



Association Management, Inc.

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**MAIN STREET SQUARE OF ROYAL OAK
BOARD OF DIRECTORS MEETING – WEDNESDAY, May 11, 2016,
At Jimi’s Restaurant, 714 South Washington Avenue, 6:30 PM**

- Order of Business -

I. Administrative Issues:

- a. Call to order and establishment of a quorum:
Steve Miller (p), Mike Haberlein (p), Ron Geddish (p) and John Myer (p)
Matt Kaminski (a) and Yana Staples (a)
- b. Minutes (Addendum pages 1-3) – Motion by Ron Geddish, seconded by Steve Miller to approve the regular and executive minutes from the March 9, 2016 (Please note that we still do not have minutes from the October meeting which Matt Kaminski agreed to write and distribute to the Board for approval) and to incorporate votes via email since the last meeting (see below).

Approved: All

Motions approved since last meeting:

Approval of the March 2016 Payables – 3/22/16

Approval of the April 2016 Payables – 4/22/16

c. Review of the February, March and April 2016 Financial Statement

FEBRUARY 2016 (pages 4-20)	Actual	Budget
Income for the month	24,466	23,855
Expenses for the month	20,500	23,857
Net Income (Loss) for the month	3,966	(2)
Net income (Loss) for the year	(14,891)	(20)
Reserve Fund Contribution	2,510	2,500
Working Reserve Fund	43,932	
Designated Reserve Fund	62,584	
Reserve Fund Balance	106,516	

Motion by Ron Geddish, seconded by Steve Miller, to approve the February 2016 Financial statement and file for audit.

Approved: All

MARCH 2016 (pages 21-35)	Actual	Budget
Income for the month	23,579	23,855
Expenses for the month	12,494	23,857
Net Income (Loss) for the month	7,828	(2)
Net income (Loss) for the year	(3,806)	(22)
Reserve Fund Contribution	2,511	2,500
Working Reserve Fund	31,814	
Designated Reserve Fund	65,095	
Reserve Fund Balance	96,909	

Motion by Ron Geddish, seconded by Steve Miller, to approve the March 2016 Financial statement and file for audit.

Approved: All

APRIL 2016 (pages 40-56)	Actual	Budget
Income for the month	23,855	23,855
Expenses for the month	18,595	23,833
Net Income (Loss) for the month	5,250	22
Net income (Loss) for the year	8,882	0

Reserve Fund Contribution	2,511	2,500
Working Reserve Fund	43,934	
Designated Reserve Fund	67,606	
Reserve Fund Balance	111,540	

Motion by Ron Geddish, seconded by Steve Miller, to approve the April 2016 Financial statement and file for audit.

Approved: All

- d. Attorney's invoices – 3 Letters (Addendum pages 4-6)
- e. Attorney's list and late list from 4/15/16 (pages 57-66)
Page 57 – Per Michigan State Association Law, Inform the renters of co-owners who owe more the \$1000 to pay their rent to the association.
- f. Attorney correspondence - none
- g. Status letters – none
- h. Co-owner correspondence (pages 67-74)

Unit 07 - \$50 fine for garage door consistently left open

Unit 07 - Violation Warning – request for tenant information

Unit 07 - Violation: failure to provide tenant information - \$50 fine

Unit 22 - No carpeting in upper unit

Unit 22 – No carpeting in upper unit – unit will be handled by legal counsel henceforth – (have not heard from C. Semchena as of 5-6-15 – but have forwarded background information to Judi Schlottman for review)

Unit 52 – Offer to resolve the issues with garage door and painting

Unit 52 – 2nd correspondence regarding same issues

Unit 94 – Violation: holiday decorations on the front door - \$50 fine

II. MAINTENANCE ISSUES

- a. Joe's Quality Construction for roof replacement will begin as soon as possible, probably in late May – date to be confirmed – they are aware of the need to protect wrought iron railings and the requirement to rectify the paint on wrought iron railings along Main Street from last year's project.
- b. Georgetown landscaping improvements – Steve Miller – what is the status of the project? (page 47)
- c. Gazebo Benches (per Stephen Miller)

For both b and c – Plan to go with Landscape Solutions proposal, but requires the following changes: 1) Remove the drainage boxes 2) Mike to re-negotiate line item – plants and 8 yards of mulch \$1640 to a low price. FYI: The boulders are for retaining water to help with plant growth.

Motion by Ron Geddish, seconded by John Myer to approve Creative Scapes quote

Approved: All

- d. Modification/Alteration Request – when are they necessary? What are the requirements? (page 48)

OLD BUSINESS

- a. At least 2 units will require new Dec-Tec membranes installed this summer: Units 36 and 26 waiting for bid.
- b. Detroit Build is preparing proposals for: 1) repairs necessary for the other 20 end bays (waiting for bid, Quality will also be submitting a bid) and 2) replacement of wood railings and painting wrought iron railings on approximately 44 decks. Expecting costs to be \$275 each, Totaling \$12,100

- c. Spring walk-through inspection was conducted on Tuesday, May 3 . . . work orders have not been created as of 5/6/16. Mike and Steve performed the walk-through.
- d. Approved 2016-2017 budget is approved and included with this agenda.

IV. NEW BUSINESS

- A month before annual meeting send notice to all co-owners asking for resumes of people who what to run for the BOD. A week before the annual meeting send a ballot to all co-owners so that they may vote or provide a proxy and not have to attend the annual meeting. Motion by **Ron Geddish**, seconded by **Steve Miller**, to approve. **Approved: All**

V. SCHEDULING OF NEXT MEETING

June 15, 2016 – 6:30 PM – who will host? Jimi’s Restaurant
June 30, 2016 - Annual Meeting – Royal Public Library

- VI. ADJOURNMENT – Motion by **Ron Geddish** __, seconded by **John Myer** __, to adjourn the meeting at 8:08 PM. **Approved: All**