
BARDEN WOODS CONDOMINIUM (PHASE 1)

DATE: June 11, 2025
TO: Board of Directors
CC: Jill Cubba, Sue Kracht and Kim Lobdell (MCM)
FROM: Barb Fioravante (Secretary)
SUBJECT: Board Meeting Minutes – June 2025

CALL TO ORDER: 4:05 PM

ATTENDANCE:

Board Members:	Mollie Proctor	MCM Management:	Jill A. Cubba
	Barb Fioravante		
	Karen DeFiore		

APPROVAL OF MINUTES:

MAY MEETING MINUTES

- Motion to approve Minutes of May Meeting on 5/21/25 subject to revision noted under Asphalt Repairs
- Motion By: Karen DeFiore
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of May Board Meeting approved for entry into the Association records

ANNUAL MEETING MINUTES

- Motion to grant preliminary approval of draft Minutes of the 2025 Annual Meeting on 6/3/25
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed

FINANCIAL REPORT:

ASSOCIATION BALANCES	<u>AS OF 5/31/25</u>	RESERVE REQUIREMENT	<u>AS OF 5/31/25</u>
General Operating Account	\$ 64,896.93	Annual Association Income	\$130,772.00
Shared Reserve	\$ 1,699.83	Capital Reserve Fund	17,439.21
Additional Assessment Account	\$ 22,585.71	10% Minimum Reserve	<u>13,177.20</u>
Capital Reserve Account	\$ 17,439.21	Available Funds	\$ 4,262.01
Roof Reserve Account	\$ 4,060.02		
Limited Common – Bldg. D	\$ 494.41		
Limited Common – Bldg. F	<u>\$ 640.56</u>		
Total Association Funds	\$111,816.67		

FINANCIAL STATEMENTS

- MCM submitted preliminary May Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 5/31/25
- In addition, MCM also included a Cash Disbursement Report for June as of 6/11/25

RECORD STORAGE

- MCM to perform an audit of Association Records for Barden Woods (Phase 1) and provide an inventory

ADDITIONAL ASSESSMENT

- On 2/28/25, Association declared an Additional Assessment for \$60,000.00, which is payable in six (6) installments from April 1, 2025 to September 1, 2025
- As of 5/31/25, Association collected \$33,584.00 and deposited monies into a separate Assessment Account

OLD BUSINESS:

CLEANING SERVICES (BUILDINGS D AND F)

- Bernadeta Lis completed hallway and basement cleaning services at end of May and received final payment
- Ms. Lis will return building keys to Larry or Karen DeFiore on 6/11/25
- Cleaning will be performed bi-weekly at a cost of \$25.00 per visit or \$50.00 each building per month
- Motion to hire Emily Price for cleaning of hallways in Buildings D and F for a total cost of \$100.00 per month
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Abstention: Barb Fioravante
- Vote: Motion passed by majority consent with one abstention

TREE SERVICES

- As of 6/11/25, J. Hart Urban Forestry worked 4.5 days at a daily rate of \$2,600.00 (or \$11,700.00)
- Crews are returning tomorrow to perform additional trimming and clearance from buildings
- Motion to authorize J. Hart Urban Forestry to complete additional tree services not to exceed 5.5 days or \$14,300.00
- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed

ASPHALT REPAIR

- Board reviewed asphalt proposals from the following companies:
 - ABC Parking Lot \$21,400.00
 - A & R Sealcoating \$19,000.00
- Karen DeFiore will contact additional asphalt companies to procure another competitive bid
- Jill Cubba emailed prior estimate from Ash-Con Pavement Maintenance (September 2023) for reference purposes
- Board will conduct a follow-up meeting to discuss Asphalt proposals by end of June or early July

TUCK-POINTING

- Board reviewed masonry and tuck-pointing proposals from the following companies:
 - Brickheads Masonry Specialists \$77,500.00
 - The Brick Guys \$29,900.00
 - Modern Brick \$23,000.00
- Brickheads Masonry and The Brick Guys were eliminated from consideration
- Karen DeFiore will contact Modern Brick to request a revised proposal for \$20,000.00
- Motion to proceed with Modern Brick for step replacement, sidewalk trip hazard and tuckpointing for \$20,000.00
- Motion By: Karen DeFiore
- Second By: Mollie Proctor
- Vote: Motion passed by unanimous consent with none opposed

NEW BUSINESS:

UNOCCUPIED UNITS

- According to the Board, the following Units are not occupied on a consistent basis:
 - Connie Kopald (7 Barbour Lane)
 - Jeremy Gerak (28 Barbour Lane)
 - Christopher Fillmore (233 Barden Road)
- Co-owners should be advised of duty to maintain condominium even while vacant or away on extended absence

APPOINTMENT OF OFFICERS

- Directors of Phase 1 affirmed appointment of the following Officers:
President: Mollie Proctor
Secretary: Barb Fioravante
Treasurer: Karen DeFiore
- This shall serve as proof of Organizational Meeting within 10 days of the Annual Meeting on 6/3/25 pursuant to provisions in the Amended and Restated Bylaws

JOINT MEETING (PHASES 1 AND 2)

- Directors of Phase 1 are open to a Joint Meeting with Phase 2
- Premier Management to provide available dates and times, along with agenda and reference materials in advance
- Request copy of Minutes of Joint Annual Meeting with Handout Materials provided to Co-owners in Phase 2

MANAGEMENT SERVICES (PHASE 1)

- At Annual Meeting, Sheri Kay (Premier Condominium Management) stated that since Barden Woods Condominium is one community, one company should serve as Managing Agent for entire Association
- However, Board recognizes management services as an administrative expense pursuant to the Operational Budget for Barden Woods Condominium Association (Phase 1)
- Motion to retain Michigan Condominium Management as managing agent representing Phase 1 only
- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed

ADJOURNMENT: 7:08 PM

MEETING SCHEDULE

JOINT MEETING:

Date: TBD
Time: TBD
Location: TBD

NEXT BOARD MEETING:

Date: July 23, 2025
Time: 4:00 PM
Location: Zoom Meeting
Hosted By: Jill A. Cubba (MCM)
Meeting ID: 382 500 8753