

**Meadowbrook Condominium Owner's Association- Board Meeting Minutes  
October 28, 2012**

**Meeting called to Order at 3:08pm**

**Present:** Susan Billy, Margaret Cho, Scott Locke, and Luke Reese, and Valerie Shebroe

**Approval of Agenda:** M/S/C approved

**Approval of minutes** from July-approved/Bus stop meeting-Scott filled in missing info/September-will be done by end of week

**Current Issues and Complaints**

- <redacted>New fence installed without board approval. Some question as to if “decorative” fence in front yard was in violation of Bath Township ordinances as well as Meadowbrook bylaws. Decision made to contact Township compliance officer as well as send reminder letter to homeowner re: bylaws.
- <redacted >-Camper parked in drive. Form letter to be sent
- <redacted>- Major construction-Letter to be sent requesting plans, possible call to the compliance officer

**Issues to review and update**

- Hiring an attorney-to address multiple legal questions for the association. Scott has been in touch with attorney Ron Morgan, who has represented neighborhood associations in the past. Decision made to hire him to address liability concerns, HDI reimbursement issues, and other concerns as they arise. Vote to hire, with approval for up to \$1000 retainer.- **M, S, C approved**
- Traffic consultant- Unable to reach TEA to re-consult regarding continued concerns, so new firm, C2AE contacted. Their traffic engineer stopped by and was provided with the report from the “Speed trailer” that was parked in front of Susan’s by the light post. C2AE will send us a proposal. \$1000 cap set for any proposed fees/services.
- Insurance policy review & changes-Scott spoke with Rathbun Insurance to see if there were changes we should make to the association’s insurance coverage. (See emails). Coverage for Cedarbrook statue will be decreased, but not eliminated. Liability coverage will be increased to cover the amount in the Meadowbrook bank account. Scott will get other specifics, but vote taken to approve these changes- **M,S,C approved**
- Two different color garage doors <redacted> - letter was sent over the summer- no response. Plan a follow-up letter to determine their plan to address problem.

**Financials**

- Review dues and set budget for 2013- Dues to remain at \$200 for 2013- **M,S,C approved**
- Budget for 2013 discussed- question amount needed to set aside for road repair, reserve fund, etc. Scott to adjust numbers and re-send for approval.
- Accountant-will continue with same accounting firm, but consider alternatives at later date

**Annual Meeting prep**

- Ballot/proxy approval-done. Reminder on website and sign to be posted at entryway the week before. Luke will replace nasty, splintery voting sticks with better alternative.
- Set agenda- Wetlands, roads, landscaping, traffic/speed issue, attorney
- Reviewed minutes from 2011 annual meeting- draft ready for approval at annual meeting

**Adjourn 4:15pm**