

Meeting Minutes for Nov. 5, 2018 AMCA Board Meeting

I. **Attendance** – Bob Ayars, Sean Lewis, Missy Meighan, Jeff Yost and Chris Appie

II. **Minutes**

- A. Minutes from August 21, 2018 meeting need to be drafted
- B. Minutes of the April, August, and November meeting will be posted on the website.
- C. It was noted that regular and timely posting of minutes is needed.

III. **Treasurer’s Report and Related Items**

A. Balance Sheet – Yost

Balance Sheet	
Customize Report	Share Template
Memorize	Print
E-mail	Excel
Hide Header	
Dates	This Fiscal Year-to-date
As of	11/05/2018
Columns	Total only

4:19 PM	Ada Moorings Condo Association
11/05/18	Balance Sheet
Accrual Basis	As of November 5, 2018
	◇ Nov 5, 18 ◇
▼ ASSETS	
▼ Current Assets	
▼ Checking/Savings	
Checking 653542696	91,586.24
▶ Savings 2942185113	84,310.17
Total Checking/Savings	175,896.41
▶ Accounts Receivable	▶ 250.00 ◀
Total Current Assets	176,146.41
TOTAL ASSETS	<u>176,146.41</u>
▶ LIABILITIES & EQUITY	176,146.41

B. Budget v. Actual – Yost

Ada Moorings Condo Association
Profit & Loss Budget vs. Actual
 January through October 2018

	◊ Jan - Oct 18 ◊	◊ Budget ◊	◊ \$ Over Budget ◊
▼ Income			
▶ Dues - Fee Income	120,120.00	120,045.00	75.00
▶ Reimbursed Expenses	167.11		
Returned Check Charges	12.00		
Working Capital	795.00	0.00	795.00
Total Income	<u>121,094.11</u>	<u>120,045.00</u>	<u>1,049.11</u>
Gross Profit	121,094.11	120,045.00	1,049.11
▼ Expense			
Bank Service Charges	12.00		
▼ Expenses			
▼ Administrative			
Accounting/Audit	0.00	200.00	-200.00
AMRC Administrative	1,039.78	1,039.78	0.00
Bank Fees	8.00	8.00	0.00
Legal share	0.00	1,500.00	-1,500.00
Postage/Fax/Copy	309.03	300.00	9.03
State of MI Nonprofit Filing	20.00	20.00	0.00
Website	98.91	98.91	0.00
Total Administrative	<u>1,475.72</u>	<u>3,166.69</u>	<u>-1,690.97</u>
▼ Common Area			
Entryway Maintenance	8,342.24	10,526.00	-2,183.76
▼ Island Maintenance			
Bark/Mulch	1,460.28	1,300.00	160.28
Lawn Maintenance	4,880.04	4,738.02	142.02
Tree Replacement	0.00	500.00	-500.00
Water Reimbursement	896.44	896.44	0.00
Total Island Maintenance	<u>7,236.76</u>	<u>7,434.46</u>	<u>-197.70</u>
Pond Maintenance	202.50	930.00	-727.50
Tot-Lot Share	2,381.37	2,211.69	169.68
Total Common Area	<u>18,162.87</u>	<u>21,102.15</u>	<u>-2,939.28</u>
Fertilizer & Mosquito Control	0.00	0.00	0.00
Insurance Expense Share	1,147.00	1,177.00	-30.00
▶ Road Repair	2,845.06	2,845.06	0.00
Snow Plowing	11,126.32	11,126.32	0.00
Trash Disposal	19,760.00	19,760.00	0.00
Total Expenses	<u>54,516.97</u>	<u>59,177.22</u>	<u>-4,660.25</u>
Uncategorized Expenses	0.00	2,500.00	-2,500.00
Total Expense	<u>54,528.97</u>	<u>61,677.22</u>	<u>-7,148.25</u>
Net Ordinary Income	66,565.14	58,367.78	8,197.36
▶ Other Income/Expense	69.69	0.00	69.69
Net Income	<u>66,634.83</u>	<u>58,367.78</u>	<u>8,267.05</u>

C. Dues collection – Yost

1. \$200 remaining on 1 payment plan for 991 Dogwood Meadows Dr.
 - a. ACTION – J. Yost to contact homeowner.
2. \$50 late fee payment never sent in for 950 Thornapple Club Ct.
 - a. ACTION – M. Meighan to send letter; J. Yost to draft letter

D. 2019 Budget

1. 2019 Budget – Treasurer presented 5-year budget projection using \$795 dues. Board does not feel need to raise dues at this time.

E. Speed bumps – Unable to sell the speed bumps so B. Ayars is going to dispose of them.

IV. Pending and Completed Sales

A. Completed

1. 1188 Dogwood Meadows: Casey and Margaret Moore (8/27/2018)

B. Pending

1. 1165 Spice Bush (projected for later this month)

V. Common Areas Maintenance

A. Fountain winterization –

1. Scheduled with Winchell Irrigation for mid November

VI. Tot Lot

A. 2018 budget: AMN was notified that we approved the 2018 budget

B. 2019 budget

1. No budget has been submitted from AMN at this point
2. ACTION – J. Yost to request budget.

VII. Front Entrance

A. No budget has been submitted from TCCA at this point

B. ACTION – J. Yost to request budget.

VIII. Road Committee Updates

A. Last AMRC meeting held Sept. 19, 2018. See attached minutes from meeting.

B. 2019 Road Budget

1. Projected 2019 budget: \$265,932.67 (\$176,122.08 -- AMCA share)
 - a. Approved by road committee
 - b. In line with AMCA projections (thanks to our excellent treasurer!)

2. NOTE

- a. The budget is based on an estimate from our consultant;
- b. As per the advice of our consultants, AMRC is waiting until approximately January to solicit bids;
- c. The final price of the project may be different than the estimate;
- d. AMRC will notify the constituent boards once bids have been received, and update the budget if necessary.

3. Vote: The AMCA board unanimously voted to approve the projected budget, in the amount noted above.

C. Drain issue on Spice Bush - consultant will determine if cosmetic or structural. If structural will split through road commission but if cosmetic, AMCA will shoulder cost.

D. Updates on next year – None at this time.

IX. Requests

7960 Thornapple Club Drive -- landscaping project ongoing related to some water in their basement. Homeowner will remind the crews working on his yard to thoroughly clean the street when they are done.

X. Complaints

A. Renter issues – Yost

1. Complaint & Response:

- a. **Complaint** - Sunday, July 22, 2018 12:14 PM, “Will you please contact me regarding maintenance of condo. Properties?”
- b. **Response** - Aug 21, 2018, at 9:16 PM “We talked several times over the last couple weeks and I committed to continuing to work on this. We met again as a board tonight and as I said are continuing to work on improvements. We have seen a lot of improvement in the area and although it is not instantly remedied, improvements are being made. Thank you for your concern”
- c. **Complaint** - Tuesday, August 28, 2018 1:43 PM, “I’m not sure how to interpret your last email. Have I been chastised for impatience? Had your message acknowledged that the condition of a number of properties has been unacceptable for months but that I will be pleased with Board efforts to resolve this I would have been relieved. Will the condition of the Wilkin rental property be resolved soon? I’m most concerned about how we can prevent these situations from occurring, much more escalating.
- d. **Complaint** - October 14, 2018 4:10 PM, “Will the Board please explain why we can’t get cooperation with 1189 Dogwood to acceptably maintain the yard of the unit?”
- e. **Complaint** - Monday, October 29, 2018 7:58 PM, “Every neighbor I have spoken with is unhappy with the condition the property at 1189 Dogwood Meadows. If you have not seen the backyard as I suggested will you agree to have Board members see it and let me know if the situation will be corrected? I’m tired of looking at an eyesore that is easily correctable.”

2. Action item:

- a. Board made many contacts to owners and leases. As of today’s meeting the issues have resolved. ACTION - Notice to homeowners reminding of obligations under master deed and bylaws.

B. Complaint from re Islands

- 1. Complaint:** “There are two islands on our end of Dogwood Meadows that are VERY tired and could use some attention. This would include new bark/mulch as well as pruning or removing dead shrubs/bushes. There are also pieces of what I believe is limestone that have chipped off over the years that need to be cleaned up.

There is another cul de sac with an island just up the street from us (where Rob and Martha Davis live) that may also require some attention.

Is this something that could be called out as a line item in the 2019 budget?

- 2. Response:** “We pay Snellers to mow, mulch, and prune those areas, so we'll follow up with them about getting those issues addressed. The next batch of mulch will go down in the spring.”

- 3. Complaint:** “If we were paying them to mulch this year, we overpaid them, as it does not appear the mulch was fresh this past spring”

- 4. Action:** The board has been in contact with our contractor and it will be addressed in the spring,

C. Complaint re dead trees

1. **Complaint:** “There are several dead or near dead arbor vitae along the walking path between the White's and Koh's on our end of the street. I don't know if the upkeep is the Koh's responsibility as part of their lot (these are located on their side of the path) or part of the common area, but they are very unsightly. Who would be responsible for the upkeep?”
2. **Response:** “We'll contact the owners at 810 regarding the arbor vitae, asking them to either remove or replace them.”
3. **Action:** The board has been in contact with homeowner asking remove/replace trees and will be addressed in the spring.

D. Complaint re curbs

1. **Complaint:** “Two issues remain with curbs on the smaller island”
2. **Response:** We asked for specifics of his concern. Awaiting response.

E. Complaint re Boat Storage

1. **Complaint:** Boats being stored in driveway longer than allowed for transfer
2. **Action:** will send notification to homeowners to remind of bylaws.

XI. Pump house appearance.

- A. **Issue:** We (the AMCA board) have received a variety of complaints over the years about the unsightly appearance of the pump station located at 7850 THORNAPPLE CLUB. This address is not in our association, but the aesthetics impact our neighborhood as a whole. We previously sought to provide assistance to the homeowner and/or the association (TCCA) that oversees the property, but we were not successful.
- B. **Action item:** S. Lewis agreed to contact the president of the TCCA board to discuss the issue and possible resolutions, including an offer to provide some assistance to remedy the issue.

XII. Open Forum – No community members were in attendance.

XIII. Annual Meeting -- Ada Township Park Meeting Room

- A. **Date:** Tentatively scheduled for January 23, 2019 at 7:30 at Ada Park meeting room
- B. **Action Items**
 1. Reserve room – S. Lewis
 2. Mailings – J. Yost to send prior to Christmas
 3. Emails blast – M. Meighan & S. Lewis
 4. Agenda – J. Yost to put presentation together

XIV. Next Meeting

- A. We discussed whether we needed another meeting before annual meeting
- B. We agreed that at this point, another meeting was not required, and our next meeting will be our annual meeting.