

**MEETING MINUTES – February 28, 2024**

- I. Call to Order – 6:05pm
  1. Present – Debbie Dubensky, Prasad Mohan, Carol Ellingsworth, Dane Cabrera, Tony Major
- II. Minutes - Approval of meeting minutes from prior meeting
  1. MOTION TO APPROVE MINUTES BY DEBBIE, MOTION PASSED
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
  1. REVIEW OF FINANCIALS COMPLETE, UNIVERSAL WATER INCREASED RATE BY \$2, NO OTHER QUESTIONS
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
- V. Votes by E-mail
  1. Republic Services 3-year service contract: \$389.65 3/2024 – 3/2025, \$432.51 3/2025 – 3/2026, \$480.09 3/2026 – 3/2027 – Approved
  2. International Controls Equipment - Estimate \$1,749.40 for camera installation was not approved 1/30/24.
  3. Board approved September 2023 minutes – 12-26-23
- VI. Action Items List
  1. OTIS – Can we lock in the price of \$22,490
  2. Do the update to the reserve study \$1,410
  3. West side door is not being closed all the way. Always make sure the door latches behind you.
  4. Cameras took forever to load
  5. Email entire community not to prop the doors open with the plastic stopper
- VII. Manager’s Report
  1. Rat problem – Email from Katie
    - i. Contacted Ehrlich for an update on the rodent stations. Report from December that there was no activity in the rodent bait station.
    - ii. KATIE’S TRUCK HAD A RAT INFESTATION, TONY TO PUT A BAIT STATION IN FRONT OF KATIES PARKING SPACE.
  2. Cintas Email & Bid for Quarterly & Semi-Annual Inspection
    - i. Inspection Sprinkler Quarterly \$325.45 + \$50 service charge = \$1,501.80 per year
    - ii. Inspection Semi Annual Alarm System \$287.50 + \$50 service charge = \$675 per year
    - iii. Total Budget increase of \$2,176.80 / 30 units = \$6.05 average budget increase per unit
    - iv. FURTHER INSPECTIONS LEFT FOR LATER DATE DECISION
  3. Elevator Repair Project 2024 - \$22,490
    - i. DOOR LOCK MONITORING - NEW LAW IN MICHIGAN - TO ADDRESS LATER IN YEAR - TONY TO INQUIRE TO SEE IF OTIS WILL LOCK IN PRICE
  4. Reserve Study Update Email - \$1,410
- VIII. Next Meeting to be held on Wednesday, March 27, 2024 via Zoom.
  1. Adjournment to Executive Session - MOTION TO APPROVE RESERVE UPDATE BY PRASAD - MOTION PASSED