

Island Lake of Novi
Board of Directors Meeting
Wednesday, April 26, 2023

1. Call to Order and Roll Call

President Campbell (North Bay) called the meeting to order at 5:40p.m. at the Boathouse and ZOOM. Present were Directors Bartlett (Treasurer) – Woods, Khosrovaneh–Vineyards, Kumrow (Vice President) – Arbors, Liyanage - Shores, Pfeiffer (Finance) – North Bay, Raman, Sorrentino – South Harbor, Thirumoorthi – Reserves, and Verma - Shores.

- Glynnis and Ms. Liles represented Sentry Management.
- Also present were Ms. Dorogi and Ms. Mattia.

2. Approval of Agenda

Director Bartlett moved and Director Liyanage seconded to accept the Agenda as presented. The motion was unanimously approved.

3. Approval of Minutes

Minutes of the January, 2023 were approved as submitted.

4. Community Forum

Ms. Mattia thanked the Board for approving the middle school team to use the tennis courts in the mornings. They hired a new coach and are competing in a country club league every weekend that is very competitive and offers the children a different experience. The former coach had equipment that the new coach doesn't. There are four size balls for ages as well as smaller nets and need score cards. There are approximately 60 children with the cost being approximately \$1,000 per team and \$1,200 has been spent already this season to purchase balls.

- She requested the Association increase funds to \$1,000 from \$750 and the parents will cover the remaining expenses.
- It was also requested to change the time from 8:00 a.m. to 9:00 a.m. Monday through Thursday.
 - Director Bartlett asked the percentage of residents. She thinks all are residents with some other members who only play in matches.
 - Director Kumrow asked if there are other suggestions to improve the program. Ms. Mattia said lower nets would be helpful.
 - Director Bartlett said pickleball courts have been discussed. Ms. Mattia said it is challenging for younger children to play on courts with different lines and suggested the noise may not be appreciated by neighboring co-owners.

Director Liyanage moved and Director Khosrovaneh seconded to approve the request to give an additional \$250.00, totaling \$1,000.00, for the youth tennis team to be reimbursed to Ms. Mattia. The motion was unanimously approved.

5. Interim Actions by the Board

Concrete was tabled and discussed under Unfinished Business.

6. President's Report

President Campbell reported:

- Thanked Mr. LeFevre for donating and replacing the exterior lights at the Boathouse, Director Kumrow for representing the Board at the Dueling Pianos event, Directors Bartlett and Pfeiffer for timeless work getting the finances in order, and new Management for their hard work through the transition and preparing for summer.
- Stressed the importance of gathering with residents and listening to their concerns and suggestions.
 - A primary objective is to encourage co-owners to utilize the website and ensure they are receiving MailChimp.
- He met with the Swim and Tennis teams to make sure they have what they need for the season and meet new Management. He also met with the Police Chief to discuss speeding issues and thank him for their service.
 - Officer Zinser agreed to give a community talk at the Boathouse during the "Slow Your Roll" campaign.

- He suggested meeting with Mr. Croy, City Engineer, to conduct a traffic study to change some yield signs to stop signs and add a few stop signs throughout the community.
- Golf carts are required to be licensed and insured to be driven on the streets.
- The Executive Committee has been working with Sentry daily straightening out the finances and preparing for summer.
 - They have also been working with contractors for tree damage from storms, replacing rotted boards on bridges, clearing downed trees long the walking trails, obtaining proposals for concrete at the Boathouse, and meeting with the cleaning and pool staff, boat stickers, and more.
- Technology was upgraded in the Boathouse with the television in the conference room getting lots of use of over the winter.
 - The television incurred issues and will be replaced under warranty by the end of the week.
 - The camera and key fob systems have been beneficial, enabling viewing and tracking to identify individuals.
 - It has helped several times with rental violations and contractors not doing their jobs.
 - It was discovered that over many years, employees and former management did not maintain a database system for distribution of key fobs with over 2,000 being active.
 - Proposals are being obtained for a new key fob system before it is no longer supported by the manufacturer.
 - Proposals are also being obtained for additional cameras at the Boathouse.
- Payroll was changed to ADP to simplify payroll with cost and time savings.
- There have been lots of inquiries regarding guidelines for using the Boathouse and amenities.
 - Currently, the rule is four guests per resident and two on weekends for the pool only.
 - Private swimming and tennis lessons are not permitted.
 - Alcohol is permitted on the Boathouse Island but not at North Park.
 - The guidelines were updated and provided to the Directors to review.
- The Boathouse was opened to residents on Tuesday, April 4, while there was a power outage in a portion of the community. There were 23 residents at one time, he set up extra tables to provide individual spaces, the internet got a workout, and the residents were thankful to have a warm place.
- The Island Lake store is up and running.
 - At least \$1,500 of merchandise needs to be sold to continue the store in future years.
 - There is a link on the website, Facebook, MailChimp, and needs to be promoted at events, including the Swim and Tennis teams.
- Everyone is requested to be alert and report issues and problems for resolution.
- There are plans to hold more Master Board and "TASK" meetings to address specific topics and decrease the length of the quarterly meetings.

7. Management Report

a) Transition update

- All residents have been entered into a new system that is available for access.
 - Residents need to contact the Boathouse to open their account for access.
- Payroll and other services went online with ADP as of Saturday, April 1.
- Cost savings are being researched.
 - Bags for dog clean up were reduced from \$220 to \$105.
 - Proposals are being obtained for new cleaning services because of not being satisfactory at the cost of \$130.
- Components of capital items are being inspected, including electricity for the waterfalls and air conditioning.
- New cushions were ordered for the lounge chairs at the pool and proposals are being obtained to paint the interior of the Boathouse in the fall.

b) Staffing update - Pool attendants are being sought beginning Memorial Day weekend through the summer.

- Interested candidates should contact the Boathouse.

- c) Boathouse rental update - The number of rentals has decreased with feedback its due to not opening the exterior area and limiting to 75 attendees, which was anticipated and will generate less rental income.
- In May, 2022 there were 7 rentals with 3 this year, in June, 2022 there were 16 rentals with 8 this year, and in July, 2022 there were 11 rentals with 2 this year.
 - Discussion took place that it was known changing the guidelines would reduce rentals and income; however, the Boathouse if an amenity for residents to enjoy and rentals were causing issues with parking, overflow of groups onto the patio, infringing access to the gym and restrooms, and community events.
 - It was noted that former management took it upon themselves for renting the tent and pushing boundaries.
 - In many cases, parties renting did not follow guidelines and disrespected the property, causing damages, extended past their rental time, and did not clean up.
 - The rental fee is not sufficient for the venues, cost of cleaning, and wear and tear on the property.
 - It was agreed that the Boathouse if the largest asset and must be maintained.

8. Financial Report

- a) Financial accounts – The transition of all accounts is completed with better structured accounts.
- The first financial report was issued in March that Director Pfeiffer analyzed with no errors.
 - AAM was not cooperative with little assistance during the transition, which is a relief to put the turmoil behind.
- b) Financial report – As of March 31, 2023, there was an approximate \$17,000 negative variance with \$6,000 net cash forecasted at year-end.
- MLP was the largest expense and legal fees were over budget.
 - There were some carryover costs from AAM paying bills late.
 - A \$50,000 shortfall from September, 2022 is being made up.
 - The pool filtration system was replaced at a significant cost of \$127,000.
 - The last piece is committed to be installed by the middle of May, before the season.
 - To date, \$116,000 has been paid.
 - Progress is being made in collections from sub Associations, decreasing from approximately \$10,000 to \$1,250.
- c) 2020 and 2021 tax engagement letter – Proposal was received for \$1,500 to perform an audit and \$250 to prepare tax returns for fiscal year ending 2022.
- Audits and tax returns are outstanding for 2020 and 2021.
 - There was brief discussion of there not being value in going back, but tax returns need to be filed.
 - President Campbell advised he didn't serve on the Board during 2020 and 2021. He expressed concern about not receiving accurate financial information and was very vocal with AAM for not finalizing.
 - Director Pfeiffer does not anticipate tax liability.

Director Bartlett moved and Director Sorrentino seconded to engage Corbit Bernstein to prepare tax returns for fiscal years ending December 31, 2020 and December 31, 2021 as proposed at the cost of \$250.00 for each year. The motion was unanimously approved.

9. Committee Reports

- a) Communications – The website is updated.
- The Members are researching a new key fob system with many contractors giving presentations.
 - The Board eliminated a \$250 fee from new residents though they receive a package with keys that the fee could be used toward.
 - Fobs are not costly when purchased in bulk; however, there needs to be control mechanisms for tracking who they are assigned to and sellers turning over to purchasers.
 - Systems with telephone apps are available but they don't want staff to become technical support.

- b) Social – There are 15-16 Members planning lots of events.
- A representative of the Board is needed.

10. Unfinished Business

- a) Concrete – A Contract was approved to Vento Decorative Concreteto replace concrete at the Boathouse for \$49,500 for 4" concrete with some reinforcement.
- There was an error with the existing concrete being 6"; however, there is no evidence or proof and core samples weren't performed. Vento's wouldn't honor, so the Contract was null and void.
 - Only one contractor could guarantee completing work before Memorial Day or wait until fall.
 - The cost increased to \$77,000 at \$4.00 per square foot.
 - Additional proposals will be obtained for work to be done after Labor Day.
 - The railing was installed into the brick, not surface-mounted, and would damage bricks when removed. It was proposed to replace the bricks with concrete because bricks would cost significantly more and wouldn't match.
 - Traffic needs to be alerted to not walk or drive on the new concrete.
 - Director Kumrow expressed concern regarding garbage trucks driving on to consider replacing with concrete instead of brick.
 - Director Bartlett advised the increased proposed price of \$77,000 was rejected. They could work with to honor the original terms, reduce the increased price, or cost to add bricks.
 - A legal opinion will be obtained.
 - Director Sorrentino advised it costs more to sawcut, being better to remove and replace, and should be able to work out a better price.
 - Copeland would hold their proposed price of \$43,454 from last year to sawcut and replace approximately 42 square feet of 4" concrete.
 - Director Sorrentino said it needs to be verified that reinforcement would be used.
 - The dumpster would have to be placed in the parking lot for approximately a month.
- b) Renters – A legal opinion was obtained indicating that tenants have the same rights and privileges as owners; however, owners may not enjoy the same rights at the same time their tenants have privileges.
- A system needs to be developed for owners to alert Management when leasing units and the tenant's contact information.
 - Owners are to provide key fobs to their tenants or tenants must submit assigned and notarized form from the owner to be given one to access the amenities.
 - Owners are not permitted to lend their key fobs.
 - Key fobs are to be returned when tenants vacate the unit.

Director Kumrow moved and Director Khosrovaneh seconded to direct Management, on behalf of Island Lake of Novi, to request legal counsel to draft a form at a cost not to exceed \$600.00 for owners to provide to their tenants to be provided a key fob for access to the Association's amenities with the provision that owners and tenants may not both have rights or access. The motion was unanimously approved.

- c) Stroll Magazine – The Contract was auto-renewed.
- d) Update Rules – Proposed updates were provided to the Directors in advance to review.
- The Rules were last updated in 2017 with a draft dated 2018 and approved quickly last year.
 - Proposed changes include clarification of the amenities and visitors must be accompanied by owners to use the amenities and clarifying over-night parking.
 - Guidelines for fireworks were clarified that they are prohibited on the general common elements but permitted on limited common elements (private residence areas) on specified dates with advance approval required for other days.
 - Signs are posted that the parks close 11:00 p.m.
 - Last year, two parties who rented the Boathouse lit on the front steps.
 - Police should be contacted, if needed, for matters that could cause safety issues.

- The manager of the trailer park will be apprised that their residents are not permitted on the property, including the parking lots, parks, pool, or water.
 - Management will be given a copy with the authority to make decisions regarding guests.
 - Residents with unresolved violations could lose the privilege of using the amenities.
 - Residents without a key fob may not use the amenities.

Director Sorrentino moved and Director Kumrow seconded to approve the amended Rules as drafted. The motion was unanimously approved.

- e) Docks—President Campbell left messages for Mr. McBride and saw him launching a boat who alleged he tried contacting Ms. O’Callaghan.
- President Campbell informed Mr. McBride he must provide a copy of certificate of insurance and detailed bill for \$2,000 payment to include what was removed from the property and when it will be returned.
 - If Mr. McBride fails to comply, he will not be permitted to be on the property and prohibited from being contracted to work in the community.

11. New Business

a) Future projects

1. Boathouse— The interior hasn’t been painted in over 12 years.
 - As costs continue increasing, three proposals were received for \$28,000-\$30,000 to be done as a fall project.
2. North Park
 - Rules will be updated to permit alcohol.
3. Pool— The pool is on track to open Memorial Day weekend.
 - Chlorine was delivered yesterday.
 - Fabric on the pool furniture may be able to be repaired instead of replacing it.
 - An electrical grounding issue was repaired at cost.
 - Director Bartlett and President Campbell will be trained to operate the new filtration system.
 - All Directors are welcome to train.

b. Guest Policy and lessons

- “Guests” needs to be clarified.
- Lifeguards and pros will be permitted to give lessons while they are not on duty to allow them to earn additional income and remove liability.

c. Master vs. sub Associations—President Campbell walked the community with Presidents of the sub-Associations with the objective of gaining better knowledge of boundaries and responsibilities.

d. “Slow Your Role”—The campaign for vehicles to slow down is scheduled to begin Sunday, May 28 and run through Sunday, June 11.

- Banners and signs have been ordered.
- There will be increased Police presence and will issue tickets.
 - It will be posted on the website.

e. Pickleball—Requests have been received for pickleball courts.

- There are logistical issues with purchasing, securing, and maintaining equipment as well as scheduling and resident run may not be the best approach.
 - Pickleball is noted to be the latest and fastest growing sport that lots of people in the community play.
 - It could create parking issues.
- The current rule is that only tennis may be played on the courts.
 - Time is approaching to resurface the courts.
 - It was suggested that the volleyball court could be repurposed or constructed near North Park.
 - A committee will be established to research and develop a plan to coordinate.
 - Director Bartlett and President Campbell will create a survey to be posted on the website.

12. Community Concerns

- a) Napier Road trash –Director Liyanage said there are lots of complaints regarding the unsightly condition along Napier Road from Ten and Twelve Mile Roads and suggested creating a group of 12, including children, to adopt a section of the road through Oakland County who would post a sign.
- Dates could be established in the spring, summer, and fall to clean the area up.
 - The community across Napier Road could be invited to participate.
 - President Campbell said it is a good idea, but getting volunteers has been challenging. The Association pays someone to drive through the community every Thursday after trash collection to pick up debris and they would like to purchase rakes and shovels for volunteers to clean up the beaches.
 - An article will be published on the website.

b) Next Meeting

The next Board of Directors meeting is scheduled to take place on Wednesday, July 26, 2023 at 5:30 p.m. at the Boathouse.

c) Adjournment

There being no further business, President Campbell adjourned the meeting at 8:25 p.m.