

MEETING MINUTES – June 22, 2026

- I. Call to Order – 6:10pm
 1. Present – Blaire Miller, Prasad Mohan, Carol Ellingsworth, Vivian Shevitz, Deanna Moore & Tony Major.
 2. Not Present - Bill Zheng
- II. Minutes - Approval of meeting minutes from prior meeting
 1. Blaire moves to approve, Prasad 2nd, motion carries.
- III. Financial Report - Balance Sheet, Budget Comparison, Water GL & Universal Utilities Statement
 1. Tony reviewed the financial report.
 2. Electricity is high, but will reduce now that we are in the summer. Account Receivable has recently been reduced after the foreclosure sale was purchased by a 3rd party bidder.
 3. No other concerns with the budget.
- IV. Recent Sales Report – Active Pending & Sold in the last 30 days
 1. 1 sold and 2 active listings.
- V. Votes by Email
 1. Totally Maintained Window Bid – Approved – Blair, Prasad, Carol & Vivian.
- VI. Action Items List
 1. Reschedule with OTIS for a later date in July to give owners sufficient notice in case of move ins/outs. Post notices on doors, walls and elevators along with an email notice.
 2. Pye Barker is approved. MNC will handle the lighting inspections to save on those costs.
 3. Republic – Board approved 3x per week new agreement with reduced pricing with Republic.
 4. Window Cleaning – Totally Maintained Complete.
 - i. Ask vendor if they clean the frames or just the glass. Check if G&S does the same.
 5. Sterling Door - Approve the 3 garage door rail repairs. Let the co-owners know in advance so they can remove their cars. Approved signed bids sent to Sterling door 5/7/26 – Complete.
 6. Patio Snow Removal – Check with co-owners on the 1st floor to see if they would like a path shoveled from their gate to their patio door for approximately \$66 per season. Would they be willing to sign a document accepting the chargeback and a waiver of liability for this service and any resulting damage or injury. Emailed 1st floor 6-19-26. Awaiting responses
 7. Carol asked that we remind the upper units to be courteous to the units below when using water on the balconies, as it flows down onto the lower unit patios.
 8. Carol said that the rose bushes need to be trimmed by the back door. Send this to Grounds & Gardens.
 9. Insurance - Approve the 2% wind hail deductible
- VII. Manager's Report
 1. Insurance Renewal
 - i. Change wind/hail deductible to 2% so that all roofs are replacement coverage.
 - ii. Premium increased from \$8,967.81 to \$9,255.22 or 3% increase.

- iii. Tony explained the insurance changes and that we want replacement coverage on the newer roofs under the terraces, so this is a recommended change, otherwise we only get actual cash value for all roofs..
 - iv. Blaire moved to approve the 2% deductible, Vivian 2nd, motion carries.
2. Cintas Review Results
- i. Pye Barker Alternate Vendor
 - 1. Brandon provided references - Pfizer, Canton Township & Midland Public Schools. All were pleased with their services.
 - 2. The expected savings are \$3,000+ per year approximately.
 - 3. Blaire moves to approve Pye Barker with MNC doing the monthly inspections, Vivian 2nd, motion carries.
3. Otis Elevator Project & Capital Planning Response – July 6th or July 7th.
- i. Elevator will be down for 2 to 4 days.
 - ii. Make sure that all parts are available before they start the project.
 - iii. Blaire confirmed the funds are in the reserve account. Tony advised they were transferred there after the additional assessment in 2024.
 - iv. Let's try to get a later date in July. We should post a notice on the elevator doors and the lobby.
4. Republic Services 2x per week quote - \$301.70 vs \$384 for 3x per week (removal of container \$277.50)
- i. GFL Environmental – 2x per week quote - \$200.00 vs \$280 for 3x per week
 - ii. Board considered reducing to 2x per week and sometimes the dumpsters get full and we don't want to get into a bad situation. The cost savings is not beneficial so we will stay with Republic and 3x per week for a new 3 year agreement.
5. Window Cleaning - Blaire asked why it was believed that the windows were not cleaned in some areas. Carol said her windows were covered with dust especially all around the frame. Another resident told Carol his windows were not done, but then was unsure.
- i. Check with vendor if the window frames were part of the cleaning.
 - ii. Ask G&S if they cleaned the frames as part of their process in the past.
6. Garage Door Repairs - Blaire mentioned that the carport lights are now working again. They must have been connected to the issues in the garage and is now fixed.
7. Grounds & Gardens – Seasonal snow shoveling for 1st floor patios Bid
- i. Awaiting responses from co-owners on 1st floor.
 - ii. Deanna confirmed that the vendor is willing to do this for just a few co-owners.
 - iii. Only one response so far on the first floor.

VIII. Next Meeting August 24, 2026

- 1. Adjournment to Executive Session
 - i. Blaire moves to adjourn to executive session 7:01pm, Carol 2nd, motion carries.