

**COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS REGULAR MINUTES
November 17, 2020**

The meeting of the Board of Directors of the Coves of Harbor Springs Condominium Association was held on Tuesday, November 17, 2020 at 7:05 p.m. by virtual meeting.

Present at the meeting: Elsie Bair, Director
 Marcia Moreno, Treasurer
 Matt White, President
 Dianna Hanneman, Secretary
 Scott Adler, EPI Management

Absent: Kenneth Fields, Vice-President

MINUTES:

Motion –Motion made by D. Hanneman to approve the Minutes from October 20, 2020. Motion seconded by M. Moreno. Motion unanimously approved.

GUESTS: No guests were present.

TREASURER’S REPORT: S. Adler reviewed the Financial Statements as of October 31, 2020:

Total Checking and Savings	\$296,806.45
Total Accounts Receivable	\$ 45,521.26
Total Assets	\$342,327.71
Total Accounts Payable	\$ 5,194.27
Other Current Liabilities	\$ 19,296.89
Total Liabilities	\$ 24,491.16
Total Equity	\$317,836.55
Total Liability and Equity	\$342,317.71

The Board directed S. Adler to send a letter to homeowners on the delinquency list to confirm if they are having financial hardship.

MANAGEMENT REPORT:

- **2021 Budget** –

Motion – Motion made by M. White to approve the 2021 budget with a 3% increase. Seconded by M. Moreno. Motion unanimously approved.

- **Roof Replacement**– S. Adler reported that the appraisers will meet on November 17th to do further review and negotiate a resolution. S. Adler will update the Board as soon as there is a decision and get costs for replacement.
- **Landscape** – S. Adler reported that Semper Fi recommended combining the beds around the three trees by 3144 Cambria and trimming the low-lying branches. The Board agreed to keep the beds separate and ask for guidance to trim the trees from the Semper Fi arborist (if they have one).

***Coves of Harbor Springs
Minutes***

- **Snow Removal** – S. Adler reported that the snow signs have been completed but Quick Signs is behind on installation. The skidster is now onsite.
- **Dryer Vent Cleaning** – S. Adler reported that Mr. Duct will provide a cost for cleaning if they are allowed to inspect a unit prior to providing the cost. D. Hanneman's end unit and E. Bair's unit will be available for the inspection. S. Adler will also contact Stanley Steemer for a quote.
- **Reimbursement Request** – 3158 Cambria requested reimbursement for a trapper. The Board denied the request.
- **3168 Mailbox** – The mailbox was temporarily repaired by Inside Out and they provided a quote of \$400 to do a permanent fix. Management confirmed that the mailbox is sturdy at this time and the Board agreed to hold off on the permanent repair until it becomes necessary.
- **Management Agreement** – The Board approved the contract with EPI for a 2-year term at \$1,674.17/month (3% increase) starting December 1, 2020.

INSPECTION REPORT: S. Adler reviewed the Inspection Report with the Board.

- **Front Stoops** – S. Adler will prioritize the list, send it to the Board for approval and then send it out for bid.
- **Garage Door Damage** – The Board directed Management to notify homeowners that need their garage doors repaired or replaced.

ADJOURNMENT:

Motion- Motion made by E. Bair to adjourn the meeting at 8:00 p.m. to Executive Session. Seconded by D. Hanneman. Motion unanimously approved.

Respectfully Submitted:

EPI Management Company, LLC