



Condominium Association
Royal Oak, MI 48067

ANNUAL MEETING MINUTES – October 25, 2023 at 6:30pm

Meeting called at 6:33pm

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) *Tony had to reach out to a few units directly to ask them to vote, was able to get enough.*
 - ii) *14 units present, needed 11 – so we have quorum.*

3. Introductions

- A. Introduction of Present Board Members and Managing Agent
 - i) *Currently 4 board members, 1 vacant position that will be filled today.*

4. Approval of Prior Year's Meeting Minutes

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

5. Management Report

- A. Review of Current Financial Statement
 - i) *Tony reviewed balance sheet as of 9/30/23, which was attached to meeting notice.*
 - ii) *Terrace roof loan expires 2029, was a 10-year loan.*
 - iii) *No questions from the floor regarding financial statement.*
- B. Manager Comments & Updates
 - i) *New towing policy:*
 - (1) *Previously, if someone was parked in your space and you could prove that you were the unit owner, you could call A&M Towing and have the vehicle towed.*
 - (2) *A&M not allowing this any longer because they were towing too many vehicles when the person calling had no authority. They were losing too much money for the unauthorized towing of vehicles.*
 - (3) *Tony is working with our emergency service to try to get this issue flagged as an emergency situation so that Tony will be contacted immediately to approve towing.*
 - ii) *Reminder to turn off and drain spigot for the winter.*
 - iii) *Building furnace will be serviced/turned on in the next week.*
 - iv) *Fire suppression system was repaired and is up to date.*
 - (1) *It cost a bit of money to get everything up to date.*
 - v) *Elevator needs a modification because of new regulation.*
 - (1) *We have not contracted that yet because we are still doing due diligence and price-checking.*
 - (2) *Had to issue special assessment to pay for it.*



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- vi) *Reminder that fire inspector will periodically make rounds and we need to stay in compliance.*
 - (1) *Grills must be electric, regardless of what kind of outdoor space you have (terrace, patio, etc.)*
 - (2) *We had prior issues with real estate transactions being suspended because of fire inspection issues.*
 - (3) *Reminder to keep storage below line marked on cages.*
- vii) *People have been leaving garage doors open in the common garage.*
 - (1) *Because of fire code, inside door is unlocked. So it is a security issue to leave a garage door open, because someone could get into the building.*
 - (2) *If you see a garage door open, you can either manually disengage and lower it or just let Tony know.*
- viii) *Be mindful of quiet hours.*
- ix) *There is a fire suppression test scheduled for Monday, 10/30/23.*
- x) *We had a problem last year with snow removal not cleaning out empty parking spaces between cars.*
 - (1) *Vendor has been advised this is not acceptable and if there is a vacant space between vehicles, it needs to be cleared of snow.*
 - (2) *Parking will be permitted along the west wall if that last parking space is full of snow and unusable.*

6. Election of Board Members

- A. 2 positions: two-year term
- B. Board will vote on officer positions after annual meeting
- C. Election Results (Mail in Ballots)

7. Open Forum

- A. Questions submitted in advance to be answered at the annual meeting.
 - i) *No questions submitted in advance.*
- B. *Dane Cabrera-Elsila comments that 2 people have moved into the building in last few weeks at a late hour and were very noisy, after quiet hours.*
 - i) *Tony comments that it is a difficult situation because new owners/renters do not yet know the rules. He will try to get to people before they move in, to advise of quiet hours.*
- C. *Katie McBride comments that west side door does not close all the way and needs to be pulled closed to latch.*
 - i) *Debbie recalls that two work orders have been placed in the past for this issue. She estimates that 50% of the time the door is unlatched.*
 - ii) *Tony will put in a work order to have the door looked at again.*

8. Announcement of Election Results

- i) *Both nominees were elected to the board. 11 votes for each.*
 - (1) *Debbie Dubensky and Carol Ellingsworth*

9. Adjournment – Motion to adjourn is needed – *motion by Debbie Dubensky, seconded by Carol Smith*
– *adjourned at 6:57pm*