

ISLAND LAKE OF NOVI

Board of Directors Meeting
Thursday, February 8, 2024

I. **Call to Order**

President Campbell called the meeting to order at 6:03 p.m. at the Boathouse. Present were Directors Flynn - North Woods, Fox - Preserves, Khosrovaneh - Vineyards, Kumrow - Arbors, Pimputkar – Shores, Raman - Orchards, Sadik - Orchards (non-voting), Sorrentino – South Harbor, and Thirumoorthi - Reserves.

- Ms. Liles represented Sentry Management.
- Mr. Pfeiffer of North Bay was also present.

II. **Approval of Agenda**

Director Raman moved and Director Sorrentino seconded to approve the Agenda as presented. The motion was unanimously approved.

III. **Approval of Minutes**

Director Flynn moved and Director Khosrovaneh seconded to approve the Minutes of the November 2023 Board of Directors meeting as submitted. The motion was unanimously approved.

IV. **Community Forum**

There were homeowners present.

V. **President's Report**

President Campbell reported:

- Thanked Director Kumrow for his assistance in helping with the day-to-day issues. He also thanked Mr. Pfeiffer and Director Sadik for their efforts in bringing the finances up-to-date.
- The tax returns are current.
- They strive to keep the website updated and requested Directors to report changes.
 - They are working on technology to provide residents with information for the community and its great amenities with drone footage available on videos.
- The Boathouse was painted with the crew being professional and completing the project on budget and timely.
 - The ultimate goal is for residents and potential purchasers to see and feel Island Lake as a premier community.
- Sentry Management has been a good choice. There were some challenges with the transition but they're in a much better position than two years ago.
- They are investigating the second phase of the security project system for next year to include a new fob system.
- They are planning lots of projects to complete before and during the upcoming summer season.

VI. **Management Report**

a. Action Item Report

- Insurance was renewed and paid on time.
- The matrix and responsibilities are being reviewed.
- Santa is committed for this year.
- A Contract was awarded to Blue Water Aquatics.
- Portable pickleball nets were purchased and delivered.

- Mr. Ritter completed 125 work orders.
- Three Boathouse attendants are committed.
 - Attendants work three hours per night 3-4 days per week during the winter months.
 - Attendants work seven days per week from 5:00-10:00 p.m. from May 1 until October 1.
 - Pool staff work during the season and assigned to pick up trash that the golf cart could be used for.
- The gym is being used more.
- They are working to mark the trails and bridges to better identify.
- Proposals are being obtained for 2024 projects.
- A 2-year Contract was awarded to a HVAC contractor after two furnaces shut down.
 - There are plans to have the ducts cleaned.

b. Annual Planning Calendar

January

- Information was submitted for the annual review.
- The email list continues being updated.

February

- Contract with MLP for lawn care is in place and includes fertilizer.
- Permit to roundup goose eggs and destroy was submitted.
 - Rounding up geese is not permitted.
- Preparations are being made to open the waterfall and backflow testing.

VII. Treasurer's Report

Director Sadik reported:

- Just under \$39,000 was earned in interest as rates are improving.
- The largest expense in 2023 was the pool infiltration system.
 - Other large major expenses were concrete and purchasing a vehicle and furniture for the pool area.
- It was recommended changing the mulch schedule to a 3-year cycle instead of the entire community in one year.
- Mr. Pfeiffer has been a great help.

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

VIII. Committee Reports

- a. Communications – President Campbell reported they are working to keep the website updated.
- Many good comments have been received for distributing information.
 - Approval for the proposed condominium across the street was denied.
- b. Social – The Committee and working on what the Association will fund.
- Events in 2023 were great.
 - Events for this year will include a visit from Santa and movie night.
 - The Committee will have funds to handle reimbursements to Members.

IX. Unfinished Business

- a. Tom McBride – Legal counsel sent a letter on behalf of the Association.
- b. Pickleball Courts / Rules – Director Sorrentino reported rules and guidelines were drafted to be posted on the fence for how the courts will be used, though it is generally a social game and self-managed, and will be refined as needed.
 - Director Sorrentino was able to save money from the original forecast.
 - Removing trees cost \$2,200 instead of \$4,000.
 - Ten were removed, including six Pines and two hardwoods, and are required to be replaced.
 - The contractor agreed to installing an additional 12' x 12' concrete slab to also serve the children's play area and tennis courts.
 - Windsails will be installed for approximately \$2,000, less than forecasted.
 - Director Sorrentino will follow up to prepare and schedule work, noting the earth has to be dry with no frost, and anticipates to be completed by the 4th of July.
 - Tennis could be delayed if it is approved to resurface the courts with the Contract terms to do both the pickleball and tennis courts at the same time.
 - To date, only the nets have been paid for.
 - The concrete contractor will probably bill 50% upon starting work.

The pickleball rules were unanimously approved as presented.

Capital Improvement Projects – Projects planned for this year include:

- Painting the bathroom building at North Park and asphaltting the parking lot.
 - A structural engineer is likely needed to evaluate the gazebo.
- Directors met with the Directors of the Vineyards to discuss options for the waterfall.
- Improving the kids' room and expanding the workout room, hopefully before summer.
 - Some pushback was received for placing some equipment back in the gym.
 - It was suggested to expand the kids' room and creating a pass-through by erecting an 8' wall and eliminating the other opening to store tables and chairs.
 - The Fire Marshal indicated there shouldn't be any issues.
 - The same rubber flooring would be used and a second television would be added back.
- Upgrading the security system and a new key fob system are being considered for early 2025.
 - Adding a couple cameras and a key fob for the gym would prevent attendees of events from accessing and limit liability issues.

Director Raman moved and Director Sorrentino seconded to approve moving forward with obtaining information and proposals for improvements to the kids' room and workout area. The motion was unanimously approved.

- c. Master vs. Sub-Associations' Responsibility Matrix – It was previously approved to spend up to \$2,000 for legal counsel to review the Governing Documents.
 - The Documents are lengthy with lots of verbiage to review and will require an additional \$2,000, unless putting any responsibility on the sub-Associations.
 - There have been lots of assumptions for years and the review would provide clarity.
 - The Governing Documents need to be amended to update to current Condominium Laws and remove references to the developer.

Director Sorrentino moved and Director Flynn seconded to authorizing an additional \$2,000.00, for the total cost not to exceed \$4,000.00 for legal counsel to review the Governing Documents to provide clarity for responsibilities of the Master and sub-Associations. There was one (1) no vote. The motion was approved.

X. **New Business**

- a. Quote to Add Second Chlorine Tank – There is currently a 200-gallon chlorine tank that is in good condition and fully operational.
- The chlorine was used up for the pool opening and was challenging to get refilled with a high delivery charge.
 - The pool would have to be closed or the water diluted if they run out.
 - Bertuzzi Pools proposed \$3,540.57 for a second 200-gallon chlorine tank that would automatically switch over when the first tank runs out.
 - Bertuzzi also recommended replacing the computer with more features and alerts.

Director Thirumoorthi moved and Director Pimputkar seconded to approve purchasing a second 200-gallon chlorine tank from Bertuzzi Pools as proposed at the cost of \$3,540.57. The motion was unanimously approved.

- b. Quote to Resurface Tennis Courts – **Director Raman moved and Director Khosrovaneh seconded to approve resurfacing the tennis courts as proposed while installing the pickleball court at the cost of \$26,000.00. The motion was unanimously approved.**

- Tennis is scheduled to start on June 20.
- The poles are coming up because of freeze/thaw conditions.
 - Free-standing nets are being used for pickleball to eliminate this issue.

- c. Quote for Office Furniture – It was proposed to purchase a desk for the conference because the staff is currently sharing one desk that is 20 years old.

Director Pimputkar moved and Director Sorrentino seconded to approve purchasing an L-shaped desk with two drawers, two chairs, and one desk pad to provide a second work station with an additional \$750.00 charge to assemble and no cost for delivery for a total cost of \$3,083.37. The motion was unanimously approved.

- d. Concrete – The concrete will be inspected to determine areas that could be lifted and leveled.
- Work was deferred in the parking lot last year when it was discovered the concrete is 10” thick and the late time of the season.
 - Vento proposed 6,400 square feet of 8” concrete for \$20,000.
 - Motor City proposed \$53,977.70 for base and top coats.
 - More research is needed.
 - President Campbell will work with the sub-Associations for interest to join as a group project.
 - The sub-Associations would be responsible to collect from their residents and pay the Master.
 - Pictures and locations could be sent to Management to coordinate.

- e. Conference Room Television – A television was purchased specifically for ZOOM, was not functioning correctly and replaced under warranty, and are now incurring the same issues with the second television.
- President Campbell spent approximately six hours on the telephone with Amazon trying to replace a second time.
 - Sony offers a better 55” television at the same cost as the existing one with technical support.
 - It was proposed to purchase for the office for the cameras and move the one in the office to the gym.
 - They could save \$10 per month for each cable box.

Director Sorrentino moved and Director Pimputkar seconded to approve purchasing a 55” Sony Class X80K LED 4K UHD television at the cost of \$580.00, 5-year extended warranty for \$120.00, and \$55 taxes. The motion was unanimously approved.

- f. Quote to Add Pavilion at Pickleball Court – **Director Fox moved and Director Kumrow seconded to approve installing a pavilion as proposed near the pickleball and tennis courts that would be an added amenity on a 12’ x 12’ concrete slab with an octagon table and windsails. The motion was unanimously approved.**

- There was a \$1,500 cost savings.
- There is a 25-year warranty on the roof.

- g. Staff Payroll – Director Kumrow is handling all human resources.

- It was proposed to engage ADP to handle payroll.
- Mr. Stark plans to return as manager.
- A year-round Boathouse attendant is needed to interface with rental guests.
- A meeting will be held with the staff before the season.
 - They will be informed of not working when the pool is closed and encouraged to be available for holiday weekends.

- h. Increase Boathouse Rental Fee – Costs are increasing overall, including operating, cleaning, supplies, and payroll.

- The current rates are \$200 for the first hour and \$100 for each additional hour.
- President Campbell proposed increasing the rates to \$300 for the first hour and \$100 for each additional hour.
- Discussion took place that many homeowners extend their time setting up and vacating.

Director Khosrovaneh moved and Director Fox seconded to maintain the current rates for Boathouse rentals at \$200.00 for the first hour and \$100.00 for each additional hour with two hours to set up for events and one hour to clean up after. The motion was unanimously approved.

- i. Add an AED in Boathouse – It is not required but recommended to have an AED in the Boathouse.

- The Fire Department offers training and CPR.

Director Sorrentino moved and Director Thirumoorthi seconded to approve purchasing an AED for the Boathouse at a cost not to exceed \$2,000.00. The motion was unanimously approved.

- President Campbell will research costs.

XI. Community Concerns

Coyote – Director Khosrovaneh said concern is increasing about coyotes in the area.

- President Campbell will contact the City’s Animal Control, recognizing there is nothing the Association can do, and post information on the website.

Mail Delivery – Director Raman requested the Association to submit a letter to the U.S. Postmaster regarding issues with mail delivery.

- Mailboxes are being over-filled, packages are being thrown, and the carrier drives too fast.
 - Director Raman will draft a correspondence for President Campbell to sign on the Association’s letterhead.

XII. Executive Session

There was no Executive Session.

XIII. Adjournment

There being no further business, President Campbell adjourned the meeting at 8:27 p.m.