

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

130
128
126

Work Orders/Actions/Concerns Metrics

Due Next 1 Week
Due Next 2 Weeks
Due Next 4 Weeks+

1
1
3

Meeting Details

Meeting Date	Call to Order	Location	Attendees	Regrets
July 27, 20023	5:03 pm.	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 pm.	5:53 p.m.	July 27, 2023	C. Richter (Board member)	D. Li (Board member)	D. Li (Board member)	P. Fitzpatrick (Board member)

Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
\$127,171.00	\$134,115.00	+\$6,944	Monthly deposit to reserve account

Financial Discussion

Financial Agenda Item	Updates
Garrett Invoice of \$4800 clarification	This was for the seasonal grub treatment.
Road Paving	Will be on the look out for the invoice. Also need to have the final road inspection completed by ETC.

Report from the Property Manager

Property Manager Agenda Item	Updates
Waste Management	We have checked with other companies who would supply smaller bins. It would be a minimum of a price increase of \$5 to \$15 per unit per month. Our contract does not state that we have to use a specific size bin, so we will continue to use smaller bins.
Delinquency	One delinquency 60 days past due. A reminder letter has been sent to the owner by Select. If delay continues, we will send to lawyer.



Co-Owner items reported

Action Item Description	Work Order ID	Status	Next Steps	Location	Category	Due Date	Created
Total			Count 5				
Status In Progress			Count 1				
Boulder work at Gloria's	FGHOA0139	In Progress	Dorothy to create a communication on how we need to keep our roads in good order for a long period of time. Mention heavy machinery and work done around the house that could damage our roads.	Public	Concern	08/25/23	08/17/23 1:46 PM
Status On Hold			Count 1				
Upgrade Website with a more current template.	FGHOA0051	On Hold	Look for the right template and test in development environment	Not Applicable (N/A)	Work Request	11/30/23	06/14/22 2:03 PM
Status Pending Validation			Count 3				
Basin D - Great Outdoors Aug 2, 2023 Removal of Native Grasses & NO Removable of Invasive Phragmites & Purple Loosestrife	FGHOA0134	Pending Validation	Cynthia received quotes and will provide an answer back in the comments.	3873 Fox Glen Dr. Ann Arbor, MI 48108 - Lo	Issue - Trees/Landscaping	08/25/23	08/02/23 7:25 PM

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status Approved - Standard 3					
Restacking existing stones and stone stairway in the back patio area	3824 Santa Fe Trail Ann Arbor, MI 48108 - Lot 11	Garden/Landscaping	Cynthia Richter	Patti Fitzpatrick	Steve Chwatun
Replacing existing apron (no change to footprint), sealing, replacing two pieces of sidewalk, sealing crack in porch	3865 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 14	Driveway	Steve Chwatun	Cynthia Richter	Dorothy Li
Level and reseal btw slabs driveway and sidewalk	3890 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 45	Driveway	Dorothy Li	Patti Fitzpatrick	Cynthia Richter
Status Under Review					
Add border to east and west side of house with river rock; bury new back up sump pump drain, connect in with existing sump pump line. replace	3865 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 14	Garden/Landscaping	Dorothy Li		

Board Additional Business Items

Board Business items	Updates
Great Outdoors	Board member is following up with Great Outdoors regarding basin maintenance.
Tree maintenance due to storms	Jeff will do walk-through to assess storm damage to determine which contractor to call.
Annual meeting venue	We're having a difficult time securing our location. We will be working on that in the coming weeks.
New board members	Board member will invite prospective board member to serve as treasurer. Plan to contact a second prospect to fill the fifth slot.
Annual meeting presentation	We will be publishing our yearly review for everyone to read.
Proxy form	Form is completed and can be submitted online.

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 2023					
Create Budget Draft for 2024	☐	In Progress	05/18/23	09/20/23	Steve Chwatun
Review previous year's actuals	☐	Not Started	09/21/23	09/27/23	Steve Chwatun
Review Draft	☐	Not Started	09/28/23	10/04/23	Dorothy L, Steve Chwatun
Deliver Budget Draft for 2024 to Board for review	☐	Not Started	10/05/23	10/05/23	Steve Chwatun
Approve Budget during October Meeting	☐	Not Started	10/06/23	10/12/23	Fox Glen Board Distribution Email
Complete Budget	☐	Not Started	10/12/23	10/12/23	Fox Glen Board Distribution Email
Schedule Budget Meeting For February 2024	☐	Not Started	10/13/23	10/13/23	Dorothy L
Create the Officer's Report and post on the Web	☐	In Progress	07/24/23	09/08/23	Fox Glen Board
Post Meeting Information on the https://foxglenassociation.org/	☐	Not Started	09/11/23	09/11/23	Dorothy L
Follow up with first reminder communication post	☐	Not Started	08/08/23	08/25/23	Patti Fitzpatrick
Follow up with second reminder communication post	☐	Not Started	08/28/23	09/05/23	Patti Fitzpatrick
Determine number of Proxy and RSVP	☐	Not Started	09/12/23	09/12/23	Dorothy L
Send last meeting reminder and request for Proxy/RSVP	☐	Not Started	09/13/23	09/14/23	Dorothy L
Complete Annual Meeting Preparation	☐	Not Started	09/14/23	09/14/23	Fox Glen Board
Complete Annual Meeting	☐	Not Started	09/18/23	09/18/23	Fox Glen Board

Complete Annual Meeting	☐	Not Started	09/10/23	09/10/23	Fox Glen Board
Land Maintenance for 2023	☐	In Progress	02/23/23	10/03/23	
Turn off the Sprinkler clocks	☐	Not Started	09/25/23	09/25/23	jdobbs@thecondopros.com

Board Accomplishments last 30 days

Co-Owner Closed Items

Action Item Description	Work Order ID	Resolution Notes	Lot	Category	Assigned To	Close Date
Total		Count 8				
pick up	FGHOA0132	Move the bins to Fox Glen Drive when the road is closed.	Lot 8	Issue - Trash/Recycle	Jeff Dobbs	07/27/23
WM placed sticker telling me to request larger trash bin.	FGHOA0127		Lot 43	Issue - Trash/Recycle	Jeff Dobbs	07/31/23
Unhealthy tree	FGHOA0131	Guardian responded that this is normal.	Lot 12	Issue - Trees/Landscaping	Jeff Dobbs	07/31/23
Trash collection, mail delivery during road paving.	FGHOA0133	Move the bins to Fox Glen Drive when the road is closed.	Lot 10	Issue - Road/Sidewalk	Fox Glen Board	07/31/23
Modification Request Approvals	FGHOA0130	Fixed workflow and the automated creation should have provided it to the Home Owner.	Lot 38	Question	Dorothy L	08/09/23
removal of dying tree	FGHOA0129	Guardian will be out in August to make it look better.	trance	Issue - Trees/Landscaping	Cynthia Richter	08/15/23
mowing/weedwack around the SW pond	FGHOA0136	Garrett will cut the grass down.	asin E	Concern	Fox Glen Board	08/15/23
Remove 3 Trees from Basin D - blocking water flow	FGHOA0135	Tree removal to be added to next year's agenda	Lot 13	Issue - Trees/Landscaping	Cynthia Richter	08/18/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year
Sheet Name FGHOA Annual Project Plan			
Send Agenda to Property Management for Mailing	08/07/23	Dorothy L	Calendar Year 2023
Receive Recommendations	08/04/23	Great Outdoors	
Review recommendations from walk through and sign additional contract	08/18/23	Fox Glen Board	Calendar Year 2023