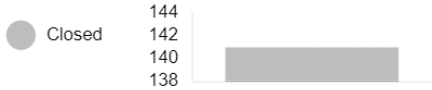


Fox Glen Board Meeting Minutes

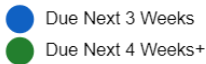
Board Members

Board Member Name	Title
Cynthia Richter	Vice President
Dorothy Li	President
Jane White	Secretary
Patti Fitzpatrick	Treasurer

Work Orders/Actions/Concerns Metrics



Work Orders/Actions/Concerns Metrics



Meeting Details

Meeting Date	Call to Order	Location	Attendees	Regrets
October 26, 2023	4:05 PM	Zoom Meeting	C. Richter (Board member) D. Li (Board member) J. Dobbs (Select) J. White (Board member) P. Fitzpatrick (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
4:05 PM	5:30 PM	September 14, 2023	J. White (Board member)	C. Richter (Board member)	P. Fitzpatrick (Board member)	J. White (Board member)

Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
\$176,363.55	\$116,016.33	-60,347.22	Paid final payment of road constructions

Financial Discussion

Financial Agenda Item	Updates
New treasurer	Patti Fitzpatrick who will follow up with Steve to ensure smooth transition.
Discuss the dues	Patti to review to see what the dues will be for 2024. Remain the same or lower it?
Reserve	We need to keep at least 10% of the operating amount. We do have a CD to help ensure we keep it at the minimum.
CD Rate	Currently the rate is not great at .6%. The maturity date is March 2027. Jeff will look into seeing if we can increase this percent.
Fixing the Light on Ellsworth Entrance	Received an estimate from Snider Electric - \$3695. Board agreed to move forward with fixing the line to have the light turned back on.

Report from the Property Manager

Property Manager Agenda Item	Updates
Delinquencies	2 delinquencies which are 2 months behind. November 10th will be the 3rd month and then the letter will be sent out and the attorneys will be involved. 1 delinquency is 1 month behind. 1 owes \$100 by shorting the last 3 months at \$340 instead of \$390.



Co-Owner items reported

Action Item Description	Work Order ID	Status	Next Steps	Location	Category	Due Date	Created
Total		Count		5			
Status		Count		4			
In Progress							
Construction to the home without modification request approval	FGHOA0141	In Progress	Jeff will contact Pittsfield Township for the permit violation.	3797 Santa Fe Trail Ann Arbor, MI 48108 - L	Complaint Concern	11/16/23	09/13/23 9:46 AM
Rodeo/Lohr entrance clean up & border fix request	FGHOA0146	In Progress	Jeff to contact Jackie at Herbal Thymes for the Rodeo Border issue.	Rodeo Entrance	Work Request	11/16/23	09/19/23 8:34 AM
Streetlight at corner of Fox Glen Dr. and Ellsworth Rd. is not functioning.	FGHOA0142	In Progress	Will be replacing the wiring/electrical.	Ellsworth Entrance	Issue - Street Lights	11/22/23	09/15/23 1:56 PM
Basin B	FGHOA0152	In Progress	Cynthia to work with Great Outdoors	3941 Fox Glen Dr. Ann Arbor, MI 48108 - L	Complaint Issue - Lawn/Mowing Work Request	01/26/24	10/16/23 6:42 PM
Status		Count		1			
On Hold							
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

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status					
Approved - Standard 3					
adding stone border along both sides of condo	3929 Bridle Pass Ann Arbor, MI 48108 - Lot 51	Garden/Landscaping	Dorothy Li	Patti Fitzpatrick	Cynthia Richter
'Exterior Lights	3797 Santa Fe Trail Ann Arbor, MI 48108 - Lot 1	Home (Windows/Roofs, e	Dorothy Li	Cynthia Richter	Patti Fitzpatrick
Fixing foundation for leaks	3944 Bridle Pass Ann Arbor, MI 48108 - Lot 26	Other	Jane White	Dorothy Li	Cynthia Richter, Patti Fitzpatrick
Status					
Denied					
Replacing missing windows	3797 Santa Fe Trail Ann Arbor, MI 48108 - Lot 1	Home (Windows/Roofs, e			

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.
Confirmation of the roles for each board member	Dorothy remains President, Cynthia remains VP, Patti will be Treasurer, and Jane will be Secretary.
Reserve company to hire for spring 2024	Reserve Advisors - biggest company. Jeff will request an estimate.
November 2023 board meeting move	Due to Thanksgiving, the November Board meeting will be moved 1 week earlier to November 16, 2023.
Discussing Website	Send the website errors to Graphic Kitchen to review and advise.
2024 meeting schedule	3 PM meetings on the 4th Thursday of every month. Will need to adjust for November. No meeting for September or December. September will be the Annual Meeting.
Great Outdoors	Final clean up before winter. Board approve the invoice. Cynthia waiting on 2024 contract from Avery our rep.
2024 Community Property Maintenance Review	Board will plan on May 2024 to walk the property and assess each home and what needs improvement. IE Sidewalk, Driveway, door frame painting, garage, gardens & border maintenance. Will send out notification in February 2024 about our plans.

Open Risks

Risk #	Risk Description	Risk Mitigation Plan	Risk Probability	Risk Impact	Risk Owner	Priority	Status

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	\$275,375.42	\$2,058.58

Deliverables Next 60 Days

Task	At Risk	Status	Start	Finish	Assigned To
Sheet Name FGHOA Annual Project Plan					
Plan Year Calendar Year 2023					
Review previous year's actuals		Not Started	10/26/23	11/01/23	Patti Fitzpatrick
Review Draft		Not Started	11/02/23	11/08/23	Dorothy L, Patti Fitzpatrick

Deliver Budget Draft for 2024 to Board for review		Not Started	11/09/23	11/09/23	Patti Fitzpatrick
Approve Budget		Not Started	11/10/23	11/16/23	Fox Glen Board Distribution Email
Complete Budget		Not Started	11/16/23	11/16/23	Fox Glen Board Distribution Email
Schedule Budget Meeting For February 2024		Not Started	11/17/23	11/17/23	Dorothy L
Review and clean up OneDrive		In Progress	09/20/23	12/12/23	Fox Glen Board
Review website and determine if need to upgrade		Not Started	09/20/23	12/12/23	Fox Glen Board
Consolidate Meeting Minutes into 1 PDF from Prior Year I.E if it is 2022, do it for 2020.		Not Started	12/01/23	12/28/23	Fox Glen Board
Upload the 1 PDF File and have it link to the main board meeting page		Not Started	12/29/23	01/11/24	Fox Glen Board

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 5				
Send Certified letter for the two unapproved modification requests	FGHOA0147	Select sent out both via mail and email. Co-owner Bella confirmed receipt with an email back.	Lot 1	Work Request	Jeff Dobbs	09/25/23
Second Violation	FGHOA0150	Co-owner filled out 2 modification requests on October 2. One was late by 2 days the other was on time with a due date of Oct.6		Work Request	Fox Glen Board	10/03/23
Swapping out the lights w/o board approval	FGHOA0143	Received and approved modification request.	Lot 1	Complaint Concern	Fox Glen Board	10/26/23
Weeds Growing in between the Sidewalk	FGHOA0144	Weeds were taken care of by Garrett	Lot 53	Issue - Lawn/Mowing	Jeff Dobbs	10/26/23
on street parking	FGHOA0151	This was a pick up truck and only 1 day parked outside.		Complaint Issue - Parking Violation	Jeff Dobbs	10/26/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year
Sheet Name FGHOA Annual Project Plan			
Create Budget Draft for 2024	10/25/23	Patti Fitzpatrick	Calendar Year 2023
Land Maintenance for 2023	10/03/23		Calendar Year 2023
Provide schedule for Tree Fall maintenance	10/03/23	Guardian Tree	Calendar Year 2023
Provide schedule for Fall maintenance	10/03/23	Great Outdoors	Calendar Year 2023