

# Arbor Hills Condominium Association

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*Ann Arbor, MI 48105*

For the Arbor Hills Board of Directors  
to be held on  
March 16, 2011

MODIFICATION FORMS: One modification request rec'd for windows, 3453 Ashburman; approved today (3-11-11). I will notify co-owners and will include email thread in file as per Siva's suggestion and Elaine's direction.

HANDRAIL ISSUE:

I submitted a waiver which is still under discussion. There is another \$100 charge to go onto this account (legal charge for drafting original waiver). This makes the balance on this account \$500.

FINANCIAL:

February financial reports enclosed

Operating Account: \$ 80,237.77

Reserve Account \$142,245.31

Total Assets \$222,483.08 as of February 28, 2011

The delinquency report attached to February financial reports is incorrect in places; it does not show late fees on certain accounts, which were charged but not posted. They are there, though. I emailed a current delinquency as of March 8 to the Board.

PAYABLES: (attached)

Atwell:	\$ 419.00 (task 4)
MI Reserve Associates:	\$ 860.00 (final payment)
Alexander, Zelmanski et al:	\$ 100.00 (draft waiver)
Myler & Szczypka PC:	\$ 205.00 (taxes)

LEASE REVIEWS/RENTAL COMMITTEE:

I am continuing to forward anything I receive to Chuck, and he is doing likewise. One landlord asked for clarification (via email to me and Chuck) of the need to review the lease, per Reinhart, her management company. I explained the reasons (Bylaw & MI Condo Act adherence) and let her know that we have other Reinhart leases on file so they should be familiar with the process.

RESERVE STUDY: The next step is to compile questions/concerns for MI Reserve Associates to answer. Per the contract, the remainder of contract amount is due upon receipt of the initial report, which means the amount of \$860 should be paid.

MAINTENANCE:

Light #15 was not charged for last visit; it was under warranty from previous repair. Vedder will be out again this week to check on specific dim bulbs.

Dan Budd has reinstalled the downed stop signs; if temporary needed then permanent installation when weather permits.

FIDELITY INSURANCE:

Quote was to have been here by Friday; I checked today (3-14-11), it will be here by meeting time.

ALEXANDER, ZELMANSKI, ET AL:

I spoke to Doug Alexander about the rate increase we were informed of. Arbor Hills rates did not increase, but have been at \$200/hr for a few years. We received the letter in error, and I should have read it better before sending it on. Apologies.



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CO-OWNER CONTACT INFORMATION:

13 co-owners have responded to me as of today (3-14-11). All 13 received are attached via email.

2010 TAX RETURN/BOARD RESOLUTION:

Tax return just received; I will take to Steve's house this evening (3-14-11) for signature and will mail it in the morning.

The attached Board resolution should be signed at Wednesday meeting; it authorizes the Board's intent to carry forward excess operating income (standard, every year).

ASSISTANCE LETTERS:

Two were returned; one was then successfully forwarded via email to co-owner.

Respectfully Submitted,  
Shireen E. Williams, AMS  
Community Association Manager  
March 16, 2011

