

# **BROOKSIDE OF LIVONIA CONDOMINIUM HOMEOWNERS ASSOCIATION**

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## **ANNUAL MEETING – THURSDAY, MARCH 19, 2009, 7:00 p.m. MONGHAN’S KNIGHTS OF COLUMBUS HALL Meeting Minutes**

### **A. Open Meeting – Welcome**

Jim Theunick welcomed the co-owners to the 2009 annual meeting. He introduced the Board members:

Mary Slater – President

Homer Shepherd – Vice President

John Waterworth – Secretary-Treasurer

Dale Devitt – Member-at Large

Jim Williams - resigned

### **B. Roll Call to Determine Voting Power Represented at the Meeting**

Jim Theunick called the roll by having co-owners introduce themselves, giving their address, and stating how long they have lived in Brookside.

### **C. Determination of Whether Quorum is Present for the Transaction of Business**

39 co-owners were represented at the meeting. 50 co-owners were required to attend or be represented to establish a quorum. A quorum was not established. Therefore, official business could not be conducted. The Board decided to conduct an informational meeting.

### **D. 2008 Annual Meeting Minutes – There were no minutes taken as there was no quorum**

### **E. Board of Directors Report**

#### **1. President’s Report – Mary Slater**

- a. Last year, the Villas decks were stained. A premium oil-based stain was used, which is expected to last 3 years.
- b. Last year, 3 Villas units had concrete leveling work done. During the spring walk through, the Board will be evaluating the condition of concrete.
- c. Last year, a lot of tree and scrub replacement was done. More replacement work is expected this year.
- d. Last year, a fountain was installed in the retention pond (south of the complex). The fountain runs from April to September. It is expected to help reduce the amount of chemical treatment required to keep the pond clean.
- e. The Board is will be developing a Villas painting plan.

**2. Treasurer’s Report – John Waterworth**

The Balance Sheet and Income Statement were reviewed and a copy is included with the meeting minutes.

**3. Other Reports**

**a. Alteration & Modification Requests – John Waterworth**

An alteration/modification request form is required for any external changes that the co-owners wish to make. The form should be sent to Jim Theunick, and he will present all requests to the Board. The Board will review each request, and Jim Theunick will respond back to the co-owner. The main purpose of the request is to make sure that the requested change complies with the master deed and by-laws of the association.

**b. Brookside of Livonia’s Website – Homer Shepherd**

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

The website contains news about the association. Homes or items for sale will be listed on the site per the co-owner’s request. A list of services and how-to items will also be added. The co-owners should contact Jim Theunick or Homer Shepherd to add items to the website.

**c. Co-owner letters and e-mails – John Waterworth**

Please send your concerns about the association via letter or email to Jim Theunick. Jim will forward the information to the Board. The Board wants to hear from the co-owners on matters pertaining to the association.

**F. Property Services Group Management Report – Jim Theunick**

1. Current assets for the association are \$20,892.
2. There are currently 6 delinquencies at a cost of \$2,875. Two of them are in legal proceedings.

**G. Discussion of Director Status and Terms for Directors**

There is one opening on the Board of Directors. An election for the open Board seat cannot be conducted since a quorum was not obtained. The Board will appoint a co-owner to fill the open position. Currently, Board members serve for 2 years.

**H. Appointment of Inspectors of Election (for the purpose of electing directors)**

Not required

**I. Election of Directors for a Two Year Term (one position up for election)**

No election held

**J. New Business**

**1. Proposal to Amend & Re-state Brookside of Livonia's Condominium Documents**

The Board has been investigating re-writing the master deed and by-laws for the association. The current document has a lot of language that pertains to the developer, who is no longer involved with the association. It does not adequately address the issues of an association made up of two types of housings. In some respects, the document is too restrictive. Association annual meetings are required to be held on the third Tuesday in March. A quorum of 50% is required to conduct official business of the association, such as, holding elections for Board members. The association has failed to have a quorum this year and last year. The Board has met with the association attorney to discuss the process for changing the master deed and by-laws. Basically, a new/revised master deed needs to be 1) drafted, 2) reviewed by the co-owners, 3) approved by 2/3's of the co-owners, 4) approved by the co-owner's mortgage company, and 5) legally filed. The association attorney has estimated the cost to be \$6,000. The association does not have the money to spend this year, and will have to budget for next year, if the association decides to pursue a change. For now, the Board is recommending that a committee be establish to determine what should be in a new/revised master deed. Please let Jim Theunick know if you are interested in participating on the committee to revise the master deed and by-laws.

**2. Flower Committee**

Diane Ruzycki of 32943 Brookside Circle has volunteered to chair the flower committee. If you are interested in being on the committee or helping with flowers, she can be contacted at 248-474-0771 or via email at [lady Moose5@hotmail.com](mailto:lady Moose5@hotmail.com). Ray Plante and Joelle Belanger have signed onto the committee.

**K. Owner Open Forum**

**1. Removal of seasonal decorations**

Colored exterior house lights should be removed and replaced by clear or white lights.

**2. Trash pick-up guidelines for the Association**

Trash should not be placed at the curbside before 6 pm on the night before collection day. Friday is the normal collection day.

**3. Placement of items in the landscape beds at the front of the Villas homes.**

Items such as birdbaths, ceramic figurines, and holiday decorations should not be placed in the landscape beds at the front of the Villas homes. An alteration/modification request form should be completed and sent to Jim Theunick for the Board to review your request for items to be placed in the landscape beds.

**4. Rules & Regulations enforcement**

The Board is actively working with co-owners who have violations with respect to the master deed and by-laws. In some cases, it takes time to get the violation resolved. The existence of a violation does not make it okay for other co-owners to create the same violation. For example, mounting a satellite dish to a Villas building is a violation. The dish should be mounted to a pole in the ground. An alteration/modification request needs to be submitted for the Board's approval before the installation is made.

**5. Current snow removal service**

In general, co-owners who attended the meeting felt that our snow removal service this past season was not very good, The Board will take this into consideration when selecting a contractor for next season. It is possible that our snow removal service may cost more in order to get the quality of service desired. Please be reminded that when the City of Livonia issues a snow emergency, it also applies to Brookside of Livonia. Cars must not be parked on our streets during a snow emergency.

**6. Garage sales**

The co-owners at the meeting thought that a community garage sale is a good idea. In general, a one-weekend sale is the best approach. Only one permit is required for a community sale. The Board will investigate possible weekends for a sale.

**7. "No Soliciting" sign**

The Board will review the prospect of having a "no soliciting" sign posted at the main entrance. In the past, we have had some undesirable solicitors come to our community.

**8. Speeding on Brookside roadways and obeying stop signs**

It is important that the co-owners pay attention to the stop signs at the intersection of Brookside Circle and Brookside Court. Note, there is no stop sign for traffic entering from Farmington Road. So, all other traffic entering this intersection must yield to traffic entering from Farmington Road. It was noted by one co-owner that there are no speed limit signs on Brookside Circle and Brookside Court. Our roads are private and do not require speed limit signs by the City of Livonia or the State of Michigan. The Board will look into posting speed limit signs. The best policy is to drive carefully. Kids play in the streets. Joggers/walkers use the streets for exercise.

**9. Awnings**

The Board asked if the co-owners would like to have an awning over their deck. Ideally, color and style choices would be limited to a few, and the co-owner would be able to select

one of the options. Front screen doors are handled in this manner. For front screen doors, we have one color choice, along with two style choices. The co-owner must submit an alteration/modification request to install a front screen door. The Board requested that co-owners submit an alteration/modification request form if they want an awning. If there are co-owners who would be interested in being on a committee to select color and style choices for awnings, please contact Jim Theunick.

#### **10. Contractor information for dryer vent cleaning**

Dryer vents should be cleaned and inspected periodically. If you know of a good contractor who can perform this work, please contact Jim Theunick. This information will be posted on the website, and put in the quarterly newsletter.

#### **11. Other items**

- a. The Board was asked to investigate putting up landscape items that would discourage someone from driving from Brookside Circle to the park east of our complex. The Board will evaluate this situation as it does the spring walk through.
- b. As a reminder to all co-owners, please pick-up after your pets. Your neighbors and the landscape maintenance company would appreciate it. The north spruce tree line is not an acceptable place to leave dog feces.
- c. This past winter, there have been several occurrences of low water pressure. To the Board's knowledge, there is nothing wrong with the plumbing in our association. The problem seems to be with the delivery of water to our complex.
- d. As mentioned in the last quarterly newsletter, some Villas end units suffered broken or frozen water pipes. The problem is in the plumbing feeding the upstairs bathroom. It is possible that insulation was not routed outside of the pipes, exposing them to cold air in the attic. To avoid a problem, it is suggested that you turn on water faucets slightly to allow water to flow through the pipes on very cold days.
- e. It was brought to the Board's attention that there are some low-lying areas on the grounds where water collects. This may be due to improper excavation of the ground. The City of Livonia approved the excavation done by the developer. If you know of a situation where water collects, please contract Jim Theunick. He will bring this to the Boards attention.
- f. Co-owners are responsible for removing oil stains from their driveways and the roadway in front of their units/homes.

#### **L. Adjournment**

***Note: There will not be a 2<sup>nd</sup> quarter newsletter. The annual meeting minutes provide the latest information.***