

# Brookside of Livonia

## A Condominium Community

Quarterly Newsletter

2nd, 2010

### Board Officers

President – Homer Shepherd  
Secretary Treasurer - John Waterworth  
Member-at-Large - Dale Devitt  
Member-at-Large – Greg Razook  
Member-at-Large – TBD

### Property Manager

Jim Theunick  
Property Services Group, Inc.  
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Troy, Michigan 48084  
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### Notes from the 2010 Annual Meeting

The annual meeting for Brookside of Livonia was held on Wednesday, March 31, 2010. Jim Theunick, our Property Manager conducted the meeting. He introduced the Board of Directors and did a roll call of all those who attended the meeting. We did not achieve a quorum, because only 36 co-owners either attended or were represented. We needed 51 co-owners to achieve a quorum.

There were no meeting minutes from the 2009 annual meeting since we did not have a quorum.

Mary Slater, our President, announced that she is stepping down from the Board. We thank Mary for her many years of service on the Board and her dedication to the co-owners of our Association.

Since we did not have a quorum at this meeting, election for Board officers was not held. The remaining Board members will continue to serve on the Board. The Board is looking to fill the vacancy on the Board and will appoint a candidate, soon.

Jim Theunick gave his Management Report. There are no foreclosed properties in Brookside of Livonia. There are currently 4 delinquent accounts. The reserve accounts have grown significantly in the past year. The Estates have \$19,000 and the Villas have \$55,000.

### Awnings

Judy Reedy of Marygrove Awnings attended the annual meeting to discuss the Villas' awning selection for Brookside of Livonia. There are 2 awning sizes and both extend out 10 feet. The end unit width is 18 feet and the middle unit width is 15.3 feet. The awning color is green and beige and the trim color is beige. The awning unit is motor driven and has a remote control to extend or contract the awning. A manual retractor is included. There is a 10-year warranty on all parts. The awning is 100% UV rated. It will take a couple of hours to do the installation and the installers will review all operating functions with the co-owner. The cost is \$3,372 (including sales tax) for the end unit and \$2,999 (including sales tax) for the middle unit. Financing is available in 12 monthly payments. A deposit of 50% is required to start the installation. Contact Judy Reedy on her cell phone (313-408-4719) to order your awning. There is information about the awning on our website. You can also contact Jim Theunick if

you have any questions. An alteration/modification request form must be submitted and approved prior to awning installation. A special request form for the awning is available on our website.

### Holiday Decorations (Villas)

No items are to be placed on the grounds and no lighting on the exterior of the buildings or landscape.

### Flower Planting

The Board plans to have Sue's Landscape plant flowers at our main entrance. We will not have volunteers plant flowers in the Villas' landscape beds. If we plant flowers, they will be contracted out to a supplier.

### Dog Care

The Board has recently received several complaints from co-owners about dog use of the lawn. Co-owners with dogs must pick up their dog's feces. Dogs should not urinate on the lawn adjacent to any of the roadways. It is preferred that dogs urinate on the lawn in back of their unit. Co-owners should dilute urine spots with water to prevent uneven growing spots or dead spots. *Dogs are to be on a leash anytime they are outside.*



### Traffic Issues

Co-owners and their guests must obey all stop signs in our community. There have been several incidents where motorists have coasted through the stop signs. Please remember that the incoming traffic does not have a stop sign at our main intersection, and they have the right-of-way.

Co-owners and their guests should observe a 25 mph maximum speed limit. We have joggers, walkers, bicyclists and children who use our streets.

### Estates Snow Removal

The Board has received complaints about co-owners operating snow removal equipment early in the morning. Co-owners should try to respect their neighbors, if possible. However, it is understandable that early snow removal does not happen very often.

### Loose Trash

Each co-owner should make sure that their trash items, including recyclables, are secure enough so that they do not get blown around our neighborhood.

## Home Rental

*If you are planning to rent your home or have any changes in your current rental agreement, please contact Jim Theunick. He will provide you with information that is required to be filed with the Association. You must provide a copy of the Brookside by-laws, and the Brookside rules and regulations to your tenants. You are responsible for any infractions that your tenant commits.*

## Oil Leaks

Co-owners are responsible for cleaning up oil leaks that have occurred in their driveways and the roadway in front of their unit. If a neighbor or neighbor's guest has created the oil leak condition, then the co-owner should contact Jim Theunick.

## Storage of Vehicles (Villas)

Vehicles should not be stored on driveways or the visitor parking spaces. These vehicles should be kept in the garage.

## Misc.

- There were no frozen pipes reported this past winter.
- Villas external dryer vents are cleaned as requested by the co-owner.
- The web report will be added to our website.

## The Board's Planned Tasks for this Year

- Annual Spring walk-around (note dead scrubs).
- A few Villas sprinkler heads need to be moved.
- Trim rose bushes.
- Fix remaining Villas end unit downspouts.
- Fix uneven Villas walkways.
- Mulch Villas landscape beds.
- Fill cracks on driveways.

## BrooksideOfLivonia.org

*Be sure to visit our website for copies of all Rules and Regulations, Alteration Request Forms, copies of Newsletters and General Information regarding our Association. Any items you want to sell can be listed here as well as on Craig's List. Feel free to get online with our Blog and let others know what you think about any legitimate subject. It's all there for you! Google "Brookside Livonia" for the homepage if you are out and can't remember the URL.*

### **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. Violations of the by-laws have been and will be pursued by the Board

### **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. In order to address your questions, concerns, or problems promptly, please be very specific about the issues that you have.

### **Sump Pumps**

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.

### **Car Parking During Snow Removal**

We pay quite a lot to maintain our roads during the winter. Last year we announced, and implemented a Car Removal policy, which follows the Livonia City policy. *If your car is left on the street during a declared Snow Emergency you car will be removed* so that the Snow Removal can proceed safely and in the best manner possible. A Snow Emergency is declared by Livonia when 2" of snow is expected or has fallen. This will be posted at their website and ours. Thank you for your cooperation during the Snow Season.