

Island Lake of Novi  
Board of Directors Meeting  
Wednesday, October 26, 2022

**1. Call to Order and Roll Call**

President Valade called the meeting to order at 5:03 p.m. at the Boathouse. Present were Directors Bartlett (Secretary) – Woods, Campbell – North Bay, Dolin (Vice President) – Vineyards, Fox – Preserves, Kumrow – Arbors, Pfeiffer (Finance) – North Bay, Sorrentino – South Harbor, Thirumoorthi – Reserves, Valade (President) - Orchards, and Verma - Shores.

- Ms. O’Callaghan and Mr. Thomson represented Management.

**2. Approval of Agenda**

Director Dolin moved and President Valade seconded to accept the Agenda as presented. The motion was unanimously approved.

**3. Approval of Minutes**

President Valade moved and Director Campbell seconded to approve the Minutes of the August Board of Directors meeting as submitted. The motion was unanimously approved.

**4. Community Forum**

Ms. Adler, Chair of the Social Committee, and Mr. O’Dell were present.

**5. Interim Actions by the Board**

a) It was approved to replace the pool filter system.

- A Contract was awarded to Baruzzini Aquatics to be invoiced upon completion of work.
  - All work is performed inside, so is not dependent on the weather, and planned to start after the first of the year.
  - Baruzzini is waiting for parts with work not to begin until all parts are received to ensure the project can be completed before the pool season.

b) The ATV was sold for \$4,700 with a purchase price of \$5,200.

- It was determined that it was not being utilized and was impractical for boathouse attendant usage, an electric golf cart would serve better.

**6. Social Committee**

Ms. Adler reported that Members have been amazing, including working through Covid, and are planning events, some hosted year-after-year and many new. Ms. Adler requested their annual budget be increased from \$1,000 to \$2,000.

a) Participation is growing.

- Each event will have a lead person and more effort will be given to balance the variety of families.

b) A calendar of events was provided, including bringing back Bunko Night, food trucks onsite, Flip Flop Fridays, CSA picking up vegetables, movie night, and car shows.

- Game night was not well attended but wine tastings are very popular.
- A Diwali party is being planned.
  - The calendar of events will be posted online and will include welcoming volunteers and suggestions.

c) Participants have been charged to attend some events in amounts only to cover actual costs, noting most events cost more than collected with volunteers spending their money without reimbursement.

- Attendance has been better with costs being paid when reserving. The Committee could have a bank account with the ability for participants to pay online. The rules will be reviewed regarding charging for events.

**Director Bartlett moved and Director Dolin seconded to increase the Social Committee’s budget to \$2,000. The motion was unanimously approved.**

## 7. Election of Officers

It was unanimously approved for Director Campbell to serve as President, Director Kumrow as Vice President, Director Campbell as Secretary, and Director Bartlett as Treasurer. The new officers will take effect at the conclusion of the meeting.

## 8. Financial Report

Management – Mr. Thomson reported:

- a) Audit and tax return – There has not been any process from Owens & Strussione nor response.
  - It was recommended to use another firm in the future, Tom McMillen was recommended.
- b) QT Financial Report – There was \$32,440 in the checking account and \$931,029 in money markets accounts, totaling \$966,995 with \$60,501 monthly income.
  - Funds in the amount of \$50,000 have been transferred from Reserves to the checking account to cover operating expenses.
    - Trees, fertilizer, and mulch are over budget.
- c) Dues - Electronic collection of dues is finally moving forward with the Associations, though some prefer EFT rather than ACH.
  - The Reserves owes \$1,049.59 for water reimbursement, multiple notices have been issued with no response.
  - The Vineyards owes \$8.94 for water that will be added to their next invoice.
- d) Budget – The Finance Committee is working with Management to draft a budget.
  - It is forecasted that expenses could increase due to rising costs.
    - Line items for brick repairs, trees, sand, mulch, and geese need to be increased.
    - It is forecasted that dues may need to be increased \$7/mo-\$10/mo next year.
      - Associations should be alerted to not be shocked.
  - The Reserve Study will be reviewed for upcoming projects and costs.
  - There has been good focus and progress with extensive discussions while reviewing every line item.
    - A draft is anticipated to be ready for the Directors to review within two weeks.

## 9. Community Manager Report

- a) Termination of Services. AAM has notified the board on 24Oct2022 they will be terminating services with ILON Community Association. The termination applies to the community manager and property management services. AAM is requesting early termination of community manager service, effective 6Nov2022, the contract requires 30 days notice. The board will facilitate an early transition to be completed by 4Nov2022. AAM has also requested termination of the property management service by 31Dec2022, the contract requires 90 days notice. The board is not able to make a commitment to meet the 31Dec2022 requested date until quotations for a new property management service can be obtained, vetted and approved. A determination to meet the requested 31Dec2022 termination date will be made at a later date.
- b) North Park status – The park was winterized and closed for the season.
- c) Pool – Directors Campbell and Kumrow organized the basement and stored the pool furniture.
  - The tennis and volleyball nets need to be removed.
- d) Clubhouse – There aren't as many rentals as during the summer and a few requests have already been received for the next summer season.
  - Less rental requests have been received since the outdoor area is not available.
  - A couple of reservations were canceled due to the reduced capacity.
    - The disposition of deposits has not been resolved yet.
  - Ms. O'Callaghan is developing instructions for rentals and activating key fobs.
    - There has been lots of help from the Directors and the operations manual was turned over.
- e) HVAC duct re-routings are needed to separate the women's locker room and fitness center to provide sufficient heat the women's locker room. The estimated cost is approximately \$1,000.

## 10. Committee Reports

- a) Security – The new camera system is scheduled to be installed next week.
- b) Communications – Director Campbell reported approximately 50% of homeowners are utilizing the website.
- c) Beautification – Director Verma reported that a 36-month plan is being developed to enhance the entrances, starting with Wixom Road, and requesting Associations to share in the costs.
  - Director Dolin said funds are not budgeted and agrees continuity is nice; however, the plan needs to be equitable for each Association, noting the Vineyards has five entrances.
  - President Valade noted that \$16,000 was recently spent on the ponds.
  - Electrical outlets at the waterfall off Glenwood Dr are a common concern.
  - Director Verma met with the Mayor regarding the entrances at the Drake and Shores not being done and committed to doing in the spring.
    - He noted the City Manager is retiring.

## 11. Unfinished Business

- a) Landscape and snow removal boundaries – Director Dolin presented a map marking boundaries for landscaping, snow removal, irrigation, mulch, grass mowing.
  - The Master Association is responsible for the main road and some interior places.
    - Director Campbell obtained a better map from the City and will work with Director Dolin to mark.

**Director Dolin moved and President Valade seconded to accept the map as presented denoting the Master Association’s and individual Association’s responsibilities for maintenance, repairs, and replacements. The motion was unanimously approved.**

  - A map will be provided to each Association.
    - This will be a good tool for obtaining proposals.
    - A plan with agreement of responsibilities will be drafted.
- b) Concrete - Director Sorrentino reported that paperwork is completed and issued based on unit pricing and 4”-6” thickness.
  - Information needs to be gathered from the Associations.
  - Director Campbell will work with Director Sorrentino to evaluate areas the Master is responsible for.
    - The Master’s and Association’s responsibilities need to be determined.
    - The City is responsible for the paths and bridges.

## 12. New Business

- a) Management – Directors Bartlett, Campbell, Kumrow, and Pfeiffer volunteered to serve on an ad hoc Committee to identify and onboard a new property management company. Objective to complete this by the end of November and have the company take over operations by 1Jan2023.
- b) Boathouse - Boathouse Attendant staffing is waning, a job posting has been written up and sent out the local community via MailChimp, FaceBook and NextDoor apps. Director Bartlett requested an increase to wages and allowing some flexibility in work schedule to encourage interest.

**Director Dolin moved and Director Bartlett seconded to increase the attendants’ wages from \$10.25 per hour to \$12.00 and from \$12.25 to \$15.00. The motion was unanimously approved.**

  - Flexibility in hours will be provided for three hours during a five hour timeframe.

**Director Dolin moved and Director Fox seconded to dispose of the couch and chessboard in the library. The motion was unanimously approved.**
- c) Holiday decorations – Mr. Childress will decorate the Boathouse before the holidays.

## 13. Member Round Table

## 14. Next Meeting

The next Board of Directors meeting is scheduled to take place on Wednesday, January 25, 2023 at 5:30 p.m. at the Boathouse.

**15. Adjournment**

There being no further business, President Valades adjourned the meeting at 6:44 p.m.