

Island Lake of Novi
Board of Directors Meeting
Wednesday, October 28, 2020

Call to Order

President Valade called the meeting to order at 5:06 p.m. at the Boathouse. Present were Directors Dolin – Vineyards, Felch - Preserves, LeFevre - Arbors, Pfeiffer – North Bay, Sargent – South Harbor, Thirumoothi – Reserves (arrived at 5:41 p.m.), Valade - Orchards, and Verma - . Mr. Hall was also present.

Approval of Agenda

Director Dolin moved and Director LeFevre seconded to accept the Agenda as presented with the addition of use of Boathouse under New Business. The motion was unanimously approved.

Approval of Minutes

Director LeFevre moved and Director Pfeiffer seconded to approve the Minutes of the July 29, 2020 Board of Directors meeting as submitted. The motion was unanimously approved.

Community Forum

There were no homeowners present.

Interim Actions by the Board

- The Boathouse was closed due to Covid-19.
 - It was reopened with guidelines requiring a Release to be signed, wearing a mask, and separating the children's room and health club with new locks. Hand sanitizer, wipes, and spray were supplied.
 - An individual key is required to access for each room and each person must sign an execution of Release.
 - Requests have been received to rent the Boathouse, which would require reducing capacity limits for 2,500 square feet in accordance with State mandates.
 - It was suggested charging a \$25 fee for extra cleaning and a deposit of \$250.00.

Financial Report

The financial report through September 30, 2020 from KS is still not totally accurate.

- Director Pfeiffer and Mr. Hall have reviewed the report.
 - Director Pfeiffer contacted KS to access the portal to review information, which all Presidents should be able to.
 - o KS provided information to setup, but information for August was not accessible as of today.
 - Some items in accounts receivable and payable increased with the transition from AMP and KS, requiring many changes.
 - Mr. Hall said KS should have been more involved and proactive.
- AMP used accrual accounting while KS uses cash, as well as running a different operating system.
 - There were prepaid accounts receivable that were posted as accounts payable, which should have been run through the expense account.
 - All these items were canceled from June 1 through August 31 and reinput.
 - Going forward, Mr. Hall will receive and review all invoices to be approved by him and forwarded to KS for payment with a list of accounts payable.
 - Director Pfeiffer reported that two checks were remitted for landscaping in September; one will be credited toward October's payment.
- President Valade requested Director Pfeiffer to provide examples to approach KS to resolve issues, adding that it is too early to judge KS and that time is needed for the transition.
 - It was noted that Ms. Wright is the Property Manager and will not be handling accounting or other aspects of business.
 - KS will be asked if they have a CPA on staff or the qualifications of who prepares the financials.
- Director Verma requested a copy of the Shores' Management Agreement and was provided with a copy dated in 2005 and inquired about experiences of the other Associations with other management companies.
 - Director Pfeiffer advised that contracts may be canceled with notice.

Old Business

Cement work in cooperating with Vineyards –

Shrinking islands – It would cost \$5,000 to review. The Board will review in January 2021.

- Pictures were not provided as requested to be reviewed before spending money.

Basketball goals – There are concerns regarding the installation of basketball nets on the tennis courts, not being conducive, causing trip hazards, and infringing on the tennis courts that have been popular in recent years.

- It was suggested that basketball nets could be developed in a separate area near the pool, such as the tent area or near the volleyball court.
- The basketball nets could be removed, replacing the bottom part with cement.
- Mr. Hall will obtain proposals to construct a basketball court, including if a fence would be required.

New Business

Review plan 2021 budget – A draft of the budget was provided to each director.

- Income was forecasted to remain the same with lower initial contributions, no pool activities or Boathouse rentals, and some expenses increasing.
-Some Contracts are in place with set prices.
- A forecast was created for next year, which absorbed the \$21,500 earmarked for unexpected expenses during the year.
-Water costs are unknown until all bills are received and utility costs are increasing.
-The cost of pool maintenance was less; however, supplies are included, and prices increased.
-Pool wages were budgeted the same with discussion of increasing staff 5-6 days a week, the manager working at least one day a weekend, and printing names on the back of the shirts.
 - The pool was over-staffed at the start of the season due to the requirements to spray, clean, count attendees, and social ensure distancing.
 - No income was earned from guests this year.
-The budget for social activities was budgeted at \$5,000 with only \$100 spent for gift cards.
 - Due to Covid-19, the only activity was a food truck on the social calendar that was successful.
-Rental income was approximately \$22,000 as projected, compared to last year at \$31,600. Lots of reservations had to be canceled with the return of deposits.
-Income for initial contributions increased due to the number of sales with \$8,000 forecasted and \$14,000 actual, which will offset rental income.
 - There needs to be an adjustment as the number of sales is not anticipated to be as high next year.
-It is forecasted that operating equity will be \$38,000 at year-end.
-New signs are budgeted at \$3,000.

Director LeFevre moved and President Valade seconded to approve the budget for fiscal year 2021 as presented.

There were eight (8) yes votes and one (1) abstention. The motion was approved.

Present sub-committee security recommendations – Director Felch reported that the Committee met to discuss non-residents using the general common areas, primarily without regard, leaving garbage at the beach and boat launch, and causing damage. It appears that many gain access from Napier Road and could have been an extremely bad year due to Covid-19.

- It has mostly been teenagers, drinking, leaving messes, and causing damage.
- There is also an issue with dogs in common areas where they are prohibited.
- The lock at the boat launch was changed and installing a gate on the entrance to parking lot was proposed.
- The Committee is establishing rules, violations, and enforcement with clear guidelines to be distributed to all homeowners and posted on the website.
- It was recommended to display descriptive “private property” signs with posted hours, that would permit the Police to remove trespassers.
-It was noted the existing signs read “residents only” and “dawn to dusk”.

- There was a discussion about the possibility of issuing wrist bands.
- A neighborhood patrol could be established who could check identification and contact the Police to escort off the property.
- The security camera system could be expanded at an approximate cost of \$1,000 per camera to upgrade the existing system or \$4,700 for a new system.
 - Paying a security guard Thursday through Sunday would cost approximately \$420 per week, possibly in the event there are issues for a short time.
 - Electronic surveillance would be cost prohibitive to monitor all the time, and the majority monitor with alarms, not action or movement.
 - Mr. Hall recommended installing cameras to view the volleyball court and north park during the day and Boathouse during the evening.
 - Director Verma suggested the potential of viewing the cameras through an app or monitor and establishing a “virtual neighborhood watch” with volunteers to watch as well as the ability to talk through the camera or have a decibel siren if trespassers do not leave.
 - Mr. Hall advised the original contractor is no longer available and will research others.
- A Sergeant of the Novi Police will be invited to attend the next Board of Directors meeting in preparation for next year.

Review Executive Committee positions – Director Sargent volunteered to serve as Secretary.

- The current Officers are President Valade, Director Dolin – Vice President, Director Felch – Treasurer, and Director Sargent – Secretary.

Mr. Hall's compensation – Director Dolin will provide the Directors with an evaluation form.

- Mr. Hall provided a list of top tasks that he performs to be reviewed and recommended that the Directors comment on his performance.
- President Valade said that the board generally has a hard time with a full job description for Mr. Hall's position; there is more work to the job than some believe.

Tennis court reservations system – There are issues with conflicting reservations. The last few years more adults and children have been using the tennis courts, requiring courtesy, especially to children who do not have transportation to play somewhere else.

- It was suggested to post a list on the door instead of online or being stricter on Island Lake's home page, stressing the importance of communicating.
- It was also suggested permitting reservations for one tennis court on a “first come/first serve” basis to residents only and one tennis court not be reservable.
- Discussion took place that the tennis courts are an amenity for the community, not a club or for lessons, or ability to reserve for the entire season.
- There will be a 90-minute time limit.
- Mr. Hall will draft a document for the Directors to review and vote via email.

Pool operation – lifeguards – It was suggested issuing the rules and regulations to the lifeguards with mandates to enforce.

- Homeowners need to report issues to Mr. Hall the day the event occurs providing time of day and who the lifeguard was that was on duty.

Use of Boathouse – Requests to rent the Boathouse during the holidays have been submitted.

President Valade moved and Director Dolin seconded to rent the main room of the Boathouse for fifty (50) person maximum capacity with a signed waiver, specified times, and attendants checking during events. Further, the deposit will be increased to \$250.00 to be forfeited if additional attendees are present. The motion was unanimously approved.

- The health club and children's room are open with capacity limits by reservation and activation of a key fob upon the execution of a Release.
- Communication will be issued to all homeowners.

Holiday lights – The holiday lights are installed and will be turned on at every entrance the day before Thanksgiving.

- The lights will be tested after fall cleanup is completed.

- South Harbor repaired their Xmas lights.

Management Report

KS Management systems and financials – Discussion took place during the financial report above.

Irrigation problems – 2020 – There were lots of peculiar issues with the irrigation system, especially on the far side of the Reserves on Dinser Dr. where the sprinkler system was installed in the city right of way.

- Sunrise had to disconnect the system to reinstall the heads at a cost of a couple thousand dollars.
- A 7.5 horsepower pump had to be replaced at a cost of \$3,500 for the motor and pump and \$1,200 for the fittings, labor, and connection. It was initially thought it was part of South Harbor but was all the Master Association's responsibility.
- The City repaired irrigation that they disrupted while removing concrete near the North Bay mailboxes.
 - Sunrise completed repairs because the system would not hold pressure.
 - Invoices had to be resubmitted to the City for reimbursement a couple of times.
 - An audit of Sunrise's invoices indicated double payments were made with many credits and debits.
 - It has been a time consuming process.
 - A meeting will be scheduled with Sunrise to review and resolve.
- A timer in the Ravines was damaged that needed to be replaced.
- It was noted that the system is aging with costs anticipated to increase as repairs and replacements are needed.
 - There is a small screw in the popup heads that needs to be adjusted and as it ages the screw cannot be adjusted so the entire head must be replaced.
 - An inspection as made at North Park to verify the condition of the system and confirm the necessary repairs.
 - The cost for replacement heads is forecasted to be around \$4,000, with rotor heads costing \$45 and an additional \$15 for popup heads, and this is not a Reserves' expense.
 - There is an opinion that items not included in the Reserves Study should not be allocated from Reserves.
 - It was noted that trees are not included in the Reserve Study either.

Director Pfeiffer cautioned that irrigation maintenance will likely be higher than lower, noting opening and closing the system costs over \$6,000 each year.

Dinser Road

Masters pump by South Harbor – Discussion took place under irrigation above.

Damaged clocks – audit meeting – Discussed took place under irrigation above.

Boat launch lock – The lock was changed at the boat launch and installing a gate at the boat launch parking lot was agreed upon.

Pool condition –

Ongoing trail bridge maintenance – A new line item will be established with \$4,000 budgeted for maintenance of the trails and bridges.

- Trees have fallen on the trails and bridges, causing damage and lots of approach ramps have separated.
- Areas that need attention need to be reported to be repaired.

Membership Round Table

There were no homeowners present.

Adjournment

Director Dolin moved and Director Pfeiffer seconded to adjourn the meeting. The motion was unanimously approved. There being no further business, President Valade adjourned the meeting at 7:09 p.m.