

2021 PLEA Annual Meeting Agenda

May 18, 2021

Location: Pine Lake Estates Beach Parking Lot

CALL TO ORDER

EXPLANATION OF MEETING STRUCTURE

APPROVAL OF MINUTES

INTRODUCTION OF CURRENT BOARD MEMBERS

RATIFICATION OF REPLACEMENT BOARD MEMBERS

- Sarah Ming (Assistant Treasurer)

PRESIDENT'S REPORT

- Summary of efforts of Board for past year
 - Management company dismissal
 - Restructuring of responsibilities of Board; bringing on Sarah
 - Combined communication efforts with PLEBA
 - Hiring of a new caretaker for entrance beds
- Quick preview of mailbox replacement efforts and combined efforts of two boards

TREASURER'S REPORT

- Current Balances
- Delinquent Dues

BUDGET DISCUSSION AND APPROVAL

- 2020-21 Draft Fiscal Year in Review
- 2021-22 Budget Discussion

ELECTION OF BOARD MEMBERS

NEW BUSINESS

- Mailbox Replacement Plan
- Amendment Proposal for Association Fees Due Date Change

QUESTIONS / OPEN DISCUSSION FROM ASSOCIATION MEMBERS IN ATTENDANCE

ADJOURNMENT

PINE LAKE ESTATES ASSOCIATION
2020 ANNUAL MEETING
September 9, 2020

The Annual Meeting of the Pine Lake Estates Association (herein after referred to as the “Association”) occurred at the PLEBA parking lot due to the restrictions set forth by the pandemic COVID-19 and various executive orders. The meeting commenced at 6:07 p.m., Eastern Standard Time, on Tuesday, September 29, 2020, pursuant to notice duly given.

Board Members

Present: Russell Ming, Director/President
Rochelle Kaplan-Rudolph, Director/Vice President
Gary Wettenstein, Director
David Johnston, Director/Treasurer
Susan Richardson, Director
Deni Singletary, Director/Secretary
Ralph Ewing, Director

Absent: None

Invitees: Jackie Baxter, Community Manager from Kramer-Triad
Carnell Crosby, Regional Manager from Kramer-Triad
Association Members (Attached is a list of attendees)

All members of the Board of Directors of the Association and several members of the Association were present. All members of the Association including its Board of Directors who were notified in advance of the meeting.

Mr. Ming, Association President, called the meeting to order and noted that a quorum was present to conduct business. Mrs. Kaplan-Rudolph took the meeting minutes.

A lengthy discussion then ensued regarding the minutes. Upon a motion being made, then seconded, it was resolved that the meeting minutes be approved.

President’s Report

Mr. Ming discussed the minutes from the Annual Meeting in 2019. After a brief discussion regarding the meeting minutes. A motion was made by Director Mrs. Kaplan-Rudolph and seconded by Director Mr. Ewing, that the meeting minutes from the Annual Meeting of the Association from 2019 were approved.

Next, Mr. Ming introduced all of the Board of Directors to those Association members in attendance and discussed each directors’ responsibilities as being members of the Board. Next, he introduced Jackie Baxter, Community Manager and Carnell Crosby, Regional Manager both from Kramer – Triad. Both Ms. Baxter and Mr. Crosby discussed their specific roles and responsibilities to the

Association as being part of Kramer-Triad. A lengthy discussion ensued regarding the lack of performance of the management company Kramer-Triad.

Next, Mr. Ming discussed some of the projects and contracts that the Board has been managing on behalf of the Association since the last Annual Meeting. He noted at the Annual Meeting in 2019 the Board mentioned that the Board would be hiring Myers Landscaping to continue to provide snow removal and lawn cutting services but offered them the opportunity to add gardening services for the Association's front entrances. The Board mentioned its dissatisfaction with the gardening services provided by Myers Landscaping and would be requested proposals for gardening services for the 2020-2021 season from other vendors. A lengthy discussion ensued and several Association members had several suggestions on new vendors.

Next, Mr. Ming discussed the signing of the contract for management services with Kramer-Triad in October 2019 through June 2021. He mentioned some of the responsibilities that the Board of Directors must complete were too much and therefore the Board met with several management companies ending up with Kramer-Triad. Some of the responsibilities that the management company handles on behalf of the Association include standard due collections, handling of delinquent dues by sending collection notices and in some instances upon direction of the Board filing liens on Association members with several delinquencies. The management company also answers and handles all maintenance requests, homeowner's questions and real estate companies that are handling transactions of purchases and sales of Association members' homes. The management company also provides a mobile and computer application to provide a directory in real-time and a virtual sharing of information related to the Association. As a result of having the management company issue late fees on behalf of the Association, the Board agreed to increase the cost of the late fees from \$10 to \$25 as a result of the management company taking 20% of the late fees as part of their fees. And finally, he mentioned that as of this time there is a homeowners directory on line at the Association's website as well as in the application provided by the management company. The Board has decided not to publish a hard copy at this time to save on expenses.

Next, Mr. Ming asked to move to the Treasury's report.

Treasurer's Report

Mr. Johnston reviewed the financials noting that for 2020 -2021 noting that as of September 22, 2020 there is approximately \$4,984.00 in outstanding dues. Next, Mr. Johnston discussed the budget provided in the meeting materials to all of the Association members. A lengthy discussion then ensued that the budget is currently running at approximately a \$3000 deficit due to increasing expenses and it will require the Association to consider an increase in dues moving forward. A lengthy discussion then ensued regarding the increase in dues.

After the discussion there was a motion made, then seconded to approve the budget as presented.

New Business

Mr. Ming discussed the maintenance and costs regarding the Association's mailboxes. It would likely cost each association member \$250 – 300 to replace all of the mailboxes. Two thirds of this amount would be to replace the post and the labor to install. The Association agreed to have some members

provide some suggestions to the Board to see if we could find something less expensive. After a lengthy discussion, the Board agreed to table this issue.

Election of Officers

Mr. Ming discussed the three openings for a 3-year term for the Board of Directors. There are two incumbents, Rochelle Kaplan-Rudolph and David Johnston and one vacancy. Mrs. Erin Rogers volunteered to fill the third vacancy. After a discussion, a motion was made then seconded and the Association approved the re-election of Directors Rochelle Kaplan-Rudolph and David Johnston and the election of the new Director Erin Rogers for a three-year term.

Landscaping Services

Next, the Board discussed its discontent with Myers Landscaping handling the maintenance of the front entrances. The Board has moved to remove Myers Landscaping from handling this in the future and is accepting bids of other contractors to maintain the landscaping in these areas. Several Association members had suggestions and the Board asked for them to contact us so we could find someone new for next year.

Management Company – Kramer-Triad

Several Association members expressed discontent with the Board hiring a management company in addition to the performance of the management company. The Board had asked for suggestions on how to make sure the services being provided by the management company could be completed by others in the community. Unfortunately, there were no constructive suggestions on how to complete the many tasks currently being completed by the management company.

The Board agreed that they were not satisfied by the performance of the management company. The Board continues to struggle to complete all of the functions necessary to run the community. A lengthy discussion ensued. It was noted that the management company's contract continues through October 2021. At that time, the Board will propose either renewing that contract or entering into another solution. In the event the Board enters into a renewal or new contract with the existing company or another company, the Association members have requested notice. Therefore, upon a motion being made, then seconded, the Board of the Association will provide notice to the Association members prior to entering into a renewal or new contract with a management company.

Adjournment

The meeting concluded at 7:30 pm.

There being no further business to come before the Committee, it was, upon motion duly made, seconded and unanimously carried, adjourned at 7:30 pm.

APPROVED:

Respectfully submitted,

Russell Ming, President

Rochelle Kaplan-Rudolph, Acting Secretary

PINE LAKE ESTATES HOMEOWNERS ASSOCIATION 2021/2022 BUDGET

	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
	Actual	Actual	Actual	Budget	Actual	Budget
Assessments	\$22,400	\$22,400	\$28,000	\$28,000	\$28,000	\$35,000
Bad Debt/Unpaid Dues	(\$1,040)	(\$2,800)	(\$1,100)	(\$500)	(\$900)	(\$625)
Prior Year's Dues / Late Fees	\$700	\$2,328	\$1,507	\$0	\$1,650	\$0
Interest	\$154	\$170.86	\$96.00	\$150.00	\$5.00	\$0.00
Income	\$22,214	\$22,099	\$28,503	\$27,650	\$28,755	\$34,375
Entrance Landscaping	\$13,682	\$4,831	\$1,149	\$5,745	\$342	\$7,670
Snow Removal/Lawn Service	\$8,600	\$10,116	\$7,667	\$8,250	\$9,924	\$10,800
Sprinkler Service	\$3,649	\$327	\$225	\$525	\$1,365	\$250
Lighting Update & Maint.	\$213	\$0	\$0	\$0	\$150	\$250
Electricity	\$687	\$902	\$754	\$1,000	\$895	\$500
Water	\$1,835	\$4,350	\$2,418	\$2,500	\$3,986	\$2,000
Mailbox Repairs	\$620	\$168	\$5,236	\$2,560	\$579	\$1,000
Liens & Releases	\$0	\$60	\$0	\$0	\$0	\$0
Postage / Mailbox	\$110	\$96	\$489	\$150	\$343	\$106
Annual mtg/Assessments	\$466	\$356	\$290	\$300	\$1,442	\$300
Michigan Filing	\$20	\$20	\$25	\$20	\$20	\$20
Directory Printing	\$0	\$0	\$0	\$0	\$0	\$0
Newsletter	\$0	\$0	\$0	\$0	\$0	\$0
Website/Social	\$929	\$428	\$0	\$0	\$0	\$300
Insurance	\$1,273	\$1,274	\$1,275	\$1,300	\$1,306	\$1,275
Mgmt / office	\$0	\$0	\$7,963	\$8,800	\$6,561	\$0
Misc	\$0	\$61	\$2	\$0	\$0	\$0
Quickbooks	\$0	\$0	\$0	\$0	\$25	\$150
Expenses	\$32,084	\$22,989	\$27,493	\$31,150	\$26,938	\$24,621
Balance	(\$9,870)	(\$890)	\$1,010	(\$3,500)	\$1,817	\$9,754

Accounts	<u>5/15/21</u>
Vanguard	10,729.00
Outstanding checks	605.00
Chase	34,155.00
Total	45,489.00

Proposed Change To
AMENDED AND RESTATED CONSTITUTION AND AMENDED AND RESTATED BYLAWS OF PINE LAKE
ESTATES ASSOCIATION

ARTICLE XI.
Dues and Assessments

Section 19. The dues of the Corporation shall be at least eighty dollars (\$80.00), per year, for resident property owners, payable on the 1st day of ~~July~~ May of each year. The amount of such dues may be determined by most of the active members present at any annual meeting, or at a special meeting on notice duly given, a quorum being present. Special assessments may be levied only on approval by a majority of the active members present at any annual meeting, or at a special meeting on notice duly given, a quorum being present; and the notice given shall declare the reason for such assessment. This amount shall be increased as necessary to cover the costs of conducting the business of the Corporation, as well as to cover the costs for improvements to the Association's common areas. In order to raise the dues, a majority of the active members present at the Annual Meeting or Special Meeting shall vote to approve an increase. Only active members may vote for a change of the dues and assessments. Any payments not received timely shall be assessed a late fee of at least ten dollars and late fees shall be required for the member to become an active member. In the event the member does not pay their fees, the association may file liens on the member's real property and the costs to secure said lien shall be repaid by the member in order to have the lien released.