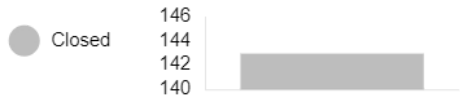


Fox Glen Board Meeting Minutes

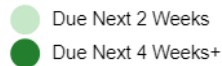
Board Members

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
November 16, 2023	3:05 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
3:05 PM	4:25 PM	October 23, 2023	C. Richter (Board member)	P. Fitzpatrick (Board member)	P. Fitzpatrick (Board member)	D. Li (Board member)

Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
104,566.80	111,500.7	69,033.90	Monthly transfer to reserve and interest

Financial Discussion

Financial Agenda Item	Updates
CD Change	Closing existing CD and depositing in 2 new CD with higher interest rate. One is 6 month and one is 9 months.
2023 Budget	Under budget in most areas. Slightly over for water and sewer. On track for staying within 2023 budget.
2024 Budget	Patti has created new budget. Looking at existing contracts and vendors to determine 2024 costs.
2024 Dues	Keeping at \$390 for now until we have completed the forthcoming reserve plan in 2024. Anticipate that some expenses may increase due to inflation.
2024 Budget	Working on budget meeting for February 2024

Report from the Property Manager

Property Manager Agenda Item	Updates
Delinquencies	Three delinquencies are cleared. Two delinquencies still ongoing.
Homeowner reported issue	3959 Fox Glen Request for tree trimming. Noted the feedback, Board will add this to the 2024 Spring cleanup.
Light repair at Ellsworth	Snyder Electric is scheduling work. No exact date has yet been given.

Light repair at Ellsworth	Shyue Electric is scheduling work. No exact date has yet been given.
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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 3					
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	12/14/23	09/19/23 8:34 AM
Construction to the home without modification request approval	FGHOA0141	In Progress	Waiting for Pittsfield Township to review and update Jeff Dobbs.	3797 Santa Fe Trail Ann Arbor, MI 48108 - L	Complaint Concern	12/15/23	09/13/23 9:46 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	01/26/24	09/15/23 1:56 PM
Status Not Started		Count 1					
Create 2024 Project Plan	FGHOA0154	Not Started	Dorothy to create the project plan.	Not Applicable (N/A)	Work Request	12/29/23	11/16/23 4:24 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

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			

Repair Stolen Windows	3797 Santa Fe Trail Ann Arbor, MI 48108 - Lot 1	Other			
Repairing Bay Window	3797 Santa Fe Trail Ann Arbor, MI 48108 - Lot 1	Home (Windows/Roofs, e			

Board Additional Business Items

Board Business items	Updates
Leasing issue	Possible lessor in one of the units without notification to the Board which is in violation of by-laws. Board to send out reminder regarding rental laws.
Great Outdoors Proposal	Covers the basins. Proposal includes increase of \$192 over prior year for initial Spring clean up and monthly maintenance increase of \$72 over prior year.
Restoration of creek bed	Creek running parallel to Fox Glen will need to be restored as the creek bed's landscape fabric is coming up and exposed. Targeting to fix the erosion with an expense from the landscaping restoration reserve fund.
Two existing filed leasing tenants	1 rental on Bridle Pass. 1 rental on Santa Fe.

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	Project Status
Multiyear Landscaping Beautification Project			\$0.00	\$0.00	Planning

Deliverables Next 60 Days

Task	At Risk	Status	Start	Finish	Assigned To
Sheet Name FGHOA Annual Project Plan					
Plan Year Calendar Year 2023					
Deliver Budget Draft for 2024 to Board for review	🚩	Not Started	11/09/23	11/22/23	Patti Fitzpatrick
Approve Budget	🚩	Not Started	11/23/23	11/29/23	Fox Glen Board Distribution Email
Complete Budget	🚩	Not Started	11/29/23	11/29/23	Fox Glen Board Distribution Email
Receive actuals for the year 2023	🚩	Not Started	12/31/23	12/31/23	Patti Fitzpatrick
Create Budget Presentation 2023 Review	🚩	Not Started	01/01/24	01/19/24	Dorothy L, Patti Fitzpatrick
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				
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
Basin B	FGHOA0152	Cynthia is working on the 2024 Great Outdoors maintenance.		Complaint Issue - Lawn/Mowing Work Request	Cynthia Richter	11/16/23
Leasing Reminder Letter	FGHOA0153	Created the year end letter and included the leasing rules as a reminder to all co-owners.		Work Request	Dorothy Li	11/19/23

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
Review previous year's actuals	11/01/23	Patti Fitzpatrick	Calendar Year 2023
Review Draft	11/08/23	Dorothy L, Patti Fitzpatrick	Calendar Year 2023
Schedule Budget Meeting For February 2024	11/16/23	Dorothy L	Calendar Year 2023