



Meadowbrook Condominium Owners Association
P.O. Box 471, Haslett, MI 48840

meadowbrookhaslett.org
board@meadowbrookhaslett.org

Official Notification – Annual Meeting – November 17 - 7:30 PM

The annual meeting of the Meadowbrook Condominiums Homeowners Association has been scheduled for Thursday, November 17, 2011 at 7:30 pm. *The meeting will be held in the **Library** at Haslett High School, 5450 Haslett Road, Haslett, MI.*

Two Director positions (2-year terms beginning January 1, 2012) will be open for election at the meeting. Two individuals have expressed an interest in serving: Susan Billy (incumbent) and Margaret Cho (incumbent). Additional parties may be nominated from the floor prior to the election.

If there are any items that you would like added to the agenda, please notify a board member by November 14, 2011. A preliminary agenda is provided below.

Attached to this notice, please find a proxy for your use should you be unable to attend the meeting in person. Please read the instructions on the reverse of the proxy to assure your rights are protected. *Any variance from the instructions may render your proxy invalid.*

Attached to this notice, please find the draft minutes from last year's annual meeting.

Kindly direct any questions you may have to any of the Association Officers appearing in the lower left corner of this notice.

Respectfully,
Your Board of Directors

Preliminary Agenda

- Call to order
- Approval of Agenda
- Approval of November 18, 2010 annual meeting minutes
- Treasurer's financial report
- Dues and annual invoice
- President 's report - State of Neighborhood, Traffic issues, Landscaping, Wetland update, Snow plowing bid, MSU credit union
- Election (2 Directors - 2 year terms)
- Neighbor comments (5 minutes per person & 5 minutes discussion if desired)
- Adjourn

Board

Susan Billy, 339-2807
President

Luke Reese, 339-6704
Vice President

Margaret Cho, 575-0658
Secretary

Scott Locke, 575-0495
Treasurer

Chris Drobney, 349-2180
HDI Representative

Meadowbrook Condominium Owner's Association Minutes
Annual Meeting - November 18, 2010 (DRAFT)

Haslett High School – Viking Room

- Ice Breaker (5 minutes)
- Call to order at 7:00 pm
- Approval of Agenda M/S/C approved.
- Approval of November 18, 2009 annual meeting minutes M/S/C approved
- Treasurer's financial report - End balance 2009 \$54,359.39 - an as-of-October summary was presented of the 2010 budget and expenditures. M/S/C approval of report. Complete report can be found on web site.
- Dues and annual invoices - a once per year dues statement will be snail mailed to each unit in December 2010 with newsletter and single page bylaw highlights.
- Vice President Cho presented a memento and heartfelt thanks to prior board member Art Aguirre. Art served diligently for many years as Board President and his efforts are much appreciated.
- Vice President Cho presented 2010 Neighbor of the Year award to Michelle Cottrell. Congratulations and thank you Michelle; The nomination letter stated that Michelle "always has a smile and friendly wave."
- President's report
 - The association is comprised of 112 units + 1 new unsold model. Four new homes were built last year and 4 existing homes were sold to new owners.
 - Road sealing was completed at about double the cost of 2008 due to increased costs and crack footage.
 - Grass and weeds in cracks were sprayed over the summer.
 - Overhanging branches were removed from common area sidewalks.
 - BWL pump house burned in the common area. BWL cleaned site except for pump and pad. We have an ongoing BWL dialog regarding the remains.
 - Following up on Nanette Alton's wetland presentation and owner's directive last year, JF New consulting was contracted to evaluate our wetland condition, health and maintenance issues. Plant and animal species were inventoried and the wetlands were determined healthy and functioning properly. Recommendations were provided on maintenance and working with the Drain Commission to maintain wetland function and health. The full report can be found on the web site.
 - Thanks to Michelle Cottrell, Nanette Alton, Margaret Cho, and Susan Billy for installing the storm drain labels.
 - Thanks to Julie Aguirre and Margaret Cho for planting the flowers in the entrance sign.
 - Many thanks to Deron Goolsby for voluntarily mowing the entry way this summer.
 - Ten street signs were purchased last year. Two remain to be installed on poles.
 - Following up on the petition for a three way stop at Forestview and Ashbrook streets, the board researched and documented that additional stop signs likely would not resolve the problem and could in fact make it worse. Shrubs were removed from one corner for a better sight line, and the situation will be monitored.
 - The \$5 discount for full-year dues payment has been discontinued.
 - The board will mail one annual billing notification to each unit for 2011.
 - Designer's Choice has been chosen for this season's snow removal contract.
 - No landscaping on Meadowbrook Court due to other expenses. Will start in 2011
 - If anyone in the association is a lawyer, the board could use some occasional counsel.
 - Lastly, our homes are in Bath Township, so a 911 call will be directed to the appropriate authority.
- Election (2 Directors - 2 year terms)
 - Scott Locke and Luke Reese elected to 2 year terms beginning Jan. 1, 2011.
- Public comment (5 minutes per person & 5 minutes discussion if desired)
 - Thanks for the flowers at the entry.
 - Check on doggie bag dispenser.
 - Discussion on box elder bugs.
 - Check on class action settlement on roof.
 - Move cars off street.

Adjourn 8:25 pm

Respectfully submitted, Luke Reese, secretaryL

General Proxy

The undersigned, as a unit owner and member of Meadowbrook Condominium Owners Association (MCOA) in good standing hereby appoints:

Name: _____

Address _____

who also is a unit owner and member of MCOA in good standing, as proxy to attend the November 17, 2011 Annual Meeting of Members of the Meadowbrook Condominiums Owners Association, with full power to vote and act for the undersigned according to the number of units by which the undersigned would be entitled to vote if personally present at such meeting, with full power to appoint a substitute proxy to vote and act for the undersigned, and with full power to revoke the appointment of such substitute proxy.

Dated: _____ Unit Number: _____

Signature: _____

Print Name: _____

Address: _____

Note: *If two or more proxies are submitted for the same unit number, all proxies for that unit will be disallowed. However, the appointing member in good standing may revoke his/her previously appointed proxy and exercise any right to vote if he/she is present at the meeting.*

General Proxy

The undersigned, as a unit owner and member of Meadowbrook Condominium Owners Association (MCOA) in good standing hereby appoints:

Name: _____

Address _____

who also is a unit owner and member of MCOA in good standing, as proxy to attend the November 17, 2011 Annual Meeting of Members of the Meadowbrook Condominiums Owners Association, with full power to vote and act for the undersigned according to the number of units by which the undersigned would be entitled to vote if personally present at such meeting, with full power to appoint a substitute proxy to vote and act for the undersigned, and with full power to revoke the appointment of such substitute proxy.

Dated: _____ Unit Number: _____

Signature: _____

Print Name: _____

Address: _____

Note: *If two or more proxies are submitted for the same unit number, all proxies for that unit will be disallowed. However, the appointing member in good standing may revoke his/her previously appointed proxy and exercise any right to vote if he/she is present at the meeting.*

Instructions

For purposes of these instructions, “you/your” refers to the owner(s) of a unit. Only one proxy per unit, regardless of how many parties are the legal owners of the unit, will be permitted. The term “in good standing” refers to unit owners who are not presently in violation of any of the Bylaws, and are fully current on Association dues and assessments.

If you will be unable to attend the Annual Meeting, you may appoint any homeowner in the Association in good standing, or any Board member, to represent you at the meeting by completing the proxy on the reverse of this page and delivering it to him/her. However, the individual you appoint must be present at the meeting, and must present your proxy to the Board Secretary (or designee) in order to act in your behalf.

If two or more proxies are presented to the Board Secretary (or designee) for the same unit number, all proxies for that unit will be disallowed. However, the appointing member (you) may revoke his/her (your) previously appointed proxy or proxies, and exercise any right to vote if you are present at the meeting.

You may confirm your “good standing” status with the Board Secretary at any time prior to the start of the meeting. **NOTE:** For privacy reasons, the Board will not disclose the “good standing” status of your appointee, unless the Board Secretary receives a signed authorization from your intended trustee granting the Secretary permission to confirm his/her status to you. Such authorizations must be delivered to the Secretary no less than 24 hours prior to the meeting time.

For your information, all Board members are in good standing.

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