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Fox Glen Board Meeting Minutes

Board Members

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

Work Orders/Actions/Concerns Metrics

Closed

118

116

114

Due Next 2 Weeks

Due Next 4 Weeks+

Work Orders/Actions/Concerns Metrics

1

2

Meeting Details

Meeting Date	Call to Order	Location	Attendees	Regrets
May 25, 2023	5:03 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
5:03 p.m.	5:49 p.m.	April 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
\$113,285 (includes \$11,986 CD)	\$120,229 (includes \$11,997 CD)	+\$6,944.00	Interest accrual+deposit

Financial Discussion

Financial Agenda Item	Updates
Updates	Financials look good. Nothing out of the ordinary to report.

Report from the Property Manager

Property Manager Agenda Item	Updates
Update on the new co-owner for 3797 Santa Fe Trail	Received contact information May 22. Sent out welcome package and granted access to the Fox Glen Website.
Sprinkler system	Sprinklers will be turned on May 30th and will run twice a week to start.
Delinquencies	There are no delinquencies for this month of May 2023.



Co-Owner items reported

Action Item Description	Work Order ID	Status	Requestor	Next Steps	Location	Category	Due Date
Total			Count 4				
Status In Progress			Count 2				
The Forest area along the south side of the house is not being mowed to the end.	FGHOA0125	In Progress	Fox Glen Board	Request Jeff discuss with Garrett	3837 Santa Fe Trail Ann Arbor, MI 48108 - L	Issue - Trees/Landscaping	06/09/23
Gouge in the Bridle Pass Guest Parking spot 3	FGHOA0124	In Progress	Fox Glen Board	Request Jeff to talk with the Vendors - Like Garrett	Public	Issue - Road/Sidewalk	06/30/23
Status Not Started			Count 1				
3900 fox glen deck	FGHOA0126	Not Started	chuck mancherian		3900 Fox Glen Dr. Ann Arbor, MI 48108 - Lc	Other	
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	07/31/23

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status					
Approved - Standard 3					
Landscaping - Remove Rotted Wood Border	3938 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 41	Garden/Landscaping	Dorothy Li	Cynthia Richter	Steve Chwatun
Adding a rock border to existing garden areas at front of house and side of garage	3941 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 38	Garden/Landscaping	Cynthia Richter	Steve Chwatun	Dorothy Li

Board Additional Business Items

Board Business items	Updates
September Board Meeting date	Confirmed the Date will be Thursday September 14, 2023.
Review the Annual Meeting Agenda	Add vote to approve to move surplus to reserve.
Review the Proxy Document	Created web based and updated the Website for it. https://foxglenassociation.org/proxy-form-for-annual-meeting/ has been updated with the details.
Update on the Road Paving Project	Ken at ETC let us know he followed up with Nagel and has no date yet. This was as of May 12, 2023.
Update on Guardian Review	Good walk through with Cynthia and Dorothy. Identified many poison ivy patches. These are recommended to be sprayed to prevent further spread. Several pine trees have

	volunteer trees as well as poison ivy growing in them. Recommended to remove those.
Update on the Basins	The board will be walking through with Great Outdoors on Friday May 26th.
Update on Stormwater Management Educational Seminar	Since we are private property, stormwater management is our responsibility, except drain in central courtyard. Basin maintenance assistance available from township which we will look into for 2024.
Co-Owner Updates	New co-owners are now part of the Fox Glen website. Granted access to the new family member taking care of 3923 Bridle Pass. Co-owners who have moved have been removed from the Fox Glen owner list as well as the website access.
New Lease for 3923 Bridle Pass	New resident is a family member of co-owner. Property manager received the lease fee and lease.

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					
Request for Audit/review		Not Started	05/23/23	06/05/23	Steve Chwatun
Complete Audit/Review		Not Started	06/06/23	07/17/23	
Validate Audit/Review completed		Not Started	07/17/23	07/17/23	Steve Chwatun
Validate Taxes have been filed		Not Started	06/19/23	06/19/23	Steve Chwatun
Plan Year Calendar Year 2023					
Complete the form to reserve the Pittsfield Community Center		Not Started	05/26/23	07/06/23	Dorothy L
Send Agenda to Property Management for Mailing		Not Started	07/07/23	07/07/23	Dorothy L
Create the Officer's Report and post on the Web		Not Started	07/07/23	08/03/23	Fox Glen Board
Review recommendations from walk through and sign additional contract		Not Started	06/14/23	06/27/23	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	5				
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	04/27/23
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	04/27/23
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
Question on Guest Parking	FGHOA0122	Patti Dobbs	The co-owner car was moved.	Public	Other Question	Jeff Dobbs	05/23/23
Add Operating Surplus decision to the Annual Meeting agenda	FGHOA0106	Steve Chwatun	Agreed to add both 2022 and 2023 into the voting agenda.	Public	Work Request	Dorothy L	05/25/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year
Sheet Name FGHOA Annual Project Plan			
Prepare Agenda for Annual Meeting	05/24/23	Dorothy L	Calendar Year 2023
Review Agenda for Annual Meeting	05/25/23	Fox Glen Board Distribution E	Calendar Year 2023
Complete the annual meeting logistics	05/25/23	Dorothy L	Calendar Year 2023
Create Electronic Proxy Alternative and RSVP	05/19/23	Dorothy L	Calendar Year 2023
Sign-off on Guardian Tree Proposal	05/18/23	Fox Glen Board	Calendar Year 2023
Schedule Spring Tree Review	05/18/23	Fox Glen Board	Calendar Year 2023
Perform walk through of site for additional Tree 1 to 2 day maintenance proposal	05/19/23	Guardian Tree	Calendar Year 2023
Review Tree recommendations from walk through and sign additional contract	05/23/23	Fox Glen Board	Calendar Year 2023
Schedule Spring Basin Review	05/25/23	Cynthia Richter	Calendar Year 2023
Review and Approval Pond contract based on Budget	05/19/23	Fox Glen Board	Calendar Year 2023

