Jan. 14, 2013 Meeting Minutes

I. Call to order – 7:00 P.M.

II. Roll Call
Board members present
President - William Dziallo
VP - Barry Barnett
Treasurer - Elizabeth Murphy
Board Member - Judy Glazewski
Secretary - Jerry Spehar
EPI – Scott Adler

III. Approval of Minutes
Barry Barnett motioned to amend the minutes from November, in regards to the budget discussion. He would like them to include his reasons for voting against the proposed budget, stating that the roof increase was not justified since there is money in the roof reserves not earmarked for expenditures.

Scott Adler stated that attorneys recommend the minutes be limited to items with motions as they are a legal document and can be brought against you in a court of law.

Jerry Spehar stated that there were 4 yes votes to approve the budget in the minutes. Those minutes did not include each board members reason for their vote. The minutes included the vote/tally.

Bill Dziallo seconded the motion made by Barry Barnett.

Vote to amend the minutes to include reasons for voting:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - No
Judy Glazewski - No
Jerry Spehar - No
Motion fails.

Beth Murphy motioned to have her amendments to the minutes approved. Beth's edits had been previously emailed to the board. A short discussion of some of the edits followed. Summary of edits:
Minutes should have included the list of owners present at the meeting.
Document that the vote for October minutes were unanimously passed.
Document that Jerry Spehar excused himself from the boards vote and discussion in regards to paying Jerry for his sprinkler repair work.
Correct/Adjusting incomplete sentence, such as “Legal fees from July.”
The timing of ACH initiated on the first of the month to be executed on the 15th.
Unanimous approval of the EPI's contract, with amendments.

Barry Barnett moved to approve the minutes to include Beth Murphy's amendments. This was seconded by Bill Dziallo.
Vote to approve minutes including Beth Murphy’s edits:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

There was extensive discussion about whether the homeowners’ forum should be at the beginning of the meeting. There was agreement to conduct homeowners’ forum at the end of the meeting.

IV. Treasurers Report

Bank rec was provided to Beth at the beginning of the board meeting. Beth wonders how a bank service fee can be called an outstanding deposit. A week to resolve deposits in transit is considerable reasonable by EPI.

No pre-paid report was included in the management report. It was not ready as it is part of the ongoing issue with a corrupted file. EPI is working with the vendor to correct this. Beth noted that not having these files for year end is a problem, and Scott agreed.

Jan provide the batch report on 7th. It was to be provided on the 1st. The reason for delay was due to bank changes. The increase in monthly assessments required the upper limit to be increased for processing the ACH batch to be recreated.

Scott Adler will confirm the payments for Jerry Spehar (sprinkler repair appreciation) were processed as they were not included in the treasurer’s report. Beth noted that she did not see them in sprinkler repairs, and Scott will follow up.

The delinquency report by Beth given to the Board and Scott includes a break down of the normal monthly assessment and the special roof assessment.

The year end assessment income total is correct.

Beth Murphy asked Scott Adler to look into the balance in the Legal Fee Account for $808. Beth believes there should only be a balance of $675.

Mulch reserve - has been corrected.

Missing a transfer of $1,104 for past 3 months in Account 3000. Scott will follow up.

Beth asked about getting electronic financials; Scott said it will happen next month now that the EPI contract is signed.

Jan went to the bank and signed the new signature card at Marquette.

Beth discussed the adjusting entries needed and asked for any other items from EPI; Scott agreed.
Beth will transfer funds from checking into the roof money market. Beth agreed to email Scott at EPI when the transfer is made.

V. Management Report

Roof repair 18132 Mockingbird lane
Item from December- Lang $1100 dollars
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

Board members will review the current roof specifications and bids already collected to try to make recommendations in regards to the specifications to be used in future roof bid requests.

Scott said that he would be happy to answer any questions board members have when reviewing the roofing specs and bids.

The end result is to provide a list of recommendations for changes to the roofing specifications.

The lake maintenance contact has been sent out to the contractor. No response from contactor as of yet.

Waste Management Contract
Motion to approve Waste Management contact renewal made by Barry Barnett for $10.60 per unit per month; other bids came in at $10 per month. Waste Management has the right of first refusal and agreed to match the $10 price made by Barry Barnett. Seconded by Bill Dziallo.
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

8905 Bluebird.
There is a plastic corrugated drain line blocked by roots causing the downspot to be backed up. Ability Plumbing's bid was $360 to clear the line.
Motion to approve: Jerry Spehar
Seconded: Judy Glazewski
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

**Ash trees**
EPI received 3 quotes regarding the handling of the ash trees.
Four Seasons Arborist – for treatment of 47 trees $4,000, $400 per tree for removal, 2 dead
Ash Trees behind Hummingbird. Treatment for 2 trees.
Kramer - Treatment for 47 ash trees $4,976
Davey - Does not offer treatment but bid $430 per tree removal.
Motion to approve for treatment of trees only by Four Seasons: William Dziallo
Seconded: Jerry Spehar
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.
EPI will gather additional bids for dead tree removal.

**EPI Contract**
The EPI management contract was provided to the board for signing.
Beth Murphy asked if she would still get the financials even during months where there is not a board meeting. The financials are usually done later in a month when the board does not meet. The contract was not clear regarding that point. Scott will confirm with Jan. Bill Dziallo as acting board president signed the contact. Beth suggested adding an addendum when the issue about the financials are resolved.

**Exterior modification requests:**
Exterior modifications already approved previously via email but listed here in the minutes for administrative purposes.

**8925 Mallard - Window replacements**
Motion to approve: Elizabeth Murphy
Seconded: Barry Barnett
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

**18132 Mockingbird - Window replacements**
Motion to approve: Elizabeth Murphy
Seconded: Jerry Spehar
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
18134 Mockingbird- Kitchen vent fan installation approved as long as it goes thru the roof not thru the brick
Motion to approve: Barry Barnett
Seconded: William Dziallo
Vote to approve:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - Yes
Judy Glazewski - Yes
Jerry Spehar - Yes
Motion Passes.

Next board meeting: March 11th
Barry noted that he will be out of town during the first two weeks of April.

Newsletter
Discussions took place on the timing and method of distribution for the newsletter. Nothing has been decided as of yet. The board is considering polling the unit owners about how to distribute the newsletter.

Reserve Study
Barry Barnett asked for clarification regarding what items are the responsibility of the board in regards to replacements, such as driveways, stoops etc… All board members will comprise their own lists and bring them to the next meeting to discuss. A reserve study from an outside part would cost between $4,000 and $5,000 dollars.

Year end surplus of budget funds
Barry Barnett motioned to have any budget surplus at the end of the year for 2012, 2013, 2014 & 2015 be added to the roof reserve fund.
Motion to approve: Barry Barnett
Seconded: William Dziallo
Vote:
William Dziallo - Yes
Barry Barnett - Yes
Elizabeth Murphy - No
Judy Glazewski - No
Jerry Spehar - No
Motion Failed.

VI. Home Owner Forum

Attendees:
Mike & Roberta Concannon – 18208 Mockingbird Lane
April Dziallo – 18215 Pheasant Lake Drive
Sherleen Karchut – 18206 Mockingbird Lane
Highlights:

April Dziallo stated she plans to seek a 2nd legal opinion if asking owners to pay equally for the special roof assessment is legal considering not all the roofs are the same size.

Mike Concannon agreed to review the current roof specifications and bid to offer his input. Mike has vast experience in the building industry.

VII. Beth motioned for Adjournment of Meeting at 9:08 pm.