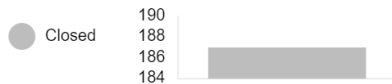


## Fox Glen Board Meeting Minutes

### 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

● Due Next 4 Weeks+



### Meeting Details

Meeting Date	Call to Order	Location	Attendees	Regrets
August 22, 2024	9:00 AM	Zoom Meeting	C. Richter (Board member) D. Li (Board member) J. White (Board member) P. Fitzpatrick (Board member) S. Allen (Select)	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
9:00 AM	10:09 AM	July 25, 2024	C. Richter (Board member)	J. White (Board member)	D. Li (Board member)	J. White (Board member)

### Financials

Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
176,606.00	184,388.00	\$7,782.00	transferred \$7,490 to reserve & received \$292 interest

### Financial Discussion

Financial Agenda Item	Updates
New contract for Pond Maintenance	Quote came in \$1,000 more than usual. We are not sure that it covers all that we have had in the past. In addition there is a \$75 permit required to do the maintenance. Permit should begin in January and lasts for 3 years. President to approve the quote with the above caveat. Sabrina to contact them.

### Report from the Property Manager

Property Manager Agenda Item	Updates
Lot 1 Monthly Fine Letter Update	Letter will be given to co-owner when she comes in to pay her next months dues and every month going forward.
Delinquencies	4 current delinquencies. Late letters have been sent. Those more than 3 months overdue will receive letters from the attorney.
Garrett Mulching Update	New mulch proposal received. Question on one line item. President has signed the proposal so that the work can be done removing the line item that is incorrect.
Garret Weeding Maintenance	Per contract, weekly remove weeds from concrete joints and around existing tree circles. This is not happening. Sabrina to contact Garret to have them remove.



**Co-Owner items reported**

Action Item Description	Latest comment	Status	Location	Category	Due Date	Created
<b>Total</b>			Count <b>4</b>			
<b>Status In Progress</b>			Count <b>3</b>			
Confirm the lease payment of \$200 was paid by 3982 Bridle Pass		In Progress		Question	09/23/24	08/08/24 2:54 PM
Consistently wet ground in common area	Jane White - Waiting for reserve study.	In Progress	3827 Santa Fe Trail Ann Arbor, MI 48108 - L	Issue - Trees/Landscaping	09/26/24	03/24/24 4:03 PM
Improper drainage. Backyard often too wet to mow grass. When they cut grass, please do not use riding mowers near tree lines on southside or in the back ravine area. Cut by hand please. Otherwise mud tracks look awful and ruin landscape. Please ask Garret to replace dirt and replant grass seed near trees on southside.	Jane White - We received a quote from Garrett to fix this for \$9,000. We are going to await the Reserve Study which is scheduled for August to see what is recommended.	In Progress	3837 Santa Fe Trail Ann Arbor, MI 48108 - L	Concern Work Request	09/26/24	04/06/24 8:42 PM
<b>Status On Hold</b>			Count <b>1</b>			
Upgrade Website with a more current template.	Fox Glen Board - @jwhite23@yahoo.com - This is to talk about the upgrade for our website.	On Hold	Not Applicable (N/A)	Work Request	12/31/24	06/14/22 2:03 PM

**Modification Requests**

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
<b>Status Approved - Standard 3</b>					
Add electronic keypad on side of garage for opening garage door	3890 Bridle Pass Ann Arbor, MI 48108 - Lot 17	Home (Windows/Roofs, etc)	Jane White	Cynthia Richter	Patti Fitzpatrick
Updating front landscaping garden	3843 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 16	Garden/Landscaping	Jane White	Patti Fitzpatrick	Dorothy Li
Remove the Evergreen tree next to side of garage.	3950 Bridle Pass Ann Arbor, MI 48108 - Lot 27	Garden/Landscaping	Jane White	Patti Fitzpatrick	Dorothy Li
<b>Status Under Review</b>					
changing solar lights in pathway, fix the wall in the front yard for the garden, house settlement check	3932 Bridle Pass Ann Arbor, MI 48108 - Lot 24	Garden/Landscaping			

**Board Additional Business Items**

Board Business items	Updates
Reserve Study Update	Met with Reserve Advisors on Monday August 5 to walk around the concerned areas. Reserve study will be forth coming within the next few weeks. This will help the Board review what will be required for the monthly fees as the Treasurer reviews the reserve costs.
Annual Meeting	September Annual Meeting Packets sent out electronically.
Limited Common Elements Assessments	The 8 page assessment has been generated and electronically sent to homeowners as part of the Annual Meeting packets. A dashboard has been created to help co-owners re-download the assessment if they did not download within the 30 days. All co-owners can see all assessments. Kearn's roofing assessment is also linked in for all co-owners to see.
RSVP update for September 12, 2024 Annual Meeting	To date we have received 21 RSVPs for the meeting. We have only 8 proxies. We need 19 co-owners or proxies/co-owners at the meeting to have a quorum for the meeting. Secretary to send a reminder this week.

**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 <b>FGHOA Annual Project Plan</b>					
Plan Year <b>Calendar Year 2024</b>					
Create Budget Draft for 2025	<input type="checkbox"/>	Not Started	08/13/24	10/21/24	Patti Fitzpatrick
Create the Officer's Report and post on the Web	<input type="checkbox"/>	In Progress	08/02/24	09/05/24	Fox Glen Board
Post Meeting Information on the <a href="https://foxglenassociation.org/">https://foxglenassociation.org/</a>	<input type="checkbox"/>	In Progress	08/16/24	09/05/24	Dorothy L
Follow up with second reminder communication post	<input type="checkbox"/>	Not Started	08/22/24	08/30/24	Dorothy L
Determine number of Proxy and RSVP	<input type="checkbox"/>	Not Started	09/06/24	09/06/24	Dorothy L
Send last meeting reminder and request for	<input type="checkbox"/>	Not Started	09/06/24	09/06/24	Dorothy L

## Board Accomplishments last 30 days

### Co-Owner Closed Items

Action Item Description	Work Order ID	Resolution Notes	Lot	Category	Assigned To	Close Date
<b>Total</b>	Count	<b>9</b>				
Fox Glen/Bridle Pass Street light leaning	FGHOA0167	Southeastern Maintenance installed new Light Pole.	arking	Work Request	Sabrina Allen	07/19/24
Airport Expansion	FGHOA0193	Shared the information back to Gloria	Lot 38	Concern Suggestion/Recommendation	Fox Glen Board	07/22/24
Common Island plant issue	FGHOA0165		(N/A)	Work Request	Jane White	07/25/24
Mowers moved miss dig flags	FGHOA0179		Lot 13	Concern	Sabrina Allen	07/25/24
Bubblers stopped working, again	FGHOA0192		Lot 52	Other	Sabrina Allen	07/25/24
Request for garage sale permission 8/24-8/25	FGHOA0195	Approved the revised Garage Sale date.	Lot 50	Question	Fox Glen Board	08/08/24
Generator installed 7/8/24 -- need irrigation head capped or moved, please!	FGHOA0190	Moved head out from generator platform and adjusted sprinkler heads.	Lot 42	Work Request	Sabrina Allen	08/14/24
Tree Branch twisted and branches down from 2 storms.	FGHOA0194	Garrette Landscape has inspected area which has been cleared. If a new pile of debris is found, please mark location and they will come back out.	Lot 13	Issue - Trees/Landscaping	Sabrina Allen	08/14/24
Exception to sign ban for garage sale	FGHOA0197	Provided the sign posting policy as well as the hours of garage operation.	Lot 50	Question	Fox Glen Board	08/19/24

**Accomplishments in the last month**

Task	Finish	Assigned To	Plan Year
<small>Sheet Name</small> <b>FGHOA Annual Project Plan</b>			
Complete 2023 Audit/Review	07/29/24	Michigan Community Auditors	Calendar Year 2023
Validate 2023 Audit/Review completed	08/12/24	Patti Fitzpatrick	Calendar Year 2023
Complete the form to reserve the Pittsfield Community Center (if Needed)	07/26/24	Dorothy L	Calendar Year 2024
Send Agenda to Property Management for Mailing	08/01/24	Dorothy L	Calendar Year 2024