

# Main Street Square Condominium Association

Board of Directors Meeting  
Wednesday May 15, 2013  
At the Home of Ron Geddish

## 1. CALL TO ORDER

Meeting called to order at 6:35 pm

## 2. ROLL CALL

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

## 3. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

For the meeting of October 23, 2012; M. Dinan made motion to approve; R. Geddish seconded, all in favor of accepting the minutes.

## 4. REVIEW/APPROVAL OF THE FINANCIAL STATEMENTS

R. Geddish made a motion to approve the October 2012 through April 2013 financials. J. Myer seconded, all were in favor.

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

BOARD OF DIRECTORS VOTES VIA E-MAIL (ADOPTED IN THE MINUTES ON MAY 15, 2013)

12/05/12-Approved Mid America Porch Rebuilds & Repair Invoices

12/14/12-Approved Worry Free 2012/13 Snow Removal & 2013 Lawn Maintenance Agreements

12/17/12-Approved repair from Bruttell Roofing in the amount of \$2975 for Duro-Last roof system (waterproof balcony floor membrane) at 1327 S Washington.

01/09/13-Approved alt/mod for new windows at 1320 S Main/Sharon Barnes.

01/14/13-Approved Bruttell Building Inspection Invoice payment in the amount of \$11435.84

Determined order of Building New Roof/Gutter system: 2013: Building 2 & 4, 2014: Buildings: 1, 6 & 7; 2015: Buildings: 3, 5, & 8

02/14/13-Approved alt/mod for improvements at 152 Allenhurst/Bryan Cooley

02/27/13-Approved IPM LLC management agreement for a 12 month term: March 1, 2013 to Feb 28, 2014 under same terms & conditions as previous agreement.

02/28/13-Approved letter agreement concerning hardwood floors at 1330 S Main/Kurt Saldana.

1. Large area rugs with heavy padding must be placed immediately over the areas with hard wood floors.
2. The buyer of the Unit agrees that if the unit is sold, the hardwood floors must be replaced with wall-to-wall carpeting.
3. If the noise transfer to the unit below becomes a problem by way of complaint, the Board of Directors reserves the right to require wall to wall carpet installation at that time. It is understood that if either party refuses to sign this letter then the Board of Directors will require the immediate installation of wall to wall carpet.

03/13/13-Approved alt/mod for 2 new windows at 165 Allenhurst/Bouchard.

03/21/13-Approved least agreement at 1329 S Washington.

03/22/13-Approved alt/mod for a new window at 121 N Georgetown/Edward Nishiie

03/23/13-Approved motion to remove "ornamental" stones from Allenhurst & Kenilworth.

04/24/13-Approved contract from Bruttell Roofing to replace the roofs/gutters on Buildings #2 (1327-1349 S. Washington) & #4 (114-146 Allenhurst) at a cost of \$72,550 plus permits/rotten wood replacement.

04/29/13-Approved water leak repair at 141 W Kenilworth/Dorn with contractor Restoration in the amount of \$1750.

05/05/13-Approved alt/mod for new windows at 1325 S Washington/Crystal Weir.

05/10/13-Approved alt/mod for 5 new windows at 169 Kenilworth/Nancy Northway.

R. Geddish made a motion to accept all items approved via e-mail into the minutes, M. Dinan seconded. All were in favor.

## **OLD BUSINESS**

### **6. RESIDENT ISSUES**

- a. Violations to be charged late fees. IPM is authorized to waive late fees if original fines are paid.
- b. Matt Kaminski – 176/178 Allenhurst – Damages from 2011/2012 were from the unit above (176) to Unit below (176). There were two causes of damage - Durolast flooring on the balcony had been punctured & A/C drain tube had not been cleaned. Unit 178 was billed for their share of the damages - \$3,890. The Bylaws do not clearly state that the homeowner can be charged for these repairs. The insurance companies subrogate against claims. Bylaws state no subrogation, states that damages are the Associations responsibility unless we can prove negligence. Hard to prove. C. Semchena recommends that we do not proceed. R. Geddish made motion to reverse charges based on recommendation. G. Vasquez second.

### **7. CONTRACTOR ISSUES**

- a. Mid American – Porches – \$2,000 was held back in 2012 to ensure that the porch at 1304 would be re-done. The contractor re-used the brick instead of using new brick so the color is off. Money was also withheld to assure that they returned to clean the brick. IPM has also indicated to the contractor that the final payment will not be made until not only the repairs are completed, but the color and make of the brick is provided, as it was requested on several occasions. To date, we are awaiting the brick color. Mid American is also becoming very hard to work with. C. Semchena to issue a letter to Mid-American requesting the brick color.
- b. C&L Chimney, Inc. – The chimney rebuilds are complete. A list of items that were listed on the inspection of 2012 from Bruttell was provided to them. They will review and/or correct, then sign off on those items. Once they do this, there is a final payment of \$15,096 that is due.
- c. C&L Chimney, Inc. – They are currently working on the railings on Main Street and the entry into Georgetown. When complete, there will be \$900 due. Once this is complete all lower railings will be complete.

## **NEW BUSINESS**

### **8. PROTOCOLS**

Conflicts of interest – need to set a protocol; do we have a duty as co-owners and Board members to report violations and to not use community contractors? What are the ethics that the BOD must have? C. Semchena, the attorney gave information to review. Unless we want to create rules, which would be difficult and time consuming let it go until there is a problem.

### **9. ATTORNEY UPDATES**

- a. Gliberman – 112 S. Georgetown was given a violation for two dogs, excessive barking, improper disposal of feces & feces on balconies. They claim to have put in a request and registration for having two dogs. There is nothing that was approved or on file. They want to keep both dogs. C. Semchena raised the question as to if we try to push the issue will a judge allow us to remove one? C. Semchena is suggesting that we allow them to give a “plan” of acknowledgment to build up a track record for discipline. R. Geddish made motion to allow a plan. J. Myer seconded. All were in favor. C. Semchena to pursue with a letter to acknowledge & pay fine.
- b. Turnbull – 1338 S. Main Street - Resolution of hardwood floor issue. R. Geddish made motion to enforce the resolution of the hardwood floors. G. Vasquez seconded, all were in favor.
- c. ASI Asphalt & Cracks – There are cracks behind garages on Georgetown units. According to the contract there is a 12-month warranty. C. Semchena recommended to the BOD that he send a letter to ASI to begin warranty procedures.  
R. Geddish made motion to have C. Semchena send a letter; B. Cooley seconded; all were in favor.

R. Geddish made a motion to allow S. Miller to continue to be liaison to ASI, G. Vasquez second. All were in favor.

- d. Uncollectible violations – There was discussion regarding allowing IPM to approve leases. The criteria for approval will be: 1) The owner must obtain a license from the City of Royal Oak; 2) A copy of the executed lease must be provided; 3). An addendum must be provided stating that the renter has received a copy of the rules and regulations and will abide by them. This will be addressed and voted on by e-mail.

## **10. LANDSCAPE ISSUES**

- a. Outer Perimeter Landscaping – R. Geddish to take up the position of chairman. Shrubbery on corners is dying (yews). R. Geddish made motion to work within budget to do a, b & c.
- b. Alleyway Corners – NEED BID & HOW MANY FOR EACH CORNER. (Arborvitaes)
- c. Main Street Erosion – NEED BID
- d. Flowers on front of units – NEED BID only if the annuals will enhance for the money.
- e. Finger islands – NEED BID to do this.

## **11. RESIDENT ISSUES**

- a. Dolan – trash fine disputed. To be waived – no verification of correct address.
- b. Pilipchuk – erosion problem at entrance of walkway. This will be addressed with Worry Free.
- c. Violations –
  - 1. Ira Paul – black door; violation notices have been sent, fining will commence.
  - 2. Matt Kaminski – wrong storm door; violation notices have been sent, fining will commence.

## **2013/2014 BUDGET**

To Approve 2013/14 Budget & 5% HOA Due Increase

Levy a 5% HOA Dues Increase beginning on May 1, 2014 (2014/15 budget). This will allow the board to give a **one year advance notice** to co-owners so they can adjust their budgets accordingly along with a letter stating the big savings we have made with the winter and summer maintenance contracts and cost of future improvements/repairs. The increases would raise an additional \$13488 per year and would be as follows:

Percentage of Value	Old	Increase	New Rounded
0.661 (48)	\$148.00	\$7.40	\$155.00
0.868 (48)	\$195.00	\$9.75	\$205.00
0.950/0.951(28)	\$214.00	\$10.70	\$225.00

R. Geddish made a motion to accept the budget as is; M. Dinan seconded, all were in favor.

R. Geddish made a motion to approve the increase for 2014 and send a letter to the co-owners stating an upcoming increase in dues; G. Vasquez seconded, all were in favor.

## **OTHER –**

- a. For sale signs – There has been a for sale sign in one of the windows on Georgetown – The rules and regulations allow a sign in window, but no length of time is stated. The Bylaws only state that this needs BOD approval. R. Geddish made motion to amend the rules and regulations to state they are only allowed for six months, then the BOD has the option to remove; M. Dinan second, all were in favor.
- b. Barbeque grills – IPM to do a site visit to determine who has barbeque grills on their deck. A letter will need to be sent giving them 14 days to removed or they will be fined and the fire marshal will be called.
- c. Replacement of porch light fixtures – This will be tabled to a later meeting.
- d. Updates –
  - 1. IPM to send out update regarding Association; this is to include the property insurance information for insurance certificates.
  - 2. Brick Pavers – IPM to review and obtain date of final repair.
  - 3. Garage door painting bids – IPM waiting for more bids.
  - 4. Front door painting – IPM to obtain bids.
  - 5. NuTone doorbell removals – IPM to submit list of addresses to the BOD to review and letters to be sent out for removal of doorbell/intercom systems.
  - 6. No parking signs missing between 168/174 S. Georgetown & S. Georgetown & Allenhurst – IPM to order new signs and have them installed.

7. Metal object on middle of Main Street - Metal pinwheel. IPM to have removed.

### **3. ANNUAL MEETING**

The prospective date for the Annual Meeting was discussed and will be scheduled the last week of July. IPM to check for availability for the 30<sup>th</sup> or 31<sup>st</sup> of July at the Royal Oak Library.

### **4. OTHER**

D. Micallef announced that IPM is moving their office from Garden City to Plymouth. There will be a new physical address and phone numbers; however IPM is waiting for confirmation of both. The PO Box will remain the same in Garden City.

## **FOR THE GOOD OF THE ORDER**

1. Next Meeting time, date and location – To be determined.
2. Adjournment – R. Geddish made a motion to adjourn the meeting at 9:05; G. Vasquez seconded; all were in favor.