I. The meeting was called to order at 7:07 pm by President Tom Krippel.

II. All board members were present: Tom Krippel (President), Beth Murphy (Treasurer), Deborah Gardner (director), William Dziallo (director) and Jerry Spehar (Vice President and Secretary). Scott Adler (EPI Field Manager).

Owners present: Sharleen Karchut, James Gardner, Bob & Carol Van Valkenburg, Barry Barnett, Rita Davis, John & Mary Sokol

III. Homeowner’s Forum:

😊 Sherleen Karchut (18206 Mockingbird) She had a question regarding her skylights, whether she should replace them? She has contacted Lang and was waiting for a response regarding specifications for skylights. Beth stated skylights will be a later subject for discussion. She stated she was shopping around and didn’t have any specifics as to what she wanted. She was advised to submit a modification request form and if she doesn’t need a new skylight she can disregard the modification request form and not act on it. She was advised that the type and price and vender were her responsibility. 😊 Bob & Carol Van Vaulkengurg (18142 Mockingbird) Carol stated they are using Lang to put in their skylights. She asked if they replace siding that wasn't scheduled to be replaced will they be exempt from charges if the siding is replaced at a future date. She described areas where they wanted to replace siding at their cost. They were advised that they would not be exempt from future costs associated with siding replacement. 😊 Barry Barnett (18201 Pheasant Lake Drive) He had question about insurance. He referenced damage done to the common area as a result of storm. He asked if there are plans to do the restoration as per his interpretation of the declarations. Beth stated the reserve study had not been completed and a tree replacement plan has not been set up. Tree replacement is not automatic as per the declarations. Insurance was investigated, but the claim was denied. Future plans will be made in the spring. Barry also has a question about home-owners’ insurance with regard to roof damage. His concern is that the association is paying for the repair out of maintenance fees collected. Tom stated roof maintenance is in the declarations. Barry stated his home-owner’s insurance includes roof repair. He states he's paying double. It was suggested he contact his insurance agent to get a full description of what his home-owner’s policy covers. Association insurance was also discussed. 😊 Rita Davis (8925 Pheasant Lake Drive) She asked why the sidewalk across from her is not taken care of? She was concerned that the sidewalk was not plowed immediately after the snow storm. She contacted EPI and a person was sent to shovel the snow. She was concerned about people having to walk their dogs in the snow. 😊 Jim Gardner (8905 Bluebird) No comments. 😊 John & Mary Sokol (18134 Mockingbird) No comments. The home-owner forum went beyond the 15 minute limit.
IV. Jerry **motioned** to approve the minutes included in the Director's book. Beth **seconded**. The minutes were approved by majority vote (4 yes votes).

V. Treasurer's Report: - Beth

Beth distributed copies of her Treasurer Report.

A. The bank reconciliations for the Marquette bank accounts were received electronically by Beth and they were also included in the Director books. Bank reconciliations for the other bank accounts were given to Beth at the board meeting by Scott; they look ok.

B. The Com Ed bills were paid electronically for January and February and the two months of bills are posted to the ledgers, with the usual one-month lag.

C. The detailed list of Accounts Payable matched the total Accounts Payable on the 2/28/15 financials.

D. The January and February 2015 ACH's were processed on the 15\textsuperscript{th} of the month. For March, the ACH will be processed on March 16\textsuperscript{th} since March 15\textsuperscript{th} is a Sunday.

E. The breakdown of the delinquent and prepaid accounts between roof and regular assessments was provided in Beth's written report.

F. Both the regular and roof assessment income amounts reported on the ledgers and financials are correct.

G. The 2/28/14 financials were emailed to Beth in advance of the board meeting. Beth thanked Scott.

H. The automated transfers out of the checking account for the roof assessments stopped in December 2014. On the day of the board meeting, Beth processed a transfer of $57,132 out of the checking and into the Marquette roof money market account for the months worth of roof assessments, or a total of $19,044 per month (for the $195 and $12 collected per owner). A monthly, automated transfer is now set up for April 2015 and all months going forward.

I. The Waste Management bills for January and February were electronically paid and posted to the general ledger.

J. Discussion of 2014 bad debt write-offs will be deferred to the executive session of the meeting.

K. The 3 previously-reported units with new owners had the ledgers fixed by the Property Boss system (18138 PLD, 18214 Mockingbird, 18136 PLD). There is never a problem with the account balances, only the names on the ledgers. Scott noted that this problem will go away when the roof assessment goes away.

L. The 12/31/14 financials and 2014 1099 forms were not emailed to Beth until 3/4/15 and the 1/31/15 financials were not emailed along with them. Beth was not able to work on the 12/31/14 year-end financials prior to the board meeting in addition to the 2/18/15 financials received just before the board meeting. The 12/31/14 year-end financials will be mailed to owners after being approved at the April 2015 board meeting. However, Beth will complete the tax return by the 3/15/15 due date.

M. After the last board meeting in December 2014 when Beth received the US Bank checks from Scott, Beth transferred $60,000 from the US Bank regular reserves to the Marquette Roof Reserves account to replenish the roof reserve account for the $60,000 of Marquette roof reserves to the checking account made earlier in 2014.

N. Beth noted the correct owner information for a unit where one of the unit owners had passed away.
O. Beth returned check #11645 since it included an invoice that Beth previously mentioned would not be paid to the association lawyers. Scott indicated that EPI gave direction to the attorney to pursue both the regular and roof assessments that were delinquent, but EPI only provided the attorney with the regular assessment ledgers and not the roof assessment ledgers. The attorney did not pursue the roof assessments because they did not get those ledgers. The valid bills that should be paid that are part of the check will have a new check issued to pay them. The board agreed to not pay the attorney for their fees associated with a filing against an owner when the roof assessments were not included in the claim.

P. The U.S. Bank and First Merchant Bank accounts only have one month of interest posted to the 2/28/15 ledgers; 2 months of interest should be posted to the ledgers.

Q. Beth noted that some of the costs reported for January 2015 may be accrued and applied to the year ended 12/31/14. That list will be known when Beth prepares the 12/31/14 year-end adjustments.

R. Beth requested that an electronic copy of the Acres contract be emailed to Beth and acknowledged that Scott had already emailed it to Beth that afternoon after receiving the Treasurer Report via email.

VI. Management Report - Scott

A. **Roof Replacement Project:** The contract has been signed and the shingle color has been approved. The notice was sent out to home owners. Lang did state that if there were powered attic fans Lang would replace them. Letters would have to be sent out saying exterior modifications requests would have to be approved. Beth and Tom indicated another letter to owners would not be necessary as previous documents stated any additional holes in the roof required a modification request form.

B. **Landscape contract:** The contract has been signed with Acres Group for the 2015 season. Landscape forms have been sent to owners to state special considerations.

C. **18212 Mockingbird:** Homer Tree Care removed the tree in front of the unit.

D. **Tree Trimming:** Two of the three proposals have been received for trimming of trees around the buildings for clearance for the roofing project. Homer Tree Service came in at $7,500. Smitty’s Tree Service at $3,400 for clearing tree branches away from roofs as well as deadwood. They also offered and additional offer of $2,000 to raise the bottoms on the trees, trim along the walkways and bubble-off the bottoms of those trees. Beth asked if our current landscaping contract included tree trimming trees to a certain level. They do not include a full arborous trimming and shaping of the trees. Beth stated she wanted to review the budget and said the cost would come from landscape maintenance line item. Scott stated the Acres’ contract would include removing low level branches that interfere with someone walking. Debbie asked if Acres could start soon and was told the Acres’ contract doesn’t start until April 1st. Beth raised the question of going with the $2,000 deal and doing it now. There was a lengthy discussion about payment. Debbie **motioned** we approve the Smittys Tree Service proposal for the $3,400 work. There was discussion about having Smittys come back to do the $2,000 work. Tom **seconded** the motion. **No vote** was taken. Beth had a concern that the work should not interfere with the roofing project. Scott stated they were ready to start soon. Beth **motioned** to approve the Smittys’ proposal of $3,400. Tom **seconded** the motion. The motion **passed** unanimously. Beth added that Smittys should be reminded about the tree stump at 18220 Pheasant Lake Drive.
E. **Rotted Wood Replacement:** This will be done as the weather improves.

F. **Bush/Landscape Removal and Replacement:** No discussion.

G. **The Reserve Study:** Should be completed within the next few weeks and be ready for the next meeting. Beth asked if a copy could be e-mailed to board members before the April meeting. The report is at least 100 pages long.

**Late Submission:** Scott stated there was a late submission for 18207 Pheasant Lake Drive requesting a bush in front of his unit be trimmed back. Beth asked if the bush was an original or owner planted bush. Jerry suggested we find out if this will be part of the trimming for the roofing project, also trimming it back from the sidewalk would probably kill it. Beth asked Scott to review past modification requests to see if this bush/tree was planted by the owner. No action taken.

H. **Census Cards & Insurance Requirements:** Scott stated this item is included because of the recent pipe burst on Hummingbird where water was running for a significant amount of time causing damage as well as to the neighbor’s unit. He referenced a draft Census Card. EPI does not require owners to send in insurance information. EPI was not able to contact neither the unit owner nor a family member. The police were able to contact a brother and sister, but they did not have insurance information. Scott stated that most associations require owners to submit insurance information on an annual basis. This information is for management’s use **only.** Scott asked if the board would be interested in further discussion on the subject. All board members thought this was a good idea. It was suggested the board act on this by the next board meeting. There was a lengthy discussion regarding content in the draft census card that might have to be changed/adDED in the final association document. It was suggested that Scott provide a DRAFT copy of the document, for board review, at the April 13th board meeting. This would also contain provisions that the home-owner must follow and possible fines for non-compliance. There was lengthy discussion about how to notify the home-owners. The board unanimously agreed that Scott should draw up a DRAFT copy of the proposed Census Card for presentation to the board at the April 13th meeting. Scott also had a second item that fines be assessed and strictly enforced. Scott suggested the Census Card be a separate item to the insurance, because insurance is the most important. And fines for non-compliance for each item being different, with the heaver fines being for not having insurance. Tom suggested that to start the program the census card and proof of insurance be submitted at the same time. Jerry clarified that EPI was to be the official monitor of the program and are responsible for notifying home-owners when updates are due. Scott agreed. Beth cited the declaration states the association be named additional insured thereunder. (Declaration, page 15 para 12-B). Beth noted that Declarations are on the Pheasant Lake Website and can be looked up by anyone interested. Scott will draft up the rules to be available at the April 13th meeting. Beth requested the draft rules be made available to the board I electronic form so as to make it easier to make edits.

VII. **Exterior Modification Requests:**

A) **Exterior Modification Forms Revisions:** No action taken.

B) **Glazewski (18132 Pheasant Lake Drive)** Not discussed.

C) **Sokolowski (8817 Bluebird)** Removal and replacement of existing skylights with sun-tunnels and installing sun-tunnels in other locations. Beth noted the request does not
specify Lang as the contractor. Approval delayed upon clarification of Lang as the contractor and the unit owner is responsible for everything involved with new additional roof openings (for current and future owners), same size as existing openings, and should be charged ONLY for associated new flashing. This request approved, with stated qualifications.

D) Belinski (8826 Bluebird) Removal of satellite dish wiring. The dish will not be re-installed. Beth suggested the unit owner be responsible for restoration of the roof deck, to remove the holes made during the dish installation. Jerry motioned we approve the request, with stated qualifications that the home-owner is responsible for the restoration of the location to pre-disk installation condition. Tom seconded the motion. Motion was passed by majority vote.

E) Lacey (8813 Mallard) Installation of a Sun Setter retractable awning. Because of the color selected, Beth motioned to non-approve. Jerry seconded the non-approval. It was non-approved by majority. Debbie did not approve of the total awning installation. The owner will be notified to change the color to receive approval. Also, the awning installation, if/when approved, will have to done after the roofing project is completed.

F) Kobe (18131 Pheasant Lake Drive) Replacement of skylight in the kitchen and installation of one solar tube in each bathroom. Jerry motioned to non-approve until more specific product specification information is provided and that Lang will be the contractor. Also, for new products, the owner is responsible for new flashings. The board agreed to withhold approval until the requested changes to the modification request are presented.

G) Eppolito (18136 Pheasant Lake Drive) Re-installation of the satellite dish on the roof or fascia. The board unanimously agreed that the modification request be sent back to the owner specifying that the satellite dish be re-installed in the same location. Reference NOTE:

NOTE: For all satellite disk re-installations. The dish will be removed, by Lang, to facilitate the roof project, then Lang will do the physical re-installation, of the dish, in the same physical location, as per the contract bid specifications.

Board members’ agreed, during discussion, that if the home-owner requests the dish be placed in another location, the home-owner must submit a modification request and be made to understand they are responsible for all costs of the re-location and the restoration of the previously installed location.

In all cases it will be the home-owners responsibility to have the dish network provider re-align the dish, after re-installation.

H) Petrie (18200 Pheasant Lake Drive) Re-installation of satellite dish on the rear of the unit by the kitchen. The board unanimously agreed that the modification request be sent back to the owner specifying that the satellite dish be re-installed in the same location. Reference NOTE:

I) Noble (18205 Pheasant Lake Drive) Re-installation of the satellite dish in a new location on the roof because it’ too heavy to be mounted on the fascia. The board unanimously agreed that the modification request be sent back to the owner specifying that the satellite dish be re-installed in the same location. Reference NOTE:
J)  Hansen (18207 Pheasant Lake Drive) 1) Re-install the satellite dish on the roof near the kitchen at the rear of the unit. The board **unanimously agreed** that the modification request be sent back to the owner specifying that the satellite dish be re-installed in the same location. Reference NOTE: 2) Installation of a sun tunnel on the roof. The board **unanimously agreed** that the modification request be sent back to the owner to specify the number of sun tunnels to be installed.

K)  Valkenburg 18142 Mockingbird) 1) Installation of replacement skylight in existing location on the roof. The board **unanimously agreed**. Reference NOTE:

Beth suggested Scott reaffirm with Lang that homeowners are not to be charged for flashing on replacement skylights.

2) Replacement of siding on all walls of the unit. There was a discussion regarding matching the siding color of the rest of the units. It was also stated that siding on all walls would be a board of director decision in the future. Jerry stated his disagreement with this request. Beth stated she called the building inspector regarding the vinyl siding project and that he was worried about appearance. Beth also disagreed with this request. Debbie stated her disapproval of this request. Tom **motioned** the board take a vote. Jerry **seconded** the motion. The vote was **unanimous** disapproval.

L)  Jochum (8827 Bluebird) (Scott hand-out at the beginning of the meeting) 1) Satellite dish installation. There was board discussion regarding a “new” dish or re-install “existing” dish and dish location. The board **unanimously agreed** to have the owner re-submit the modification request and provide specific specifications about the dish. Reference NOTE: (2) Replace attic fans. Board **unanimously** approved.

Jerry **motioned** the board adjourn to executive session. The board **unanimously** agreed.

VIII.  Old Business: Not discussed.

IX.  New Business: Not discussed.

X.  The meeting was adjourned to executive session at 9:35 pm.

XI.  The meeting adjourned at 9:35 pm.