

ISLAND LAKE OF NOVI

Board of Directors Meeting

Thursday, April 24, 2024

I. **Call to Order**

President Campbell called the meeting to order at 6:03 p.m. at the Boathouse. Present were President Campbell – North Bay and Directors Flynn - North Woods, Kumrow - Arbors, LeFevre – Vineyards, 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 with the addition of treadmill. The motion was unanimously approved.

III. **Approval of Minutes**

Director LeFevre moved and Director Flynn seconded to approve the Minutes of the February 2024 Board of Directors meeting as corrected. The motion was unanimously approved.

IV. **Community Forum**

Ms. Wheeler - Member of the swim team, helps with planning, and said the season starts on Monday, June 10 with pool hours Monday through Friday 9:00–11:00 a.m. and six meets with three at home.

- She explained that all the teams have a gathering at the end of the season with each team generally hosting every three years. One team doesn't have a pool equipped to host and requested to host their turn at Island Lake on Saturday, July 27 from 8:00-8:30 a.m. to 1:00 p.m. at the latest, so wouldn't impact the pool hours and they would handle everything.
 - President Campbell said they try to not occupy the pool twice in one week and, in the past, Directors preferred not on a Saturday.
 - Ken, two lifeguards, and a Boathouse attendant would be needed at the cost of approximately \$100-\$125 per hour for seven hours, actual costs totaling \$700-\$900, which does not include water, chemicals, or other costs.
 - The rental fee would be waived being it's an event involving the community's children.
 - It was noted that all coaches are lifeguards.
 - There are usually parking issues during meets and Island Lake's team would be required to extend their insurance.
 - A contingency plan for weather hasn't been addressed, which is usually the following Saturday.
 - He left Lorena a message and has not received a response.
 - He confirmed that home meets were approved and are on the calendar.

Director LeFevre moved and Director Pimputkar seconded to approve a swim team hosting a meet at Island Lake on Saturday, July 27 from 8:00-8:30 a.m. until 1:00 p.m. at the latest for \$1,000.00 to cover actual costs. Further, President Campbell was given the authority to agree on \$750.00, if necessary. The motion was unanimously approved.

Mr. Abraham (Vineyards) – has lived in the community with his family for four years, hosts a Bible Study Club at the Boathouse every Monday, and is involved with the tennis team, said:

- The lights and tennis court are not in good condition.
 - President Campbell advised there is no electricity on that side of the island and the park closes at dark. The courts are being redone and windscreen will be installed on the fence after the concrete is completed.
- On Friday, March 8, he reserved the Boathouse to host a graduation party on Saturday, July 20. He canceled the reservation the first week in April when he realized the capacity is 75 attendees and requested the deposit be returned.
 - President Campbell read the statement in the Contract regarding cancellation that Mr. Abraham agreed to when he signed.
 - Discussion would take place during Executive session.

Mr. Kasula - Expressed concerns with renting the Boathouse involving decorating, setting up, hours, and returning his deposit.

- Director LeFevre expressed concern about President Campbell offending residents and running the meeting in a court-like manner.
- President Campbell apologized if he offended Mr. Kasula and advised that he monitors all events at the Boathouse and equally enforces the rules for all rentals.
 - In accordance with the Contract, two hours are permitted for setting up with events required to end by 11:00 p.m., one for hour for cleaning up, and vacating by 12:00 a.m.
 - Recordings show that they started setting up on Friday evening, Saturday morning while block the main door for people to enter, and 11:00 a.m. to 3:00 p.m. for their event to start at 7:00 p.m.
 - In addition, the party was still going at 11:56 p.m. when he came to the Boathouse and advised it was supposed to be over by 11:00 p.m., again in accordance with the Contract and courtesy of neighboring residents.
 - He spent an hour cleaning up because they did not with tables not put back in place, food and paper on the floor, the door to the kitchen was unlocked, and they did not sweep or vacuum.
 - He explained that residents prepared for the community Easter event after the Boathouse closed at 10:00 p.m.
 - The Executive Committee discussed Mr. Kasula's concerns and request after which he was invited to address the Board.
 - Discussion would take place during Executive session.

V. **President's Report**

President Campbell said summer right around the corner and time to see if all their hard work during winter paid off.

- He thanked Ms. Liles and the Management staff for all their effort.
- The interior of the Boathouse was painted as well insulating the chlorine storage tank, purchased new office furniture, new television for the conference room for Zoom, and treadmill, repaired the fence on Island Lake Drive, and installed new baby changing stations and shampoo and body wash dispensers.

- The landscaping and irrigation contractors are preparing for the season.
 - No mulch or flowers will be planted along Wixom Road this year because of no irrigation during construction.
 - Ms. Liles and he met with contractors performing work along Wixom Road who advised irrigation would cost approximately \$50,000.
- The pool lane marker reel needs to be replaced as well as the custom pool cover before winter at the cost of approximately \$20,000.
 - He noted the community and components are aging creating the need to plan repairing and replacing components.
- The City's Ordinance Officer advised that tree limbs on the north property that are hanging over structures of the neighboring community need to be trimmed.
 - A surveyor was engaged to survey a half mile north on Napier Road because the Ordinance Officer, City Forester, and Mr. Ritter could not determine property lines or the determine the Association's responsibility.
 - Markers will be placed to enable identifying in the future.

VI. Management Report

Ms. Liles reported:

- Mr. Ritter completed 22 work orders.
- A treadmill was replaced and one was repaired.
- Office furniture was replaced.
- New shampoo and body wash dispensers were installed.
- The air ducts in the Boathouse were cleaned.
- Sixteen patio cushions to match the ones purchased last year were ordered; now all will match.
- An AED was ordered and they are working on scheduling training.
- Three Boathouse attendants are confirmed and they are working on hiring one.
- They are working on lifeguards for the season.
- There are already more rentals scheduled each month this year than last year.
- The contractor submitted plans for renovating the workout room and for the City's approval to start work.
- The designer who selected the paint colors for the Boathouse, Cindy, is preparing a plan for the entrance and library as a starting point for improvements.
 - It was noted that the furniture eventually needs to be replaced due to age and update to bring the design and colors together.
 - It was suggested to have a desk and some technologically items in the library.
- She talked with the contractor working on the pickleball courts, Nick, and advised the entrance to the Boathouse cannot be blocked and requested to let her know when work is scheduled.

VII. Treasurer's Report

Director Sadik reported:

- Reserve funds are being monitored.
 - Certificates of deposit are maturing in May, June, and August, totaling approximately \$200,000.
 - Expenditures planned for this this year include installing the pickleball court, resurfacing the tennis courts, replacing the pool cover, rejuvenating the workout room, and concrete remediation in the fall.
 - Cash flow will be managed with anticipated expenditures for the year.
- There was \$175,000 in the checking account, with consideration of spending more money during the summer, the Executive Committee with Mr. Pfeiffer approved transferring \$10,000 from income each month into Reserves to earn interest and eliminate the need to transfer from Reserves.
- Pool expenses are continually watched with comparison to the budget and actual costs, with a slight negative variance forecasted.
- President Campbell said they haven't spent lots of money on major projects the last five years and now money is being spent on a few projects.

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

VIII. Committee Reports

- a. Communications – President Campbell reported they are keeping up with Mailchimp and the website up-to-date.
 - They are working with the sub-Associations gathering more email addresses to keep residents informed.
- b. Social – The Committee has been active planning events.
 - An amazing Easter event was hosted with approximately 120 attendees. Unfortunately, it rained so couldn't have an egg hunt outside.
 - Bunko is being played monthly.
 - Lots of food trucks are lined up.

IX. Unfinished Business

- a. Docks – Mr. McBride passed away.
 - Legal counsel advised they could pursue his Estate but not likely to collect much.
 - They are working on and will install the docks they have with two sections; one for children to fish from and boats to dock.
 - Director Pimputkar is replacing their dock and may have usable materials from the existing dock.
 - The docks are designed to float and are not stable unless something is attached, stabilizing somewhat when boats are tied; however, will lower in the water if tied too much.
 - There have been issues with people moving the bench from the ramp and shore.
 - They could consider placing an affixed bench on the shore.
 - Annual fishing tournaments were held in the past when boats were regularly tied.
 - Possibly the Social Committee or volunteers could plan.

- b. Pickleball Courts – Director Sorrentino reported construction starts this week.
 - Materials were delivered with work anticipated to take two weeks.
 - Concrete will be poured and has to cure for 30-40 days, depending on the weather.
 - Windscreens for the fence haven't been yet because the concrete has to be poured first.
 - The contractor proposed an additional \$500 to pour concrete for a pavilion.
 - A picnic table could be purchased for approximately \$1,300 that would be a nice addition to sit in the shade.
 - Director Sorrentino will provide the budget to Ms.Liles.
- c. Capital Improvement Projects – Projects planned for this year include painting the exterior of the bathroom building at North Park as well as checking the structure of the gazebo, at least installing Trex this year and spindles and roof next year
 - Continuing with the security system and replacing the key fob system next spring, possibly a digital membership card for cell phones.
 - They will meet with the Directors of the Vineyards for alternatives for the waterfall on the upper pond because leaks were found and electrical work is needed.
 - Water will be run from the lower pond to the upper pond but the leaking is too bad to run the waterfall.
- d. Master vs. Sub-Associations' Responsibility Matrix – Legal counsel is still working on the matrix and will meet with Associations, hoping have a document by the next Board meeting.
 - It was noted there is nothing about the streetlights in the Documents.
 - Responsibility for entrances will be clarified (small island near Glenwood and Island Lake) as the Master has provided water.
 - Responsibility for the playgrounds and parks will be more clearly defined.

X. **New Business**

- a. Concrete – President Campbell will walk the entire community to inspect, map, and mark for concrete that needs to be repaired, replaced, and leveled.
 - Addresses will be noted of addresses that are resident's responsibility and provide opportunity to replace at the Association's cost while work is performing work at the resident's expense.
- b. Lifeguard's Pay – Director Kumrow reported last year, the base pay started at \$12.00 per hour, intermediate at \$15, and pool manager \$20 with a holiday pay premium of time and a half.
 - Pay in other communities in the area was researched.
 - Ken indicated that he has 13 referrals who are all CPR and AED trained, which would be an adequate amount for the season.
 - Boathouse attendants were approved via email with one senior attendant secured and plan to hire at least one more.
 - Boathouse attendants will be trained for AED.

Director Kumrow moved and Director LeFevre seconded to retain the base pay for lifeguards at \$12.00 per hour, increasing \$1.00 per hour within their pay grade each year a lifeguard returns, and a holiday pay premium of time and a half. The motion was unanimously approved.

- c. Asphalt – President Campbell reported the asphalt at North Park is in disrepair, requiring total removal and replacement, and want to do before Memorial Day or wait until after.
- They focused on the sidewalk last year.
 - Ms. Liles is waiting for proposals.
- d. Boathouse Parking Lot – A contractor inspected and advised maintaining with repairs, crack-filling, and sealing would be worth the money as it could extend its life 7-10 years.
- The scope of work is 26,480 square feet and no areas need to be saw-cut.
 - They use crack-fill that MDOT uses, then seals and restripes the lines.
 - Proposed \$700 to seal the cracks, \$3,707 to apply sealant, and \$575 to restripe, totaling \$4,982 to do in the fall after the pickleball and tennis courts are done.
 - Director Sorrentino advised there would be better results to be done when the weather is cooler.
 - This is a Reserve expense.
- Director Raman moved and Director Sorrentino seconded to award a contract to crack-fill for \$700.00, apply sealant for \$3,707, and restripe for \$575.00, totaling \$4,982.00. The motion was unanimously approved.**
- e. Welcome Video Proposals – Mr. O'Dell does videoing and drones, took lots of great pictures for good promotional material to provide to new residents to emphasize their premier community.
- President Campbell recommended creating a video for renting the Boathouse.
 - Videos would be kept as generic as possible and posted on the website.
 - They would be good tools for real estate agents.
 - The proposed cost is \$1,800 for each video.
 - Discussion took place regarding the cost, value, and needs of the community.
- f. Key Fobs – In the future, all residents will be provided two key fobs.
- A digital cell phone system would provide identification without keys or fobs and would not add costs for replacing.
 - Access could be turned off upon change of ownership.
 - President Campbell will continue researching and obtaining proposals.
- g. Pool Lane Marker Reel – The current one is not repairable with costs obtained from \$2,500-\$3,500.
- Ken is trying to find one for less.
- Director Sorrento moved and Director LevFevre seconded to authorize purchasing a new pool lane marker reel at a cost not to exceed \$2,500.00. The motion was unanimously approved.**

- h. Lifeguard Reporting – A spreadsheet to track pool activity, including attendees, weather conditions, usage, comments and recommendations was created a couple seasons ago with data showing:
- Traffic was slower in May and June slower traffic when weather is generally cooler and August when people take vacations.
 - Hours were modified between Memorial Day and school recess and the last week of August.
 - In 2023, there were only 15 occasions with attendees after 8:00 p.m. and mostly vacant between 11:00 a.m. until 12:00 p.m.
 - The pool is closed during bad weather.
 - Ken is always consulted before the pool is closed.
 - The water temperature is maintained the same the entire season but there were lots of complaints that the water was too cool in June.
 - Cooler weather and storms decrease temperature and affects chemicals.
 - An opinion will be obtained regarding the pool heater being efficient, if it should be replaced as it is the original one, and how long it would take to replace if it stopped working.
 - Ken and Directors discussed a modified schedule to accommodate the trend of usage that could offer cost savings.
 - Concern was expressed about reducing the lifeguard's earnings if the hours are reduced.

Director Kumrow moved and Director Pimputkar seconded to approve the pool hours as proposed. The motion was unanimously approved.

XI. **Community Concerns**

Bicycle – There was an incident with a bicycle possibly being hit by a vehicle last week.

- There has been a strong Police presence in the community recently.
- President Campbell meets with the Police Chief a couple times a year and has a good rapport.
- The Fire Department is going to perform a water rescue on the water in front of North Park for two evenings.
 - They will have access to the boat ramp.
 - Residents will be alerted on Mailchimp.

Slow Your Roll – There is a “Slow Your Roll” campaign two times a year, right after school recess and in the fall.

- The Police Chief advised they are present in the community when they are able.
- A camera recording showed someone appearing to try to open the garage door of the Boathouse during the night.
- Residents reported seeing suspicious vehicles and people cutting through yards.
 - Residents will be alerted to report to Police, Directors or Management.

XII. **Executive Session**

XIII. **Adjournment**

There being no further business, President Campbell adjourned the meeting at 8:26 p.m.