

# **Brookside of Livonia**

## **A Condominium Community**

Quarterly Newsletter  
1st, 2009

### **Board Officers**

President - Mary Slater  
Vice President - Homer Shepherd  
Secretary Treasurer - John Waterworth  
Member-at-Large - Dale Devitt  
Member-at-Large – Keith Poisson

### **Property Manager**

Jim Theunick  
Property Services Group, Inc.  
1495 Maple Way, Suite 100  
Troy, Michigan 48084  
Phone: 248-637-9800, x22  
Fax: 248-637-3280  
Email: [jtheunick@propserv.com](mailto:jtheunick@propserv.com)

### **Brookside of Livonia Website**

Check out the updated website for Brookside of Livonia.

**[brooksideoflivonia.org](http://brooksideoflivonia.org)**

### **Alteration & Modification Requests**

Please use the Alteration & Modification Request form if you are considering a change to the exterior of your Villa home. The Board, acting on behalf of the Association, reviews all requests. The Board wants to make sure that a proposed change does not conflict with the bylaws of the association and to preserve the continuity of our community.

### **Email**

For Co-owners who would like to receive future newsletters and other association correspondence via email, please send your email address to Jim Theunick. His email is: [jtheunick@propserv.com](mailto:jtheunick@propserv.com)

### **Glass Block Windows**

Please send a modification/alteration request to Jim Theunick, if you would like to replace your basement windows with glass blocks. If you don't already have a licensed insured contractor, Jim has an approved contractor list.

### **Sump Pump**

Please check to make sure your sump pump is working. If you have not heard it running recently, please pour water in the well to get the sump pump to run. If you have any problems with your sump pump, please contact Jim Theunick.

### **Snow Emergency**

Like the City of Livonia, Brookside of Livonia requires that cars not be parked on Brookside Circle and Brookside Court or the guest parking spots during snow emergencies. For the Villas owners, cars parked on the driveways will not have snow removed completely from their driveways.

### **Annual Meeting**

The next annual meeting is being planned for Thursday, March 19, 2009 at 7 pm. A separate mailing will be sent to your homes confirming the day, time and location. As usual, the election of Board members will be held. The Board and our Property Manager will be happy to address your concerns about the Association. It is important that you attend this meeting. A quorum is required to officially conduct Association business.

### **Board of Directors**

Mr. Keith Poisson has been appointed to the Board to fill a vacancy.

### **Winter's Fury**

There have been a few incidents of frozen or leaking pipes in the Villas end units. This problem has occurred on the pipes that feed water to the upstairs bathroom. The cause seems to be inadequate insulation protecting the pipes. Allowing water to flow through the pipes is the simplest solution for this problem.

### **Questions/Concerns/Problems**

The Board is reminding you to submit your questions, concerns or problems to our Property Manager, Jim Theunick. He will collect this information and pass it onto the Board. The Board wants to know what you think about their handling of Association business.

## 2009 Brookside of Livonia Budget

	<u>Villas</u>	<u>Estates</u>
Monthly Fee	175	65
<b>Total Revenue</b>	<b>\$159,600</b>	<b>\$21,800</b>
<b>Total Expenses</b>	<b>\$159,600</b>	<b>\$21,800</b>
Office/Admin Exp	\$1,600	\$600
Mgt Fees	\$13,700	\$4,700
Legal Fees	\$3,500	\$1,300
Acct Exp	\$200	\$100
Misc	\$0	\$0
Bad Debt	<u>\$4,000</u>	<u>\$800</u>
<i>Admin Expense</i>	\$23,000	\$7,500
Elect	\$3,000	\$1,000
Water & Sewer	<u>\$21,200</u>	<u>\$1,800</u>
<i>Utilities</i>	\$24,200	\$2,800
Pest Control	\$300	\$0
Snow Removal	\$25,500	\$4,500
Elect Repairs	\$700	\$200
Pond Maint	\$600	\$200
Grounds-Lawn Maint	\$13,000	\$1,000
Irrigation-Sprinkler	\$3,700	\$300
Grounds-Spraying	\$1,400	\$100
Grounds-Tree Maint	\$3,000	\$1,000
Exterior Maint	\$2,000	\$0
Grounds-Spring/Fall	\$0	\$0
Common Area Improvements	\$9,000	\$700
Maint & Repairs	<u>\$1,500</u>	<u>\$0</u>
<i>Maint &amp; Repair</i>	\$60,700	\$8,000
Property Insurance	\$19,000	\$1,200
Other Insurance	\$1,200	\$0
Worker's Comp	<u>\$700</u>	<u>\$200</u>
<i>Insurance</i>	\$20,900	\$1,400
General	\$2,900	\$1,200
Paint	\$20,000	\$0
Deck	\$5,500	\$0
Road	<u>\$2,400</u>	<u>\$900</u>
<i>Reserves</i>	\$30,800	\$2,100
<b>Profit/Loss</b>	<b>\$0</b>	<b>\$0</b>