

Locklin Pines Cluster Condominium Association
Minutes of Annual Meeting
October 28, 2015

Present: C. Fosse, P. Salden, C. Potter, N. Burns, M. Wheeler, J. Garver, R. Johnson
Management Company: H. Evans

Call to Order: The meeting was called to order at 6:30 pm by President Fosse.

Approval of Agenda: The membership approved the agenda.

Statement of Quorum (Holly Evans): Holly Evans stated the required number of members were present to form a quorum.

Election/Casting of Ballots: The membership voted to seat 3 volunteer members to serve on the Board of Directors to serve for 2-year terms. Terms of office will expire for Judy Garver, Nancy Burns, and Mary Ann Wheeler (appointed to fill Donna Medina's seat following her resignation). Terms of office are still standing for Chuck Fosse, Ron Johnson, Cindy Potter, and Phil Salden. Nominations for the open positions were Nancy Burns, Judy Garver, Justin Mitchell, Mary Ann Wheeler, and Scott Adkins.

Treasurer's Report (Judy Garver): Monies available for the day to day and long term expenditures of Locklin Pines Condo Association come from the monthly dues assessed to the 96 home owners in the complex. The budgeted income for fiscal year 2015 is \$404,588.

Condo law in MI requires that condo associations put aside at least 10% of its assessed fees into a reserve fund for future expenditures. This year we budgeted \$99,000 for reserve contributions. Items that are paid from the reserve funds are ones that should not be paid from every day operating funds (refer to Reserve Study information). We use our reserve funds regularly for roof replacements, road repairs, door wall and window replacements. Other unexpected expenses may be taken from reserves if needed. The goal is put more into the reserve fund every year than we expend so that we continue to grow the reserve fund. Our plan is to cover all expenses from operating and reserve funding to avoid special assessments.

Copies of the financial statement dated September 30, 2015 were made available at the meeting. A copy of each month's statement is posted on the Highlander Group website for review by co-owners. We are pretty much within budget in most areas so far this year. It is expected that any excess funds in most line items will be depleted by year end.

The budget for 2016 is expected to be completed by November 30th.

The question was raised from the membership about saving for larger projects. President Fosse answered that we are planning for some major road repairs and more expensive repairs to our aging units such as roof, door wall, and window replacements. C. Potter and M. Wheeler also noted our drains and retention ponds will be needing maintenance and repair work done.

A question was asked regarding line item 50299 in the budget and what that meant. J. Garver explained that it is a tax accounting item that reduces our income, therefore reducing our tax bill.

Secretary's Report (Nancy Burns): The minutes for the annual meeting of 2014 were submitted for approval. A motion was made by C. Potter to approve the minutes and P. Salden seconded. Motion passed.

President's Report (Chuck Fosse): President Fosse conducted a survey of the association grounds. Locklin Pines totals 38.8 land acres. Lake Marion accounts for 5.6 of those acres and has a maximum depth of approximately 15 feet. Our roads and cul de sacs make up about 4 acres of asphalt; our 96 homes take up about 4 acres, leaving 25 acres of woods and lawn. The maintenance of all this property demands a considerable amount of our time and resources.

Our signs are aging and we are in the process of replacing them. The custom made wooden signs we have now are too pricey to replace with the same style and materials. We have purchased new signs (cluster/addresses, no parking/fire lane, speed limit) which Rick Hazen will be installing.

An ad hoc committee was formed to survey our units for repair/maintenance issues to be brought to the board's attention. Others volunteered this past year for cleanup and grounds maintenance. Thanks goes to volunteers Brenda Esper, Dave Buffington, Ruth Lester, Bruce and Kathy Pettibone, John Wheeler, C. Potter, John Lundgren, Chris and Nancy Burns, Ron Johnson, Chuck Fosse, Danny Vymazal, Beth Rich, and others.

Thanks goes to new board members Cindy Potter, Ron Johnson, Mary Ann Wheeler, and Nancy Burns who stepped in to fill vacancies and are working to learn their positions.

A settlement was reached on the repair of the unit at 6552 Red Cedar. The work has been completed, the contractor paid, and the unit sold. The new owner has moved in and is remodeling.

Chuck believes that in general the condo association is in good shape.

A comment was made that some of the recent road repair was not done properly and opined that it needed rework. Chuck will look in to it.

Director's Reports

Buildings (Ron Johnson): 13 units and 18 decks have been painted. Ron is compiling data of painting history to create a paint maintenance rotation of units and decks. Seven roofs have been replaced with shingles guaranteed for 25 years. Ron has observed that many window and door frames are deteriorating. We are amid an ongoing process of replacing/repairing the windows/doorwalls/frames as our units are showing their age. Ice damming has been an issue with a number of units during the past two winters. Our roofing contractor, BHI, has been consulted, and new soffit vents and baffles have been installed to channel air to the roof vents. Ron is finding that the bath and kitchen vents on many units need to be rerouted from attic and crawl spaces to the outside – which will have to be at the owner's expense.

One member commented that fires have occurred with old bathroom fans, and felt homeowners should be alerted to check and redirect the vents.

Another homeowner at 2275 Forest Glen commented that the roof had been repaired, but the gutters are damaged. Ron will follow up.

The question was raised about the financial responsibility for damage due to improper ventilation. According to the policy manual, interior repairs are the homeowner's responsibility.

Grounds (Mary Ann Wheeler): Optic yellow vests have been purchased and worn to identify board members and volunteers as they go about the association working on the grounds.

Some evergreens and elms have been treated for disease control. Our arborist, Wagenschutz, is monitoring our trees for any other issues. Thirty trees have been removed, but more need to be. Tree removal will be an ongoing process. Trimming will be done in the proper season for the particular species. Bids have been sent out and the work will be scheduled. Homeowners should check with the grounds chairperson before doing any trimming on their own for the proper method and timing for trimming and removal of any tree or shrub.

An invasive species of buckthorn has been identified on our grounds that needs to be controlled and hopefully eradicated. This will be an ongoing process. The association will be contracting removal around mature trees that have been overwhelmed. Board members and volunteers have working to remove the smaller bushes.

Five trees have been planted recently: 4 Concolor evergreens and 1 river birch. Mary Ann would like to fill in some areas where trees have been removed or shade would be welcome. She identified only 5 sunny locations where homeowners were agreeable to tree planting and would agree to water them, but would welcome more co-owners that would be agreeable to helping us in this way.

We have had a problem with poison ivy growing out of control and spreading over the edge of roads in some places. We contracted Poison Ivy Control of Michigan to eradicate the poison ivy on Forest Glen, which had the most serious problem. PICM offered home owners a reduced price to remove poison ivy around their units. Several homeowners participated.

There was a comment from a member regarding a problem weed with sticky seeds. Mary Ann knew of the problem and has asked for quotes for removal/control, but has not received any bids. Other home owners raised concern about neighbors who neglect poison ivy control and the weed spreads back into the area around their unit. Another raised the question as to why poison ivy is not covered by the association. The board answered that the association will cover removal if it is impeding access to the unit. It was admitted that poison ivy control is an issue that needs consideration and the board needs and appreciates the involvement of our homeowners in tackling the problem.

A homeowner complained about an invasion of euro wasps that were reported but the contractor never showed up. The contractor claimed they were never called. The board recommended that homeowners make a follow up phone call directly to the contractor if they are not getting a satisfactory response. Holly will give Mary Ann our account number and the phone number for the contractor to be published in the next newsletter.

Drains around the association grounds are being identified and cleared of overgrowth and debris. Mary Ann is hoping to have roadwork done at the beginning of the season so it can be enjoyed when most people are out and about.

Lawn fertilization/weed control will be performed twice a season. We will be following the environmental requirement that we suspend any chemical application within a 30 foot buffer around the lake.

A homeowner was concerned that the landscape maintenance company may be over-mowing. Another homeowner raised the question about the contractor's leaf blowing. The contract states that the leaves are to be blown to the street and collected. There have been complaints in the past about leaves being blown into the woods – the workers need to be monitored. Several homeowners expressed dissatisfaction with the current landscape maintenance contractor, and the question was raised about hiring a new contractor. Chuck Fosse said we can hire a new contractor when the current contract has expired.

A homeowner was very unhappy about receiving a notice of noncompliance regarding vines growing onto the unit, when the tree removal contractor left a huge mess around her unit that has still not been

addressed. She felt it was absurd to receive a warning over what she considered insignificant compared to the yard mess, and in addition, the poor condition of the exterior of the unit (chipping, peeling paint, etc.) Mary Ann answered that the first notice is sent to alert homeowners of item they need to address, and admitted that the tree removal contractor has a record of unsatisfactory cleanup, and we have been after them to remedy that issue. Ron advised the homeowner to submit a request for maintenance on the unit exterior, and that assured her that he is working to address and catch up on old maintenance issues.

Lake (Cindy Potter): The aerators have been repaired. The lake has been treated for weeds and algae. Next spring we will continue to add native plants to beautify the lake border and help improve the health of the lake. A beach reclamation project will commence in the spring in the south east corner of the lake where the bank has eroded critically close to one of our units. Maintaining a healthy lake border will also help to control erosion. Cindy and Ron attended a seminar about goose population control. An important component is nest disruption, and there is a window of time for effective control. Cindy was unsuccessful at locating nests with eggs this spring, and we did get a couple of families of geese.

*A question was raised about the depth of the lake. The lake **is** getting shallower, which is why we are working to control sediment buildup due to runoff. A homeowner mentioned that dredging had been done in the past.*

A homeowner complained that boat keys should have been distributed to every unit, and that there was confusion about how to procure a key, and that the process was inconvenient to the homeowners desiring keys. The person also felt notifications should be communicated in a letter to all homeowners rather than posted in the newsletter. The board had made the decision to give out keys to those requesting them, avoiding giving keys to those that had no interest in using the boats. Cindy will distribute keys to any homeowner desiring one.

Other Business: *A suggestion was made that a lock box be stationed in the beach area for a boat key. The board will consider this proposal.*

The question was raised as to why we can't use our own boats. The answer was the concern for transferring invasives from other bodies of water.

A question was raised about the status of power washing. Ron answered that power washing is complete for this year.

New Business: After counting the ballots, Holly Evans announced that Judy Garver, Nancy Burns, and Mary Ann Wheeler were elected to serve on the board for a two year term.

Chuck Fosse moved that the meeting be adjourned. Meeting was adjourned by unanimous consent at 8:03 pm.

Next regular board meeting is scheduled for November 10th, 2 pm at Highlander Group offices.

Respectfully submitted,
Nancy Burns, Secretary