



Condominium Association
Royal Oak, MI 48067

MINUTES OF ANNUAL MEETING – October 26, 2022 at 6:30pm

Meeting called at 6:30pm

1. Roll Call

- A. Welcome Co-owners
- B. Proof of Notice

2. Announcement of Quorum

- A. 35% or more co-owners that are qualified to vote must be represented in person or by proxy.
 - i) *43.63% present for meeting or by ballot – quorum met.*

3. Introductions

- A. Introduction of Present Board Members and Managing Agent
 - i) *All current board members are running again for the board.*

4. Approval of Prior Year's Meeting Minutes

- A. Motion from the floor is needed to approve the minutes
 - i) *Motion by Carol Smith, seconded by Debbie Dubensky, all in favor – minutes approved.*

5. Management Report

- A. Review of Current Financial Statement
 - i) *This was included in the mailed annual meeting packet. Tony reviewed.*
 - ii) *Discussed items that were not in the reserve study, such as top caps, tuckpointing, and elevator.*
 - iii) *We will be putting new flooring in elevator and a mat will be placed on the new hard flooring during winter months. The mat will be rotated with the rest of the mats in the lobby.*
- B. Project Updates
 - i) Top Caps Project
 - (1) *Top caps project is 95% complete. The contractor was short a little material and had to order more.*
 - ii) Exterior Design Updates
 - (1) *Discussed landscaping that was completed this year, as well as the parking signs on the brick walls.*
- C. Manager Comments & Updates
 - i) *Online portal – Tony highly recommends signing up for the portal, which will allow you to look at your balance, view your ledger, and set up auto-pay. Auto pay feature will automatically update with increased dues or special assessments.*
 - ii) *Building noise – There have been reports of loud music and, specifically, someone playing the drums. Tony reminds the community that we have quiet hours and that, even during daytime hours, to be please be conscious of people who work from home.*
 - iii) *Fire inspection –discussed the results of the recent fire inspection.*



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- (1) *A lot of the little things, such as items needing to be relocated and the fire doors adjusted, have already been taken care of.*
- (2) *Storage area – cannot have things stacked within 18-24 inches of ceiling.*
 - (a) *Please check your storage cage and make sure it will not get flagged at the reinspection.*
- (3) *Grills – need to be removed per fire code.*
 - (a) *Cannot have charcoal or gas grills on a balcony.*
 - (i) *Cannot have them on a terrace, either, which was confirmed with the Association’s attorney.*
 - (ii) *Only electric grills are allowed on the property.*
 - (iii) *Received an extension from the fire inspector to give co-owners more time to remove their grills.*
 - (iv) *This also includes fire pits, gas tanks, propane heaters, etc. – they all have to be removed from the property, per code.*
- (4) *Amazon – Amazon wants a system in place where they can get a one-time access code for deliveries. Amazon does not want to leave packages in the vestibule anymore and wants access into the building. Tony is working on setting this up and it should be in place next month.*
- (5) *Packages – Tony reminds the community to be sure to timely remove packages from the lobby. This is especially important with the upcoming holiday season and the number of packages expected to be delivered.*

6. Election of Board Members

- A. 5 positions: 3 two-year terms & 2 one-year terms up for election
- B. Board will vote on officer positions after annual meeting
- C. Election Results (Mail in Ballots)
 - i) 43.63% response
 - ii) *All current board members are re-elected:*
 - (1) *Debora Dubensky*
 - (2) *Carol Smith*
 - (3) *Prasad Mohan*
 - (4) *Carol Ellingsworth*
 - (5) *Dane Cabrera-Elsila*
 - iii) *The Board will meet separately to discuss terms and positions.*

7. Open Forum

- A. *Per request of Tony, Carol Smith discussed the history of the leaks on the third and fourth floors, the top caps project and the progress seen.*
 - i) *Residents, especially those with third-floor units, are urged to monitor closely for leaks during rainfall to ensure that the repairs made have fixed the problem. Carol or Tony can help you identify what to look for if you are not sure, as not all leaks reach the floor.*
- B. *Carol Ellingsworth asked a series of questions about the fire inspection issue with grills:*
 - i) *Commented that we appear to be singled out in the city, as other communities have visible grills.*



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- (1) Tony mentioned that maybe the city is behind on inspections, as we had not had an inspection in our building in some time.*
- ii) Could we keep/store the grills without propane tanks?*
 - (1) Tony has already inquired about this and was told no.*
- iii) Tony also mentioned that there is a sale pending on a unit that is halted until he can confirm that we have passed inspection and there are no code violations.*
- C. Katie McBride suggested a clean-out of the main garage.**
 - i) Katie and Carol Smith will attempt to coordinate with some of the third-floor owners to get this done on a Saturday morning.*

8. Adjournment – Motion to adjourn is needed

- A. Motion made by Carol Smith, seconded by Debbie Dubensky – Meeting adjourned at 7:04pm.*