

**COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION**  
**MONTHLY BOARD OF DIRECTORS MINUTES**  
**August 15, 2017**

The meeting of the Board of Directors of the Coves of Harbor Springs Condominium Association was held on Tuesday, August 15, 2017 at 7:04 p.m. at the Aurora Fire Department, 3770 McCoy Avenue, Aurora.

Present at the meeting:       Elsie Bair  
  Kasey Minard  
  Matt White  
  Kenneth Fields  
  Scott Adler, EPI Management

Absent:                               Katie Zink

**CALL TO ORDER:**

The meeting was called to order by M. White at 7:04 p.m.

**GUESTS:** Shayne New, Drew's Lawn and Snow

- Shayne from Drew's Lawn and Snow reported to the Board the second turf application will take place this week, weather permitting. They are working on maintenance, making sure there are no weeds, and trimming trees and shrubs for the second time. Shayne noticed that there were some bugs that he will be keeping an eye on to make sure they do not increase. If the problem persists, Drew's will treat if needed. Marsha wanted to know when her tree will be trimmed. S. Adler stated he expected it to be done already and will follow up with JPC Tree service.

**MINUTES:**

*Motion – K. Minard motioned to approve the meeting Minutes from June 20, 2017. Motion seconded by K. Fields. Motion carried.*

**TREASURER'S REPORT:** – S. Adler reviewed the financial statements, as July 31, 2017 with the Board.

Total Checking/Savings -	\$ 90,816.69
Accounts Receivable -	\$ 51,645.65
Total Assets -	\$142,462.34
Accounts Payable -	\$106,826.18
Current Liabilities -	\$128,286.71
Equity -	\$ 14,175.63
Total Liabilities & Equity -	\$142,462.34

**MANAGEMENT REPORT:**

- **Insurance Renewal-** S. Adler informed the Board that they renewed their insurance policy and stayed with Farmer's Insurance as they were the lowest bid.

- **Roof Replacements** – S. Adler provided the Board with a copy of an analysis that was based on the deposits starting in July and going forward. It did not take into account the cash balances on the balance sheet. S. Alder stated that in the balance sheet there is about \$90,000 in Operating funds and \$47,000 in Reserves. A 6-unit and a 5-unit roof with A&E Roofing would cost a base amount of \$50,000.

***Motion- Motion made by E. Bair to start on roof replacements with Cambria Court 3143-3163. Motion seconded by M. White. Motion carried.***

- **Mudjacking-** S. Adler presented to the Board a copy of the contract for 1872 Middlebury. S. Alder stated he inspected, however it did not look like they had finished the work so he is having Sandy follow up with them to find out why there is a delay.
- **Asphalt Patching-** S. Adler informed the Board they have not received the contract back from Blackout Sealcoating. Once Blackout Sealcoating has a date they will send the contract over and they will proceed.
- **Landscaping-** S. Adler presented to the Board with a copy of the proposals submitted by Dew's Lawn and Snow Removal based on the landscape inspection conducted in July. Removal of the dead bushes and trees cost \$1,920. Lawn repairs at 3153 Teal Bay and 1788 Middlebury, 3165 Teal Bay tree removal, and 3190 Ketch splash block replacement will cost \$1,360. The Board decided to table the matter.
- **Pressure Washing of Algae -** S. Adler informed the Board he has not received the bids for this yet. The Board would like to post in the newsletter some recommendations for cleaners that attach to hoses to help with eliminate the algae but is also not harmful to the lawns and plants.
- **Light Fixture Replacements-** S. Adler informed the Board the new light fixtures have been delivered to the property. However, the contractors want to install more than one at a time in order cut the labor rate on installation. Management issued a revised bid request for the labor cost to install 10 lights per trip. The bidders did not provide their proposals at this time. S. Adler requested direction from the Board if they want to keep holding lights until they get quotes or give SMS authorization to continue replaces the lights as needed. The Board decided to hold the installation of the lights until proposals are received from other vendors.
- **FHA Certification Renewal-** S. Adler presented to the Board the email and Engagement Agreement from Key and Costello regarding FHA re-certification. The Board approved this agreement.

**Inspection Report:** S. Adler reviewed the inspection report with the Board

**Adjournment:**

***Motion- Motion made by E. Bair to adjourn meeting at 8:56p.m. Seconded by K. Fields Motion unanimously approved.***

***Respectfully Submitted:***

***EPI Management Company, LLC***