Pheasant Lake Townhome Association  
June 8, 2015  
Special Board of Directors’ Meeting &  
Monthly Board of Directors’ Meeting Minutes

I. The Special June 8, 2015 board meeting was called to order at 7:00 PM by President, Tom Krippel.

II. Board members present at the Special June 8, 2015 board meeting: Tom Krippel (President), Beth Murphy (Treasurer) and William Dziallo (Director). Scott Adler (EPI Field Manager)

Owners present at the Special June 8, 2015 board meeting: Judy Glazewski, Rita Davis, Cindy Belinski, Diane Connelly, Sherleen Kurchut, Mark Williams, Mike Concannon and Joseph J. Beissel.

A) Tom explained the reason for and the content of the special meeting for the rules change and census card.
1. Scott stated the homeowners suggested they be allowed to ask questions. With regard to the rule change.
2. Beth stated the rule change will require a certificate of insurance from all home owners, which is automatically submitted to EPI when they contact their insurance company and make Pheasant Lake Townhome Association an additional insured. This is so Pheasant Lake can act on any damage claims. This means every time a policy is changed or updated, EPI is automatically notified. Beth also stated the census card provides contact and insurance company information. Tom explained the necessity for the census card because of an incident last year.
3. There was discussion between home owners and the board regarding making claims, stating that they did not believe that Pheasant Lake could be added as an additional insured.
4. Scott clarified the reason the declaration change states homeowners should be insured and the association should be additional insured. This insures that in case of catastrophic unit damage and the owner leaves, the association can fix the damage.
5. There was additional discussion from homeowners regarding their insurance company policies.
6. Scott restated the reason for the change and that is to protect the association so catastrophic damage is repaired. Situations were discussed.
7. Beth re-stated the content and intent of the declaration change: protect the association. The discussion continued.
8. Tom read an e-mail from Peter Fasone regarding submitting insurance policies to the association as critical. More discussion regarding actual and hypothetical situations was held.
9. Scott stated that the insurance requirement is not new, but this change ensures implementation of the declaration policy. The rule is to submit their insurance information to the association showing that Pheasant Lake is an additional insured interest, and submission of the census card is another rule.
10. Bill re-stated the reason for the change is to protect the association and the individual homeowners.
11. Beth will request Scott (EPI) to itemize each unit replacement cost to insure unit owners have adequate coverage.
12. The subject of insurance rates and roof condition was discussed. Tom stated a letter will be sent to all unit owners after the roofing project is complete to be sent to individual owners’ insurance companies describing the specifications of the new roofs.
13. The discussion was terminated at 07:28 PM, and the board was informed it was time to vote on the changes.

III. Tom called for a vote on the special meeting regarding the census card and declaration change. Beth motioned for approval. Tom seconded the motion. The motion was approved by all present board members. It was decided that a mailing should go to owners reminding them of the new policy. Insurance coverages were discussed.

IV. Beth moved to adjourn the special meeting. Tom seconded the motion. The motion was approved by all present board members.

V. The Monthly June 8, 2015 board meeting was called to order at 7:39 PM by President, Tom Kripple.

Board members present at the Monthly June 8, 2015 board meeting: Tom Krippel (President), Beth Murphy (Treasurer) and William Dziallo (Director). Scott Adler (EPI Field Manager).

Owners present at the Monthly June 8, 2015 board meeting: Judy Glazewski, Rita Davis, Cindy Belinski, Diane Connelly, Sherleen Kurchut, Mark Williams, Mike Concannon and Joseph J. Beissel.

VI. Guest: None

VII. Landscape Update: Tom Krippel, Judy Glazewski and Bill Dziallo walked with Acres Landscape around the property. Judy, who heads the landscape committee, details the findings.
1) Judy says the concentration should be on restoring the beds where we lost evergreens. Acres will give a quote for tree replacement. Also restoring the area around the bench with tree, bushes and perennials was discussed. Judy also told Acres they should concentrate more on removing dead branches and removing weeds. She also discussed with Acres, at a price above the contract, the possibility to cut down badly deteriorated bushes in the fall in the hope they will grow in the spring and won’t need replacement. Tom added we are waiting for a bid, from Acres, to determine what work will be done by the funds available.
2) An owner had a question and a comment about getting work done. He was instructed to call EPI.
3) The schedule of the landscaper’s functions was discussed. Contractual obligations were discussed. Beth suggested we get a schedule, from the landscaper, as to when certain functions are to be done and have an available person monitor the activity.
VIII. Homeowners’ Forum: Judy Glazewski landscaping. (18132 Pheasant Lake Drive). Rita Davis (8925 Pheasant Lake Drive) landscaping. Cindy Belinski (8826 Bluebird) Work order regarding rotted porch post. To be discussed. Diane Connelly (18227 Hummingbird) Complained about debris. Complained about weeds. Sherleen Karchut (18206 Mockingbird) Commented about fascia damage. Mark Williams (18204 Mockingbird) Complained about not getting call-backs when reporting problems. Mike Concannon (18208 Mockingbird) Complained about a letter he received from EPI regarding the board’s refusal to fix ceiling nail holes. Beth reiterated that a letter to homeowners specifically stated no interior damage would be covered. Joseph J. Beissel (8831 Bluebird) Regarding exterior modification form he sent regarding replacement of his A/C outside unit. Scott will follow up. He also has a problem with a tree’s roots on the berm. He was advised to contact EPI.

IX. Approval of Minutes: Bill motioned to approve board meeting minutes. Tom seconded. The minutes were approved by all present directors.

X. Treasurer’s Report: - Beth

Beth referenced copies of her Treasurer’s Report.
1. Beth noted that she received bank reconciliations for all of the bank accounts except the 2 CD’s, which mature June 29th. Beth also noted that the First Merchant and US Bank accounts and the balances were put in the Marquette Bank accounts in order to pay the roofing bills.
2. The April and May 2015 autopays were posted to the Pheasant Lake ledgers, with the usual one-month lag in expenses.
3. The Accounts Payable total matches the detail listing of accounts payable, but Beth did not recognize the MVD landscaping bill of $475 for soil and grass seed. Scott noted that bill is for SMS, not Pheasant Lake and will be removed from the payables and expenses.
4. Beth noted that there were no changes for the June ACH, which is set up to process on June 15th.
5. Beth’s written report provided a breakdown of the roof versus regular delinquent assessments and prepaid assessments. Beth noted that the delinquent assessments are lower than they have been for a long time.
6. Assessment income (regular and roof) is correct on the ledgers and financials.
7. Beth noted that she did receive the financials and ledgers electronically from EPI the Friday prior to the board meeting.
8. Beth noted that the Waste Management bill for May 2015 increased from $920.00 to $947.60 and that increase was not expected. Scott said EPI was following up with Waste Management but did not have feedback yet.
9. Beth saw that the ledgers did reflect interest income updates for the Marquette and First Merchant bank accounts. The US Bank accounts’ interest was updated when the accounts were closed. The United Trust CD’s interest will also be updated when the CD’s mature and are closed at the end of June.
10. Beth asked Scott if an insurance claim can be filed for the fence damage. Scott said EPI would check.
11. Beth wanted to again acknowledge the volunteers’ contributions to reserves:
Sprinkler repairs savings: 14 years X $7,000 per year = $98,000.00
Accounting: 12 years X $2,500 per year (just for year end audit & taxes) = $30,000.00
Total volunteer major contributions to reserves = $128,000.00

Total Reserves as a result of coming in under budget = $217,407.28
Percent of Unrestricted reserves As a result of Volunteers’ work = 59%

12. Beth gave Scott the order in which the reserve accounts should be charged with roofing bills: 1st A/C 3000, 2nd A/C 3001, 3rd A/C 32000. When the roof reserves are still being collected through December 2015, we will close out the A/C 3003 Roof replacement reserve at the end of 2015 and transfer the balance to A/C 32000. Recall we are using the unrestricted net assets to pay the roofing bill as the roofs are completed, so the roof reserves collected during the remainder of 2015 should be transferred to "reimburse" the unrestricted reserves. Please recall that the total roofing project costs is greater than the roofing reserves. So, the roofing reserves should be zero at the end of 2015 and any reserves left should be unrestricted, except the amount earmarked for mulch.

13. Beth noted that one unit owner has a roofing assessment prepaid balance that is greater than the remaining roof assessments. Beth said EPI should figure out why this happened and fix the problem. Scott said EPI will follow up.

XI. Management Report - Scott

I. Financial:
   A) Statements – No comment
   B) Delinquencies – No comment
   C) Insurance – The association insurances were placed with Farmers Insurance prior to expiration of the policy.

II. Miscellaneous Operating:
   A. Roof Replacement Project –
      1) Scott referenced a letter drafted by B. Murphy regarding possibility of insurance rebates due to roof replacement. Scott asked Lang Home Exterior for specifics about the quantity of shingles replaced by unit. D. Rager confirmed he could not give the number of squares per unit. Scott asked if the board wanted to send the letter to unit owners. Beth suggested modifications to the letter. Beth mentioned that the letter would only be sent to owners who have had their units completed. Beth motioned for approval. Tom seconded the motion. The motion was approved by all present board members.
      2) Beth mentioned she has had positive unit owner feedback as to how well the projects is going.
      3) Scott stated the last two building were completed OK. The prior buildings completed had minor problems which were corrected.

   B. Landscaping – Scott stated he does not have a scope of work submitted from the October meeting. Scott will follow up with Terry to see if they were forwarded to Quinn. Beth asked if the work has been done. Scott stated not everything appears to have been completed. A work order has been issued and Scott has not received an answer. He stated he has issued a payment with a 10% hold-back. Beth motioned to pay the bill,
less 10%. Tom **seconded** the motion. The motion was **approved** by all present board members.

1) Scott stated that Marcy, of Acres, is working on proposals with regard to the walk-through that was conducted. Scott hopes to have them shortly.

C. **183rd Street Fence Repairs** - SMS has completed the repair. However, it was noticed that the bottom of the failed posts had been notched out to fit around abandoned sprinkler lines. That contributed to the post failing in high wind. Tom confirmed that those sprinkler lines were dead and were moved to allow the new posts to be installed without the notch. Some of the slats (16) in the old fence were stained and/or dirty, but not damaged Scott asked if they should be retained for emergency replacement. Tom suggested we keep the 16 slats in the pump-house. Beth asked the price. Scott stated about $1,700.00, but could be less.

D. **Rotted Wood Replacement** – SMS replaced the rotted posts at 18208 and 18212 Mockingbird on June 2nd.

E. **8915 Mallard Drain Tile** – Work order requesting the drain tile be rodded out because the sump pump is backing up. The owner stated this happened before and the board had previously approved, work order in 2009, to have the drain tile rodded out. There was a board discussion with reference to the reserve study. Scott will check with Walden Engineering to see if drain tile is noted. The decision will be deferred until the July meeting. The unit owner will be notified.

F. **Bush/Landscape Removal and Replacement**: Scott stated he reviewed the planting by Quinn and Sons. Beth had a question as Quinn finishing the job. Scott stated he has withheld their invoice for six (6) months. Beth voiced concern that with 90% of the bill paid, would they return. The previous 10% withholding was discussed. It was decided that the work will be completed by another landscaper – not identified.

G. **The Reserve Study**: Scott stated it will be completed by Walden Engineering but was not ready in time for our June 2015 board meeting.

H. **Census Cards & Insurance Requirements**: Scott confirmed.

**III. Exterior Modification Requests:**

A) Sokol (18134 Mockingbird) – The board unanimously approved.

B) Barnett (18201 Pheasant Lake Drive) - The board unanimously approved.

C) Kozbiel (18217 Pheasant Lake Drive) – The board unanimously approved.

D) Lacey (8913 Mallard) – Scott mentioned a modification request, for a Sun Setter awning that was unanimously approved.

**IV. Rules Violations and Appeals**: Not discussed

**V. Miscellaneous Correspondence:**

A) Concannon (18206 Mockingbird) – Previous discussion during Homeowner Forum. Also, the owner was upset with the letter sent to him regarding the “nail-pop” damage done to his unit. Owner claims Dustin Lang stated they would fix the damage. There is a question if D. Lang committed to fixing the damage. There are questions that the owner talked to a Lang employee, and there might have been a misinterpretation. D. Lang stated to Beth that Lang would not pay for the damage. It was discussed that “nail-pops” were the
responsibility of the homeowner. Beth stated there is no information regarding the condition of the ceiling prior to the roofing project. Therefore it was decided that there would be no changes to the letter sent to the owner.

Management report concluded

**VI. Sales Summary:** - Not discussed.

<table>
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<tr>
<th>Address</th>
<th>Previous Owner</th>
<th>New Owner</th>
<th>Closing Date</th>
<th>Sale Amount</th>
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</thead>
<tbody>
<tr>
<td>18217 Pheasant Lake Drive</td>
<td>T. Kozbiel</td>
<td>Susan Zina</td>
<td>Inherited from her Mother</td>
<td></td>
</tr>
</tbody>
</table>

**VII. Inspection Report:**

1. Hummingbird, Beth suggested preparing a list of item from this inspection report and put all of the landscaping items in one place. Because planting is usually done in the fall and planting would interfere with the roofing project, Beth suggested we wait until September. Scott will compile an initial list and send copies to the board members. Beth requested the spreadsheet list be done using Microsoft Excel.

2. fence, not authorized by the board. The board agreed that a violation letter be sent.

3. 8826 Bluebird: (WO21093) Scott stated the degree of rotted wood cannot be determined until the trim is removed. The board agreed that repairs should be authorized.

4. 18208 & 18206 Mockingbird (WO21393 & WO21413) Rotted wood and fascia and missing wood. The board agreed to authorize the repairs.

Beth had a question about wood replacement that needs painting. Scott stated this would be done when the painters are scheduled after the roofing project is complete. Scott stated he did not want the painters interfering with the roofers. Beth asked if the work will be done by SMS or Lang. Scott stated it will be a board decision. Bids will be sent to both contractors.

5. 18134 Mockingbird: Service to follow with Comcast to fix fallen utility boxes.

6. 8905 Mallard: Violation letter sent regarding dog feces.

7. 8901 Mallard: Sump pump discharge causing grass damage. Scott suggested sending a letter to the owner informing them this drain should be buried and extended to the swale. This is also the problem at 8823 Bluebird. There was a discussion about possible fixes. Scott estimated the cast at $1,000.00. The board decided to table this for a later date. Beth stated the next door neighbors are concerned about the drain tile. Scott will inform them that the decision has been table for now.

8. 18138 Mockingbird & 8901 Mallard: Front porch post has lower trim pulled off and signs of rotting. Scott will follow up with quotes from SMS and Lang.

9. 18211 Pheasant Lake Drive: Bush replacement. This will be included in the landscaping report.

10. 18217 Pheasant Lake Drive: Bush trimming. There was a discussion on possible solutions. This will be included in the landscaping report.
11. 18215 Pheasant Lake Drive: Removal of the satellite dish bracket and cut the cable. Lang will assess damage and cost for repair and charge it back to the unit owner.

12. 18214 Pheasant Lake Drive, 18200 Pheasant Lake Drive and 18238 Pheasant Lake Drive: Landscape issues and will be included in the landscape report.

13. 8925 Pheasant Lake Drive: (WO20708) Condition of a tree. Beth asked if Smitty's finished the stump grinding. Scott stated that it is in the work orders. There is a concern about damaging the bushes with the stump grinder. Smitty's was paid on last year's contract. Scott stated Smitty's will grind the stump if they are not held responsible for damage to the bushes. Scott will follow up with bids to remove the tree.

14. Lake – Signage: New signs should read: POND ACCESS BY OWNERS ONLY!, NO TRESPASSING, NO WALKING ON THE ICE, NO THROWING STONES, NO FISHING, NO ENTRY INTO THE WATER. The board agreed that Jerry will follow up with Kevin Petrie's company, M.O. Graphics for quotes on the signs.

15. 18132 Pheasant Lake Drive: (WO009160) Erosion next to front sidewalk. This WO is two (2) years old and was discussed. Scott stated SMS and Lang consider it too small of a project. Beth suggested MDD Landscaping. Scott stated previous quotes came in high. This will be handled as a special work order.

XII. Old Business: Not discussed.

XIII. New Business: Not discussed.

The board motioned to adjourn. The board unanimously agreed.

XIV. The meeting was adjourned to executive session at 8:47 PM. CDST