

# Arbor Hills Condominium Association

*Ann Arbor, MI 48105*

For the Arbor Hills Board of Directors  
to be held on  
April 20, 2011

MODIFICATION FORMS: Shouchin Man (3241 Buckhorn) requested permission to install an egress window. This stemmed from an inspection by the city, who told him he needs to install one. It has been approved and he has been notified.

HANDRAIL ISSUE:

This matter is closed; the signed waiver was received. The balance was written off, and the co-owner was sent a letter and a copy of her -0- balance ledger.

FINANCIAL:

March financial reports enclosed

Operating Account: \$ 73,820.45  
Reserve Account \$144,654.51  
Total Assets \$218,474.96 as of March 31, 2011

PAYABLES: (attached)

Vedder: \$249.00 (svc. 3-18-11)  
Vedder: \$683.75 (svc. 3-25-11)  
Atwell: \$419.00 (1-19-11, admin consultation; on hold due to incomplete work)  
Atwell: \$691.73 (3-11-11, professional and admin consultation)

DELINQUENT ACCOUNTS:

Every effort is being made to bring these accounts current.

LEASE REVIEWS/RENTAL COMMITTEE:

Chuck Daniels is doing an excellent job with this committee. He and I are in regular contact, and I know he is working very hard to make co-owners aware and compliant.

RESERVE STUDY: The list of questions from Board members has been sent to MI Reserves; no response yet but it will probably take a little while.

MAINTENANCE:

The downed sign needed a square post, which was ordered from Ohio, as Dan Budd couldn't find one around here. It also needed to be painted, and then was installed. He purchased an additional pole for stock, which will already be painted and ready for use if we ever require another new post.

The mailbox stand that was damaged in the winter needs to be painted once the weather breaks. Does anyone know what color is used? I don't have any information regarding that.

I have gotten one bid and requested two more for repair of the hole near the storm drain. Bids are based on repairing the asphalt. Without knowing the cause, it will be difficult to get an accurate bid, since no one will know if the drain is compromised until the asphalt is taken up. That would add quite a bit to the cost.



# Arbor Hills Condominium Association

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*Ann Arbor, MI 48105*

FIDELITY INSURANCE:

New quote was emailed to BoD when received. \$318,000 (with \$2000 deductible) in coverage will cost \$502/yr, or \$1506 for a 3 yr policy.

CO-OWNER CONTACT INFORMATION:

The forms have stopped coming in.


2010 TAX RETURN/BOARD RESOLUTION:

The Board resolution still needs to be signed and returned to the auditor; it authorizes the Board's intent to carry forward excess operating income (standard, every year).

SITE VISIT:

Elaine and I drove around the community together to give me the opportunity to understand what the Board is looking for in a site visit report. I will not be policing the community, but will be looking for issues with common elements. If anything "jumps out" at me, it will be included.

The major thing I noticed, and always have, is the mailboxes. They are top of my wish list, as they're the only thing that takes away any curb appeal from the community.

Respectfully Submitted,  
Shireen E. Williams, AMS   
Community Association Manager  
April 20, 2011



A S S E T S

1000	Checking Account	30,686.42
1020	Operating CD's	43,134.03
	TOTAL Operating Cash	73,820.45
1040	Money Mrkt Acct	43,737.70
1060	Cert of Dep	100,916.81
1080	Investments	0.00
	TOTAL Resrve Fund Cash & Invest	144,654.51
1500	Prepaid Expense	0.00
	TOTAL Prepaid Expenses	0.00
	TOTAL ASSETS	218,474.96
		*****

L I A B I L I T I E S

2100	Accounts Payable	0.00
2200	A/P Mngt Co	0.00
2250	Defer Assoc Fees	0.00
	TOTAL Accounts Payable	0.00
	TOTAL LIABILITIES	0.00

O W N E R S E Q U I T Y

3350	Capital	0.00
	TOTAL CAPITAL/OWNERS EQUITY	0.00
3110	Prior Year R/E	221,870.89
3320	Retained Earning	3,395.93
	TOTAL RETAINED EARNINGS	218,474.96
	TOTAL OWNERS EQUITY	218,474.96
	TOTAL LIABILITIES & OWNERS EQUITY	218,474.96
		*****

NOTE: PREPARED WITHOUT AUDIT

Arbor Hills Association (#11)  
 CONSOLIDATED ACCOUNT INCOME STATEMENT FOR PERIOD ENDING: 31 Mar 2011

Income	.....MONTH TO DATE DATA.....ACTUAL vs BUDGET.		.....FISCAL YEAR TO DATE DATA.....ACTUAL vs BUDGET.		..CURR BUDGET TOTALS..						
	Mar 11	Budget	\$Diff	%Diff	Cur Ytd	Budget	\$Diff	%Diff	Annual	Remaining	
4110 Assoc Reg Assmts	979	0	979	N/A	27,012	53,000	-25,988	-49.0	106,000	78,988	
4170 Non Resident Fee	0	0	0	N/A	-2,550	0	-2,550	N/A	0	2,550	
4205 Fines Assessed	0	0	0	N/A	-75	0	-75	N/A	0	75	
4210 Late Fees	105	0	105	N/A	1,270	0	1,270	N/A	0	-1,270	
4220 Legal Reimburse	416	0	416	N/A	1,146	0	1,146	N/A	0	-1,146	
4310 Gen'l Acct Int	39	0	39	N/A	58	0	58	N/A	0	-58	
<b>TOTAL INCOME</b>	<b>1,539</b>	<b>0</b>	<b>1,539</b>	<b>N/A</b>	<b>26,861</b>	<b>53,000</b>	<b>-26,139</b>	<b>-49.3</b>	<b>106,000</b>	<b>79,139</b>	
<b>Utilities</b>	<b>5510</b>	<b>Electrical Serv</b>	<b>411</b>	<b>3</b>	<b>0.7</b>	<b>1,310</b>	<b>1,233</b>	<b>-77</b>	<b>-6.2</b>	<b>4,985</b>	<b>3,625</b>
<b>Build &amp; Facil Maint/Repr</b>	<b>6154</b>	<b>Elec Supl/Repar</b>	<b>0</b>	<b>-510</b>	<b>N/A</b>	<b>510</b>	<b>0</b>	<b>-510</b>	<b>N/A</b>	<b>0</b>	<b>-510</b>
<b>Grounds &amp; Landscaping</b>	<b>7120</b>	<b>Snow Contract</b>	<b>0</b>	<b>2,300</b>	<b>100.0</b>	<b>3,107</b>	<b>6,900</b>	<b>3,793</b>	<b>55.0</b>	<b>11,500</b>	<b>8,393</b>
7125 Lawn/mcare Contr	0	0	0	N/A	4,348	0	-4,348	N/A	2,500	-1,848	
7140 Landscape Maint	0	0	0	N/A	0	0	0	N/A	4,055	4,055	
7150 Fert/Weed Contr	0	0	0	N/A	0	0	0	N/A	355	355	
7190 Misc Lands/Grnnds	0	254	254	100.0	0	762	762	100.0	3,050	3,050	
7210 Road Repairs	0	0	0	N/A	1,380	0	-1,380	N/A	550	-830	
7220 Driveway Repairs	0	0	0	N/A	0	0	0	N/A	4,700	4,700	
7250 Streetlite/Sign	0	276	276	100.0	0	828	828	100.0	3,314	3,314	
7255 Street Cleaning	0	0	0	N/A	0	0	0	N/A	1,100	1,100	
7310 Pond Maint/Repr	1,809	1,371	-438	-32.0	11,450	4,113	-7,337	-178.4	16,450	5,000	
<b>Administrative Expenses</b>	<b>1,809</b>	<b>4,201</b>	<b>2,392</b>	<b>56.9</b>	<b>20,286</b>	<b>12,603</b>	<b>-7,683</b>	<b>-61.0</b>	<b>47,574</b>	<b>27,288</b>	
7510 Legl Fees-Assn	700	292	-408	-139.7	700	876	176	20.1	3,500	2,800	
7515 Legl Fees-owner	1,126	0	-1,126	N/A	1,126	0	-1,126	N/A	0	-1,126	
7520 Accounting Fees	205	200	-5	-2.5	205	200	-5	-2.5	200	-5	
7530 Resrv Study Cost	0	0	0	N/A	860	0	-860	N/A	0	-860	
7540 Mngement Co Fee	947	1,273	326	25.6	3,819	3,819	0	0.0	15,276	11,457	

	.....MONTH TO DATE DATA.....		.....ACTUAL vs BUDGET.		.....FISCAL YEAR TO DATE DATA.....		.....ACTUAL vs BUDGET.		..CURR BUDGET TOTALS..	
	Mar 11	Budget	\$Diff	%Diff	Curr Ytd	Budget	\$Diff	%Diff	Annual	Remaining
7550 Late Fee Process	18	25	8	30.0	548	75	-473	-630.0	125	-423
7555 NSF & Bank Fees	0	0	0	N/A	10	0	-10	N/A	0	-10
7610 Postage	12	15	3	18.3	59	45	-14	-30.9	400	341
7620 Copies/Printing	9	50	41	81.5	47	150	103	68.7	800	753
7630 Web Services	0	21	21	100.0	326	63	-263	-418.0	250	-76
7710 Social Events	0	0	0	N/A	200	0	-200	N/A	1,300	1,100
7810 Misc Admin Supl	160	102	-58	-56.9	641	306	-335	-109.3	1,230	589
	<u>3,177</u>	<u>1,978</u>	<u>-1,199</u>	<u>-60.6</u>	<u>8,540</u>	<u>5,534</u>	<u>-3,006</u>	<u>-54.3</u>	<u>23,081</u>	<u>14,541</u>
Taxes, Insurance & Resvs										
7910 Insurance Exp	0	0	0	N/A	0	0	0	N/A	4,725	4,725
7920 Workers Comp Ins	0	750	750	100.0	0	750	750	100.0	750	750
8110 Trans to Reserve	<u>2,052</u>	<u>2,052</u>	<u>0</u>	<u>0.0</u>	<u>6,156</u>	<u>6,156</u>	<u>0</u>	<u>0.0</u>	<u>24,625</u>	<u>18,469</u>
	<u>2,052</u>	<u>2,802</u>	<u>750</u>	<u>26.8</u>	<u>6,156</u>	<u>6,906</u>	<u>750</u>	<u>10.9</u>	<u>30,100</u>	<u>23,944</u>
NET EXPENSES	<u>7,956</u>	<u>9,392</u>	<u>1,436</u>	<u>15.3</u>	<u>36,801</u>	<u>26,276</u>	<u>-10,525</u>	<u>-40.1</u>	<u>105,690</u>	<u>68,889</u>
	<u>-6,417</u>	<u>-9,392</u>	<u>-2,975</u>	<u>-31.7</u>	<u>-9,940</u>	<u>26,724</u>	<u>-36,664</u>	<u>137.2</u>	<u>310</u>	<u>10,250</u>
NET OPERATING INCOME										
Reserve Fund Income										
4320 Reserve Int/Div	357	0	357	N/A	388	0	388	N/A	0	-388
4420 Trans from Opns	<u>2,052</u>	<u>2,052</u>	<u>0</u>	<u>0.0</u>	<u>6,156</u>	<u>6,156</u>	<u>0</u>	<u>0.0</u>	<u>24,625</u>	<u>18,469</u>
	<u>2,409</u>	<u>2,052</u>	<u>357</u>	<u>17.4</u>	<u>6,544</u>	<u>6,156</u>	<u>388</u>	<u>6.3</u>	<u>24,625</u>	<u>18,081</u>
TOTAL EXPENSES	<u>5,547</u>	<u>7,340</u>	<u>1,793</u>	<u>24.4</u>	<u>30,257</u>	<u>20,120</u>	<u>-10,137</u>	<u>-50.4</u>	<u>81,065</u>	<u>50,808</u>
	<u>-4,008</u>	<u>-7,340</u>	<u>-3,332</u>	<u>-45.4</u>	<u>-3,396</u>	<u>32,880</u>	<u>-36,276</u>	<u>110.3</u>	<u>24,935</u>	<u>28,331</u>
NET EARNINGS/LOSS										

Run by: MARYDEGROOTE  
 Menu No: A/P 4.4.2  
 Account: SCM

MONTHLY ACCOUNTS PAYABLE CHECK REGISTER  
 FOR MARCH 2011

Page: 1  
 Date: 05 Apr 2011  
 Time: 01:07PM

VENDOR NAME	CK DATE	BANK#	CHECK#	PAYMENT	INVS.PD Invoice(s) Description	Invoice Amt
1 Select Community Mgmt, LLC	03-01-11	35	907	947.00	3-114 Mgmt fee 3/2011 - difference	947.00
DTE Energy	03-01-11	35	908	326.99	4452 471448700057 3140d	73.85
					4453 471448700024 3140d	84.38
					4454 471448700032 3140d	84.38
					4455 471448700040 3140d	84.38
AZL Alexander,Zelanski ,Danner& Fi	03-09-11	35	909	1,726.00	765 Legal fees 12/2010	596.00
					766 Legal fees 1/2011	1,130.00
AHDC Atwell-Hicks Development	03-09-11	35	910	1,809.40	0149241 Eco assessment, engineer consultant	1,809.40
FEDEX FedEx Kinko's	03-09-11	35	911	93.28	0009192 Annual meeting copies	93.28
VEDD Vedder Electric, Inc.	03-09-11	35	912	510.00	48134 Replace 4- 250w bulbs for 18,30,31,26	510.00
FEDEX FedEx Kinko's	03-10-11	35	913	42.40	0009292 Newsletter inv#046500009292	42.40
DTE Energy	03-16-11	35	914	81.03	4481 471448700016 3286k	81.03
AZL Alexander,Zelanski ,Danner& Fi	03-17-11	35	915	100.00	23324 Legal fee 2/2011	100.00
9999 Elaine Kennedy	03-17-11	35	916	24.36	1568 RE OfficeMax paper	24.36
MYLER Myler & Szczypka PC	03-17-11	35	917	205.00	1385983 Prep YE tax return 12/31/2010	205.00
1 Select Community Mgmt, LLC	03-29-11	35	918	39.00	03-1111 Postage,copies,LF 3/2011	39.00
AHR Arbor Hill's Reserve	03-31-11	35	919	2,052.00	3-4 Reserve transfer, 03/2011	2,052.00
				<u>7,956.46</u>		<u>7,956.46</u>
TOTALS FOR: Arbor Hill's Association (11)						

Cust#	Customer Name(s)	Cust Bal\$	Unposted Receipt\$	ADV Bal\$	0-30 Day\$	31-60 Day\$	>60 Day\$	Coll Date
3219K	Usha Jindal	400.00	0.00	0.00	0.00	0.00	400.00	
3221A	Hong Chen & Shuxia Miao	4,084.33	0.00	0.00	20.00	0.00	4,064.33	13 Nov 07
3324S	Rajiv Saxena	40.00	0.00	0.00	40.00	0.00	0.00	
3355E	Steven S. Turner	45.00	0.00	0.00	0.00	45.00	0.00	
3365C	Jennifer Svoboda & A Vredevelde,	35.00	0.00	0.00	0.00	0.00	35.00	
3377C	Xiaoyan Li	2,845.94	0.00	0.00	20.00	0.00	2,825.94	13 Nov 07
3385C	Pinglang Wang & Tongton Li	4,255.99	0.00	0.00	500.00	0.00	3,755.99	
3404C	N & S Bhagavathula	990.50	0.00	0.00	0.00	0.00	990.50	01 Dec 08
** CLIENT TOTALS:		12,696.76	0.00	0.00	580.00	45.00	12,071.76	

## CLIENT DELINQUENCY BREAKDOWN:

Fines Assessed	1,325.00	ASSOCIATION DUES	5,856.91
DELINQUENT CHARGE	2,246.00	Intent to lien letter	200.00
LEGAL REIMBURSEMENT	2,698.85	RETURNED ITEM	45.00
MAINTENANCE CHARGE BACK	195.00	court appearance	130.00



P.O. Box 2077  
 Ann Arbor MI  
 48106-2077  
 (734) 662-6220

# Invoice

DATE	INVOICE #
3/24/2011	48282

BILL TO
<b>SELECT MANAGEMENT CO.</b> <b>4045 STONE SCHOOL RD</b> <b>ANN ARBOR, MI 48108</b>

JOB ADDRESS
<b>ARBOR HILLS SUBDIVISION</b> <b>#26 POLE LIGHTS</b>

P.O. NO.	TERMS	PROJECT

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	<b>COST OF MATERIAL</b> <b>HOURS OF LABOR</b> <b>NO SERVICE/BOOM FEE-CONTINUATION OF PREVIOUS CALL</b>  <b>CHANGED BALLAST IN POLE#26, WAS DIM AFTER CHANGED LAMP LAST VISIT.</b>  <b>COMPLETED ON 3/18/2011 BY NC</b>	<b>144.00</b> <b>105.00</b>	<b>144.00</b> <b>105.00</b>

RECEIVED MARCH 25 2011

Visa, MasterCard, AmEx, & Discover Accepted 90 day warranty on our parts & labor, no warranty on light bulbs or customer supplied parts.

**Total** **\$249.00**



Select Community Management  
4045 Stone School Road  
Ann Arbor, MI 48108  
Phone: 734.663.1900  
Fax: 734.663.0809  
<http://www.thecondopros.com>  
E-mail: [management@thecondopros.com](mailto:management@thecondopros.com)



<b>Work Order#:</b> 8909	<b>Date Assigned:</b> 1/24/2011
<b>Work Priority:</b> High-	<b>Work Type:</b> Electrical
	<b>Date Completed:</b>

**Location:**

Arbor Hills Condominium Assoc  
  
Ann Arbor, MI 48104

**Unit:**

Home Phone:  
Work Phone:

**Contractor:**

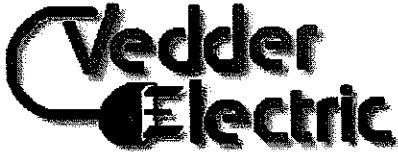
Vedder Electric, Inc.  
P.O. Box 2077  
ANN ARBOR, MI 48106  
  
Phone: (734)662-6220  
Fax: (734) 662-6224

**Description of Work:**

There are 3 street lights in need of repair. #30 & #31 Cycle on and off and # 15 is just out again. (15 repaired less than 90 Days ago - warranty?)

**Description of Work Completed:**

CONTRACTOR



P.O. Box 2077  
 Ann Arbor MI  
 48106-2077  
 (734) 662-6220

# Invoice

DATE	INVOICE #
4/7/2011	48313

BILL TO
<b>SELECT MANAGEMENT CO.</b> <b>4045 STONE SCHOOL RD</b> <b>ANN ARBOR, MI 48108</b>

JOB ADDRESS
<b>ARBOR HILLS SUBDIVISION</b> <b>7, 12, 13, 25 POLE LIGHTS</b>

P O. NO.	TERMS	PROJECT
663-1900		

QUANTITY	DESCRIPTION	RATE	AMOUNT
2.25	<b>COST OF MATERIAL</b>	<b>247.50</b>	<b>247.50</b>
	<b>SERVICE CHARGE (INCLUDED FIRST HALF HOUR OF TIME)</b>	<b>100.00</b>	<b>100.00</b>
	<b>HOURS OF LABOR</b>	<b>105.00</b>	<b>236.25</b>
	<b>BOOM TRUCK</b>	<b>100.00</b>	<b>100.00</b>
	<b>POLE#7 REQUIRED BALLAST</b>		
	<b>COMPLETED BY RV ON 3/25/2011</b>		
<b>RECEIVED APR 11 2011</b>			
Visa, MasterCard, AmEx, & Discover Accepted 90 day warranty on our parts & labor, no warranty on light bulbs or customer supplied parts		<b>Total</b>	<b>\$683.75</b>

Select Community Management  
4045 Stone School Road  
Ann Arbor, MI 48108  
Phone: 734.663.1900  
Fax: 734.663.0809  
<http://www.thecondopros.com>  
E-mail: [management@thecondopros.com](mailto:management@thecondopros.com)



**Work Order#: 9105**

**Date Assigned:**

3/24/2011

**Work Priority:**

High-

**Work Type:**

Electrical

**Date Completed:**

**Location:**

Arbor Hills Condominium Assoc

Ann Arbor, MI 48104

**Unit:**

Home Phone:

Work Phone:

**Contractor:**

Vedder Electric, Inc.

P.O Box 2077

ANN ARBOR, MI 48106

Phone: (734)662-6220

Fax: (734) 662-6224

**Description of Work:**

Streetlight pole # 7 and #25 are out; pole #12 and #13; need repair Thanks, Shireen

**Description of Work Completed:**

CONTRACTOR



HOLD  
incomplete  
Steve w/ advise

Arbor Hills Condominium Association  
c/o Select Community Management, LLC  
Attn: Accounts Payable  
Suite A  
2455 South Industrial  
Ann Arbor, MI 48104

*Changed address  
1/25/2011*

January 19, 2011  
Project No: 08004831  
Invoice No: 0149703

Project 08004831 Arbor Hills Stormwater  
**Professional Services from December 1, 2010 to December 31, 2010**

Task 06 Professional Consultation-Administrative  
CLIENT QUESTIONS AND COMMENTS

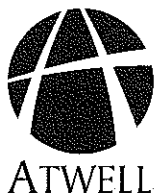
<b>Fee</b>			
Total Fee	1,100.00		
Percent Complete	88.0909	Total Earned	969.00
		Previous Fee Billing	550.00
		Current Fee Billing	419.00
		<b>Total Fee</b>	<b>419.00</b>
		<b>Total this Task</b>	<b>\$419.00</b>
		<b>Total this Invoice</b>	<b>\$419.00</b>

RECEIVED JAN 25 2011

\*\*\*Please include your Invoice number and Project number on your remittance\*\*\*

Remittance Address: Atwell LLC Two Towne Square Suite 700 Southfield, MI 48076  
\*\*Please include your invoice number and project number on your remittance\*\*  
248.447.2000 Tel 248.447.2001 Fax

Payment due within ten days of invoice date. Accounts past due are subject to 1 1/2% per month (18% per year) service charge



**RECEIVED MAR 17 2011**

Arbor Hills Condominium Association  
 c/o Select Community Management, LLC  
 Attn: Accounts Payable  
 Suite A  
 2455 South Industrial  
 Ann Arbor, MI 48104

March 11, 2011  
 Project No: 08004831  
 Invoice No: 0150571

Project 08004831 Arbor Hills Stormwater  
**Professional Services from February 1, 2011 to February 28, 2011**

Task 02 Professional Consultation

**Professional Personnel**

	Hours	Rate	Amount
Senior Project Engineer	1.37	153.00	209.61
Planner/Designer II	3.00	102.00	306.00
Totals	4.37		515.61
<b>Total Labor</b>			<b>515.61</b>

**Additional Fees**

Project Reimbursables	45.12
<b>Total Additional Fees</b>	<b>45.12</b>

**Total this Task \$560.73**

Task 06 Professional Consultation-Administrative

**CLIENT QUESTIONS AND COMMENTS**

**Fee**

Total Fee	1,100.00		
Percent Complete	100.00	Total Earned	1,100.00
		Previous Fee Billing	969.00
		Current Fee Billing	131.00
		<b>Total Fee</b>	<b>131.00</b>

**Total this Task \$131.00**

**Total this Invoice \$691.73**

\*\*\*Please include your invoice number and Project number on your remittance\*\*\*

Remittance Address: Atwell, LLC Two Towne Square Suite 700 Southfield, MI 48076  
 \*\*Please include your invoice number and project number on your remittance\*\*  
 248.447.2000 Tel 248.447.2001 Fax

Payment due within ten days of invoice date. Accounts past due are subject to 1 1/2% per month (18% per year) service charge

Cust#	Customer Name(s)	Cust Bal\$	Unposted				Notice Dt
			Receipt\$	ADV Bal\$	0-30 Day\$	31-60 Day\$	
3221A	Hong Chen & Shuxia Miao	4,084.33	0.00	0.00	0.00	20.00	4,064.33
3324S	Rajiv Saxena	145.00	0.00	0.00	105.00	40.00	0.00
3355E	Steven S. Turner	115.00	0.00	0.00	70.00	0.00	45.00
3377C	Xiaoyan Li	2,915.94	0.00	0.00	70.00	20.00	2,825.94
3385C	Pinglang Wang & Tongton Li	4,325.99	0.00	0.00	70.00	500.00	3,755.99
3404C	N. & S. Bhagavathula	990.50	0.00	0.00	0.00	0.00	990.50
** CLIENT TOTALS:		12,576.76	0.00	0.00	315.00	580.00	11,681.76

CLIENT DELINQUENCY BREAKDOWN:

ASSOCIATION DUES	5,521.91	Intent to lien letter	200.00
Fines Assessed	1,300.00	DELINQUENT CHARGE	2,486.00
LEGAL REIMBURSEMENT	2,698.85	RETURNED ITEM	45.00
MAINTENANCE CHARGE BACK	195.00	court appearance	130.00

*3324S \$40.00 short pay + 3- \$35 lates*  
*3355E \$35 late, \$10 NSF, + 2- \$35 lates*