

Kenbrooke Court Condominium Association  
Minutes of Wednesday, November 21, 2012

**PRESENT:**

**Board Members:** Gary Apps (President), Gary Kaylor, Jeff Carroll

**Management Company:** Dan McGlynn and Matt Caley. Three co-owners were present as well.

**1. Call Meeting to order** 6:00pm.

**2. Review and approved minutes of Sept. 2012.** The minutes of the Sept. 2012 meeting were approved as written.

**3. Financial review**

McGlynn reviewed the October and year to date 2012 statements with the group. He noted monthly expenses of \$24,708 compared to budget of \$26,017 or under budget by about \$1,300. Year to date expenses totaled \$298,999 compared to \$294,216. Variances for the year included water and sewer over \$5,716 and building maintenance \$8,520. Year to date savings of \$4,741 are reflected in administrative and \$2,376 saved in snow removal costs for the year. The receivables were discussed. A significant recent collection from Michigan Commerce Bank helped reduce the largest receivable for the Bignell units. It was noted that Apps had recently made payments on his units. The group inquired of his intentions to clear the remaining outstanding balance. Apps said he would pay at least twice the monthly fees each month for each unit, and be current on all units prior to the March annual meeting. Carroll said as treasurer he would like to add his name to the bank accounts and or have some capacity to view the accounts online. He noted he would not want the authority to remove funds but would like more access. It was also suggested to scan the bank statements with future financial records.

**4. Owners Comments**

Kaylor said he and others were unhappy about last year's snow plow service. He said he'd been pricing other companies and would let Davis Group know the board's intentions about what provider they would choose over the next week. Kaylor also noted in the spring the entire landscape services would be under consideration for outside bidders.

An owner asked if the association could assist them with getting power back in there unit. The previous tenant has an outstanding debt to Consumers that has been a hurdle to getting power today. The group had several comments and most importantly they said making some payment to Consumers would begin reducing the debt. The group believed Consumers would work with them if a payment plan was established. The co-owner asked if he could run a gas generator behind the unit as an option. The group said they would need to confirm no city ordinance was broken or violated. McGlynn said the associations insurance may also have an issue with this and it's not likely a good idea.

The group discussed the fence that is again open at the back of the complex near W. Michigan Woods. Adkins said every time the chain link fence is repaired, it is cut back open in a short period of time. The group discussed several options that may work. Mr. Vischer said he is familiar with a metal cable that may be strung between posts and help eliminate further problems. Adkins said he'd look into this and make a final decision on a solution that is practical and effective.

## **5. New Business**

McGlynn presented a 2013 budget with a slight increase over 2012. He noted this is a first attempt at the budget and includes one special assessment for the year. Carroll said he is opposed to any increase and would look for a way to keep the budget flat. After discussion, the group agreed to two special assessments for projects in 2013 and leaving the association fees flat with 2012. The motion was approved and the 2013 budget would include two special assessments and monthly fees left the same as 2012.

McGlynn said he had been asked to include parking on the agenda. Specifically, the number of vehicles owned and parked by Apps was a concern of others. At that point the group discussed the current rules and expectations of all owners. It was noted that board member should hold themselves to a higher standard and having numerous extra cars parked in visitor parking was a concern. In the end, Apps agreed to have all but one of the cars he owns parked in an assigned owner space by the end of December. The one car that is being used regularly would be parked in the adjacent visitor parking lot as all owners are allowed to do. This will effectively open visitors' spaces in Kenbrooke for all others to use.

McGlynn said he wanted the boards input on how to better handle fines with renters. He noted that currently, renters are not known by management and violations are often expected to be passed on to renters without having the authority to enforce this from management. It was agreed that future notices and fines would be copied to the renter and owner at all times. In past practice, notices were mainly delivered to the person in the unit. This left owners unaware of rules violations or possible fines. It was agreed that owners should be copied via mail on all notices and fines would be the responsibility of the owner but copied to the renter. The owner may address the fine with their renter but this allows management a clean way to better manage rules violations in the future.

The group discussed the sporadic meeting attendance over the past year and agreed to go back to the third Wednesday of every month at 6pm for future board meetings.

## **6. Adjournment**

The meeting was adjourned at 8:02pm. The next meeting will be December 19, 2012 at 6:00pm at the clubhouse. Future meetings will be the third Wednesday of the month at 6pm.