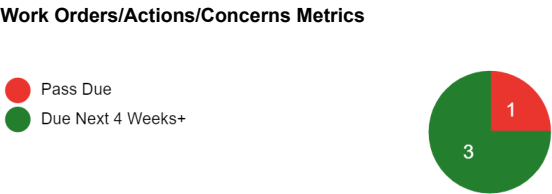
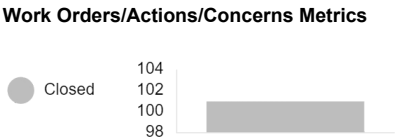


Fox Glen Board Meeting Minutes

Board Members	
Board Member Name	Title
Cynthia Richter	Vice President
Dorothy Li	President
Patti Fitzpatrick	Secretary
Steve Chwatun	Treasurer



Meeting Details

Meeting Date	Call to Order	Location	Attendees	Regrets
February 23, 2023	5:02 p.m.	Zoom Meeting	C. Richter (Board member) D. Li (Board member) J. Dobbs (Select) P. Fitzpatrick (Board member) S. Chwatun (Board member)	None

Meeting Time & Minutes Approval

Call to Order	Adjournment	Previous Meeting Minutes	Motion to Approve Meeting Minutes	Second to Approve Meeting Minutes	Motion to Adjourn	Second to Adjourn
5:02 p.m.	6:03 PM	January 2023	C. Richter (Board member)	D. Li (Board member)	D. Li (Board member)	C. Richter (Board member)

Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
\$299,946.86	\$306,478.50 (with \$11,966.11 CD)	\$6,531.64	Interest + monthly deposit

Financial Discussion

Financial Agenda Item	Updates
ETC Billable Hours	We have a question concerning 2023 billing that we're awaiting a response.
Guardian Tree Proposal	We received a proposal for 2023 which is under budget. We are tentatively approving, but have questions. We need to have another walk-through beforehand.

Report from the Property Manager

Property Manager Agenda Item	Updates
Delinquencies	Due to three co-owners paid the wrong amount. Jeff will reach out to co-owners.
Modification requests	Clarified modification request procedure with co-owners.



Co-Owner items reported

Action Item Description	Work Order ID	Status	Requestor	Next Steps	Location	Category	Due Date
Total		Count 6					
Status In Progress		Count 2					
2020 IRS has not processed the return.	FGHOA0078	In Progress	Fox Glen Board	Jeff needs to have Finance have Mylar file the 2021 by October 15.	Public	Work Request	01/13/23
Create the instructions and message to co-owners about new online modification process	FGHOA0108	In Progress	Fox Glen Board	Dorothy to create the instructions and update the website.	Public	Work Request	03/31/23
Status Not Started		Count 3					
Add Operating Surplus decision to the Annual Meeting agenda	FGHOA0106	Not Started	Steve Chwatun	Dorothy to add to the Annual Meeting Agenda	Public	Work Request	06/01/23
Co-Owners Downed Tree	FGHOA0111	Not Started	Patti Dobbs		3857 Fox Glen Dr. Ann Arbor, MI 48108 - Lot	Concern	
window replacement request	FGHOA0112	Not Started	Charles Mancherian		3929 Bridle Pass Ann Arbor, MI 48108 - Lot	Work Request	
Status On Hold		Count 1					
Upgrade Website with a more current template.	FGHOA0051	On Hold	Fox Glen Board	Look for the right template and test in development environment	Not Applicable (N/A)	Work Request	04/29/23

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status					
Under Review					
Replacing all first floor windows	3929 Bridle Pass Ann Arbor, MI 48108 - Lot 51	Home (Windows/Roofs, e			

Board Additional Business Items

Board Business items	Updates
New neighbor	Dorothy will send out welcome package to new co-owner on Santa Fe.
Board outreach proposal	Dorothy would like board members to start visiting co-owners to get better acquainted. We can create a little list of questions to ask and feature them as little bios. This would take several months to meet and greet.
Weeding front entrances	Dorothy will organize weeding party once a month through volunteers due to conserving on our budget.
Budget Meeting Recording	Will provide the link to the recording

Open Risks

Risk #	Risk Description	Risk Mitigation Plan	Risk Probability	Risk Impact	Risk Owner	Priority	Status
FGHOA001RISK	Cost for the Roads may go up in 2023.	Raised dues for at least 2023 starting in January 2023. Locked in with the same paving company to have the material costs same. Monitor the budget.	Medium	High	Steve Chwatun	High	In-Progress

Board Planning and Special Projects Next 60 Days**Special Projects Financials**

Project Name	Budgeted Amount	Estimated Amount	Actual Amount Paid to Date	Actual Cost Variance
Road Repaving	\$277,434.00	\$331,653.00	\$4,400.00	\$273,034.00

Deliverables Next 60 Days

Task	At Risk	Status	Start	Finish	Assigned To
Sheet Name FGHOA Annual Project Plan					
Plan Year Calendar Year 2022					
Prepare Tax Filing	☐	In Progress	01/31/23	04/03/23	Steve Chwatun
File Taxes for year 2022	☐	Not Started	04/04/23	04/10/23	Steve Chwatun
Request for Audit/review	☐	Not Started	04/11/23	04/24/23	Steve Chwatun
Complete Audit/Review	☐	Not Started	04/25/23	06/05/23	
Plan Year Calendar Year 2023					
Review existing contracts	☐	In Progress	02/23/23	03/22/23	Fox Glen Board, jdobbs@thecondopros.com
Review Tree Health Care Treatment Contract	☐	In Progress	02/24/23	03/16/23	Fox Glen Board
Sign-off on Guardian Tree Proposal	☐	Not Started	03/17/23	03/20/23	Guardian Tree
Schedule Spring Tree Review	☐	Not Started	03/21/23	05/01/23	Guardian Tree
Receive Basin Health Care Treatment proposal	☐	Not Started	02/23/23	03/01/23	Great Outdoors
Review Basin Health Care Treatment Contract	☐	Not Started	03/02/23	03/24/23	Fox Glen Board
Sign-off on Great Outdoors Basin Proposal	☐	Not Started	03/27/23	03/28/23	Dorothy L
Schedule Spring Review	☐	Not Started	03/29/23	05/09/23	Dorothy L
Review Mowing and Snow contract - determine if a n	☐	Not Started	02/23/23	03/22/23	Fox Glen Board
Determine if mulching is needed	☐	Not Started	03/09/23	03/22/23	Fox Glen Board
Send out request for Mowing and Snow proposal to c	☐	Not Started	03/23/23	04/19/23	jdobbs@thecondopros.com
Receive Mowing and Snow proposals	☐	Not Started	04/20/23	05/31/23	Fox Glen Board
Pond care	☐	Not Started	03/23/23	05/19/23	

Review Pond contract - determine if a new one is req	Not Started	03/23/23	03/23/23	Fox Glen Board
Review if new Pond equipment is required	Not Started	03/24/23	04/20/23	Fox Glen Board
Receive updated Pond contract	Not Started	04/21/23	04/21/23	jdobbs@thecondopros.com, Pond Guys
Review and Approval Pond contract based on Budge	Not Started	04/24/23	05/19/23	Fox Glen Board
Website Maintenance	Not Started	03/23/23	12/12/23	
Review website contract	Not Started	03/23/23	04/19/23	Fox Glen Board
Sign new/updated contract	Not Started	04/20/23	05/03/23	Fox Glen Board

Board Accomplishments last 30 days

Co-Owner Closed Items

Action Item Description	Work Order ID	Requestor	Resolution Notes	Lot	Category	Assigned To	Close Date
Total	Count 6						
There are several sets of tire tracks that run across the front yard in front of at least 4 homes on Fox Glen including mine.	FGHOA0103	Susan Harris	New person went the wrong direction.	Public	Concern Issue - Lawn/Mowing	Jeff Dobbs	01/26/23
recycle trash	FGHOA0104	Barabara Comai	Came out the next day.	Lot 5	Issue - Trash/Recycle	Jeff Dobbs	01/26/23
1120H is not the correct form	FGHOA0107	Steve Chwatun	Jeff followed up with a revised contract that increased the cost by \$150 which is acceptable per Steve. The contract was sent back signed to Jeff for us to have the 1120H instead of just the 1120.	Public	Work Request	Jeff Dobbs	02/06/23
Garage/Estate Sale Request	FGHOA0109	esgirsch@umich.edu	All board members approved the request. According to the bylaws 6.2, the co-owner followed the process and was approved.	Lot 1	Question	Fox Glen Board	02/06/23
Work being done at footbridge	FGHOA0105	Gloria King	No response from Co-owner after an answer was provided on 1/26/2023. Closing.	Public	Complaint Concern Issue - Trees/Landscaping	Fox Glen Board	02/20/23
New Home owner in 3824 SFT	FGHOA0110	Jeff Dobbs	Received contact information.	Public	Work Request	Jeff Dobbs	02/20/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year
Sheet Name FGHOA Annual Project Plan			
Meetings	02/23/23		Calendar Year 2022
Budget Review with Co-Owners	02/23/23		Calendar Year 2022
Create Budget Presentation for 2022 Review	02/03/23	Dorothy L, Steve Chwatun	Calendar Year 2022
Review and Approve Budget Presentation 2022	02/22/23	Fox Glen Board Distribution E	Calendar Year 2022
Complete Budget Meeting 2023	02/23/23	Dorothy L	Calendar Year 2022
Review if a new reserve plan is required	02/23/23	Fox Glen Board, jdobbs@thecondopros.com	Calendar Year 2023
Receive Tree Health Care Treatment proposal	02/23/23	Guardian Tree	Calendar Year 2023

