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# BARDEN WOODS CONDOMINIUM (PHASE 1)

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DATE: February 12, 2025  
TO: Board of Directors  
CC: Jill Cubba, Sue Kracht and Kim Lobdell (MCM)  
FROM: Barb Fioravante (Secretary)  
SUBJECT: Board Meeting Minutes – February 2025

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CALL TO ORDER: 4:05 PM

## ATTENDANCE:

Board Members: Mollie Proctor  
Barb Fioravante  
Karen DeFiore

MCM Management: Jill A. Cubba

## APPROVAL OF MINUTES:

### JANUARY MEETING MINUTES

- Motion to approve Minutes of January Meeting on 1/15/25 as drafted by Barb Fioravante (Secretary)
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of January Board Meeting approved for entry into the Association records

### GENERAL MEETING MINUTES

- Motion to approve Minutes of General Meeting on 1/28/25 as submitted by Barb Fioravante (Secretary)
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of General Meeting approved for entry into the Association records

## FINANCIAL REPORT:

ASSOCIATION BALANCES	<u>AS OF 12/31/24</u>	RESERVE REQUIREMENT	<u>AS OF 1/31/25</u>
General Operating Account	\$ 32,471.64	Annual Association Income	\$130,772.00
Capital Reserve Account	\$ 13,429.95	Capital Reserve Fund	13,429.95
Roof Reserve Account	\$ 6,007.66	10% Minimum Reserve	<u>13,177.20</u>
Shared Reserve	\$ 1,698.77	Available Funds	\$ 252.75
Limited Common – Bldg. D	\$ 698.93		
Limited Common – Bldg. F	<u>\$ 656.86</u>		
Total Association Funds	\$ 54,954.81		

## YEAR-END STATEMENTS

- Motion to close out 2024 and produce final year-end statements as of 12/31/24
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Result: Kim Lobdell to close out 2024 and produce final year-end statements for 12/31/24

## FINANCIAL STATEMENTS

- MCM submitted preliminary January Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 1/31/25
- In addition, MCM also included a Cash Disbursement Report for February as of 2/12/25

## ROOF RESERVE

- Motion to continue with Roof Reserve and fund as planned according to 2025 Annual Budget
- Motion By: Karen DeFiore
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed
- Board deems it prudent to maintain a separate dedicated reserve for roof replacement, as it is a requirement of Insurance Underwriters for aging condominium structures

## INSURANCE REIMBURSEMENT

- As of 2/12/25, outstanding balance due from BW2 for insurance reimbursement was \$3,464.54 (2 months)
- Monthly installment for insurance reimbursement is \$1,732.27, which is due on the 15<sup>th</sup> of each month
- Karen DeFiore (BW1) will contact Ken Smith (BW2) to discuss consistent and timely insurance reimbursement

## OLD BUSINESS:

### GARAGE REPAIR (ALL PRO HOME IMPROVEMENT)

- Motion to issue payment of \$3,950.00 to All Pro Home Improvement from the Roof Reserve, which will be reimbursed from Additional Assessment when funds allow
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed

## TAX RETURN / REVIEWED STATEMENTS

- Karen DeFiore to discuss engagement of CPA for 2024 Tax Return and Reviewed Statements with Ken Smith

## TREE SERVICES

- Board reviewed tree service estimates from the following three (3) companies:
  - Longtree (\$16,985.00)
  - Alpine (\$14,000.00 – \$21,000.00)
  - JH Hart (\$7,500.00 – \$10,000.00)
- Board will request onsite inspection and revised proposal from JH Hart
- Barb Fioravante will walk property with representative of Contender's to review tree and shrub care
- Contender's to identify which trees are included in seasonal fertilization program

## ADDITIONAL ASSESSMENT

- Motion to levy an Additional Assessment to raise \$60,000.00 payable in six (6) equal installments from April 1, 2025 to September 1, 2025
- Purpose of Additional Assessment is for Garage Structure (Building E), Tree Services and Asphalt Repairs
- Motion By: Barb Fioravante
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Action: MCM to prepare formal notice of Additional Assessment for mailing by 3/1/25
- Cover: Board will prepare a cover letter announcing Assessment to Co-owners

## CO-OWNER ISSUES

### MAIN LINE INVESTIGATION (24 BARBOUR LANE)

- Frost & Kretsch Plumbing charged \$225.00 for camera scoping of plumbing line in 24 Barbour Lane for diagnostic purposes
- Board instructed MCM to forward invoice to Sue and Al Katz for payment to Frost & Kretsch Plumbing

### GUTTER / DRAINAGE

- Work order issued to All Pro Home Improvement for investigation of gutter and drainage issue at 225 Barden Road as reported by Judy Fitzpatrick
- In order to complete exterior repairs, temperatures must be consistently above 35 F for an extended period

## NEW BUSINESS:

### EXTERMINATION

- Terminix recently merged with JC Erlich and assumed all pest control contracts
- Pest control service at BW1 remains the same under monthly service agreement
- Co-owners to contact Terminix at 888-556-2494 to schedule service under Account # 1531609

### GENERAL MEETING

- Board reviewed Co-owner Comments from General Meeting on January 28, 2025
- Directors assigned action items and/or responses for each point
- Minutes of General Meeting will also be posted on Community Website

### NEWSLETTER / WEBSITE

- Duffy Wineman notified Board that she is unable to continue preparing community newsletter
- Barb Fioravante will take over newsletter preparation and distribution
- In addition, Ms. Fioravante will update Community Website and post approved Meeting Minutes

### PLANNING COMMISSION

- Mollie Proctor attended a Meeting of the Planning Commission of Bloomfield Hills on 2/11/25
- Primary topic under discussion was proposal from Kingsley Inn to alleviate flooding issues on its property

### JOINT MEETING (BW2)

- BW1 asked to establish regular quarterly meetings with BW2 and is awaiting a response
- Mollie Proctor will also advise BW2 of tentative dates reserved at City Hall for Annual Meeting in June

### SEASONAL SERVICES

- Barb Fioravante will request updated proposals from Phoenix Landscape and Sweetwater Sprinklers for 2025 Seasonal Services

ADJOURNMENT: 6:25 PM