



Association Management, Inc.

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**MAIN STREET SQUARE OF ROYAL OAK
BOARD OF DIRECTORS MEETING – WEDNESDAY, August 12, 2015
At the home of Ron Geddish, 1303 South Washington Street**

- Order of Business -

I. ADMINISTRATIVE ISSUES:

- a. Call to order and establish of a quorum
Ron Geddish (p), Josh Alpert (p), Matt Kaminski (p), Yana Staples (p), Chuck Semchena (p), Mike Haberlein (p), Steve Miller (a)
- b. Minutes – Motion by Josh Alpert, and seconded by Ron Geddish to approve the regular and executive minutes from July 13, 2016 meeting – **pages 3-5** and incorporated votes via email since the last meeting: **page 1** of the addendum. (Yeah: 4, Nay: 0)
- c. Review of the July 2015 Financial Statement – **pages 6-27**

JULY	Actual	Budget
Income for the month	22,280	23,855
Expenses for the month	23,887	23,857
Net Income (Loss) for the month	(1,607)	(2)
Net Income (Loss) for the year	19,461	(6)
Reserve Fund Contribution	1,250*	3,000
Reserve Fund Balance	95,174	

“We are correcting the deposits to the Reserve Fund to reflect that \$2,500 is deposited each month, to total \$30,000 for the year.

Motion by Ron Geddish, seconded by Josh Alpert, to approve the July Financial state and file for audit. (Yeah: 4, Nay: 0)

- d. Attorney’s invoices – none
- e. Attorney’s list from 8-10-15 – **separate lime green sheet**
- f. Attorney’s correspondence – none
- g. Status letters – none

h. Co-owner correspondences – **pages 30-40**

- Unit 7 Violation: garage door open
- Unit 9 Violation: camouflage screen on the deck
Violation: dog running loose – **pages 2-3** of addendum
- Unit 13 Violation: garage door open – no tenant lease or information
- Unit 62 Violation: garage door open – motorcycle in the garage
- Unit 78 Violation: garage door open
Violation: parking violation in fire lane
- Unit 79 Violation: parking violation in fire lane
- Unit 86 RE: concern about overgrown viburnum
(2 options – wait a year or replace at owners cost)
- Unit 87 The Board approved a waiver of some late fees for this unit since the last meeting
- Unit 112 Violation: shutter screen on the deck

II. MAINTENANCE ISSUES:

- a. Deck covering – the Board approved by email the selection of the “Cool Step” color of Dec-Tec to utilize for any new deck covering replacements (there are three in process at this time – Peterson, Drummond and Kaminski – **page 4-7 of addendum** Drummond has been previously been approved by the Board .
- b. Review the Roofing Estimate Spreadsheet and confirm selection of a roofing contractor for time two buildings on Main Street – need input from the Board as to any other requirements or qualifications from the contractor selected (review Service Agreement forwarded to all Board members last week) – **pages 41-47 and 8-12 of addendum**

Motion by Ron Geddish, seconded by Matt Kaminski, to approve Joe’s Quality Construction as contractor. (Yeah: 4, Nay: 0)

Motion by Ron Geddish, seconded by Josh Alpert, to amend previous motion – approve Joe’s Quality Construction as contractor pending approval of the contract by Chuck Semchena. (Yeah: 4, Nay: 0)

- c. Estimate for roof line repair – **page 48** (TABLED)
- d. Insurance bids – in process but still waiting for loss reports from the present carrier – **pages 49-52**
- e. Response to CL regarding flashing report from Burton Brothers – **page 53**
- f. Rear balcony wood railing and painting of the wrought iron railing – one bid only so far from Quality - \$575 – trying to negotiate a lower price – Quality is going to complete

one deck for \$150 as an experiment to determine how much it will actually cost them to do the work and revise the proposal if warranted – **page 54**

Matt Kaminski's balcony will be the test balcony. Mike will take pictures and send to the Board once completed

- g. Sue Grubba – meeting with Ron Geddish and Mike Haberlein on 8-13-15 at 3:30 PM to discuss plantings along Washington – **pages 55-56 and page 15 of addendum** (sample design)
- h. Proposal to correct a leak – Svoboda – 137 Main Street - \$3,200 – only one bid received – **pages 61-62 (TABLED)**
- i. FYI – Landscape Solutions – proposal to install new landscape at the ends of the Georgetown buildings (4 areas) and a proposal to install replacement plants that died – no action required – **page 16 of addendum**
- j. FYI – Landscape Solutions is doing 2x monthly check of coach lights and replacing bulbs – they have also provided a report on the condition of coach lights – no action required – **page 63**
- k. Estimate for tuck pointing, brick work and concrete repair – from RC Builders – have recently made contact with C&L and will request a bid from them as well – **pages 64-65**
Also – need to caulk between porch and wall.
- l. Dec-Tec warranty information – **pages 5-7 of addendum**

III. OLD BUSINESS:

- a. Discussion: The issues concerning BBQ grills (both charcoal and propane) on the decks – electric grills are permitted – Previously a motion was made, seconded and approved by the Board that co-owners must remove not only propane tanks charcoal and gas grills from decks by October 1, 2015. Mike Haberlein will draft a new letter.
- b. Discussion regarding collection practices – Chuck Semchena has met with Curt Norrod at AMI. Chuck Semchena will write up the process based on industry standards. Main points: at 30 days – late notice, at 60 days – \$190 fine plus letter, at 90 days – \$190 fine plus letter and lien, at 120 days – file lien which remains until paid, \$150 to discharge lien.
- c. Should the Association require co-owners without storm doors to install them? There are 35 units without storm doors. Chuck Semchena will determine if the Board can require co-owners to install.

- d. Landscape Solutions – trench for 9 downspouts on Allenhurst and Kenilworth – alternatively, get bids to flush out drain pipes. (TABLED)
- e. Review of the rules relating to the involvement of the Board members in the management/enforcement of rules and Bylaws with the community: AMI recommendation and Legal Counsel recommendation.
Board members should not enforce or confront co-owners to enforce the rules. Board members should gather information and report any violation to the property management company.

IV. NEW BUSINESS:

- a. Suggested change to Bylaws and/or Rules: to require a co-owner to reside in the unit for one year prior to renting the unit – **will likely need co-owner approval to change a Bylaw as well as mortgage approval.**
After a short discussion about voting percentages (66.67%) to change Bylaws, this topic was (TABLED).

V. SCHEDULING OF NEXT MEETING – September 16, 6:30 PM at Josh Alpert home 180 Georgetown Square North.

VI. ADJORNMENT – Motion by Ron Geddish, seconded by Josh Alpert. (Yeah: 4, Nay: 0)