

**MAIN STREET SQUARE OF ROYAL OAK  
BOARD OF DIRECTORS MEETING MINUTES – TUESDAY, JUNE 19,  
2018 At the offices of Casa Bella Property Management**

-First Order of Business-

1. ADMINISTRATIVE ISSUES:

- a. Call to order and establishment of a quorum. Present: Ron Geddish, Yana Staples, Barbara Ingalls, John Myer. Absent: Adam Rusinowski
- b. Minutes of the May 9 2018 Meeting – Motion by Ron Geddish, seconded by John Myers to approve the regular and executive minutes from the May 9, 2018 minutes and to incorporate votes via email since the last meeting (see below). All board members voted yes.

05/15/2018-Accepted Geof Vasquez resignation as board member and position of president.

05/19/2018-Approved installation of spring flower plantings by Sue Grubba and Creative Scapes at MSS Gazebo Area Flowers, Georgetown Courtyard, MS Containers, and Perimeter Annuals at a total cost of \$6413.

05/19/2018-Approved to immediately restore John Myer as a BOD member.

05/22/2018-Approved to close down the independent MSS website and transfer all the documents & information to the Casa Bella website. To also close our current BOD email address

05/24/2018-Approved alt/mod for window replacement by Wallside Windows at 1310 S Main St, Co-Owner, Crowther.

06/13/2018-Approved CPA firm Gwizdala & Associations to prepare the 2017-18 MSS financial review and tax return at a cost of \$1500

- c. Review of operating statements:  
The following Operating Statements are included for approval

April and May 2018

Motion by Ron Geddish, seconded by Barbara Ingalls to approve the financials for the months of April and May 2018, and File for the auditor's review. All board members voted yes.

- d. Review co-owners late list and approval for Attorney correspondence. AR Collections Process.
- e. Discussion: Board's Oversight & Review & Approval of Monthly Payables. Alt/Mod, Leases, New Board E-mail address for co-owner access.

## 2. MAINTENANCE ISSUES

- a. Review items of June 5, 2018 onsite inspection with property manager:
  - Empty flower pots on front porches
  - Art objects on front porches
  - Security Signs in front of units
  - Trash Can Violations
  - Bench installation at Gazebo
  - 1345 Allenhurst balcony floor Dec-Tech replacement
  - 1322 S Main installed new door needs to be painted
  - Arbor Olin Tree Treatment
  - List of garage doors the need painting
  - Lower Units – Balcony Utility Door & Trim painting
  - Power Wash Buildings
  - Inspection of sealant inside 48 front porch perimeter & front door threshold
  - New Light Fixtures –Front & Rear – 248 Fixtures. Note: Joshua is no longer doing light inspection – he claims 90% of community has been replaced with LED. If MSS alerts him to fixtures that a replacement bulb he will replace. See light check chart. Motion to approve Yana Staples and daughter for light checks approved. Vote: Unanimous. Casa Bella will look for new light fixtures.
  - 1348 Main – Disposal of branches on side of unit
  - 1347 Main - Replacement of broken parking curb
  - 1316 & 1318 Main – Rain Water Drain Cap Off
  - 1310 Main – Orange Stick in gutter
  - 1302 S Main – Cable Box
  - Tuck Pointing
  - Kenilworth asphalt sink hole repair
  - Gazebo area (Kenilworth Side) replacement of landscaping destroyed by ice storm – replace only damaged area or that plus upgrade entire gazebo area.
  - Landscaping crew grass clipping cleanups – Spoke with Joshua – Continuum has hired a new operations manager for lawn maintenance.

- Installation of Mulch/Yana's Report

### 3. NEW BUSINESS:

All four bids in packet as follows:

- Tree Trimming bid from Continuum - \$2140. Motion to approve made by Ron Geddish seconded by Barbara Ingalls Vote: Unanimous
- Kenilworth Installation of French drains bid from Continuum - \$5380. Motion to approve made by Ron Geddish seconded by Yana Staples Vote: Unanimous
- Gazebo area landscaping improvement bids from Continuum - \$4880 vs Replace only damage from ice storm - \$3200. Motion to approve improvements bid made by Ron Geddish seconded by Barbara Ingalls Vote: Unanimous
- Several landscaping improvements suggested by Continuum – bid \$4245 – discussion. Motion to approve with changes made by Ron Geddish, seconded by Barbara Ingalls. Vote: Unanimous
- Review property manager procedures and expectations

### 4. OLD BUSINESS

- Review Casa Bella Website – Financials, Work Orders, Violations
- By-Law amendments: 1) Allow hardwood floors in upper units 2) New Co-Owners must live in unit for one year prior to making unit available for lease. No motions made.
- Water Bills – 2017-18 Cost - \$25,000

### 5. EXECUTIVE SESSION

6. SCHEDULING OF NEXT MEETING: Will be decided by email at a later date.

7. ADJOURNMENT – Motion by Ron Geddish, seconded by John Myer, to adjourn meeting at 8:30 PM.