

**Bloomfield on Square Lake
Condominium Association**

2020 ANNUAL MEETING OF MEMBERS – SECOND NOTICE OF ANNUAL MEETING

Dear Member:

Pursuant to the Bloomfield on Square Lake Condominium Documents, Article II, Section 3, notice is hereby given for the Annual Meeting of Members of the Association. This meeting is to be held on:

Tuesday, September 22, 2020 by Zoom

The meeting will be called to order at 7:00 p.m.

*****All Co-owners will be sent an email to join the Zoom meeting. If you do not have an email address, you will receive an invitation to call into the meeting with this notice.*****

Please be advised at the Annual Meeting of Members of the Association, **THREE (3)** seats on the Board of Directors will expire. Terms of office will expire for **Gerry Coyne, Rick Kedzierski and Rick Merson**. Two positions are for two years and one position will be until the 2021 annual meeting. Leslie Logan and Liz Morehouse each have one year remaining.

In accordance with the First Notice solicitation, **Malaz Atassi, Gerry Coyne, Jerry Howe, Eman Kasabbashi, Rick Kedzierski, Mohammed Masri, Richard Merson, and Omar Odeh** have accepted nomination for the Board of Directors. There will be no nominations taken from the floor at the Annual Meeting.

At the time of this mailing, not all candidate resumes have been received; therefore, an additional mailing will be sent out as well as emailed with the candidates resumes.

Enclosed you will find an Absentee Ballot to be filled out and signed by the designated Co-owner and returned to The Highlander Group's office **no later than Monday, September 21st 9:00 a.m.** There are three seats available on the Board of Directors and there are eight Co-owners running. Each unit has one designated Co-owner who is eligible to vote and there can be only one vote per unit. All Absentee Ballots must be signed and the unit address written on the ballot. Any ballot not signed or missing the unit address will not be valid, both signature and address must be included on the ballot. No proxies are necessary as all ballots are absentee.

All absentee ballots must be received to The Highlander Group's office **no later than Monday, September 21, 2020, 9:00 am** to be valid; the ballots will be counted prior to the annual meeting. Ballots will be used to 1) meet the quorum requirement to have the annual meeting and 2) to vote for the candidates of your choice. The three candidates with the most votes will be declared the winners and their names will be announced at the annual meeting. You may only vote for three people, if you vote for more than three people your ballot will be disqualified.

The meeting will be conducted by Zoom. Each Co-owner will receive an invitation via email to join the Zoom meeting. Attached is a copy of Zoom instructions for first time users. Please ensure we have your correct email address on file if you would like to attend this meeting.

Any member who is delinquent to the Association cannot vote at this Annual Meeting. Therefore, **all fees owing the Association must be paid in full as of September 18, 2020, in order to cast your ballot.**

On behalf of the Board of Directors, we look forward to seeing you on Zoom on September 22nd!

Sincerely,

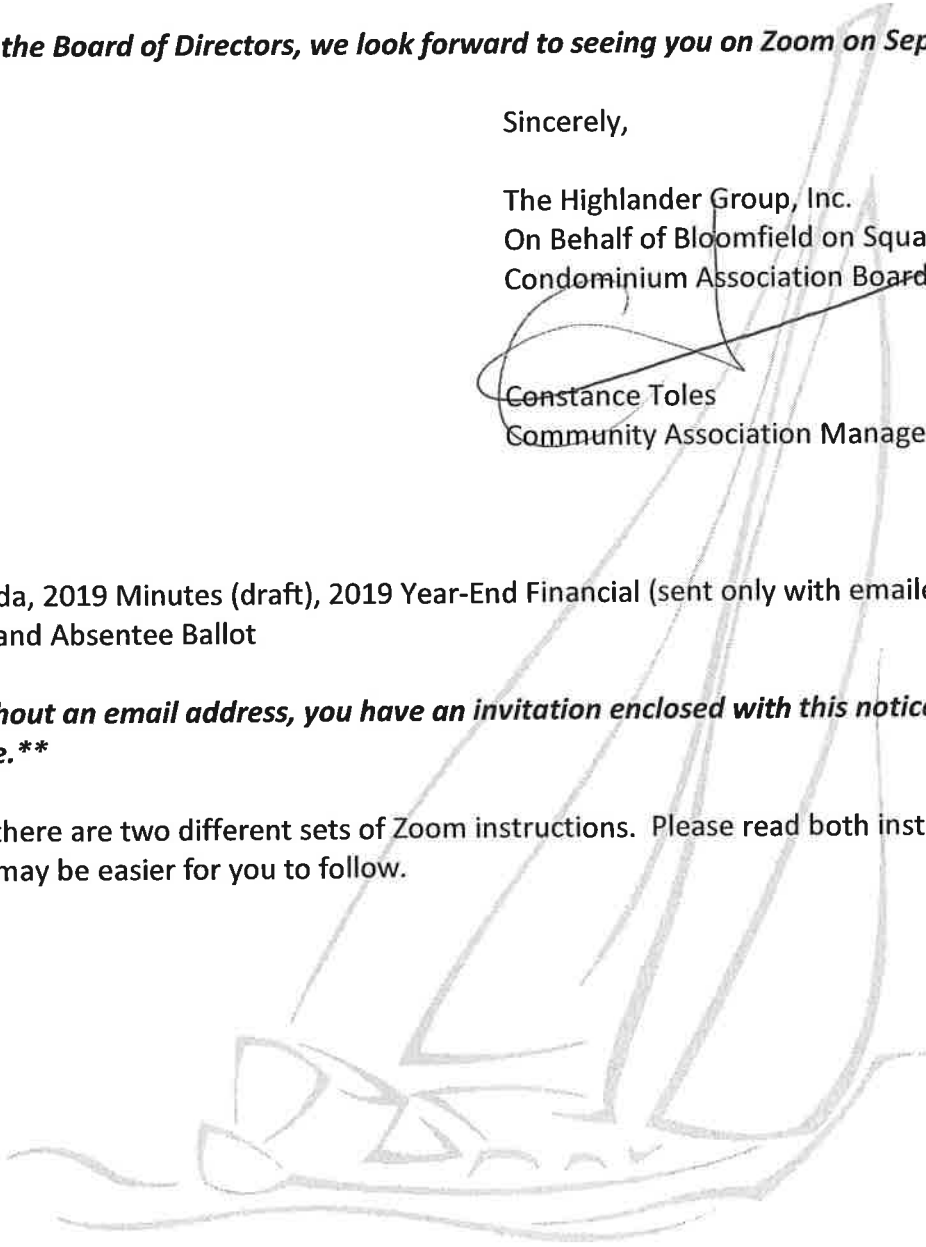
The Highlander Group, Inc.
On Behalf of Bloomfield on Square Lake
Condominium Association Board of Directors


Constance Toles
Community Association Manager

Enc. – Agenda, 2019 Minutes (draft), 2019 Year-End Financial (sent only with emailed Second Notice), Zoom Instructions and Absentee Ballot

*****Those without an email address, you have an invitation enclosed with this notice to call into the meeting by cell phone.*****

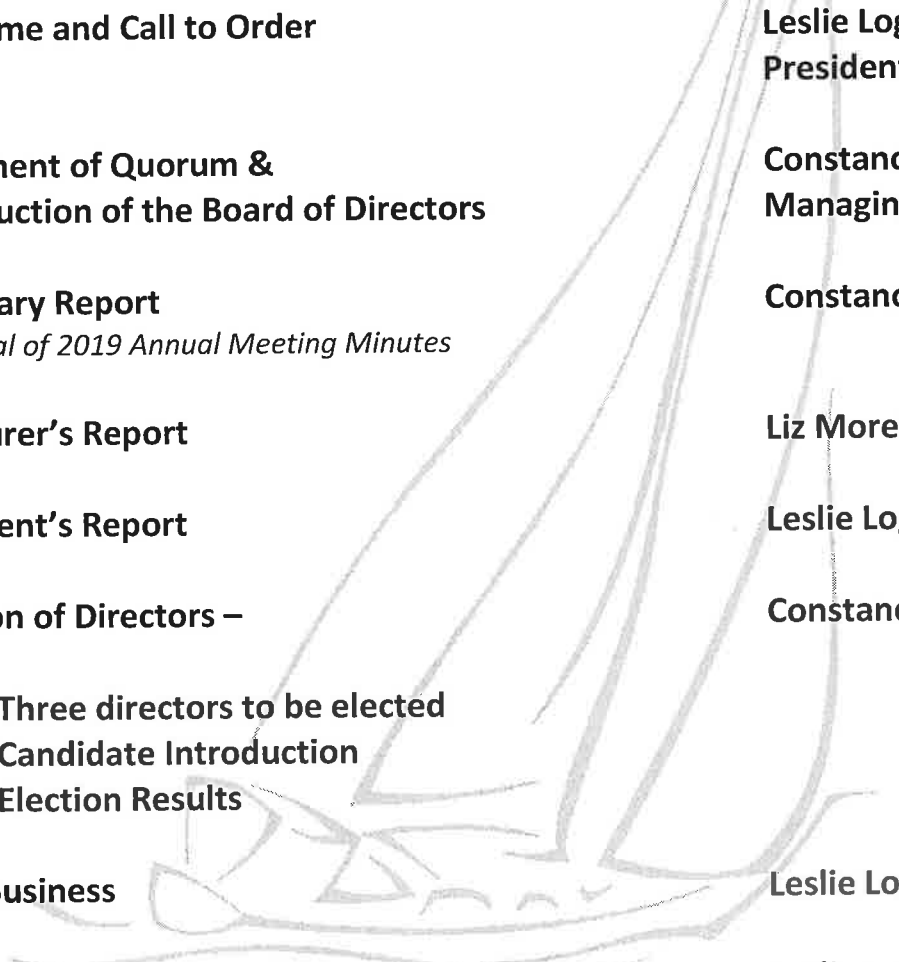
Please note there are two different sets of Zoom instructions. Please read both instructions as one of the instructions may be easier for you to follow.



Bloomfield on Square Lake Condominium Association

ANNUAL MEETING OF MEMBERS September 22, 2020

Meeting will be conducted by Zoom
Call to Order is 7:00 pm

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- I. **Welcome and Call to Order** **Leslie Logan**
President
 - II. **Statement of Quorum &
Introduction of the Board of Directors** **Constance Tole**
Managing Agent
 - III. **Secretary Report** **Constance Toles**
Approval of 2019 Annual Meeting Minutes
 - IV. **Treasurer's Report** **Liz Morehouse**
 - V. **President's Report** **Leslie Logan**
 - VI. **Election of Directors –** **Constance Toles**

Three directors to be elected
Candidate Introduction
Election Results
 - VII. **New Business** **Leslie Logan**
 - VIII. **Adjournment** **Leslie Logan**

Bloomfield on Square Lake Condominium Association
Annual Meeting of Members Minutes
May 16, 2019

Attendance

Board:	Leslie Logan	President
	Rick Kedzierski	Vice President
	Rick Merson	Treasurer
	Liz Morehouse	Secretary
	Ferris Gabriel	Director
Highlander Group:	Constance Toles	Community Association Manager

Welcome and Call to Order

The Bloomfield on Square Lake Condominium Association (BSLCA) conducted its Annual Meeting on Wednesday, May 16, 2019 at the Bloomfield Township Auditorium. The meeting was called to order by Association President, Leslie Logan at 7:00 pm.

Statement of Quorum

Constance Toles announced that the necessary quorum of 78 co-owners' was represented in person, proxy and E-ballot. Two owners are delinquent. Therefore, there are 76 owners eligible to vote. The quorum requirement is 35%. We needed 27 members present, either in person or by proxy. There were 29 owners represented.

Election of Board of Directors

Three board positions were up for election. Ferris Gabriel, Leslie Logan and Liz Morehouse ran for the board. Nominations from the floor were announced, there were no nominations. A motion to close nominations from the floor was made and supported, and unanimously approved. A motion to accept the ballot by acclamation was made and supported, unanimously approved. Ferris Gabriel, Leslie Logan and Liz Morehouse were elected to serve on the Board for a two-year term.

Secretary's Report

The 2018 Annual Meeting Minutes were approved. A motion was made and supported and unanimously approved to accept the 2018 minutes as written.

Treasurer's Report and Financials

Liz Morehouse reviewed the Treasurer's Report of the Association for year end 12/31/2018. Reserves are at \$161,051.81 with total equity at \$164,536.79. Total liabilities were reported at \$14,742.27. Total co-owner delinquency is at \$13,370.35. A motion to approve treasurers report was made and supported and unanimously approved.

President's Report

Leslie Logan recapped the accomplishments from 2018 and 2019:

2018

- Balconies – added without approval; co-owners had to have the balconies approved for safety
- Engineering report for balconies, carports and two buildings 1940 and 1944 were monitored for movement. That caused the delay with the new entry doors.
- Seal coating was scheduled for last year but there was an issue with the storm drain out to the lake, it needed to be secured, which it was using a geotechnical polymer. Secured the inside. Then when that was completed, it was too late to have seal coating which takes us to yesterday and today. It will be completed on Thursday.
- We had total of two drains done with the same material.
- Asphalt core samples. Report came back, attached, with estimated cost of \$325,000 to replace parking lot.
- Willow tree maintenance. What would the community like to see these trees replaced with?
- Front wall maintenance completed at 1944 and landscaping repairs have already started.

2019

- This is the big project for this year, revisiting the entry doors and window replacement. Unfortunately, the intercom system is something we are still working on. The doors and windows were at one time pricing out at \$70,000. We would like to look at all options with a goal of finding a less costly contractor or source.
- Docks are in with some issues, but they are being addressed. One is listing and two are too close together and will be spread out a bit more.
- Carport engineering report came back that the carports could last a few more years. We are waiting on a bid to make the repairs that will extend the life of the carports.
- A few more basement wall repairs will happen this year

General Discussion

- General discussion of people walking dogs on the common element and it was suggested to catch the violators in the act with a photo and send to management company.
- The natural habitat was discussed and an appeal was made for volunteers.
- Owner discussed the noises from the unit above are continual and cause her lack of sleep. Highlander would speak to the owner of the unit above and further discuss the issue of more rugs and noise consideration during the late and early morning hours.
- Suggestion for more roses in the community.
- Discussed briefly about the non-passage of the amendment for a rental cap from several years back, and therefore, the need to keep saving money as a loan may prove to be difficult to get due to high level of rentals in the community.

Adjournment

Motion was made to adjourn, supported and all in favor to adjourn. Meeting adjourned at 7:53 p.m.

Respectfully submitted by,

Constance Toles, On Behalf of Richard Merson, Secretary of Bloomfield on Square Lake Association

zoom Instructions for Meeting Attendees

JOIN A MEETING

Join a meeting by clicking on the **Zoom link provided by the meeting host**. If this is your first Zoom meeting on your device, click download and run Zoom. The *Zoom.exe* file will download, and you will need to **open** the file. **Please note: this only needs to be done once for any device on which you use Zoom for the first time.** DO THIS WELL IN ADVANCE OF YOUR SCHEDULED MEETING.

Once set up: click Join a Meeting -> enter the Meeting ID -> then click Join -> enter Password if needed -> then Join Meeting. Choose: Join with Video or Join without Video.

Note: You do not need a Zoom account to participate in Zoom meetings hosted by your instructor. But if you want to host your own Zoom meetings, you do need a Zoom account. To get a *free* Zoom account through Goucher, go to <https://goucher.zoom.us/> => Click Sign In => enter your Goucher username and password.

When you join a Zoom meeting hosted by another person, you are considered an **Attendee**, and you'll have access to a range of controls, which will vary based on the Host's settings. Hover over the **bottom** of your active Zoom meeting window for the control bar.



MUTE/UNMUTE AND START/STOP VIDEO

You can **Mute/Unmute** your microphone by clicking the microphone icon at the **bottom left of control bar**. If your device has a camera, you can turn it on/off by clicking the **Start/Stop** icon at the **bottom left**.



PARTICIPANTS

If you click on **Participants** (bottom tool bar), you can see who is currently in the meeting. The participants list also gives you the option to **raise your hand** or **rename yourself**.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list & video window



SHARE SCREEN

If the host allows, you can share your screen in the meeting. When you are ready to show a PowerPoint file or show a YouTube video or display a document, hover over the bottom of your Zoom screen and click on **Share Screen**—and additionally be sure to click in the tiny check box, lower left, for **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).



CHAT

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.



CHOOSE VIDEO LAYOUT

At the **upper right of your screen** you can switch between **Speaker View** and **Gallery View**. You can also **enter/exit full screen** by clicking icon to right of Gallery/Speaker View.



LEAVE MEETING

You can leave the meeting at any time by clicking on **Leave Meeting** at the lower right corner of the Zoom tool bar.

RESOURCES

- [Zoom Training](#)
- [Getting Started](#)
- [Zoom Video Tutorials](#)
- [Zoom Support](#)
- [Mobile](#)
- [Zoom Help Center](#)
- [Host Controls](#)

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call from your committee analyst. The notification will include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on **“Test Computer Audio.”** Once you are satisfied that your audio works, click on **“Join audio by computer.”**

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (**“Start/Stop Video”**)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between **“speaker”** and **“gallery”** view. **“Speaker view”** shows the active speaker. **“Gallery view”** tiles all of the meeting participants.

Bloomfield on Square Lake Condominium Association

Annual Meeting of Members - September 22, 2020

ABSENTEE B A L L O T

Election of Members to the Board of Directors -
Place an "X" in the box next to the candidates of your choice.

Vote for NO MORE THAN THREE (3) candidates.

<input type="checkbox"/>	<u>Malaz Atassi</u>
<input type="checkbox"/>	<u>Gerry Coyne</u>
<input type="checkbox"/>	<u>Jerry Howe</u>
<input type="checkbox"/>	<u>Eman Kasabbashi</u>
<input type="checkbox"/>	<u>Rick Kedzierski</u>
<input type="checkbox"/>	<u>Mohammed Masri</u>
<input type="checkbox"/>	<u>Richard Merson</u>
<input type="checkbox"/>	<u>Omar Odeh</u>

We must have the designated voter for your unit sign below to ensure the authenticity of subject ballot. By virtue of signature below, the owner of the listed unit confirms that this person is the designated voter for the unit, and this signature will supercede any previous designated voter form on file with the Association for the purpose of this meeting.

Signature of Designated Voter

Print Name

Please return your completed ballot in one of the following four ways to The Highlander Group no later than Monday, September 21st 9:00 a.m.

- Return by mail: The Highlander Group, 3080 Orchard Lake Rd, Suite J, Keego Harbor MI 48320
- Return by fax: 248-681-2161
- Return by email: ctoles@highlandergroup.net
- Drop box outside The Highlander Group's office door (the office is located at the above address)