

Main Street Square Condominium Association

Board of Directors Meeting
Tuesday, October 23, 2012
At the Home of Ron Geddish

1. CALL TO ORDER

Meeting called to order at 6:32 pm

2. ROLL CALL

Board members in attendance: R. Geddish, G. Vasquez, J. Myer, B. Cooley and M. Dinan; Management Company: D. Micallef.

3. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

For the meeting of May 22, 2012; M. Dinan made motion to approve with changes; G. Vasquez seconded, all in favor of accepting the minutes.

4. REVIEW/APPROVAL OF THE FINANCIAL STATEMENTS

R. Geddish made a motion to approve the April through September 2012 financials. M. Dinan seconded, All were in favor.

5. BOARD OF DIRECTOR VOTES VIA E-MAIL (adopted into the minutes)

1. 06/18/2012 – Approved Alt/Mod at 1339 S. Washington for repair of front door and new storm door.
2. 06/18/2012 – Approved motion to amend the rules and regulations selection that deals with landlords “the law requires all landlords to obtain a license every two years from the City of Royal Oak for lease/rental of their unit. The MSS Association requires that a landlord provide a copy of that valid license along with the lease to the Association”.
3. 07/06/2012 – Approved a motion to approve the contract with Bruttell (which was the lowest bid) in the amount of \$43,678 for the replacement of two Georgetown building roofs. This will also lock in the price of the shingle quoted as there is a price increase scheduled in two weeks.
4. 07/12/2012 – Approved an increase in the asphalt repair contract from \$58,984.25 to \$62,210.00, an increase of \$3,225.75 whereas approximately 8000 square feet of asphalt will be removed and replaced with new 3” asphalt leveling course and add a 1.5” asphalt overlay on the entire parking area.
5. 07/17/2012 – Approved an Alt/Mod request from 161 W. Kenilworth (upper unit) for installation of carpet with padding to be installed on top of the existing hardwood floor and adding a 2nd layer of hardwood along the edge to make it look inlaid. The carpet is not going to be laid on top like an area rug.
6. 08/05/2012 – Approved additional funds for MSS repairs (as itemized herein) not to exceed \$44,745 which will be taken from the Association’s cash reserves. This will leave approximately \$175,000 in Main Street Square cash reserves at the end of the 2013-2014 fiscal year.
 - 22060.00 – 3rd Georgetown building roof/gutter replacement
 - 442.00 – 2nd Georgetown building roof/gutter replacement additional costs
 - 6226.00 – Asphalt repair additional costs / \$3,226 of this cost was approved by the BOD as of 7/12/12. Balance of \$3,000 is price increase/concrete collars around the storm drains.
 - 850.00 – City of Royal Oak permits for asphalt & pipe repair
 - 1600.00 – Cement replacement has exceeded \$3,500 budget as of June 30, 2012/\$5,100
 - 13567.00 – Additional funds to complete repairs: Garage door trim replacement and painting, Washington & Main Street walkway low voltage lighting, expected cost overruns – other projects.
 - 44745.00 – Total additional expenses for 2012-2013
7. 08/16/2012 – Denied Alt/Mod for alternative flooring other than carpet at 116 Allenhurst (Upper)
8. 08/16/2012 – Approved the replacement of All 4 Georgetown building roofs and upgrade the gutter replacements with a 6” seamless commercial gutter at a total cost of \$97,512 (this is an additional \$31,332 over the previous BOD approved contract for 3 Georgetown building roofs and a 5” gutter system - \$4,972 (6” gutter) & \$26,360 (4th Georgetown building roof) this cost will be offset with a \$31,332 budget surplus in 2013-14 MSS budget.

9. 08/16/2012 – Approved \$8,200 (low bid from U&S Painting) for the Georgetown Building fronts which will be repaired, caulked and painted which is included in the 2012-2013 MSS building maintenance budget previously approved.
10. 08/19/2012 – Approved an Alt/Mod request for a new garage door at 1309 S. Washington.

6. ACKNOWLEDGEMENT BY BOARD OF DIRECTORS – (adopted into the minutes)

An official statement to be entered into the minutes by B. Cooley stating:

-This is to acknowledge that while Mr. Cooley is a licensed attorney in the State of Michigan, none of Mr. Cooley's actions, advice, or duties performed in his capacity as a Director shall be construed as legal advice nor create an attorney-client relationship with (including, but not limited to): the Board of Directors (either collectively or individually), the Main Street Square Condominium Association, Independent Property Management LLC (or any of its employees, contractors, affiliates, etc), or any co-owners or lessees within the Main Street Square Condominium Association. If any of the above-listed entities require legal advice, it is acknowledged that private, independent counsel must be retained. This acknowledgement is effective from the date Mr. Cooley became a Director (July 19, 2012) until his resignation or removal from the Board of Directors. (Copy attached to minutes)

OLD BUSINESS

7. RESIDENT ISSUES

- a. Violations – end unit – 1325 S. Washington has green curtains. Contact homeowner to inquire if this is due to the landscape lights. D. Micallef to inspect after meeting.
- b. Receivables – Residents with balances will be assessed a late fee.
- c. Mo Maki / Matt Kaminski – 176/178 Allenhurst - Work is complete; billings went out; payment plan will be worked out. If resident does not comply, a lien will be filed
- d. There was general discussion regarding the hardwood floors. IPM advised BOD that decisions made will set precedent. Prior policy stated that only if there are complaints the resident would be instructed to install wall-to-wall carpeting; the agreement that was made at 161 W. Kenilworth states that carpeting must now be installed upon closing.

8. CONTRACTOR ISSUES

- a. Mid American – porches – four porches are complete. 135, 169, 181 & 185 W. Kenilworth were rebuilt and we are currently just waiting for the railings to be re-finished and re-installed. There are five porches on Main Street to be re-built – 1304, 1312, 1314, 1338 & 1346.
- b. C&L Chimney, Inc. – The chimney rebuilds are complete. They are currently working on finishing the installation of the flashing, sealing the brick and completion of the large chimney caps. There are currently eight (8) left remaining. All caps are measured and installed separately as each is a different size.
- c. C&L Chimney, Inc. – They are currently working on the railings on the Kenilworth porches. When complete, they will follow with the railings on Main Street on the porches that are being re-built. They will also re-finish and re-install the railings on the lower sections of the walkways on Main Street, Kenilworth and Allenhurst.
- d. Completed Items:
 1. Garage Door– Replaced trim with vinyl – Completed by Perfection Home Repairs.
 2. Outer Bay Windows – Repaired all bay windows on the four outer streets – Kenilworth, Main Street, Washington and Allenhurst – Completed by Perfection Home Repairs.
 3. Mailbox – Painted bases of two mailbox stands – Completed by Perfection Home Repairs.
 4. Low voltage lighting system – Main Street/Washington entryways to Georgetown Units – Completed by Creative Scapes (Sue Grubba)
 5. Concrete work – Curb and walkway was replaced at the inner corner of Allenhurst as you enter the garage area. The walkway was previously rocks & slate stone. This was replaced with concrete and the curb area re-built – Completed by C&L.
 6. Railings – All porches that were re-built in 2011 had their railings stripped and re-finished in 2012.

- e. A bid was presented by Perfection Home Repairs to paint all the steel frames above windows. They are rusting and are in need of painting. R. Geddish motion to accept the bid from Perfection Home Repairs to paint windows @ \$5.00 per window., M. Dinan to second, all in favor.
- f. R. Geddish made a motion to remove four trees – two pears on Allenhurst, one maple near gazebo and one hawthorn tree (dead) on corner of Washington and Allenhurst. J. Myer to seconded. All in favor. The Board voted no to the maple tree removal in front of 161/164. IPM to schedule work to be done with Shock Brothers Tree Removal. The removal of the two pear trees on Allenhurst was rescinded.

NEW BUSINESS

9. ASSOCIATION MAINTENANCE

- a. Roof, balcony & Siding Inspections – Bruttell was contracted to complete the inspections. They will also caulk all of the 3rd-story windows while they have access to the lift.
- b. Dogs at 135 W. Kenilworth – Resident has two dogs. She sent in pet registration, (prior BOD approved two dogs to resident on Kenilworth-this was allowed due to the age of the one dog). Discussion regarding setting precedent. R. Geddish made motion to deny two pets, J. Myer seconded, all were in favor.
- c. Landscaping – Outer perimeter Tabled until next meeting.
- d. Front Entry Doors – Painting & Trim Tabled until next meeting.
- e. Garage Doors – Painting & Trim – Received bid – IPM to get more information regarding wood replacement. The garage door at 1343 has not been repaired – give another 7 days, (already gave seven days as of 10/17) and begin fining.
- d. Wallside Windows – R. Geddish made motion to table, Mary Ann second, all in favor. Tabled until next meeting. Debi called to investigate a group price. Try to get a 6-month break (if replaced in 6 months, can they give us a set price – based on size of window)
- e. Satellite dish at 1340 S. Main – R. Geddish made motion to have the satellite dish removed by a contractor and bill back the resident, G. Vasquez seconded, all were in favor.
- f. Durolast – General discussion regarding the color of the durolast – color to be used is tan. The BOD also discussed regarding answer from Bruttell regarding installation of gutters on outer perimeter building rear porches. Roof can be cut back and installation of a flange gutter be made, however additional material will need to be welded at the edge to get down inside the gutter. Railing may also need to be removed – a lot of labor to add 8’ of gutter. They suggest that not doing this until the porch is replaced.
- g. Grills – Discussion regarding the official banning of barbeque grills. No grilling on balconies, but can grill 10 feet from structure. Insurance does not allow grilling. Ron made motion that NO storing of barbeque grills on balcony be allowed. Bryan seconded. All in favor.
- h. 1302 S. Main – brick missing under bay window – Mid American to repair.
- i. Corner of 1348 S. Main and Allenhurst. – There are wires drilled into side of building – Patel. IPM to send violation.

10. OTHER –

IPM to send out update regarding property to include the property insurance information for insurance certificates.

FOR THE GOOD OF THE ORDER

- 11. Next Meeting time, date and location – To be determined – sometime in late April.
- 12. Adjournment – R. Geddish made a motion to adjourn the meeting at 8:06, G. Vasquez seconded, all were in favor.