
BARDEN WOODS CONDOMINIUM (PHASE 1)

DATE: August 18, 2025
TO: Board of Directors
CC: Jill Cubba, Sue Kracht and Kim Lobdell (MCM)
FROM: Barb Fioravante (Secretary)
SUBJECT: Board Meeting Minutes – August 2025

CALL TO ORDER: 4:17 PM

ATTENDANCE:

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

APPROVAL OF MINUTES:

JULY MEETING MINUTES

- Approval of July Meeting Minutes deferred until next month by the Board

FINANCIAL REPORT:

ASSOCIATION BALANCES	<u>AS 7/31/25</u>	RESERVE REQUIREMENT	<u>AS OF 7/31/25</u>
General Operating Account	\$63,037.72	Annual Association Income	\$130,772.00
Shared Reserve	\$ 1,700.32	Capital Reserve Fund	19,444.05
Additional Assessment Account	\$ 7,699.61	10% Minimum Reserve	<u>13,177.20</u>
Capital Reserve Account	\$19,444.05	Available Funds	\$ 6,266.85
Roof Reserve Account	\$ 5,061.32		
Limited Common – Bldg. D	\$ 695.85		
Limited Common – Bldg. F	<u>\$ 843.82</u>		
Total Association Funds	\$98,82.69		

FINANCIAL STATEMENTS

- MCM submitted preliminary July Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 7/31/25
- In addition, MCM also included a Cash Disbursement Report for August as of 8/18/25

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 7/31/25, Association collected \$52,288.00 of Additional Assessment
- \$10,298.00 was collected in July and transferred into Assessment Account on 8/18/25

OLD BUSINESS:

STORAGE BOXES

- Sue Kracht confirmed four (4) boxes of Association Records in storage for Barden Woods Condominium (Phase 1)
- Boxes will be made available for pick up on by 9:00 AM on Monday, August 25
- Barb Fioravante and Karen DeFiore will arrange a time with Sue Kracht for pick up on 8/25/25
- Association records will be stored in basement of Building F
- MCM will no longer charge fees for Record Storage starting in September 2025

TREE SERVICES (BW2)

- Mollie Proctor provided a Site Plan showing location of tree services performed by J.H. Hart Urban Forestry for Phase 2, which included the following:
 - Stump Grinding
 - Tree Removal
 - Trimming of Tree Limbs along Barden Court
- Total cost of reimbursement by Phase 2 is \$1,300.00
- MCM Accounting to prepare invoice for Phase 2 and send to Premier Management
- Reimbursement of \$1,300.00 should be credited against Tree Services under Assessment Expense and funds deposited into Assessment Account

BASEMENT LEAK (BUILDING F)

- Basement leak reported in Building F was investigated
- Air conditioner maintained by private owner determined as source
- No further action required by the Association

ROOF REPAIRS (ALL PRO HOME IMPROVEMENT)

- On 8/5/25, All Pro Home Improvement completed repairs at the following locations for a total cost of \$550.00:
 - 4 Barbour Lane
 - 24 Barbour Lane
 - 26 Barbour Lane
 - Garage (Building D)
- Jill Cubba forwarded copy of invoice to the Board on 8/18/25
- Directors authorized payment of \$550.00 to All Pro Home Improvement from General Operating Account

ROOF REPLACEMENT

- Based on recent inspection, John Williams (All Pro Home Improvement) recommended replacement of roofs on Buildings A, B and D in the next year or two (2026 – 2027)
- For planning purposes, All Pro Home Improvement estimated roof replacement priority and cost as follows:
 - Building A \$27,900.00
 - Building D \$34,900.00
 - Building B \$27,900.00
- Building permit from City of Bloomfield Hills will cost approximately \$700.00 – \$900.00 per building
- John Williams recommended adding 15% for possible extra costs (i.e.; wood replacement, vents, etc.)
- Board affirmed goal of roof replacement on three (3) buildings in 2026
- Mollie Proctor will prepare RFP with scope of work for roof bid process
- Jill Cubba will research roofing contractors and provide referrals to the Board
- John Williams estimates remaining useful life on last three (3) buildings as 5 – 10 years
- Board also discussed developing a Roof Replacement Schedule and Funding Strategy over the next 5 years
- Directors noted that garage structures should be included in roof replacement plan and funding strategy

GUTTERS / GUTTER GUARDS

- Before pursuing competitive bids for roof replacement, Board will determine if gutter replacement or gutter guards should be factored into overall scope of work
- For informational purposes, John Williams could provide optional pricing for gutter guards on Buildings A, B and D
- Directors could also consider installation of gutter guards on all six (6) buildings as a separate project funded from either Capital Reserve or included in planned Additional Assessment

ASPHALT

- Board will survey asphalt conditions to identify areas of greatest deterioration and/or safety hazards
- Primary objective is to narrow scope of work for asphalt based on priority of need to re-allocate assessment monies toward roof replacement
- Board will go back to A & R Sealcoating and ABC Parking for revised bids
- In addition, Jill Cubba also referred Simon Paving for another possible competitive bid
- Board plans to make a decision on asphalt as soon as possible to schedule for September or October

MODIFICATION REQUESTS:

BARB RITSEMA (22 BARBOUR LANE)

- Directors reviewed request from Barb Ritsema to remove ornamental rock garden and restore lawn
- Board granted approval for landscape modification request as submitted by Barb Ritsema (22 Barbour Lane)
- Mollie Proctor (President) signed Modification Agreement on behalf of Association
- Board will forward copy of fully executed Modification Agreement to MCM for Association records

JEREMY GERAK (28 BARBOUR LANE)

- Directors reviewed request from Jeremy Gerak (28 Barbour Lane) to install additional shrubs to deter erosion
- Board granted approval for landscape modification request as submitted by Jeremy Gerak (28 Barbour Lane)
- Mollie Proctor (President) signed Modification Agreement on behalf of Association
- Board will forward copy of fully executed Modification Agreement to MCM for Association records

NEW BUSINESS:

VACUUMS (BUILDINGS D AND F)

- Motion to purchase two (2) Shark Vacuums for \$50.00 each for use in Buildings D and F
- Vacuum expense of \$50.00 to be reimbursed from respective Limited Common Accounts for Buildings D and F
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Barb Fioravante will purchase two (2) vacuums and submit paid receipts to Association for reimbursement

PEST CONTROL CONTRACT

- Association is currently paying \$86.96 per month to Terminex for pest control services
- Directors are considering cancellation of service agreement and going to per service arrangement as needed
- Mollie Proctor will call Terminex to explore different service options and pricing

UNOCCUPIED UNITS

- Board discussed sending an email reminder to Co-owners of unoccupied units of duty to maintain condominium
- Mollie Proctor will draft content for Board review before sending to Co-owners from bardenwoodsone@gmail.com
- As of August Meeting, 7 Barbour Lane, 28 Barbour Lane and 233 Barden Road are not consistently occupied

FRONT ENTRANCE LANDSCAPE (BARBOUR LANE)

- Board discussed different options for enhancing landscape at front entrance to Barbour Lane
- Directors are researching costs for available options
- Giving timing in August, some garden centers may offer end of season discounts

2023 CPA INVOICE (MICHIGAN COMMUNITY CPA)

- Michigan Community CPA completed 2023 Tax Return and Reviewed Statements for Barden Woods Condominium Association
- Total invoice for 2023 Accounting Services is \$950.00
- Board instructed MCM Accounting to invoice BW2 for its proportionate share of accounting expense

INSURANCE RENEWAL

- Current insurance policies for Barden Woods Condominium will expire on 10/15/25
- Board would like to begin process of procuring competitive bids for insurance renewal
- Jill Cubba to forward copies of existing insurance policies to the Board of Directors
- In addition, Jill Cubba advised Board that a Loss Run was requested from Scott Breslin (McCredie Insurance Group)
- Each insurance agent or underwriter may have specific requirements for bid process
- Mr. Breslin expects to receive insurance renewal proposal from CAU in the next 30 – 45 days

ADJOURNMENT: 6:36 PM

MEETING SCHEDULE

SEPTEMBER BOARD MEETING:

Date: September 22, 2025
Time: 4:00 PM
Location: Zoom Meeting
Hosted By: Jill A. Cubba (MCM)
Meeting ID: 382 500 8753

JOINT MEETING (BW1 / BW2):

Date: September 29, 2025
Time: 5:00 PM
Location: City of Bloomfield Hills
(Small Conference Room)

BUDGET MEETING:

Date: October 13, 2025
Time: 4:00 PM
Location: Zoom Meeting
Hosted By: Jill A. Cubba (MCM)
Meeting ID: 382 500 8753

OCTOBER BOARD MEETING:

Date: October 29, 2025
Time: 4:00 PM
Location: Zoom Meeting
Hosted By: Jill A. Cubba (MCM)
Meeting ID: 382 500 8753

NOVEMBER BOARD MEETING:

Date: November 17, 2025
Time: 4:00 PM
Location: Zoom Meeting
Hosted By: Jill A. Cubba (MCM)
Meeting ID: 382 500 8753