



# Meeting Minutes

## Call to order

A meeting of **ILON Community Association** was held at the **ILON Boathouse** on **27Apr2022**. Meeting was called to order at **17:04**

## Attendees

Present	Absent	Member	Role	Association/Affiliation
X		Tom Valade	President	Orchards
X		Alison Dolin	Vice-President	Vineyards
X		Richard Bartlett	Secretary	Woods
X		Harold Felch	Treasurer	Preserves
X		Carl Kumrow	Director	Arbors
X		Mark Campbell	Director	North Bay
Arrived at item 10.b		Arul Thirumoorthi	Director	Reserves
X		Monish Verma absent, delegate Paul Bhatti	Director	Shores
X		David Mosely	Director	South Harbor
X		Savannah O'Callaghan absent due to illness, delegate Bruce Thomson	Community Manager	AAM
X		Austin Baker	Finance Director	AAM
X		Bill Pfeiffer	Financial Advisor	North Bay
X		Kevin Perry	Resident - Drakes Bay Drive	Orchards

Note: items in **red** indicate action items.

## Open Forum

A North Bay resident was recently injured while walking on sidewalk, Valade recommended all associations to inspect sidewalks for hazards and address accordingly.

## Approval of Agenda

Campbell motioned to approve, Valade seconded, agenda unanimously approved as submitted.



## Approval of Minutes

Valade motioned to approve, Kumrow seconded, Jan/Feb2022 meeting minutes unanimously approved.

## Interim Action

Introduction of our new community manager, Savannah O'Callaghan. Savannah was not feeling well this evening and was excused from the meeting.

## Financial Report

Baker provided the following (verbal) financial update:

Both the Fidelity account and CIT Operating account are healthy. There have been no large variances between budget numbers and actuals for the first 4 months of the year.

**Audit Status:** The auditor has been sent information requested for the audit(s) in progress for CY2019, CY2020. Austin confirmed all financial reports submitted to the auditors were reviewed/verified.

**Unreconciled Checks Status:** In regards to the replacement of missing boathouse rental checks, AAM did receive the three replacement checks for a portion of the missing September boathouse rental deposits. Although another deposit that was placed in the same envelope as these three checks were received and deposited at the bank, the \$350 deposit was never received. This leads AAM to believe that this was an issue at the bank's end. Unfortunately, we will need to yet again ask for replacement checks from those three that had already provided them. This is not the first time AAM has had issues with lost checks. They have started the process of setting up remote deposit capabilities through a check scanner system. This will take some time to set up and implement.

**Income Taxes:** Still uncertain if 2019 taxes have been filed with the IRS. AAM has paid the late fees and penalties imposed from the IRS but still uncertain if extensions have

been filed for 2019, 2020, 2021. **AAM will inquire if the accountant (Lisa Pellegrino) from Owens and Strussione has filed the appropriate extensions.**

Campbell requested copies of all financial reports for 2022. AAM requested clarification on who they should be sending monthly reports to. The board confirmed all directors should be on distribution once the reports have been reviewed/approved through the Financial Committee.

## Community Management Report

**Boathouse staffing:** Thomson introduced the new Community Mgr., Savannah O'Callaghan. Thomson is pleased with her progress to date citing several examples of various improvements implemented to our operations. Other board members also cited positive interactions to date. The board welcomed our new community manager.

**Pool Staffing:** Activities to staff the pool lifeguards are in process, Ken Stark has indicated he anticipates no concerns with lifeguard staffing this year, he has indicated shortages for Pool attendants.

**Boathouse Staffing:** Thomson indicated he is need of additional Boathouse staff. The Board may need to consider increasing the wage (from \$10.25/hr) to encourage interest.

**Spring Commissioning:** Docks are being repaired prior to commissioning, North Park bathrooms on scheduled to open 1May.

**Contracts Status:** The landscape quote from MLP for mulch has increased ~\$9k. All other contracts are in place and sufficient. Liquid chlorine and bromine costs have also increased. AAM has identified a means to reduce our water sampling costs by using a local County laboratory for sampling the water rather than paying our service contractor.

**Operations Manual:** The document has improved significantly in detail and content. Electronic copies will be kept at AAM and the Boathouse computer, a paper copy will be kept locked in the Boathouse office file cabinet. Discussion on adding Master contractors information into the document could be beneficial to other sub-associations as they can potentially leverage contracts for scale.

AAM requested clarification of boundaries between Master and the other nine sub-associations. This is necessary for several service and maintenance. **Dolin stated this is a work in progress and will commit to completed this within the next months.**

Kumrow inquired about the timing for the Master spring "walk thru". This task is typically done by the landscaping contractor MLP. It was deemed a more comprehensive assessment is necessary that includes more than just landscape elements. **Thomson suggested O'Callaghan facilitate an inspection with any willing board member(s).**

Valade introduced the Touchpoint meetings that are in process with AAM. This has been a weekly call with AAM and select Board members to aid activities related to the operations, provide direction and establish priorities where needed. The participating board members

include; Bartlett, Campbell and Valade. The members will be expanded to include Dolin. It's anticipated the (weekly) meeting frequency will diminish as the transition completes.

Thomson offered his perspective on community security, he has not identified any immediate threats or risks. He advised if concerns are identified, we utilize a security company for enforcement.

## Committee Reports

### Security Committee Report

#### Camera System Upgrade:

- A revised proposal from the Jan2022 meeting was submitted for discussion/approval (proposal attached). Total cost ~\$20k. Campbell motioned to approve, Mosely seconded, camera system upgrade proposal was unanimously approved. **Campbell will work with O'Callaghan to prepare request-for-quotation on the proposal.**



#### Boathouse Security:

- A proposal to secure the boathouse with new keys was submitted for review/approval (proposal attached) Total cost \$3318.46. Dolin motioned to approve, Bhatti seconded, re-key proposal was unanimously approved. **Campbell will work with O'Callaghan to initiate the work with JK Locksmith.**



### Finance Committee Report

- A proposal to invest reserve fund assets in US Treasury Notes was submitted for review/approval (proposal attached). The expected net yield would be ~2.2%, to be confirmed once the notes are purchased at auction. The notes would be acquired via auction through our Fidelity account. Bartlett motioned to approved, Kumrow seconded, the investment proposal was unanimously approved. **Felch will initiate the request to AAM to execute the order to acquire the Notes at auction through our Fidelity account.**



### Communications Committee:

- We've significantly expanded the number of resident emails onto the MailChimp system, was 640 now 1131, ~ 65% of recipients are opening the emails. Several

members offered compliments on the quality and content of the recent MailChimp communications.

- Website improvements are in process. Planning to add separate web pages for the Lake, Pool and Tennis Courts to consolidate information. Campbell is working with Social Committee, Jen Abler, et al to include an “Event” page to supplement communications with the Social Committee. The Committee requested the board allocate \$325 to fund website support for this year. Valade motioned to approve the request, Dolin seconded, the funds were unanimously approved.

#### Beautification Committee:

- The committee is in need of a leader, Dolin communicated she could not support the committee. Later in the meeting, Thirumoorthi agreed to lead the committee.

## Unfinished business

Relocation of handicap parking closer to the Boathouse. Dolin suggested we move forward relocating two handicap parking spaces closer to the Boathouse. Concerns were cited about vehicle traffic in a pedestrian zone, especially with food trucks parking in the pedestrian zone. The Board felt the food truck threat could be mitigated by requiring the trucks to park in the vehicle lot only. **O’Callaghan will contact the various food truck vendors and instruct them to utilize the parking lot only.** There were still other concerns about the proposal which concluded in the need to provide additional details about location, cost, impact on landscape & irrigation. The initiative will be tabled for future discussion. No decision established. **Dolin will reach out to O’Callaghan to scope the work and request bids.**

The board discussed the parking situation on the Island. It was determined that parking on the Island should be restricted as this is primarily a pedestrian zone. Parking is limited to the Community Manager in/near the garage. Contractors, such as the handymen can park near the dumpsters temporarily (ie while picking up/dropping off equipment). Residents utilizing the Boathouse for events can temporarily park to facilitate drop-off and pick-up of items. Delivery vehicles can pull up to load/unload but should not remain there longer than 15 minutes. All other parking in the Island is prohibited, this includes:

- All lifeguards, pool staff, boathouse staff should park in the parking lot
- NO ONE should park on the brick pavers directly in front of the door
- Food trucks should park in the vehicle lot.

## New business

Handbook updates: Multiple updates to the 2017 Resident Handbook were submitted for review/approval.



- Agreed edits to the proposal as written:
  - Leave text as is for additional pool guests based on manager’s discretion.
  - Strike text that the limits volley ball only on volley ball courts.
  - Strike proper attire for volley ball
  - Add text to maintain distance between swimmers and fisherman

Dolin inquired why residents can’t prepare food in the kitchen. Campbell indicated this is prohibited by the Oakland County Health department.

Valade motioned to approved the Resident Handbook as submitted pending edits as noted above, Bhatti seconded, the updates were unanimously approved for release contingent on the edits identified above. **Campbell will make the approved edits and release to O’Callaghan for distribution to all property managers.**

**Boathouse rental payment process:** A simplified payment process [2 checks] was briefly reviewed (proposal attached). Dolin motioned to approve, Valade seconded, the proposal was unanimously approved. **Bartlett will reach out to Thomson to update the Operations Manual and Boathouse Rental Form.**



An ILON tennis team parent volunteer requested we allocate both tennis courts over five Saturday’s for an upcoming tennis tournament (18Jun, 25Jun, 2Jul, 16Jul, 23Jul). Dolin motioned for approval, Bhatti seconded, the request to allocate both tennis courts for five Saturdays was unanimously rejected.

Speeding issue on Drakes Bay. There are community-wide concerns about speeding within the neighborhood, this has been cited by several residents and board members. - A community meeting was held with residents and board members from the Shores and Orchards, the Novi Police Chief Zinser and Assistant Chief Baetins

Options proposed by Novi Police department:

1. Electronic speed control sign - \$5k
2. Have narrowing stripes painted on the roads (once newly paved)
3. Community education
4. Police enforcement - ticketing
5. Request residents post speed signs in their yards

The board is sensitive to the concerns from the residents and supports taking action. Option 1 seemed most effective as the data generated can be used to quantify the locations/times when speeding occurs. It also provide statistics that can be shared with the community residents via MailChimp.

Valade motioned to purchase an electronic speed control sign, Dolin seconded, the vote was unanimously approved. **Valade will work with O’Callaghan and Novi Police department to purchase the unit.**

Shared utility cost - Tabled discussion for next meeting.

Gate protocol for Harbor Park. We no longer have a second gate at the launch ramp, which now requires we lock the entrance gate during daytime hours (note; it was not originally intended to remove the launch ramp gate last year). There was little/no board support to re-establish the launch ramp gate and open the entrance gate. Protocol to keep entrance gate locked at all times remains.

## Roundtable

Thirumoorthi - The Beautification Committee is looking at standardizing signs within the community, Thirumoorthi agreed to work with Beautification Committee to help coordinate common language/design for signs.

Thirumoorthi - Also inquired why the ILON swim team and tennis team have their own non-profit status. Dolin indicated this is required to allow the teams to maintain their own liability insurance policies. Thirumoorthi asked we contact our insurance agent to verify we have appropriate liability coverage, i.e. does the Master have any unanticipated liabilities or exclusions in coverage with the non-profits operating from our facilities?

Campbell- residents are making inquiries about the refresh interval of mulch around trails in North Bay. Refresh cycle is every two years.

Bartlett: Pot holes concerns at Glenwood and Seaglen. Complaints need to be filed with the city road commission or city manager.

Kumrow - For awareness; New “No Parking” signs have been posted on the north side of Island Lake Dr to prevent overnight parking, provisions for towing at owners expense have been added.

## Adjournment

Meeting adjourned at 20:24

*Richard Bartlett*

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Secretary

11Aug2022

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Date of approval