

**MAPLE RIDGE CREEK VILLAGE**  
**Board Meeting Minutes No. 247**

**Monday, April 17, 2023**

**Call to order 1:01 pm      Adjournment 3:55 pm      Place AMI Office**

**Present:      Board- John Smyntek, Donna DeGennaro, MaryBeth Wolocko,  
                 Mic Shaeffer, Greg Richards  
                 AMI- Kelly Terrell**

**Old Business:**

- **Approved March 2023 board meeting minutes.**
- **List of current Work Orders –**
  - **23 W/O's were reviewed**
    - **15 completed, 6 vendors assigned and 1 new at review time**
  - **1 removed from the W/O list and placed on the tree replacement list**
- **Financial Statement**
  - **Approved March 2023 financial statement.**
- **Board Calendar Review**
  - **Spring mulch completed.**
  - **1<sup>st</sup> annual meeting mailing and a call for candidates was mailed.**
  - **LPS plumbing to be contacted for opening of the irrigation system and the checking of the back flow valve and evaluate any repairs.**
  - **Cement committee and maintenance committee to be combined as one and volunteers needed. John to post an open invitation in the up coming newsletter.**

**Committee Reports**

- **Financial**
  - **CPA completed the End of the year 2022 financial closeout report.**
  - **Association Taxes were signed and are to be submitted this week.**

- Mic to give End of the Year financial statement presentation at the annual meeting.
- Website
  - Changeover to new AMI option complete.
  - 1 or 2 pictures will be taken in the spring/summer time to replace the current front cover page picture giving more description to the ranch/cape facade.
- Social
  - Christmas Party co-chairs are MaryBeth Wolocko and Ruth Richards.
  - Tavern on the green had its first get-together on Maple Creek Ct. this past Thursday and it was a successful turnout. Picture in the newsletter.
- Maintenance
  - Spring walk around – Volunteers needed.
  - Street Signs – The board is currently investigating new street sign replacements due to woodpecker destruction of old signs.
- L & B
  - Spring walk around – Volunteers needed, committee to use last years report as baseline for this year.
  - Entrance to MRCV- The board approved a \$500 budget for Sandy Kondos to proceed on doing a soft scape to the entrance of MRCV this year.
  - The board is investigating a hardscape to be included in next year's budget.
- Welcome Committee
  - Not discussed this month.

## **New Business:**

- Owen Tree Service (OTS) – Trisha from OTS and members of the board to do a walk around Thursday April 20<sup>th</sup> at 11:00 am. Reasons for walk around are:
  - Tree list to be sent to OTS stating present trees to be replaced
  - Address every tree on the MRCV properties
  - Identify dead and diseased trees for future removals
  - Identify ideal/desirable places to plant future trees
  - Create a possible 5 year plan
- Based on the past Breaking and Entering and attempted entering, John will contact the Rochester Police Department and invite a representative from the department to our Annual Association meeting to discuss the topic.
- Newsletter – John is working on the newsletter which will be sent out this week.

- The Non-public pedestrian pathway – Potential amendment to the bylaws. Who is responsible to maintain it? In the deed it is not clear. John to check with the housing HOA.
- Solar panels – John to check with the lawyers concerning addition to the bylaws.
- Portable Generators – To be stored inside the garage when not in use. Update policy #MRC-036 to include portable generators.
- Detention Pond – Melinda Hill wrote a letter to the board stating that the detention pond is in need of some cleanup. Kelly is to write a work order to have Adam Oaks clean up and remove trash around the perimeter.
- 1645 Boulder Ct. – Driveway and mortar needs to be reviewed by the maintenance/cement committee during the spring walk around.
- 1880 Dunham Dr. – Tree planting approved providing adjacent tree stump is removed.
- Lawn fertilizer and cutting – Fertilizer company and lawn service to coordinate with Kelly as to not overlap application and cutting on the same day.
- 1889 Dunham Dr. - WO# 5052-1 Chimney repair approved.
- 1631 Boulder Ct. - Pella windows approved.

**The Annual Association Meeting is scheduled for May 8, 2023, at 6:30 pm; at the Rochester Community House**

**MAPLE RIDGE CREEK VILLAGE**  
**Board Meeting Minutes No. 248**

**Wednesday, May 17, 2023**

**Call to order 3:05 pm      Adjournment 5:35 pm      Place – Mic Shaeffer Condo**

**Present      Board – MaryBeth Wolocko, Donna DeGennaro, Melinda Hill,  
Mic Shaeffer, Greg Richards**

**Election of Board Officers**

- **MaryBeth Wolocko – President**
- **Melinda Hill – Vice President**
- **Mic Shaeffer – Treasurer**
- **Greg Richards – Secretary**
- **Donna DeGennaro – Member at Large**

**Committee Liaison**

- **Finance Committee – Mic Shaeffer**
- **Maintenance Committee – Greg Richards**
- **L & B Committee – Donna DeGennaro**
- **Welcome Committee – Donna DeGennaro**
- **Social & Hospitality – Donna DeGennaro**

**Discussion**

- **Tree Committee – The board discussed the need for a Tree Committee due to the maturity of our trees and the large scale project ahead of us.**
- **Boyd & Sakis – Tree planting approved pending the agreement of all parties concerning location and the agreement to maintain.**
- **Street Signs – Walk around update.**
- **Annual Meeting Minutes – Accepted by board for submittal to AMI for their retention for next years meeting.**
- **Viles Tree Removal – Low priority, MaryBeth to write a letter of explanation.**

- **Newsletter** – All feed back should be sent to Kelly at AMI.
- **Website** – A more descriptive picture/s of the condo fascia is to be added to the website. Greg to take additional pictures for board review in June.
- **Irrigation Map** – Greg to research the possibility of an irrigation map of the water sprinkler system within the complex.

**The next meeting is scheduled for June 19, 2023, at 1 pm; at AMI**

## Balance Sheet

**Properties:** Maple Ridge Creek Village - Dunham Dr Rochester, MI 48306

**As of:** 04/30/2023

**Accounting Basis:** Accrual

**GL Account Map:** Maple Ridge Creek

**Level of Detail:** Detail View

**Include Zero Balance GL Accounts:** No

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
Cash in Bank - CIT Bank - Checking	168,066.47
Reserve - CIT Bank - Money Market	79,668.30
Reserve - Chase Bank - Checking	100.00
Reserve - Live Oak Bank - CD - 7/30/23	104,328.35
Reserve - First Internet Bank - CD - 9/5/2023	153,879.13
Reserve - Chase Bank - CD - 4/4/24	100,000.00
Reserve - Live Oak Bank - CD - 11/23	80,000.00
<b>Total Cash</b>	<b>686,042.25</b>
Accounts Receivable - Co-Owners	1,140.00
Interest Receivable	1,068.10
Prepaid - Salt	2,136.50
<b>TOTAL ASSETS</b>	<b>690,386.85</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Prepaid Assessments - Co-Owners	14,490.13
Accounts Payable	827.27
<b>Total Liabilities</b>	<b>15,317.40</b>
<b>Capital</b>	
Appropriated Reserve	517,975.78
Retained Earnings	49,064.39
Calculated Retained Earnings	65,827.12
Calculated Prior Years Retained Earnings	42,202.16
<b>Total Capital</b>	<b>675,069.45</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>690,386.85</b>

### Financial - Income Statement 3

**Properties:** Maple Ridge Creek Village - Dunham Dr Rochester, MI 48306

**Period Basis:** Fiscal

**As of:** Apr 2023 (04/01/2023 to 04/30/2023)

**Additional Account Types:** None

**Accounting Basis:** Accrual

**GL Account Map:** Maple Ridge Creek

**Level of Detail:** Detail View

Account Name	Account Number	MTD Actual	YTD Actual	Annual Budget
<b>Income</b>				
<b>Revenues</b>	<b>59999</b>			
Assessments	60000	40,300.00	161,200.00	483,600.00
Late Fees	62000	65.00	227.50	0.00
LF - Admin Charge	62005	5.00	30.00	0.00
Collection Turn Over Fee	62015	100.00	100.00	0.00
NSF Checks	62020	0.00	40.00	0.00
Misc Income	62030	0.00	120.00	1,500.00
Interest Income - Operating	63000	7.28	25.98	0.00
<b>Total Revenues</b>		<b>40,477.28</b>	<b>161,743.48</b>	<b>485,100.00</b>
<b>Total Operating Income</b>		<b>40,477.28</b>	<b>161,743.48</b>	<b>485,100.00</b>
<b>Expense</b>				
<b>Expenses</b>	<b>69998</b>			
<b>Administrative</b>	<b>69999</b>			
Management Fees	70000	2,108.00	8,432.00	29,400.00
Legal - Collections	70100	0.00	0.00	2,500.00
Legal - Association	70200	0.00	1,593.00	9,500.00
Certified Accounting Services	70300	750.00	750.00	750.00
Printing and Mailing	71000	61.64	981.53	1,500.00
Office Supplies	71100	0.00	52.99	100.00
Bank Charges	71200	0.00	20.00	0.00
Web Page	71300	75.00	975.00	1,000.00
Technology Fee	71406	45.00	180.00	540.00
Miscellaneous Administration	71900	0.00	204.75	0.00
Meeting Room Rental	71905	0.00	400.00	200.00
<b>Total Administrative</b>		<b>3,039.64</b>	<b>13,589.27</b>	<b>45,490.00</b>

### Financial - Income Statement 3

Account Name	Account Number	MTD Actual	YTD Actual	Annual Budget
<b>Utilities</b>	<b>71999</b>			
Water & Sewer	72000	0.00	1,318.56	47,000.00
Electricity	72300	0.00	984.64	2,500.00
Extermination	72500	103.99	285.99	8,000.00
<b>Total Utilities</b>		<b>103.99</b>	<b>2,589.19</b>	<b>57,500.00</b>
<b>Grounds</b>	<b>72999</b>			
Lawn Service	73000	0.00	0.00	64,000.00
Grounds	73100	250.00	250.00	3,000.00
Bed Maintenance/Mulch	73175	0.00	0.00	9,000.00
Tree and Shrub Maintenance	73200	14,765.00	14,815.00	35,000.00
Lawn Fertilization	73300	0.00	0.00	24,000.00
Tree and Shrub Fertilization	73400	800.00	800.00	21,000.00
Irrigation	73500	0.00	0.00	20,000.00
Snow Removal	73700	1,500.00	22,500.00	37,000.00
Salting	73800	500.00	8,577.50	8,000.00
<b>Total Grounds</b>		<b>17,815.00</b>	<b>46,942.50</b>	<b>221,000.00</b>
<b>Maintenance &amp; Repair</b>	<b>74999</b>			
Building Repairs - Exterior	75300	1,410.00	1,685.00	19,000.00
Gutter Cleaning	75705	0.00	0.00	2,500.00
Basement	75900	0.00	315.00	0.00
Drainage Repairs	76205	145.00	145.00	10,000.00
Cement/Concrete	77500	0.00	0.00	35,000.00
Contingency	77710	0.00	0.00	5,800.00
Chargeback to Co-owner	77711	0.00	120.00	0.00
<b>Total Maintenance &amp; Repair</b>		<b>1,555.00</b>	<b>2,265.00</b>	<b>72,300.00</b>
<b>Insurance &amp; Taxes</b>	<b>78999</b>			
Insurance	79000	2,090.10	8,360.40	29,000.00
<b>Total Insurance &amp; Taxes</b>		<b>2,090.10</b>	<b>8,360.40</b>	<b>29,000.00</b>
<b>Reserve Funding</b>	<b>88999</b>			
Deposits to Reserve	89000	5,617.50	22,170.00	66,210.00
Deposits to Reserves - Interest	89100	964.25	2,551.98	3,600.00
<b>Total Reserve Funding</b>		<b>6,581.75</b>	<b>24,721.98</b>	<b>69,810.00</b>
<b>Reserve Fund Income</b>	<b>89999</b>			
Interest Income - Reserves	90100	-964.25	-2,551.98	0.00



## Financial - Income Statement 3

Account Name	Account Number	MTD Actual	YTD Actual	Annual Budget
Total Reserve Fund Income		-964.25	-2,551.98	0.00
Total Expenses		30,221.23	95,916.36	495,100.00
Total Operating Expense		30,221.23	95,916.36	495,100.00
Total Operating Income		40,477.28	161,743.48	485,100.00
Total Operating Expense		30,221.23	95,916.36	495,100.00
NOI - Net Operating Income		10,256.05	65,827.12	-10,000.00
Total Income		40,477.28	161,743.48	485,100.00
Total Expense		30,221.23	95,916.36	495,100.00
Net Income		10,256.05	65,827.12	-10,000.00

### **Proposal For Community Little Free Library (Take a book – Leave a book)**

At the May Annual MRCV Association Meeting it was proposed that a Little Free Library be added to the Community by Tom and Janet Cattell. I, Matt Wolocko, stated that I would build it and there would be no cost to the Association. This has been previously discussed at the Tavern on the Green and received support from the members that attend.

I asked the Rochester Library if there were any restrictions or requirements and was told there weren't any. I then approached the City of Rochester to see if there were any City requirements, restrictions or permits that need to be addressed before proceeding and told there weren't any either, but they suggested discussing with our condo association before beginning. (😊)

Attached is a picture of the Little Library that the Rochester Library sells which would be basically the style and size that would be built given some leeway for creativity.

I would try to make it as low in maintenance as possible, and I would be willing to maintain it in the future as well.

After walking the Association Grounds, it was determined that four locations would be appropriate for placement of the Free Little Library. (See attached map)

A – One corner of the opening in the turnaround at the end of Bolder Court

B – On the west corner of Bolder Court just North of Dunham Drive

C – On the Southwest corner of Maple Creek Court north of Dunham Drive

D – On the south side of Dunham Drive in front of the Basin

#### **Things to think about:**

The location needs to be just off a sidewalk as it needs to be accessible all year round.

Keeping it away from lots of traffic may keep vandals away.

The library would primarily be for Association members.

#### **Recommendation:**

I believe that option A at the end of Bolder Court would be the best location.

It provides easy access and would be tucked away in our community for our use.

Thank you for considering this addition to our Association and I look forward to your approval.

Matt Wolocko



# Dimensions

22.25" wide

26.25" high

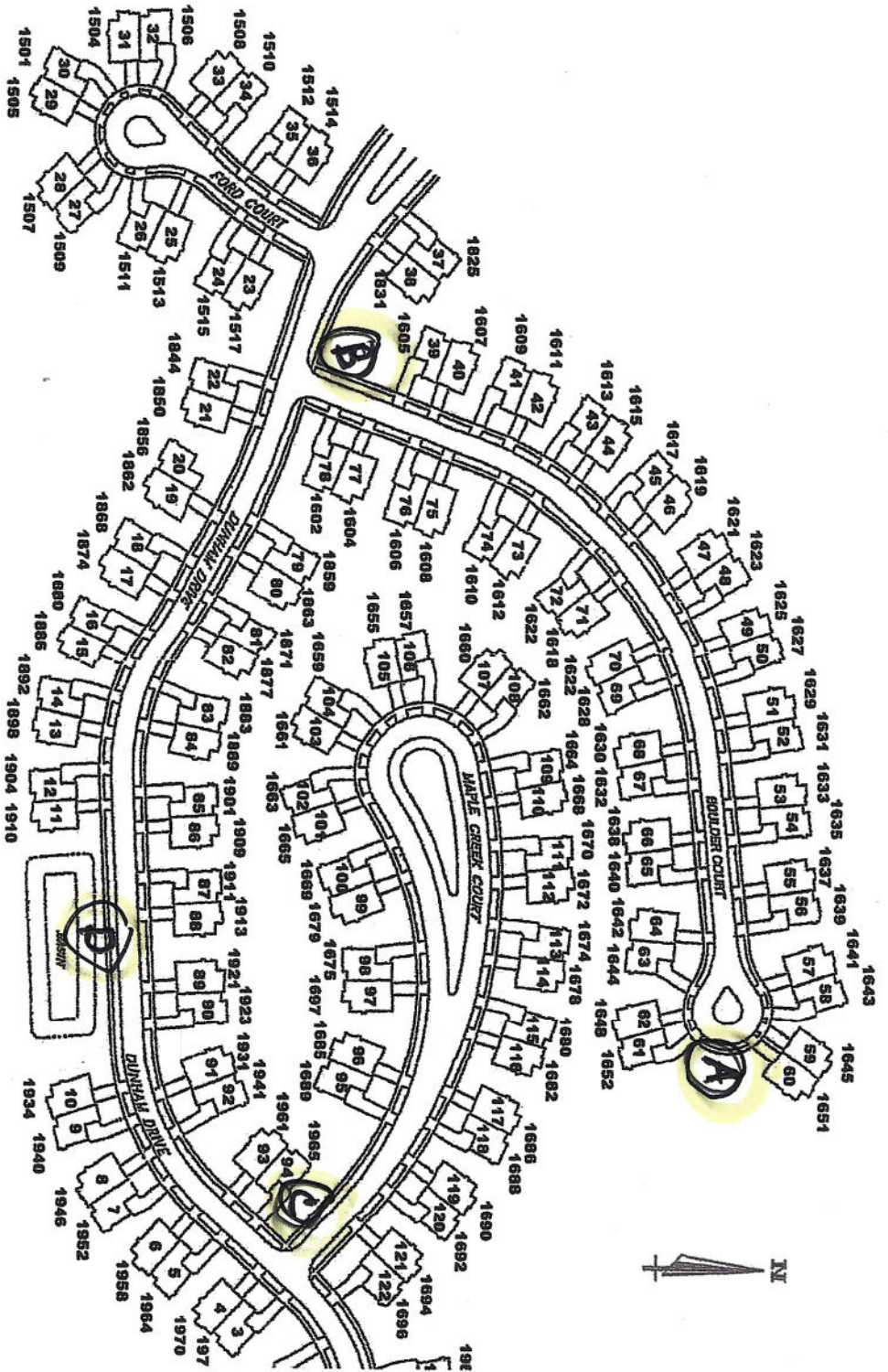
13.25" deep

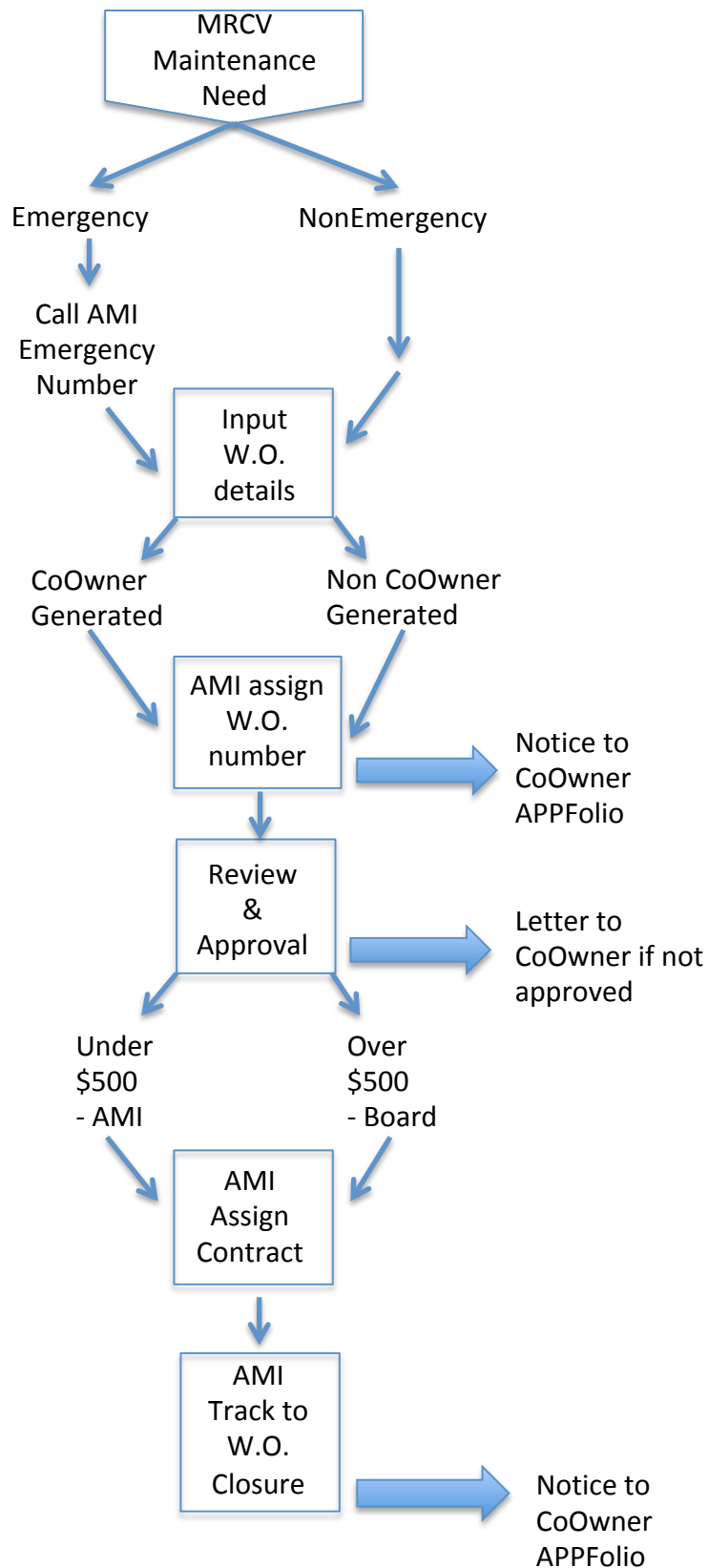
Roof 17.5" wide



# Maple Ridge Creek Village Condominiums

## Unit Number and Address





## Flow Chart



## My Quality Construction

7617 19 Mile Rd  
Sterling Heights, MI 48314

# Estimate

Estimate #

Date

4229-1

2/13/2023

Phone #

E-mail

Web Site

586-222-8111

Beth@mqcml.com

www.mqcml.com

### Bill To / Management Co:

Association Management Inc.  
47200 Van Dyke  
Shelby Twp, MI 48317

### Site / Association:

Maple Ridge Creek Village  
Rochester MI 48306

### Work Location:

1633 Boulder Court

### Estimator:

Chip

Description	Quantity	Rate	Total
WO# 4229-1 1633 Boulder Court,, Rochester, MI 48306 Mary Olstyn Phone - (248) 379-2829 Phone - (586) 531-3032 maryeyes@yahoo.com  Please inspect/advise and provide an estimate for repair. Co-owner states that the steps leading to the front door of the condo need to be replaced. They are pulling away from the porch leaving a 3" gap and they are not level. There is a 3" difference in the step making this a potential trip hazard. See attached pictures.  Estimate to eliminate trip hazzard Work to be Performed: Set up needed equipment for repairs Drill holes in cement slab where needed to lift. Pump jack step so height is corrected to help eliminate trip hazzard Raise up to 13 walkway slabs leading up to the step as needed to accomodate the rise of the step Clean and remove all debris		1,150.00	1,150.00

### Please Note:

LATE FEE: All unpaid balances over 45 days will be accessed a finance charge of 1.5% per month.  
Please contact us for payment plan options. CREDIT CARD PROCESSING FEE: 3.5% per transaction

**Total**

\$1,150.00

Signature \_\_\_\_\_

Date: \_\_\_\_\_



## My Quality Construction

7617 19 Mile Rd  
Sterling Heights, MI 48314

# Estimate

Estimate #

Date

6013-1

4/25/2023

Phone #

E-mail

Web Site

586-222-8111

Beth@mqcml.com

www.mqcml.com

### Bill To / Management Co:

Association Management Inc.  
47200 Van Dyke  
Shelby Twp, MI 48317

### Site / Association:

Maple Ridge Creek Village  
Rochester MI 48306

### Work Location:

1883 Dunham Drive

### Estimator:

Chip

Description	Quantity	Rate	Total
WO# 6013-1 1883 Dunham Drive, Rochester, MI 48306 Barbara Ann Miks Phone - (586) 438-4068 Phone - (248) 601-1267 bamiks@comcast.net  Please inspect and provide an estimate for repair. Co-owner states that the brick between the front porch and the garage door is falling off.  Estimate for repairs: Found the brick to the right of the front steps is failing and falling apart. Also found a large crack to the right of the garage door that should be tuck pointed.  Work to be performed: Remove/Chisel out up to 7 bricks from front wall by garage and under porch cap Remove loose or damaged mortar for repairs Grind openings and mortar joints as needed Supply and Install 7 new bricks - Best match to existing Tuck point brick under porch cap and right of garage Apply new mortar in necessary joints Clean/wash repair area when complete Caulk to seal brick as need and able Clean up and dispose of debris  Note: Brick matching is not guaranteed - price is not inclusive sample drop and selection. If brick name/information is known please provide.  Note: Costs are estimated based on visual inspection and walk through. Price is good for 30 days - Due to current market conditions and acceptance date revision may be required. Deposits will be required at time of acceptance - payment terms pending duration of repairs.		425.00	425.00

### Please Note:

LATE FEE: All unpaid balances over 45 days will be assessed a finance charge of 1.5% per month.  
Please contact us for payment plan options. CREDIT CARD PROCESSING FEE: 3.5% per transaction

Total

\$425.00

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## 2023 L & B Spring Walkaround

M=MCC B=Boulder DD=Dunham, F=Ford Ct DNP=Do Not Prune

Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1689M							revisit in June, seems ok
1685M			x	x			limb up spruce at side, prune dying hydrangea at side
1679M							ok
1675M					x		front beds
1671M		2					move center mugho to right and add 2 new for total of 5, evenly spaced
1669M		1					add matching boxwood under kitchen window
1665M		3					3 burgundy barberry uner den window behind hosta
1663M							ok
1661M	x						remove lily of the valley at front and side
1663M							ok
1659M				x			broken branch on side Ninebark
1655M							ok
1657M							ok
1660M				x			grind stump at front door, check first with co-owner
1662M	1	1					remove and replace Ninebark
1664M							revisit in June, seems ok
1668M							ok
1670M							see plan from 2022-approved by Board
1672M							ok
1674M	3	2					r and r 2 Mugho pines, remove Alberta spruce @front dr.
1678M							ok
1680M							ok
1682M				x			prune vine off brick at side of unit
1686M							ok
1688M	x						remove Rudbeckia acting as ground cover
1690M				x			prune boxwood off building, severely prune rose bushes, remove lily of the valley



## 2023 L & B Spring Walkaround

M=MCC B=Boulder DD=Dunham, F=Ford Ct DNP=Do Not Prune

Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1692M					x		weed front under kitch window and front corner of garage
1694M							ok
1696M	x						remove lily of the valley
1602B		1					add 1 Mugho pine, should be row of 5
1604B	2	6					add 3 artimesia(Silver Mound) in space between Alberta Spruce and Boxwood in front area, remove 2 Alberta Spruce and replace with columnar Arbs or Juniper, and add 1 Globe Arb at side to match 2 already there.
1606B							ok
1608B							brick pavers missing on right side of driveway from concrete work last year
1610B							ok
1612B							ok
1616B							ok
1618B							bird feeder
1622B	x						stump needs to be ground at side of unit, depression needs to be filled in front of Alberta Spruce, window boxes need new coir
1628B	2	2					remove lily of the valley, house number obscured, remove 2 Alberta Spruce and replace with 2 columnar Juniper
1630B dnp							ground cover issue
1632B dnp							ok
1638B				x			prune evergreens off sidewalk
1640B							ok
1642B							ok
1644B							ok
1648B							ok

## 2023 L & B Spring Walkaround

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Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1652B dnp							ok
1651B				x			prune Japanese Maple and Crab off brick
1645B dnp							ok
1643B					x		front bed
1641B							check 2022 list for @ side, otherwise ok
1639B							ok
1637B							ok
1635B dnp							remove ground cover
1633BC	x						remove rose bush, watch Cotoneaster at side
1631B dnp	6	3					remove 3 dead small globe arbs, replace with new small globe arbs and remove 3 Cotoneaster at R side of 1629 garage door
1629B	x						remove vinca growing up brick behind front shrubs, flower boxes need new coir
1627B							ok, but flower boxes need new coir
1625B dnp							flower boxes need new coir
1623B dnp	2	2		x			r and r 1 Boxwood at front, prune rosebush under kitchen window, and remove dead shrub replace with yellow Barberry
1621B							ok
1619B							ok
1617B	x			x			prune Burning Bush next to front steps, remove ground cover
1615B							ok
1613B							ok
1611B							ok
1609B	3	3					remove Globe Arbs, kitchen window, replace with medium Boxwood
1607B							ok
1605B							ok
1517FC							ok
1515FC				x			prune Boxwood 3 dead branches

## 2023 L & B Spring Walkaround

M=MCC B=Boulder DD=Dunham, F=Ford Ct DNP=Do Not Prune

Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1513FC	2	2	2				limb up 2 spruce at side, r and r 2 small dying Globe Arbs
1511FC							co-owner wants 3 Boxwood under kitchen window, will submit modification request
1509FC	1	3					spruce in front of kitchen window, replace with 3 red Barberry
1507FC				x			prune vine off chimney
1505FC	x						ground cover at front door
1501FC		4					add 1 Nine Bark and 3 yellow Cyprus at side
1504FC							ok
1506FC							ok
1508FC							ok
1510FC				x			rose bushes at kitchen window
1512FC	x						variegated vinca behind shrubs
1514FC	x	1					r and r 1 Boxwood at side
1983DD							ok
1989DD					x		weed out Thistle in front
1988DD				x			Japanese Maple
1982DD							revisit Yews in June
1976DD							ok
1970DD							ok
1964DD							ok
1958DD							ok
1952DD							see plan from 2022-approved by Board
1946DD							apply grass seed where Amelanchier was removed
1940DD							ok
1934DD							ok
1910DD	x	1					r and r 1 small Globe Arb, remove Hydrangea at side, remove ornamental grass
1904DD							ok
1898DD							ok

## 2023 L & B Spring Walkaround

M=MCC B=Boulder DD=Dunham, F=Ford Ct DNP=Do Not Prune

Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1892DD					x		front bed
1886DD dnp							ok
1880DD	x					x	co-owner wants large Spruce at side removed!
1874DD							ok
1868DD					x		prune Yews and Mugho Pines as able
1862DD	x						lily of the valley
1856DD							ok
1850DD							ok
1844DD							ok
1825DD					x		prune shrub under dining room bump out
1831DD				x			prune Spirea to left of garage door, Boxwood at side, and Spirea at chimney
1859DD							ok
1863DD							ok
1871DD	5	3					remove 5 dying Holly, replace with 3 Sedum in front of remaining Holly
1877DD							ok
1883DD	x	1					remove dying Azalea, replace with same, under kitchen window, revisit in June
1889DDdnp							ok
1901DD							ok
1909DD							ok
1911DD							ok
1913DD	x			x			remove large dead evergreen, prune crab off chimney
1921DD				x			Spirea ar side
1923DDdnp							ok
1931DD	x	4					grind stump at front door, rplace 1 columnar arb at corner of unit, add 3 red Barberry in bare area at side
1941DD	x	x		x			r and r dead Boxwood under kitchen window, prune out dead bits of Boxwood
1961DD							ok

### 2023 L & B Spring Walkaround

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Street

Address	Remove	Replace	Limb Up	Prune	Weed	Tree	Notes
1965DD							ok