

**COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION**  
**MONTHLY BOARD OF DIRECTORS MINUTES**  
**May 16, 2017**

The meeting of the Board of Directors of the Coves of Harbor Springs Condominium Association was held on Tuesday, May 16, 2017 at 7:01 p.m. at the Aurora Fire Department, 3770 McCoy Avenue, Aurora.

Present at the meeting:       Katie Zink  
                                      Elsie Bair  
                                      Kenneth Fields  
                                      Scott Adler, EPI Management

Absent -                         Kasey Minard  
                                      Matt White

**I.     CALL TO ORDER**

The meeting was called to order by S. Adler at 7:03 p.m.

**II.    ROLL CALL**

**III.   GUESTS: Shane, Drew's Lawn and Snow-** S. Adler informed the Board that S. New sent an e-mail that he was unable to attend meeting tonight. S. New did say that they are moving forward even with the rains. The turf applications are delayed due to rain as the product must remain dry after application to be effective. They expect fertilization treatments to start sometime next week as long as weather holds out. Shrub trimming is planned for the week of Memorial Day and expected to last through June.

**IV.   MINUTES**

*Motion – K. Fields motioned to approve the meeting minutes April 18, 2017. Motion seconded by K. Zink. Motion carried.*

**V.     TREASURER'S REPORT** – K. Zink reviewed the financial statements, as April 30, 2017 with the Board.

Total Checking/Savings -	\$100,785.85
Accounts Receivable -	\$50,634.27
Total Assets -	\$151,420.12
Accounts Payable -	\$92,496.32
Current Liabilities -	\$112,203.69
Equity -	\$39,216.43
Total Liabilities & Equity -	\$151,420.12

*Motion – E. Bair motioned to approve the financial statements from March 31, 2017. Motion seconded by K. Fields. Motion carried.*

**VI.   MANAGEMENT REPORT**

- **Roof Replacements** – S. Adler informed the Board he received a confirmation from Alex at A&E Roofing that he received S. Adler's email that they were awarded the roofing contract and they should begin research to see if an insurance claim is possible. Any roof leaks or repairs are to be sent over to A&E Roofing, as RCH is no longer serving the property.

- **1872 Middlebury front walk sinkage-** S. Adler provided the Board with four quotes to address the sinkage. Perm-a-seal was contacted however they have not provided quote or response to date. S. Adler recommends Affordable Concrete Raising or Raise Rite Concrete Lifting based on Management's experience with the work of both contractors.

*Motion- K. Fields motioned to approve using Raise Rite Concrete Lifting for the front walk sinkage at 1872 Middlebury. Motion seconded by E. Bair. Motion carried*

- **3170 Teal Bay front walk sinkage-** S. Adler informed the Board it was inspected by Raise Rite Concrete, Affordable Concrete Raising, and CRC Concrete Raising. Perm-a-seal did not respond to bid request, and Atlas Restoration hasn't supplied their proposal. Raise Rite and Affordable Concrete both believe the front walk doesn't need to be raised. The problem is there is erosion washing out on the sides of the walkway. They both recommend the area be backfilled and then something put in place to hold the soil. CRC did give a quote of \$1,100 to try and level walkway. S. Adler stated he did go back and look at it again and stated there is no cracking on top of the area sinking, and there are two small cracks on the sides but they are not crossing over at this point. It's not a significant drop at this point. The Board requested a quote be obtained from Drew's Lawn and Snow to backfill along the walk.
- **Pressure washing of algae on North sides of buildings-** S. Adler provided the Board with quotes for pressure washing the buildings. Quotes were for just the north sides and then also gave alternative cost for doing all sides of the buildings. Northern Pressure Washing for the north sides only was \$9,990 and didn't quote for the entire building. Inside Out Company for the north sides is at \$9,200 and then for all sides \$38,000. Arnol Romero for the north sides is at \$9,000 and no quote for all sides. Wash Pros for the north sides is at \$8,277 and all sides \$23,186. The contractor also gave an additional proposed cost to pressure wash all the sidewalks for \$13,000. S. Adler does not recommend pressure washing the sidewalks at this time with all the other projects going on right now. The Board decided to table this issue for now.
- **Rotted wood replacement contract-** S. Adler informed the Board the contract has been completed and they completed the additional rotted wood that was found during tear offs today and they started pressure washing for the follow up painting of those buildings. S. Adler wanted the Board to be aware that there were a lot of areas that were extras this time because the list that was developed for the contract was made three years ago and since then more wood has deteriorated. He does have documentation and photographs of all the areas that he approved for additional replacement. Additional areas are also included in the Inspection Report for Board approval.

#### **VIII. INPECTION REPORT**

- S. Adler reviewed the inspection report with the Board.

- **1704 Middlebury-** S. Adler informed the Board the area under one of the windows the horizontal trim piece is rotting at the corner as well as the 2x6. He states it's soft enough that he can push his finger through the rotted wood. The Board agreed to have the rotted areas replaced.
- **Advertisement for child baseball team-** The rules site no signage. The board agreed to allow.
- **3132 Cambria-** S. Adler informed the Board the plywood at the bottom of the gable is rotting out at the base and there are holes in it. He recommends repairing it. The Board agreed to have the rotted areas replaced.
- **3136 Cambria-** The neighbor informed S. Adler that the garage light has never worked and is asking Association to replace it. K. Fields will inspect it tomorrow.
- **3172 Cambria-** Regarding the vehicle parked in front of the garage door. The Board decided no violation or fine should be levied because the garage door is open and the resident may have been unloading their vehicle.
- **1864 Middlebury-** S. Adler informed the Board the neighbor backed into the downspout causing the downspout to be crushed, damage to the wood trim, and cracked off the top of the drain tile that goes into the asphalt. S. Adler recommends breaking off the top section and clean off what remains of any sharp edges and leave it until the driveway is up for replacement. The Board agreed.

**IX. OLD BUSINESS****X. NEW BUSINESS****XI. OPEN FORUM****XII. ADJOURNMENT**

*Motion – K. Fields motioned to approve adjournment of the regular meeting at 7:52 p.m. Motion seconded by K. Minard. Motion carried.*

Meeting was adjourned at 7:52 p.m.

*Respectfully Submitted:*

*EPI Management Company, LLC*