

Island Lake of Novi
Board of Directors Meeting
Thursday, July 27, 2023

1. Call to Order and Roll Call

President Campbell (North Bay) called the meeting to order at 5:48p.m. at the Boathouse and ZOOM. Present were Directors Bartlett (Treasurer) – Woods, Kumrow – Arbors, LeFevre - Vineyards, Pfeiffer (Finance) – North Bay, Pinputufar – Shores, Sadek – Orchards, Verma – Shores.

- Ms. Liles represented Sentry Management.
- Also present was Ms. Farrentino for Director Sorrentino of South Harbor.

2. Approval of Agenda

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

3. Approval of Minutes

Director Bartlett moved and President Campbell seconded to approve the Minutes of April Board of directors meeting as submitted. The motion was unanimously approved.

4. Community Forum

An owner in the Orchards rented the Boathouse for a graduation party on June 17. They have lived in the community for 11 years and love the community.

- Some deductions were taken from the deposit that he requested a full refund, stating that 70% of the attendees were homeowners, the parking lot was full, and people using the pool caused disruption and wet spots by passing through.
 - President Campbell advised there were three violations, providing reason to retain the entire deposit instead of a portion:
 - ❖ Two vehicles were parked near the Boathouse during the entire rental.
 - He noted they started setting up at 1:00 p.m. and were supposed to vacate by 9:00 p.m., at 4:00 p.m. there were many open parking spaces, and neither vehicle was moved.
 - ❖ Decorations were displayed on the front entry door.
 - ❖ A grill was placed on the patio with open flames that is specifically prohibited.
 - ❖ Attendees used the exterior patio with only 18 seats setup inside, clearly indicating an outdoor event.
 - The key fob system failed, causing people to go through.
- Director Bartlett asked if they thoroughly read the Contract that clearly states events must be hosted inside the Boathouse because of past issues of expanding too much on the exterior, infringing on owners, and not equitable for other residents.

5. Interim Actions by the Board

Since the April Board meeting, pool furniture was purchased, tennis courts were setup for pickleball and established rules, and additional concrete was replaced.

6. President's Report

President Campbell advised he has been working hard learning the details, functions, and workings of the community and reported:

- Thanked Sentry for all their work, Directors Bartlett and Pfeiffer for focusing on the financials, Director Kumrow for researching golf carts, Director Bartlett for heading the pickleball court project, and all who have assisted during the transition and helped improve the community.
- The components are being inventoried, including the streetlights, electric meters, and irrigation system as well as the lake pumps.

- He met with the Mayor, City Manager, Members of the Council, and Fire and Police Chiefs to build better relationships.
 - Lots of trees were removed along Wixom Road and the City is preparing for two major construction projects that will directly affect two of their irrigation systems.
 - He spent countless hours with neighboring communities learning how new proposed apartments complexes would affect their community.
- Ms. Abler recently stepped down from chairing the Social Committee and was thanked for her services.
 - He will meet with Ms. Halmaghi and Mr. O’Dell who volunteered to be Co-Chairs.
- One of the most challenging and frustrating tasks is dealing with some of the residents. While most follow the rules and take pride in their community, some don’t and effects all owners.
 - Two documents are required to be signed to rent the Boathouse with the rules clearly outlined, again, while most follow the rules, some don’t and he and the Management staff are left to address.
- The entrance at Drakes Bay will be closed approximately Monday, August 7 for complete removal and replacement. Terra Del Mar and Nepavine will need to be used as alternates for egress and ingress.
 - Sections throughout the community will be repaired after the entrance is completed.
 - The City is planning to expand Wixom Road next year.
 - Notices will be communicated via MailChimp and Facebook and Directors are requested to spread the information through their Associations.
- The community is aging as well as the components, including the fire alarm system that was destroyed during a storm a week ago. It isn’t rational to invest money in the old system, especially with the prospect of needing more repairs in the future.
 - He is meeting with the contractor next week to discuss options and costs.

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.

b) Staffing - All attendant positions are filled.

c) Boathouse Rental Update - The number of rentals has decreased with feedback it’s attributed to not opening the exterior area.

- In May, 2022 there were 7 rentals with 3 this year, in June, 2022 there were 16 rentals with 7 this year, in July, 2022 there were 11 rentals with 3 this year, and in August, 2022 there were 7 rentals with 4 this year.
 - Discussion took place that it was known changing the guidelines would reduce rentals and income; however, the Boathouse is 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.

d) Completed Actions

- They continue holding vendors accountable.
- A leak from the refrigerator was repaired.
- A new cleaning service was hired and is working out well.
- Backflow testing was completed as required by Novi.
- Lake treatment was completed by Blue Water Aquatics on July 25.
- Two windscreens were installed for shade between the courts and children’s playground.

e) Community Improvements

- New cushions were purchased for some of the patio chairs with the remaining planned to be replaced next year.
 - Also purchased were six new umbrellas, ten chaise lounges, and six armchairs.

- Mr. Ritter is doing a good job and takes care of what is needed, completing 72 work orders for the Master, including replaced brick and wood at the gazebo, repaired wooden bridge at the Arbors, removed branches from the storms, continues repairing the fence on Island Lake Drive, repaired stone fascia on the exterior of the Boathouse, and painted the white pool deck tables.
 - He is onsite most weekends, including Memorial Day weekend when not scheduled, saving the Association money. He was given a \$150 gift card as their appreciation.

8. Financial Report

- a) Financial report – Director Bartlett reported as of June 30, 2023, revenue was approximately \$13,800, including \$2,000 from Boathouse rentals.
 - The operating balance was \$100,000, being under the F.D.I.C. limit, and forecasted to be \$7,000 at year-end.
 - The operating budget this year is \$800,000.
 - There were no major variances.
 - Accounts at Fidelity currently total approximately \$380,000, forecasted to be approximately \$387,000 at year-end with the addition of \$95,000 income.
 - There are \$177,000 capital improvements planned this year, leaving approximately \$200,000 in money markets at year-end.
 - This year, \$155,000 was spent on the pool and \$28,000 on concrete.
 - Funds will be transferred and retained in cash.
 - Sentry transferred three months of contributions to the Reserve account.
 - PacWest was acquired by another bank.
 - There is \$107,000 in PacWest with \$10,000 in escrow and \$232,000 in money market accounts.
 - The Vineyards has an outstanding balance of \$258.84 for a December 2021 water bill and initial contribution that the Master has been trying to collect.
- b) Taxes – The 2020, 2021, and 2022 taxes and reviews are in the process of being prepared with lots of issues working with the CPA.
 - President Campbell expressed concern a year ago that they were not receiving financial information and almost 18 months with no financial reports.
 - He added that Directors Bartlett and Pfiesser have been a great help.

9. Committee Reports

- a) Communications – President Campbell more email addresses are needed.
 - He requested Ms. Liles to work with the Boards and continue updating.
- b) Security – Focus has been on other priorities.
 - Research will resume on a Fob and digital identification in the fall.
- c) Social – There are two new Members.
 - They are working on streamlining reimbursements.
- d) Pickleball courts - Results of a survey from owners they have email addresses for were 36% to share the courts, 14% not in favor, 50% are in favor of building separate courts, and 29% did not respond.
 - Both tennis courts were striped for pickleball and an online reservations was set up with open play on Fridays or when not reserved and rules will be posted at the end of the tennis courts.
 - There are lots of logistics and setting up to arrange.
 - A legal opinion was obtained that the Board has authority to add an amenity to be funded from Reserves, a one-time assessment, or increase the monthly assessment or financing.
 - Director Sorrentino is coordinating obtaining proposals to build courts, and would like to manage the construction, if possible, on the northwest side of the existing courts, the farthest away from residents (500'-600') with big concerns and consideration of noise.
 - Novi recently completed a similar project. All costs are not known but approximately \$25 per square foot, approximately \$220,000 with additional costs for landscaping.

- Discussion took place regarding initially using Reserve funds, utilization of the tennis courts was slow in the beginning, but now very popular, concerns about parking issues on Fridays, and the poor quality of the courts compared to others.
 - ❖ The objective is to have proposals for review and approval during the October Board meeting.

10. Unfinished Business

- a) Concrete—It was discovered there is 12” of concrete from the stairs to the parking lot and heavy equipment could not access from the walk to North Park and sidewalks near Drakes Bay entrance.
 - Vento will be requested to provide another proposal for removing and replacing concrete to the parking lot with 6” concrete in October or November.
- b) Stroll Magazine – The Contract was terminated and another contract could be entered into in August.
- c) Docks –Mr. McBride has five sections of docks with floats and poles at the approximate value of \$30,000 and previously alleged the Master owes him money.
 - The Master paid \$2,000 and there aren’t copies of proof of insurance, invoices, or address on file.
 - Ms. Liles tried contacting Mr. McBride over 30 times with no response.
 - The Police Department was contacted who recommended filing a report and they would search for an address.
 - Legal counsel would issue notice that he is not permitted on the property for the Associations or residents, including the Lake and roads.
 - Notices will be issued to residents of the Shores.
 - Director Verma will try to contact him, noting there may be issues in the fall when residents remove their boats from the water.
- d) Pool updates – Discussion was tabled.
- e) Future projects
 1. Pool—They are still looking into bonding issue from the installation of grounding wire.
 - There is no evidence that it runs inside.
 - Ms. Liles went to the City to search for documentation.
 2. North Park – It is planned to paint the gazebo and bathrooms in 2024.
 3. Security system and key fobs – Proposals are needed for considering replacing.
 4. Wood dock at Boathouse—Replacement was completed.
 5. Fence along Island Lake Drive – Repairs are ongoing.
 6. Waterfall electrical upgrade—The electricity failed and two leaks need to be repaired.
 - The waterfall is an amenity and runs on City water.
- f) Guest Policy – Language is not clear regarding guests or residents’ families and needs to be identified and clearly defined.
 - It was noted there are 903 homes in the community.
- g) Master vs. sub Association – President Campbell plans to walk the community with the Presidents of the sub-Associations to discuss and define responsibilities as there is nothing in writing.
 - The Governing Documents and site plans of each Association will be reviewed.
 - Funds for legal fees will be budgeted in 2024.
- h) Irrigation—There are big issues working with Sunrise and learning from lots of the sub Associations they have Contracts for systems the Master is supposed to maintain.
 - A system is needed to determine responsibility.
 - A meeting is scheduled with Adam next week.

11. New Business

- a) Boathouse – Proposals were received to paint the interior from MasterCraft for \$27,850, Ready to Roll for \$19,800 with a little more for designer services to select the color, and U&S for \$36,300.
 - Proposals include painting all doors, trim, closets, and restrooms and planned to take four weeks beginning in November.

Director LeFevre moved and Director Verma seconded to authorize Management, on behalf of Island Lake of Novi, to paint the interior of the Boathouse as proposed at the cost of \$19,800.00. The motion was unanimously approved.

- b) Fire Alarm Panel – President Campbell is meeting with the contractor next week to discuss options.
- c) Golf Cart– President Campbell and Director Kumrow went to Michigan Golf Cart in Warren to look at golf carts for the pool attendants to use and pick up trash from the parks.
 - The budget is \$15,000.

12. Community Concerns

- a) New Apartments
 - The proposed development for Key Station Flats was not approved by the Planning Department.
 - A traffic study was performed.
 - The plans will go before the City Council in August.
 - Novi has approval for 4,600 apartment units.
 - Property is not zoned for proposed City West, 10-story apartments between Grand River and Taft.
 - Proposed development for Camelot near a park on Brooksville Street to house 400 “transient housing” is not supported by residents and would set a precedent.
 - A traffic study needs to be performed before it goes to City Council; however, the agenda is not set until five days before meetings.
 - The Superintendent of Novi Schools is opposed.
 - Only residents within 300’ of the proposed development will be contacted, as little as possible, with 100 units in Island Lake being that close to the property on the corner.
 - There are already water pressure issues.
 - The Fire and Police Departments would be affected with additional responsibility.
 - This proposal could affect the upcoming election.
 - Residents need to be provided information and show strong support for opposition to the plan.
 - Twenty-four communities are being reached out to.

13. Next Meeting

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

14. Adjournment

There being no further business, President Campbell adjourned the meeting at 7:00 p.m.

Island Lake of Novi
Board of Directors Meeting
Wednesday, July 27, 2023
EXECUTIVE SESSION

1. Call to Order and Roll Call

President Campbell (North Bay) called the meeting to order at 5:48 p.m. at the Boathouse and ZOOM. Present were Directors Bartlett (Treasurer) – Woods, Kumrow – Arbors, LeFevre - Vineyards, Pfeiffer (Finance) – North Bay, Pinputufar – Shores, Raman – Orchards, Verma – Shores.

- Ms. Liles represented Sentry Management.

2. New Business

Boathouse Rental– Mr. XXXXXXXXXXXX the Boathouse for a graduation party and had three violations for parking, using the exterior patio, having a grill on the patio, and decoration on the front entry door.

- The rules are clearly outlined in the Rental Agreement, including events are to be hosted inside the Boathouse and there is a signed Agreement with the owner.
- It was noted that attendants need to be proactive.
- A floral arrangement was taken and returned.
- Of the \$500 deposit, \$255 was returned to the owner with the Master retaining \$245.

3. Adjournment

There being no further business, President Campbell adjourned the meeting at 7:10 p.m.