

**COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION**  
**MONTHLY BOARD OF DIRECTORS MINUTES**  
**June 20, 2017**

The meeting of the Board of Directors of the Coves of Harbor Springs Condominium Association was held on Tuesday, June 20, 2017 at 7:01 p.m. at the Aurora Fire Department, 3770 McCoy Avenue, Aurora.

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

Absent:                           Kenneth Fields

**CALL TO ORDER:**

The meeting was called to order by M. White at 7:03 p.m.

**GUESTS:** No guests were scheduled.

**MINUTES:**

*Motion – E. Bair motioned to approve the meeting Minutes from May 16, 2017. Motion seconded by K. Minard. Motion carried.*

**TREASURER’S REPORT:** – K. Zink reviewed the financial statements, as May 31, 2017 with the Board.

Total Checking/Savings -	\$79,236.15
Accounts Receivable -	\$47,300.34
Total Assets -	\$125,536.49
Accounts Payable -	\$75,716.70
Current Liabilities -	\$95,658.82
Equity -	\$30,877.67
Total Liabilities & Equity -	\$126,536.49

*Motion – Motion made by E. Bair to approve the financial statements from May 31, 2017. Motion seconded by K. Minard. Motion carried.*

**MANAGEMENT REPORT:**

- **Roof Replacements** – S. Adler provided the Board with a copy of the report from A&E Roofing which stated they inspected four units in the complex and did not find enough damage to warrant an insurance claim. S. Adler recommended going with the RCH list that shows most of the roof repairs on it. The Board discussed how many roofs they can afford to replace this year. The Board wants to go over their finances more and then decide how many roofs they will replace.
- **1872 Middlebury front walk sinkage**- S. Adler informed the Board that Raise Rite Concrete Lifting will be scheduling the work at 1872 within the next two weeks.

- **Asphalt Patching-** S. Adler informed the Board that the driveway apron along the curb for 1702-1724 Middlebury and around the storm sewer has failing asphalt. Patching around the storm sewer in the common driveway by 3180 Teal Bay is also needed. S. Adler presented to the Board with three proposals for the asphalt patching; Plotke \$4,300.00, Blank Diamond \$3,296.00, and Blackout Sealcoating \$2,650. 00.

***Motion- Motion made by E. Blair to use Blackout Sealcoating for the amount not to exceed \$2,650.00.***

***Seconded by K. Zink. Motion unanimously approved.***

- **Pressure Washing of Algae-** S. Adler presented to the board with proposals for the pressure washing of the north side of the buildings and also for all the sides of buildings:

	<u>Northside only</u>	<u>All sides</u>
Northern Pressure Washing	\$9,990	N/A
Inside Out Company	\$9,200	\$38,000
Arnol Romero	\$9,000	N/A
Wash Pros	\$8,277	\$23,186

The Board decided K. Zink will go around and make a list of which units actually need to be power washed for algae.

- **Gutter Relocation-** S. Adler presented to the Board with two proposals for the relocations of gutters for 1740, 1752, and 1758 Middlebury; A& E Roofing \$300 and Semper Fi Yard Svc \$570.

***Motion- Motion made by M. White and Seconded by K. Zink. Motion unanimously approved.***

- **Light Fixture Replacements-** S. Adler informed the Board they ran out of the stock fixtures. The cost for lights is currently \$39.95 per fixture. The cost for ordering lights in bulk is \$35 per fixture when purchasing 25 (\$875 total) or \$30 per fixture when purchasing 50 (\$1,500 total) excluding tax.

***Motion- Motion made by M. White to order 50 replacement lights at a cost of \$1,500 plus tax. Seconded by K. Zink. Motion unanimously approved.***

- **Rotted Wood Replacement-** S. Adler informed the Board that SMS is in the process of completing the final three buildings and should be done by the end of the month. The additional costs totaled \$5,000 which the Board approved.

### **Adjournment:**

***Motion- Motion made by M. White to adjourn meeting at 7:56p.m. Seconded by K. Zink. Motion unanimously approved.***

***Respectfully Submitted:***

***EPI Management Company, LLC***