. Please investigate and respond accordingly. Thanks. (nc)						

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