

Kenbrooke Court Condominium Association
Minutes of Wednesday, January 16, 2013

Board Members: Gary Apps, Jeff Carroll, Gary Kaylor & Brandi Vischer,

Management Company: Kevin Davis, Dan McGlynn & Matt Caley

Co-Owners: Leela Harrison

1. Call to Order: 6:00PM

2. Previous Month Minutes: The minutes from the December 2012 meeting were unavailable for review and approval.

3. Financial review

December year to date 2012 statements were reviewed. Year to date income was \$407,525.78 which was \$1,335.78 higher than the budgeted amount of \$406,190.00. Year to date expenses were \$353,681.51 which is \$1,031.51 higher than the budgeted amount of \$352,650.00. These statements are the final 2012 statements from Davis Group which will go to the accountants now for their review.

Carroll questioned why the balance sheet net income of \$19,175.49 did not match up with the income on the year to date sheet. McGlynn was unable to answer this question and stated that he would check into it and get back to the board with an answer.

Davis Group provided list of employees with their initials that may perform work at Kenbrooke Court. Going forward invoices from Davis Group will include a detailed explanation of work performed along with the initial(s) of the employee(s) whom performed the work. Work performed by Davis Group but charged to co-owners will not show up on these invoices. Carroll requested a rate column be added to all invoices from Davis Group. Financial packets, including invoices, will be provided to board members a few days prior to meeting for review.

Currently there are three co-owners with payment plans (Noland, Apps & Delorme). Questions were raised about the status of the payment plan for Noland. McGlynn is to look into this and get back to the board. Also discussed was creating a standardized process for starting a payment plan and guidelines for sending co-owners to the attorney for non-payment. The board is to look into this.

4. Old Business/Action Items:

- **Asphalt Repairs and 2013 plans:** Nate Allen of J. Allen agreed to credit Kenbrooke Ct. \$750.00 for cost of crack sealing and in the Spring “do whatever is necessary” to fix areas where the asphalt is falling apart.

- **Violations:** Davis Group has an individual who would do violations for \$17.00/hour instead of the \$39/hour currently being paid to Charlie. Motion made by Kaylor and 2nd by Carroll for Brandi Vischer and Leela Harrison to do violations for \$20.00/hour. Kaylor stated that he would prefer to have someone that lives in the community doing the violations. Violation criteria to be evaluated and revised as necessary. Davis Group to e-mail current violation notice to board for review. Charlie to continue doing violations until February meeting. Vischer requested line be added to "Actual to Budget Comparison" for fees collected from violations and amount paid for violation"
- **Spring Walk Inspection Priority List:** Board needs to get together and determine priorities. Kaylor would like to do some preventative maintenance regarding critter control. Caley provided suggestions on what could be done. Davis Group to provide quote for these suggestions. Walk through to be done with Board prior to trimming of any trees.
- **Bldg 8, Water Heater Follow-Up (Per Apps):** Housing on water heater rusting at seam. Not covered by warranty. Appears that it is rusting because of discharge from water softener drain. Item complete and can be removed from action item.
- **Look into Audio File for Future Meetings (Davis Group):** Carroll to look at voice recording devices such as Dragon. McGlynn stated that he and Carroll would work together on the minutes going forward.
- **Paint Future Parking Lot Stripes Yellow:** Item to stay on action list to be done at later date.
- **Confirm Charlie's Bonus (Board to Discuss):** Done. Item complete and can be removed from action item.
- **Look into Work Order Recap for Board:** Increased detail on invoices to be provided to the board.
- **Matt & Gary Kaylor to Meet on Snow Removal:** Davis Group stated they were getting complaints about no parking signs for snow removal. Kaylor states signs are removed. The purpose of the signs was to allow extra room to push snow if heavy snow falls were experienced and avoid the additional cost of moving snow. McGlynn states that better communication is need with anything like this in the future. Per Kaylor, Focus will not be charging any additional money (except cost of salt) to salt sidewalks or driveways for 2012-2013 snow removal season.
- **Brandi and Kevin to Meet on Financial Questions:** Notes from meeting to be sent out by Jeff and Kevin. Next board meeting Davis Group to provide responses to questions.
- **Discuss Mgmt Contract for Mutual Agreement & Revisions:** Written statement provided by Kevin Davis to allow Kenbrooke Court to bid out landscaping, snow removal, pool maintenance, ect... to other contractors. Davis Group to be given opportunity to bid for these jobs also. Item complete and can be removed from action item.
- **Written Confirmation of Agreed upon Mgmt Contract Changes:** See above action item. Item complete and can be removed from action item.

- **Davis Group Intentions for \$200 Snow Removal Credit:** Would like to wait until the rest of the invoices are reviewed and then make a decision. Estimated completion date is next scheduled board meeting

5. Owners Comments:

- Kaylor questioned Apps about extra cars that he had in guest parking, Apps states he has 3 cars currently in guest parking as the rest have been put in assigned parking spots. 1 to be placed by 3571, 1 in guest parking and 1 in storage. Requested permission to park a couple of spots away from the assigned spot for 3571 because the assigned space is right next to the recycle dumpster. Permission granted by board
- Leela Harrison requested that the Board look at getting speed bumps placed along Kenbrooke Court. McGlynn stated that was something the city would have to do.
- Kaylor questioned McGlynn about the amount his son made working at Kenbrooke last year. McGlynn stated that his son made \$30.00/day and would not be back this year.
- Kaylor requested looking at different companies for pool maintenance this year. The Board agreed with this request.

6. New Business:

- Kaylor, Apps and Debat up for election in March 2013.
- Vischer spoke with PNC about switching Kenbrooke's banking to PNC from MI Commerce. Proposal submitted by PNC to board members. Carroll to follow-up with PNC.
- Kaylor brought up the ideal of having a website work order request. Davis Group has nothing like this currently available. Board to look at getting this in place on the Kenbrooke Court Website.

7. Adjournment

The meeting adjourned at 7:41PM. The next meeting will be February 20, 2012 at 6:00pm at the clubhouse.