PHEASANT LAKE TOWNHOME ASSOCIATION

November 11, 2013

BOARD MEETING MINUTES

I. Call to Order – 7:05:44 p.m.

II. Roll Call

President: Judy Glazewski
Vice President: James Hansen
Treasurer: Beth Murphy
Secretary: Jerry Spehar
Director: Debbie Gardner
EPI Management: Scott Adler

Unit Owners Present: Stan & Terri Tarr, Jim Gardner and John & Mary Sokol.

III. Homeowners’ Forum (maximum time of 15 minutes)

A. Mary Sokol asked why we don't/didn't hire an architect for the roofing project. It was explained to her, by board members, how the project is going to be managed without the need for an architect. The unit owner was satisfied with the board’s responses.

B. Jim Gardner of 8905 Bluebird explained to the board that after his windows and sliding glass door were replaced the contractor stated there is wood rot and a need for some tuck-pointing work. The contractor made a temporary caulking repair. Jim stated he has sent an exterior modification request to EPI.

C. Stan Tarr stated, at the meeting adjournment, he would be available as a volunteer as needed. His offer was acknowledged by the board members.

IV. Guests – None scheduled

V. Approval of Minutes

A. Judy made a motion to approve the minutes. Jerry seconded the motion. The motion was approved unanimously.

VI. Treasurer’s Report

A. Beth noted that the financials were not emailed to her by noon on Saturday, as per the EPI contract. Scott indicated that Jan had to leave town on Friday.

B. Com Ed auto pay was posted with the usual one-month lag. The Waste Management bill’s $40 extra charge from August was charged back to owner, per EPI.

C. The Accounts Payable detail matches the total on the financial statements.

D. The ACH batch for November for regular and roof assessments was set up for processing on November 15th.

E. The delinquent and prepaid accounts as of 10/31/13 were broken out by Beth for the board since that detail is not provided by EPI. The detailed list of prepaid and delinquent accounts matches the total on the financial statements prepared by EPI.

F. The regular and roof assessment income is correct. However, previous entries recorded intended to affect 2012 income were still reversed. Scott still said he is
waiting for a written explanation from Carol. Beth still has concern about the opening balances matching the prior year end’s financials. Beth indicated that EPI should check to see they match.

G. Beth noted that there was a $25 reversal of late fees, but late fees are only $20. Scott pointed out that the $25 was an NSF fee charged by our bank, and it was charged to an owner.

H. Beth noted that the CD’s are maturing in December. The maturity value should be put in a check payable to Pheasant Lake and mailed to EPI. Beth will suggest that the checks be deposited to the Marquette money market accounts by her since EPI does not go to the bank anymore with check deposits due to scanning deposited checks into the regular checking account.

I. Jerry’s reimbursement was recoded on the day of the meeting from general repairs to sprinkler repairs.

J. Beth motioned to again pay Jerry 2 months of assessments for his sprinkler work. Jerry opposed the idea because he is a volunteer. Debbie agreed that we all volunteer and are not paid and also stated Jerry should be bonded. Since Jerry opposed getting paid, Beth retracted her motion. The board agreed.

K. Beth wanted to make sure it was OK to sign off on the Landworks final contract payment. Jerry said none of the tree branches interfered with his walking. Beth then indicated she would sign the check.

L. Beth also received the check to pay Aces for the sprinkler system shutdown, but the intake was broken. Jerry indicated that he told Aces about the problem. Aces was aware that it was broken and said it was broken when taking it out of the pond, but only after Jerry told them about it. Jerry believed that it occurred because only 2 guys removed it, but the volunteers usually used 4 people. The board agreed that EPI will approach Aces about fixing the intake, and Beth will not sign the check for the shutdown until the repair is completed.

M. Reserve account still shows the driveway repairs coming out of contingent reserves, but Scott provided corrected financials that moved them to an expense account. The accounts receivable total is $20 different on the new financials. Scott indicated that he will check into the $20 difference.

N. Judy motioned to approve the treasurer’s report. Jerry seconded the motion. The motion was approved unanimously.

VII. Management Report
A. Scott stated that in the proposed budget the assessment amounts would not be changed for 2014. Beth motioned to approve the budget as posted in the November Newsletter. Judy seconded the motion. The motion was approved by the board unanimously.

Miscellaneous Operating
A. Waste Management update. Waste Management stated they will not honor the signed contract for a pickup day of Thursday, because of a conflict with another association. PLTA waste pickup will remain on Monday. There was a discussion as to the handling of future major operation changes. Debbie made a motion that a notice, regarding waste pickup, be sent via USPS. Judy seconded the motion and suggested mailing a postcard to minimize cost. The motion was passed by a majority of board members (three out of five). A notice will be sent to owners via
USPS and posted on the “bench” bulletin board, after the fact. Beth also posted a notice on the PLTA website, corrected the November 2013 newsletter on the website, and also emailed owners whose communication preference was to receive emails. Debbie stated that she went knocking on the doors of all unit owners on Sunday night to tell them that garbage would be picked up the next day.

B. Bush replacement: Quinn & Sons has replaced most of the bushes. Judy reported that not all of the bushes were replaced and gave specifics about some units not having bushes removed and replaced per the bids. Judy offered to walk with the contractor for insight. Jim had a specific situation about his unit with regard to bush trimming.

C. Landscaping: The damaged mailbox at 18218 Pheasant Lake Drive was discussed. EPI was requested to talk with the landscape contractor to slow down and be more cautious. Jerry motioned that we NOT request Landworks repair the nicks. Beth seconded the motion. The motion was approved unanimously.

D. Chimney cap inspection: Beth suggested that all chimney caps (cement and metal) be handled at once. EPI says bids are out for the metal chimney cap replacement for one unit, but there are no responses yet. When bids are received to replace the metal cap for one unit, the board should act via e-mail.

E. Metal Chimney Caps: Bids have been sent out related to preparing and painting all metal chimney caps. None has been returned at this time.

F. Roofing project: There was discussion regarding roofing contractor questions prepared by the board members. It was suggested the contractors be invited one at a time. Jerry offered to compile all of the board’s questions into one document. The board agreed to finalize these questions at the December board meeting and then invited the three lowest bidders one at a time to the next three board meetings. Beth started a discussion about GAF certification based on information provided by EPI.

G. Rotted Wood Replacement: Lang has completed the work. Additional item, owner at 8931 Pheasant Lake Drive reported wood rotting. Scott inspected and contacted Lang and Scott approved the cost of repair at $350.00. Beth motioned to approve. Jerry seconded and the motion was approved unanimously. Additional rot was reported and the estimated cost of repair $700.00. Scott will inspect and report to the board.

H. Tree Care: 183rd street raised canopy. Landworks completed the work.

I. Tree Removal: Scott has a signed contract for the work to be done between December, 2013 and March, 2014.

J. Lake Maintenance: Scott has a bid from Ken’s Pond and Management Services of $2,500.00 for service between May 1 and October 1. Beth motioned to approve. Jerry seconded the motion. Motion was approved by unanimous vote. Geese were observed in the pond. Jim Hansen will check and repair the “goose fence”.

K. Sprinklers: Board members have reviewed the Sprinkler Maintenance Summary prepared by Jerry Spehar. The sprinkler budget was discussed.

L. Reserve Study: Beth suggested we use a list prepared by her as a starting point for a discussion. Beth briefly discussed siding and asked if EPI sent out bids for siding replacement that abuts the roofs; Scott said he did send out the bids about two weeks ago but has not received any responses yet.
Exterior Modification Requests:
A. Sun tunnel modification request for 18207 Pheasant Lake Drive. Unit owner responsibility was discussed. Jerry motioned to approve the request. Judy seconded the motion. (no vote was taken) Beth motioned approval, with specific specifications, to be included in the approval letter sent to the unit owner, that the unit owner accepts current and future responsibility for maintenance. The motion was approved by majority vote.

VIII. New Business – No discussion

IX. Old Business – No Discussion

X. Adjournment to Executive Session 08:42