

**Meeting Minutes for March 19, 2019 AMCA Board Meeting**

- I. **Attendance** (Lewis, Yost, Ayars, MacDonald, Lopofsky)
  
- II. **Approval of Minutes** – The board approved the minutes from the January 23, 2019 Annual Meeting, and those minutes have been posted to the website.
  
- III. **Officers** – election of officers for 2019
  - a Motion Passed to elect Five Members:
    - i Sean Lewis – President
    - ii Jeff Yost – Treasurer
    - iii Kurt MacDonald – Secretary
    - iv Bob Ayars – Board Member
    - v Scott Lopofsky – Board Member
  
- IV. **Treasurer’s Report and Related Items**

A. Balance Sheet - Yost

<b>Ada Moorings Condo Association</b>	
<b>Balance Sheet</b>	
<b>As of March 19, 2019</b>	
	<u>Mar 19, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking 653542696	103,866.13
Savings 2942185113	154,135.96
<b>Total Checking/Savings</b>	<b>258,002.09</b>
Accounts Receivable	13,127.00
<b>Total Current Assets</b>	<b>271,129.09</b>
<b>TOTAL ASSETS</b>	<b>271,129.09</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>271,129.09</b>

B. Budget v. Actual – Yost

<u>Through March 2019</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	\$23,666.48	\$25,185.97	-\$1,519.59
Net Income	\$96,977.37	\$94,859.03	\$2,118.34

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### C. Dues collection -- Yost

#### 1.2018

- a. All homeowners have paid their principal due.
- b. One homeowner failed to pay \$50 late fee.
- c. **Action item:** Kurt to draft letter to be sent to owner for notification.

#### 2.2019

- a. Dues cards were mailed out. Thank you Yost.
- b. Payments received – 133 Properties
- c. Payment plans – 5 Properties
- d. Other updates – Currently 13 Properties unpaid.
- e. Motion unanimously passed to NOT assess Late Fees on those whose payments are received by the end of March. Late fees will commence on any owner whose payment has not been received by 4/1/2019.
- f. **Action item:** Send out notices and assess late fees in early April.

### D. Scheduling CPA Review

Yost has been in contact with a CPA who is willing to perform the review. But she is not available under after April 15, due to tax season. Yost will follow up with her after April 15.

## V. Pending and Completed Sales

### A. Completed

1. 1153 Spice Bush – Jeff to get contact information for new owner to Sean/Bob
2. 1165 Spice Bush – sold Nov. 20, 2018
  - a. New owners Randy and Jean Boot
  - b. Lewis sent them an email on Nov. 29, 2018 welcoming them to the neighborhood
3. 7705 Thornapple Club Drive -- Sold 3/11/2019
  - a. New owners Brent and Elizabeth Scott
  - b. Lewis sent them an email on March 11, 2019 welcoming them to the neighborhood

B. For Sale -- 1175 Dogwood Meadows Dr SE was recently posted at \$399,900.

## VI. Common Areas

No Other known issues besides cul-de-sac at end of Dogwood Meadows (see XII. C)

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### **VII. Tot Lot**

- A. **2018 Invoice Paid.** The invoiced amount (\$1,443.77) is less than the budget we approved (\$1,824.91). The board thanks Ada Moorings North (AMN) for its continued coordination and care of this space.
- B. **2019 Proposed Tot Lot Budget** was received from AMN 2/8/2019. Total proposed budget for 2019 is \$2,964.50, with an AMCA share of \$1,963.33. These figures represent a relatively small increase from last year (see above).
  - 1. Motion to approve proposed 2019 budget for Tot Lot unanimously approved
  - 2. **Action item:** Lewis to respond to AMN with result of our vote

### **VIII. Front Entryway**

- A. **2018 Invoice Paid** on or about 2/5/2019. The invoiced amount (\$12,703.42) is less than the budget we approved (see Nov. 29, 2017 minutes), so there are no problems in that regard. The board thanks TCCA for its continued coordination and care of this space.
- B. **2019 Proposed Budget.** 2019 Entryway budget was approved by unanimous vote. Total approved budget is \$16,519 (\$10,940.02 AMCA share). This budget is in line with past years. The only real difference is slightly higher cost for the railroad crossing easement.

### **IX. Lift Station**

- A. Lewis has been in contact with Tom Emigh, president of TCCA, to communicate AMCA's willingness to help beautify the area around the lift station (that is located near Jacaranda Circle).
- B. The homeowner is considering options and will get back to us with proposals.
- C. The AMCA board will review plans and proposed expenses once they are submitted and will determine at that time whether to participate and if so, to what extent (i.e., how much to contribute).

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### **X. Road Committee Updates**

- A. Meetings held Jan. 3, 2019, Jan. 17, 2019, and March 13, 2019
- B. Budget approved
  - 1. \$276,432.67, comprised of \$23,970 in annually recurring costs and \$252,462.67 in capital improvements. AMCA share \$183,076.
  - 2. AMCA Board approved this budget
  - 3. All other association boards approved this budget as well
  - 4. Invoice emailed to Yost 3/18/2019.
- C. Ice and Snow Updates – Bob Ayays
  - o Down to reserves in snow fund for 2019. Assuming no major snow issues remaining, AMRC will not exhaust its accounts.
- D. 2019 Project Update
  - 1. Ayars reported that he received the 2019 project contract from Moore & Bruggink (M&B) and it appeared to be in good order. We will next work with the contractor to set up dates. We anticipate a contractor meeting in mid-May, where the contractor will visit the site.
  - 2. Ayars has identified the homes that will be most directly affected by the project, and he is working on a communication plan to notify them. He does not have email addresses for some of the residents and asked for help in obtaining them. Scott volunteered to help.
  - 3. **Action item:** Scott will attempt to get email addresses for remaining homes without contacts in board files.

XI. **Requests** – none at this time

### **XII. Complaints**

- A. **1189 Dogwood Meadows Drive** – The Board corresponded with the owner of 1189 Dogwood regarding (1) complaints about the condition of the property and (2) the need to come into compliance with the bylaw provisions regarding rentals if they wish to rent the property. The owners advised that they have remedied the issues regarding the condition of the property, and they will no longer be renting the property. **The matter is closed.**

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### **B. 7818 Thornapple Club Drive**

1. The Board received a complaint on Feb. 12, 2019 that someone had been leaving a car parked in front of this address, in violation of the bylaw's prohibition against overnight street parking. On Feb. 13, 2019, Lewis stopped by the home and spoke with an occupant about the vehicle, asking the homeowner to remedy the problem. Lewis responded to the person submitting the complaint, notifying them of the action taken.
2. The Board received a follow-up complaint on Feb. 18, 2019, stating "the owners of the car in front of 7818 Thornapple Club have not moved it." On February 18, 2019, Lewis again stopped by the residence and handdelivered a letter asking the homeowner to remedy the problem. The owner promised to remedy the problem promptly and has done so. Lewis also responded to the person submitting the complaint, notifying them of the action taken, and asking them to let us know if the problem persists. **The matter is closed.**

### **C. Cul-de-sac at the north end of Dogwood Meadows Drive**

1. The Board received a follow-up complaint about the condition of the cul de sac at the north end of Dogwood Meadows Drive. A homeowner sent some photos and stated: "I am fairly confident that Sneller's has done nothing as it pertains to mulch and maintenance. This did not happen just this last summer. If this space is bad, I wonder what do other common areas look like." We responded that we would follow up with Snellers in the spring once the snow and ice disappear.
2. **Action item:** Bob will follow up with Snellers regarding what can be done to clean up the cul-de-sac.

### **D. 7929 Dogwood Meadows Ct.**

1. The Board received a complaint on Feb. 20, 2019, about "a backyard shed at 7929 Dogwood Meadows Ct." The complaining homeowner wrote: "I don't know if it's still there but I trust that our Board will stand firm and not allow them within our Association."
2. **Action item:** Kurt will draft letter to homeowners notifying of complaint and offering options.

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### **E. 1163 Dogwood Meadows Drive**

1. On March 15, 2019, the owner of this property contacted the board advising that a young deer had died behind her house. The animal was down by the water, with its head submerged in the water. The owner called the Sheriff and DNR, but neither was willing to assist with removing the animal. The owner contacted the board for advice and assistance.
2. A board member assisted the owner with removing and disposing of the dead animal. **The matter is now closed.**

### **XIII. Fertilizer and Weed Control**

- A. We received an email from TruGreen stating: “We gave a quote last year, and I was wondering if you were looking for quotes this year for fertilizer and weed control and mosquito sprays. I look forward to hearing from you.”
- B. The Board unanimously agreed not to pursue this for 2019.
- C. **Action item:** Lewis to respond to TruGreen

### **XIV. Open Forum** – no community members were present.

### **XV. Next Meeting:** The next meeting is scheduled for June 5, 2019 at the front gatehouse.