

# ISLAND LAKE OF NOVI

Board of Directors Meeting  
Thursday, November 1, 2023

## I. Call to Order

President Campbell called the meeting to order at 6:00 p.m. at the Boathouse. Present were Directors Flynn - North Woods, Fox - Preserves, Khosrovaneh - Vineyards, Kumrow - Arbors, Pfeiffer - Pimputkar - Shores, Raman - Orchards, Sadik - Orchards (non-voting), and Sorrentino.

- Mrs. Liles represented Sentry Management
- Also present were co-owners Mr. Cornellier - Orchards, Mr. Everhart, and Mr. Woods

## II. Approval of Agenda

The Agenda was unanimously accepted as presented.

## III. Approval of Minutes

The Minutes of the July Board of Directors meeting was unanimously approved as corrected.

## IV. Community Forum

## V. Interim Actions

- a. Fire Alarm Panel - A new fire alarm system was installed.
- b. Landscaping - Trimming was completed.

## VI. President's Report

President Campbell reported:

- Directors Flynn and Pimputkar were welcomed to the Board of Directors and thanks to Mr. Bartlett and Mr. Pfeiffer for their services and hard work getting the finances in order, which was a huge task.
- Thanked Ms. Liles for her assistance and help during the transition.
- Proposals are being obtained for adding a secondary chlorine tank or adding one large tank because of challenges finding the product and the amount needed in inventory, noting 200 gallons lasts approximately two weeks.
  - Baruzzini proposed \$1,987.65 for a 150-gallon double wall/double containment tank and an additional chem feed pump, as recommended, for \$825.
- Multiple complaints were received, mostly in June, about the temperature in the pool being too cold because of cooler nights. The temperature is generally maintained at 80° as the Swim Team requires 78°-80°.
- There is a positive variance for wages because of the pool being closed approximately 10 days due to weather.
  - Bonuses are being discussed because of challenges staffing holiday weekends.
  - Director Kumrow volunteered to serve as Human Resources Manager because the pool attendants are the Association's employees; therefore, Sentry cannot manage.
  - Employees can only clock in and out at the Boathouse and Management has the ability to correct errors.
  - A meeting with the pool staff will be scheduled in April to review rules, expectations, and availability.

- The budget will be reviewed and increased for lifeguards upon receiving a recommendation from Ken.
  - Students will be sought from local schools for summer employment.
    - One lifeguard did not work out last season.
- Directors have been learning lots about the infrastructure and operating system as they have been reliant on the prior management company for knowledge.
  - They spent lots of time with the irrigation contractor figuring out 14 systems the Master is responsible for and identifying equipment that is tied with sub-Associations because it appears that Toll attached wherever they could.
  - North Bay's lake pump provided a large part of water to the Master, North Woods, and Vineyards that have been split.
  - The system is 15 years old, needs repairs, eight are on City water, which is very expensive with 60% sewage charges, and there are 10 lake pumps of which eight will be worked on to reduce costs.
  - A clock that was damaged from a power surge was replaced.
  - All the clocks are different and will be changed to the same to not have to learn so many systems.
  - Flowers need to be watered in the spring that they could rely on the contractor to make sure is done at additional costs.
- The street lights were installed years ago and the first ones were not placed in conduit, which were often broken when earth was moved, being spliced, and reburied.
  - A contractor finally found a broken wire and proposed \$15,000 to run new wire underground.
  - A line was repaired in South Harbor and they are obtaining proposals for solar lights as a future option.
  - The Vineyards was the first development with double the lights with lines running under the road, making it expensive to correct issues.
- The waterfall feature in the Vineyards has been failing and neglected for years and was thought to be a leak in the main pond. Upon investigation, it was learned the leak is between where the water pulls from the pond to the top of the waterfall, requiring it to be replaced. The Master is working with the Vineyards to resolve and will require Board approval.
- It was approved to paint the interior of the Boathouse in the fall and engage a designer to recommend colors, which is "Agreeable Gray" with white trim.
  - Some furniture needs to be replaced as well as installing a workstation in the conference room for space as staff grows.
- The Board has worked hard this year and the property is really showing progress.

## **VII. Management Report**

### Review of Manager's Report and Action Item Report

- Directors have access on a portal with individual accounts through the website.
- One of the four Boathouse attendants is leaving employment at the beginning of the year, which needs to be discussed.
- There were six rentals in September 2022 and 3 in 2023 and there were four to five in October through December 2022 that is approximately the same for this year.
- Several limbs and dead trees were removed.
- The Board approved proposals from Shapiro for \$9,210 and \$550 to replace trees and shrubs at Harbor Park and North Park; work was completed on September 29.

- A tree is being planted at the island playground.
- Co-owners need to submit requests to their Board for consideration, who can present them to the Master Board.
- Management will contact Adam of Sunrize to review the plan and review irrigation heads.
- The water bills were received, and invoices were sent for water splits.
- A knoxbox was installed for the Fire Department.
- Invoices were received from A&F for inspecting the hot water heaters.
  - They previously didn't have a contract for annual inspections of the air conditioning unit or hot water heaters.
  - There are two large hot water heaters. One is currently turned on.
- The fire alarm panel had to be replaced because during the annual inspection, the electrical board was found down. Parts not readily available as it is an outdated system.
  - The Work was approved to High Tech to be installed within a week.
- A light was replaced at Island Lake Dr and North Woods.
- Mr. Ritter completed 114 work orders year to date.
  - They would be very challenged without him as he completes a tremendous amount of work, both small and large tasks. He is dependable and works for the other Associations.
  - He completed the major repairs necessary on the chain link fence, will continue, and recommended not sealing it.
- President Campbell will review the signs in the Boathouse to determine what needs to be replaced for Management to obtain a proposal from Five Star Sign.
- The exterior sign at the Boathouse entrance was last painted in 2016 and will obtain a proposal from Five Star Sign to find the color codes and paint, noting they no longer do touch up painting.
- Digital membership cards to identify residents are on hold for more research.
- Legal counsel provided an opinion regarding documentation for renters that President Campbell and Ms. Liles will review during the winter.
- Installing motion sensor light switches throughout the Boathouse will be discussed by the Executive Committee.
- Replacing the key fob system at the cost of approximately \$20,000 was tabled for consideration until spring.
- A co-owner proposed placing vending machines in the Boathouse and North Park.
- Contract executed with Anago will continue at same rate, for a one-year term with automatic renewals.
- Designs By Shapiro proposed \$15,750 for annual flowers that does not include fall flowers.
- Management will contact Jett Pump & Valve for the 2023 terms for the annual inspection of the lift station and proposal for 2024.

### **VIII. Treasurer's Report**

Mr. Bartlett moved from the community.

- Director Pfeiffer worked with him and served as Assistant Treasurer for 12 years, including through transitions with AMP, AAM, and Sentry.
- The 2021 tax returns and financial reports are finally completed.
- An engagement letter for the 2023 audit is signed.

- Director Pfeiffer thanked Ms. Liles for her assistance with the budget for 2024 with monthly dues needing to be increased from \$67 to \$76.
- The operating budget is \$816,500 with a positive variance of approximately \$11,000.
  - Buildings & Grounds was over budget approximately \$80,000 last year that included \$12,000 for building maintenance and supplies.
  - The Building Maintenance budget was increased \$7,700 with supplies increasing \$4,000 and was \$5,000 over budget with lots of maintenance items deferred the previous year that would cost less than \$1,000 each and Building Expenses were \$15,000 over budget.
    - President Campbell indicated there was an issue that Mr. Hall, prior manager, worked weekends and only when he wanted to with the Board really not knowing what he did.
  - Grounds was \$22,000 under budget.
    - A sidewalk needs to be replaced for which they want to know the plan for work and expected completion ahead of time.
  - Mulch was applied at two parks this year with the entire property being done in 2022. It is planned to start alternating areas every other year on a 3-year cycle as needed.
  - Geese control was budgeted at \$15,000 with \$5,000 saved by not rounding up.
  - Irrigation was \$19,000 because more work than anticipated had to be done.
    - President Campbell advised issues are less extensive than other Associations, but have lots of problems, and are confident they could get better services at lesser costs because Sunrize bills separately for everything.
    - There is one year remaining with Sunrize Contract.
    - Director Raman advised the Orchards are having issues with Sunrize. Their system will need to be rebuilt after the City's work, which the City is committed to seeing through, as well as replacing lots of valves, which Sunrize is knowledgeable of the system that a new contractor would not be.
  - Pool was \$7,000 under budget attributed to having good control of wages and closing during inclement weather.
    - An app is now available to monitor conditions at the pool.
    - Wages for pool attendants was increased from \$35,000 to \$37,000 because of holiday bonuses and the unknown costs to secure lifeguards.
  - Administrative was \$20,000 under budget because management fees decreased.
  - Maintenance personnel was \$20,000 under budget because they did not have personnel and payments to Mr. Ritter were applied to the line items related to the work he performed.
  - Insurance was \$10,000 over budget because it expired in December 2022 and should have been applied the same year, which the Board was not aware of and Management paid upon discovering in January.
  - Lighting Maintenance was \$8,000 because of having to bore under the road and sidewalks.
  - Recreation increased \$2,400.
- Monthly transfers to Reserves were \$9,506, contributing \$116,000 in 2022 and \$114,000 in 2023, totaling \$132,000 with Boathouse rentals.
  - Monthly contributions are budgeted at \$10,000, increasing \$4,000 for 2024 to \$142,000.
  - The previous Board eliminated the \$250 initial contribution fee for new residents.

- Interest income was approximately \$26,000, increasing \$6,000 last year, and forecasted at \$45,000 for 2024.
  - Investment accounts are earning approximately 5% with laddered expiration dates as listed on the balance sheet and are in the Association's name with the president, treasurer, and representative of Management as signors.
- Funds from Boathouse rentals are transferred to Reserves in January with \$24,000 in 2023 and \$22,000 forecasted or this year.
- Capital expenditures from Reserves totaled \$175,000 with \$116,000 for the pool filtration system, lots of concrete work costing \$28,000, a new maintenance vehicle for \$11,000, and pool furniture and awning for \$7,000.
- Painting the interior of the Boathouse is scheduled to commence in December to be completed in January, bringing the total to approximately \$185,000.

Director Raman moved and Director Pimputkar seconded to accept the Treasurer's Report as given. The motion was unanimously approved.

## IX. Committee Reports

- Director Pimputkar suggested establishing committees to assist the Board with tasks like signage, bids, and entrances.
- President Campbell advised they tried forming committees and received very little interest.
- a. Communications

President Campbell reported they are still working hard to add email addresses with approximately 150 recently, totaling approximately 1,300 to date, and thanked the staff for their effort.

  - Good feedback has been received with few complaints.
  - Residents need to be alerted to check their junk and spam accounts.
  - The subscription with *Stroll Magazine* expired and Management canceled the Contract because there was lots of advertising with little about Island Lakes.
- b. Social

Ms. Abler stepped down after serving for two years and thanked for her time and effort.

  - Two new Chairs volunteered, Ms. Helmagi and Mr. O'Dell.
  - A meeting will be scheduled shortly and will work with a \$2,000 budget to plan diversified events to embrace all Members, including Diwali.
- c. Pickleball

Director Sorrentino provided information and thanked Mr. Bartlett for doing a great job preparing.

  - The Committee obtained proposals from five contractors with none able to provide in full but the Committee was able to assemble a comprehensive bid by integrating several contractors.
    - The project will require active project management by the Board since there won't be a general manager for the entire project.
  - The scope of work includes developing two courts backing up to the tennis courts, totaling 4,352' at 64' x 68' each, concrete base with acrylic sport surface coating, perimeter vinyl 6' fencing on both sides with wind screens, and shade shelter area with wind-sails between the playground and courts.

- Free-standing nets are proposed to eliminate holes in the concrete with long-term savings and stored during the winter.
  - Originally, three courts were considered but would require a retaining wall at a major added expense.
- Legal counsel provided an opinion that funding could be using existing funds, levying an additional assessment, or financing.
  - The Committee recommended using Reserve funds.
- This project could be completed by spring or summer.
- The Committee recommended Goddard Sport Surfaces for a proposed cost of \$112,000 with NJM for concrete at \$24,200.
- Blocking time would be the same as the tennis courts with 90-minute time slots open for 4 on 4 play in the mornings and primarily self-managed.
  - Concerns were expressed regarding limited parking, especially when the pool is open; however, playing is more popular in the early mornings and evenings.
- President Campbell advised that the City is doubling their amount of courts, which their taxes support, and most schools have courts, requesting the Directors to consider the need and investment, noting they need to maintain the components they already have, including the tennis courts that need resurfacing.
  - Director Sorrentino said the tennis courts were last resurfaced ten years ago and need to be redone while the contractors are onsite at the proposed cost of approximately \$15,000, adding that plywood will be laid on the grass with concrete hand-moved.
- Director Fox asked if guests would be permitted.
  - President Campbell advised four guests are permitted during the week and two on weekends and "guests" need to be designated, with the biggest offenders using the volleyball facilities.
  - Director Khosrovaneh asked if a fence and gate could be installed around the Boathouse with a key fob system.

**Director Sorrentino moved and Director Raman seconded to authorize Management, on behalf of Island Lake of Novi, to award a contract to Goddard Sport Surfaces, to develop two pickleball courts as proposed with detailed information dated July 27, 2023 at the cost of \$112,000.00. The motion was unanimously approved.**

- Director Sorrentino will work with NJM Services to schedule work as early in the spring as possible.

d. Entrances

- Prior proposals for entrance improvements have been obtained, but not approved.
- Ms. Dolan tried establishing a committee with one representative from each Association and nobody volunteered.
- Proposals for the entrances were previously obtained for \$33,000 without anything major being done and did not include the costs for upgrading the irrigation systems.
- There was consideration to do one entrance and take a vote of the sub-Associations to proceed with all the entrances with each Association being responsible to contribute funds.
  - A legal opinion would be obtained to determine responsibility.

- Director Fox advised the Preserves recently spent \$20,000 redoing their entrance and some funds were negotiated and used when they took over from Toll.
  - President Campbell said each Association has a different number of entrances, noting North Bay doesn't have a main entrance while others have multiple.

## X. Unfinished Business

### a. Concrete 2024

President Campbell walked the community to evaluate the sidewalks.

- One on Wixom and Drake's Bay was done this year.
- Directors were requested to alert Management if they are aware of concrete that is the Master's responsibility needs attention.
- Work needs to be done next year at North Park, including the gazebo and bathrooms.

### b. Docks

- i. It is believed that Mr. McBride has six sections of docks that he claims having three.
  - He made commitments but did not follow through. The Association finally has proof of insurance and a valid address and is working with legal counsel to issue notice to return the property, or they will pursue him legally.
- ii. There are sections of docks onsite that are damaged, needing welding, which makes it difficult to find a contractor.

### c. Capital Improvement Projects

There is a forecast for Reserves to be \$960,000 at year-end.

- i. North Park – Previously discussed above.
- ii. Security System and Key Fobs - The existing key fob system is not supported by the manufacturer, requiring consideration of installing a new entry and key fob system.
- iii. Waterfall Electrical Upgrade – Previously discussed above.
- iv. Kid's Room - Director Khosrovaneh said there used to be two televisions in the exercise room. President Campbell advised one broke. Need to determine plan for kids room before replacing, noting he is the only person to inquire about it.

### d. Governing Documents

It will cost approximately \$2,000 for legal counsel to review and provide clearer understanding of responsibilities between the Master and sub-Associations.

- The actual cost will be obtained and the Directors will vote via email.

## XI. New Business

### a. Pickleball and Tennis Courts – Approved under Committee Reports above.

### b. Boathouse - **Director Kumrow moved and Director Sorrentino seconded to proceed with painting the interior of the Boathouse at the cost of \$21,500.00 as proposed to be started before Christmas 2023. The motion was unanimously approved.**

- The Boathouse will be closed during work, including the gym that will be kept open as much as possible.

- c. Handyman - Mr. Ritter is willing to work with the sub-Associations when available.
  - Hiring a full-time community person was suggested who could work three days a week during the winter and six days a week during the summer for all the Associations to keep busy and keep costs down. Director Sorrentino knows someone who is experienced and may be interested.
- d. Flowers - Discussion took place regarding planting annual flowers and the consensus was planting at the Boathouse only, not the entrances.

**XII. Community Concerns**

New Apartment Development - City Council is scheduled to vote on approval for Camelot Avalon Apartments on Monday, November 27<sup>th</sup>.

- Owners need to reach out to neighbors and residents.
- President Campbell met with the Mayor who believes the Council won't approve, but attendance at the meeting is important to show a clear message that residents are against the developments.
- A meeting with the School Board is being considered for next week.
- Emails will be distributed before Thanksgiving.

**XIII. Appointment of Officers**

**It was unanimously approved to appoint President Campbell to serve as President, Director Kumrow as Vice President, President Campbell as Secretary, and Director Sadik as Treasurer, who is not a voting Member unless Director Raman departs at the Executive level and also serves as Treasurer of the Orchards.**

**XIV. Executive Session**

There was no Executive Session.

**XV. Adjournment**

There being no further business, President Campbell adjourned the meeting at 8:16 p.m.