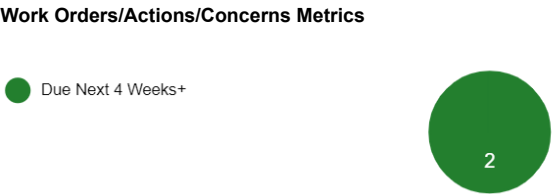
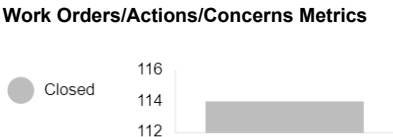


Fox Glen Board Meeting Minutes

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
April 27, 2023	5:05 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
5:05 p.m.	5:58 p.m.	March 2023	D. Li (Board member)	C. Richter (Board member)	C. Richter (Board member)	D. Li (Board member)

Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
\$311,256	\$113,285 (includes \$11,986 CD)	-\$197,971.00	Paid invoices for last year's paving.

Financial Discussion

Financial Agenda Item	Updates
Payment for the pavement invoices	This has been paid.
EIN Created - Next steps?	Jeff will tell Mylar to proceed with filing 2021 taxes. (They invoiced us for this back in July, but we haven't paid it yet.)
An invoice from HerbalThymes will be coming over for cleaning. Our contract ends this year.	This means maintenance will continue with Herbal Thymes and no need to bring co-owners together to do maintenance every month.
Waste Management	Waste Management made a nominal increase to our fees without notification.

Report from the Property Manager

Property Manager Agenda Item	Updates
Michigan Sprinkler showed up week of April 10th	Invoice did not include repairs. Doesn't expect it to amount to a lot. System is ready to go. Turn on targeted for June 1st.
Delinquencies?	Two units have \$20 balances due to late fees. They never missed a payment; they paid wrong amount. We will waive the late fees.
Onedrive document storage fee is still on a board member's personal credit card.	Provided Onedrive annual fee receipt to Jeff. Need to have this switched over to the Debit Card.

**Co-Owner items reported**

Action Item Description	Work Order ID	Status	Requestor	Next Steps	Location	Category	Due Date
Total			Count 2				
Status Not Started			Count 1				
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	01/06/23
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	31/07/23

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status Approved - Standard 3					
Exterior lighting	3982 Bridle Pass Ann Arbor, Mi 48108 - Lot 31	Other	Dorothy Li	Cynthia Richter	Steve Chwatun

Board Additional Business Items

Board Business items	Updates
Leased Units	1 unit is leased (3808 Santa Fe Trail) – Lease dated 6/1/2017 is continuing month-to-month. Tenant info was updated February 2021. Will be a future project to update leasing language.
Plantwise contract	Dorothy and Cynthia will review and do the walk through.
Road construction - talked to Ken for 3 minutes April 21st	No news on scheduling. Looking to be in May. Didn't receive any updates yet this week. He does not anticipate an increase in materials cost.
Invited to a Pittsfield Township meeting forwarded by Select.	Cynthia will be representing the board and attending the meeting.
No Mowing May for Ann Arbor - Do we wish to participate?	Select advised against and the Board agrees because it will cause more effort and expense.
Great Outdoors	Need to schedule walk-through of basins.
Review the annual Board meeting agenda	We need to review the agenda. Look into creating electronic proxy process. Will file paperwork to reserve the pavillion.
Santa Fe paving	Send out notification letters
Spring cleaning communication	Send out reminder of owners responsibilities
Modification requests	Dorothy will send out thank-you to everyone who used the electronic form
Rules and Regulations	Set up meeting for mid-May to discuss

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	\$204,993.00	\$72,441.00

Deliverables Next 60 Days

Task	At Risk	Status	Start	Finish	Assigned To
Sheet Name FGHOA Annual Project Plan					
Plan Year Calendar Year 2022					
2022 Year End Close out		In Progress	01/12/22	05/06/23	Dorothy L
Complete Audit/Review		Not Started	25/04/23	05/06/23	
Validate Audit/Review completed		Not Started	05/06/23	05/06/23	Steve Chwatun
Validate Taxes have been filed		Not Started	08/05/23	08/05/23	Steve Chwatun
Plan Year Calendar Year 2023					
Review Contracts		In Progress	23/02/23	17/05/23	
Create Budget Draft for 2024		Not Started	18/05/23	20/09/23	Steve Chwatun
Meetings		Not Started	01/06/23	19/01/24	Fox Glen Board Distribution Email
Annual Meeting in September		Not Started	01/06/23	08/09/23	
Prepare Agenda for Annual Meeting		Not Started	01/06/23	01/06/23	Dorothy L
Review Agenda for Annual Meeting		Not Started	02/06/23	22/06/23	Fox Glen Board Distribution Email
Complete the form to reserve the Pittsfield Community Center		Not Started	23/06/23	29/06/23	Dorothy L
Complete the annual meeting logistics		Not Started	30/06/23	27/07/23	Cynthia Richter
Start up the Spring Sprinkler system		In Progress	12/04/23	07/06/23	
Turn on the clocks		Not Started	01/06/23	01/06/23	jdobbs@thecondopros.com
Call Township to put meters before turning on		Not Started	02/06/23	02/06/23	jdobbs@thecondopros.com
Put in the meters		Not Started	05/06/23	06/06/23	Pittsfield Township
Call Sprinkler contractor to start up sprinklers		Not Started	02/06/23	02/06/23	jdobbs@thecondopros.com

Turn on the sprinkler system		Not Started	07/06/23	07/06/23	Michigan Landscape
Perform walk through of site for additional Tree 1 to 2 day maintenance proposal		Not Started	23/05/23	05/06/23	Guardian Tree
Review Tree recommendations from walk through and sign additional contract		Not Started	06/06/23	26/06/23	Fox Glen Board
Schedule Spring Review		Not Started	29/03/23	09/05/23	Dorothy L
Perform walk through of site for additional 1 to 2 day maintenance proposal		Not Started	31/05/23	13/06/23	Great Outdoors
Review recommendations from walk through and sign additional contract		Not Started	14/06/23	04/07/23	Fox Glen Board
Mowing and Snow removal		Not Started	23/02/23	28/06/23	
Receive Mowing and Snow proposals		Not Started	20/04/23	31/05/23	Fox Glen Board
Review Mowing and Snow proposal and make decision		Not Started	01/06/23	28/06/23	Fox Glen Board
Complete Mowing and Snow Contract Review		Not Started	28/06/23	28/06/23	Fox Glen Board
Pond care		Not Started	23/03/23	19/05/23	
Review and Approval Pond contract based on Budget		Not Started	24/04/23	19/05/23	Fox Glen Board

Sheet Name

FGHOA Road Construction Schedule

Plan Year

Calendar Year 2023

Provide Schedule for paving (Santa Fe)		In Progress	01/05/23	05/05/23	ETC Consulting
Create letter for Select to send out (Santa Fe)		Not Started	08/05/23	12/05/23	Dorothy L
Mail out letter to Co-owners		Not Started	15/05/23	16/05/23	jdobbs@thecondopros.com
Post notification on Fox Glen Website and send email		Not Started	15/05/23	16/05/23	Dorothy L
Mill and remove the existing Roads (Santa Fe)		Not Started	17/05/23	17/05/23	Nagal Construction
Compact and prepare grading		Not Started	18/05/23	18/05/23	Nagal Construction
Audit and quality check the structure		Not Started	19/05/23	19/05/23	ETC Consulting
Remind Co-owners to move cars for 2 days		Not Started	18/05/23	18/05/23	Dorothy L
Repave roads		Not Started	18/05/23	18/05/23	Nagal Construction
Remain off road (Santa Fe)		Not Started	19/05/23	19/05/23	All Co-Owners
Review/Audit completed roads (Santa Fe)		Not Started	19/05/23	19/05/23	ETC Consulting

Plan Year

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	3				
Blocked drain under backyard.	FGHOA0119	Erik Hildinger	Co-owner is responsible for maintaining and changing this. Since this does impact the common grounds, notifying the Board is needed. This will probably impact the sprinklers which means Garrett may need to be involved. This may mean the new co-owners will bear the responsibility of sprinkler damage costs.	Lot 1	Work Request	Jeff Dobbs	27/04/23
New garbage can	FGHOA0118	Colleen Huffman	W/M service request submitted by Select on 03/07. Order #14547976. Broken lid scheduled for repair between 03/09 & 03/17. Please leave cart at curb until repair has been completed.	Lot 8	Issue - Trash/Recycle	Jeff Dobbs	27/04/23
Questions about HOA / Agreement / Website	FGHOA0121		Added Megan to the website as well as provided her a welcome letter.	Lot 11	Work Request	Dorothy L	05/05/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year
Sheet Name FGHOA Annual Project Plan			
Turn on the Sprinkler System to be ready in June	13/04/23	Michigan Landscape	