



**Board of Directors Meeting Minutes
February 18, 2021**

Board Members:

Tom Burke – Treasurer
Cathi Clayton – Vice President
Dave Khadra – President
Michael Ladd – Secretary
Pete Randazzo – At Large

Metro Group Management:

Jason Channell

Co-Owners:

Closed Meeting

WORKING SESSION: 5:03 pm

- Meeting was held in the Club House
- All participants followed the CDC guidelines for COVID-19
- Pete Randazzo absent due to family illness concerns

Call to Order:

- Meeting was called to order by M Ladd at 5:00 pm

Working Meeting

- Board Update – C. Clayton appointment – Assign Positions and Roles – Approved – 4/0
 - Tom Burke named Treasurer
 - Cathi Clayton named Vice President
 - Others remain in current positions
- Review January 2021 Financial Report – J Channell
 - Budget status was reviewed – available to co-owners if requested
- Re-allocate Money from Windows & Doors (8331) budget line item – Approved – 4/0
 - Move \$5,000 over to the Utilities budget
 - Hold \$18,000 until end of 2021
- Review & Update – *The Rules We Live By* – Communications Committee
 - M Ladd & T Braude to present proposed updates to Board on Mar 4th, 2021
- Open Work Order Status – J Channell
 - 143174 – Brick Repair Bldg. K – Schedule work in April / warmer weather
 - 147363 – Building Maintenance Bldg. M – Schedule repair in April / warmer weather
 - Have all other buildings with exterior steps inspected at same time
 - 149140 – Door Repair Bldg. M – Completed
 - 149972 – Building Maintenance Bldg. K – Completed
 - 149317 – Pest Control in Clubhouse – Completed
 - 145954 – Irrigation – Gate valves in Bldgs. B, C & I – Completed
 - Sprinkler at Bldg. B scheduled in April / warmer weather

Board of Directors Meeting Minutes

February 18, 2020 – Continued

- 138717 – Clubhouse window replacement – On hold
- 132425 – Plumbing Bldg. H – Need to schedule meeting with JC at Metro Group to resolve financial responsibility
- Invoices Needing Approval – J Channell
 - Lucido & Manzella, PC – Snug Harbor Wall Lawsuit – Approved to pay – 4/0
 - Kotz – Emergency Service Call to repair clubhouse furnace capacitor and limit switch – approved to pay – 4/0
- Alt / Mod 3430 Loon Lake Ct – Insulation – Approved – 4/0
 - Metro Group will schedule work
- Alt / Mod 3438 Adams Shore Dr – Vent Stack repair – Approved – 4/0
 - Metro Group will schedule work
- 3442 ASD – J Channell / P Randazzo – Waterford Twp. – Approved ceiling inspection
 - Metro Group will schedule work
- Parking Issues Status – J Channell
 - Reminder given to resident regarding General & Limited Common Element areas
- Landscape & Snow Contract – J Channell Status
 - ACE snow removal concerns on 2/16/21 were addressed same day
 - Quotes for new contract due into Metro Group mid-March
- Bldg. H Crawl Space B-Dry Repair Status – J Channell
 - Inspected and repairs made 2/18/21 all work was covered under warranty
- Snug Harbor Wall Status & Next Steps – Dave – All
 - Schedule: March 17 – Trail Date
 - Will schedule 2nd meeting with Pat McWilliams at Kieft Engineering
- Electrical Panels in all Buildings – D Khadra
 - Immediate Need – Infrared Scanning for 10 buildings – \$2,280.00
 - Quote from Current Solutions to perform an Infrared Scanning – Approved 4/0
 - Long Term Need – Buss Bar & Electrical Box Quotes – P Randazzo
- Heaters – Inspect heaters in garage attics of Bldgs. J & K – P Randazzo
- Windows / Master Deed & Bylaws
 - Board will consider establishing a Committee to address concerns regarding new window policy and any other possible concerns in our current Master Deed and Bylaws – D Khadra
- Social Committee – C Clayton forming new Committee
 - Establish Welcome Wagon and develop Welcome Package

Meeting adjourned: 7:04 pm

Michael Ladd – Secretary