



**ANNUAL Meeting**

**7:00 PM - Tuesday May 10<sup>th</sup> 2018**

Plymouth District Library,  
Located at 223 South Main Street, Plymouth MI 48170 734.453.0750

**MINUTES**

**1) COMMENCEMENT OF MEETING: 7:00 PM**

**2) DIRECTORS ROLL CALL, SIGN IN**

- a) Mike Bailey, President, *Present*
- b) Rebecca Silva Vice President, *Present*
- c) Fred Stafford, Secretary, *Present by Proxy to Kris Whise*
- d) Beth Mueller, Treasurer, *Present*
- e) Kevin Wagner, Director, *Present*
- f) *Property Manager – Dennis Nagy, Present*

**3) MEMBERS ROLL CALL**

Unit 1		Unit 10	Rebecca & Martha Silva
Unit 2	Melissa and Walter Mistak	Unit 11	
Unit 3		Unit 12	Mike Bailey & Kris Whise
Unit 4	Jeff and Theresa Horka	Unit 13	Fred Stafford by Proxy to Kris Whise
Unit 5	Don Treder by Proxy to Jeff Horka	Unit 14	Lisa Benkarski
Unit 6	Kevin Wagner	Unit 15	Beth Mueller
Unit 7		Unit 16	Colleen Ferguson by Proxy to Regina Ferguson
Unit 8	Ricardo Duenas & Tara Abraham	Unit 17	
Unit 9	Sybil Offen	Unit 18	

**4) QUORUM**

*33% of units must be represented for a quorum; 33% of 18 = 6 Units  
12 Units were represented – a Quorum was present*

**5) PROOF OF NOTICE**

*Email notices were received and approved as required notice of meeting*

**6) APPROVAL OF MINUTES**

- a) Minutes – *no comments received after last year’s meeting minutes distribution*
- b) Motion to approve minutes by: *Kris Whise*
- c) Seconded by: *Sybil Offen*
- d) Vote results: *Yay’s: 12      Nay’s: 0*

**7) REPORT OF OFFICERS**

- a) President – *no report*
- b) Vice President – *no report*
  - i) Treasurer – *Beth Mueller described audit results – Books balance*
  - ii) Status of the River Bend Condominium Association Accounts
  - iii) Association books audit results
    - (1) Motion to approve audit by: *Sybil Offen*
    - (2) Seconded by: *Rebecca Silva*
- c) Vote results: *Yay’s: 12      Nay’s: 0*
- d) Secretary – *no report*
- e) Property Manager, Dennis Nagy –
  - i) *Dennis introduced himself and described some of the duties he has taken over since being hired in November 2017.*
  - ii) *Dennis asked the membership to contact him with questions, comments or concerns about the community. He provided his contact information as 248.921.3909 or [RiverBendPlymouth@Gmail.com](mailto:RiverBendPlymouth@Gmail.com)*

**8) COMMITTEE REPORTS    n/a**

**9) UNFINISHED BUSINESS**

- a) *A question was asked about downspout / gutter repairs – it was noted that would be discussed under “New Business”*

**10) NEW BUSINESS**

- a) Consider continuing with annual non-CPA audit instead of formal CPA audit    -
  - i) *A brief discussion took place describing the legal requirements of having the Association books audited each year.*
  - ii) *Sybil Offen made a motion to authorize RBCA to continue utilizing a non-CPA audit; Lisa Benkarski seconded the motion. A vote was held with the results: Yay’s: 12    Nay’s: 0*

b) Deck refinishing –

- i) *A brief discussion was held discussing regarding the status of our decks. Unit decks are the unit owner's responsibility. Deck maintenance for safety and appearances are very important to the Association.*
- ii) *Two companies, "Supreme Deck" and "Restore a Deck" responded to Dennis Nagy's request for price quotations and were included in an email sent out to the membership.*
- iii) *Mike Bailey has hired "Supreme Deck" (313-242-1000), Jeff Horka has hired "Restore a Deck" (248-482-0150) to clean and stain their decks. Both Mike and Jeff said members could come and see how their decks turn out, if other members want to see before hiring them.*
- iv) *The question was asked if other companies could be used? Since unit owners are responsible for their decks, they can hire anyone they choose. Deck stain color is to be clear or a light neutral tone to maintain a consistent look throughout the community.*
- v) *It was stated the deck on Unit 1 is unsafe and in disrepair, and the question was asked as to who is responsible for its repair. The unit owner is responsible and Dennis will contact the owner to notify them of the repair responsibility and will follow up to ensure it is completed.*

c) Radon testing –

- i) *As part of the home inspection process prior to purchase, Unit 16 had a radon test done, and was determined to be in need of mitigation. This work has been completed.*
- ii) *A discussion ensued as to whether other / all units should be tested. Dennis commented Radon tests can be purchased from stores like Home Depot and can be performed by unit owners. If there is a "positive" response from that test, professional inspectors could be hired to further determine the need or necessity for mitigation. Other comments included the information that Radon levels will change with seasons so testing at different times may be useful and that walk out basements typically will not have issues with radon levels. **It is the unit owner's responsibility to decide whether or not to proceed with testing.***

d) Attic mold testing

- i) *As part of the home inspection process prior to purchase, Unit 16's attic was inspected and a small roof leak and some mold was found. These repairs have been completed.*
- ii) *A discussion ensued as to the fact that although the roof is the Association's responsibility, inspection of attic's needs to be done by unit owners. If there is a problem with a roof, we will all (through our dues or potentially an assessment) be responsible for the repairs. Thus finding and resolving a problem as early and as quickly as possible, is very important. If you are unable to access your attic space personally, contact Dennis or Mike Bailey and they will try to help.*

- e) Sump pump testing
  - i) *Maintenance and repair of sump pumps are the unit owner's responsibility.*
  - ii) *Faulty sump pumps can lead to water in basements. If water fills your basement, it is possible to affect your neighbors as well.*
  - iii) *To test your pump, pour water into the pump well until it comes near the floor level. Monitor the pump to determine if it turns on and drains the water out. If it does not, contact a plumber to repair / replace your pump.*
  - iv) *Also noted during this discussion was the NEED to monitor water leaks. Toilets that run continuously or faucets that drip can cause OUR water bills to increase dramatically. Our water bills group units together based on joint meters. If one bill suddenly increases there is no way for the Association to determine which unit has a problem. PLEASE monitor your own devices and have repairs done when needed.*
- f) 2018 Improvements –
  - i) Landscaping
    - (1) *New landscaping committee with members Jeff Horka, Sybil Offen, Mike & Kris Bailey and Dennis Nagy*
    - (2) *Site walk to take place on May 22nd, 7PM to review and plan for improvements*
  - ii) Pavement
    - (1) *Discussion held on how to address failing pavement areas – no specific action to be taken at this time*
  - iii) Buildings
    - (1) *Discussion held on gutter maintenance and drainage issues*
    - (2) *Mastercraft Painting will be out soon to remove/replace rotted wood and paint areas determined in need of repairs during Fall 2017 inspection*
- g) Security awareness
  - (1) *Member Jeff Horka made suggestions for community safety:*
    - (a) *Do not leave garage door opener in cars left out overnight*
    - (b) *Ensure doors and door walls remain locked, especially those facing the park*
    - (c) *Be aware of who our neighbors are, and the cars they drive*
- h) RBCA driveway BBQ - July 19<sup>th</sup>, 6:30 PM, 43015 River Bend Drive
  - i) *Mike and Kris Bailey will bring their BBQ grill out onto their driveway July 19th. All community residents are invited to bring a chair, and a dish to pass. Come join us enjoy an evening of meeting your neighbors. An online sign up form will be distributed prior to the event to coordinate what to bring to the evening.*

## 11) ELECTION OF OFFICERS

- a) Nominations -
  - i) Two nominations required.
    - (a) *Jeff Horka nominated Theresa Horka, Kevin Wagner Seconds the nomination – Theresa Horka accepted the nomination*
    - (b) *Kris Whise nominated Tara Abraham, Sybil Offen Seconds the nomination – Tara Abraham accepted the nomination*
  - ii) Both terms are for two years.
- b) Election: *Vote taken on both nominations:*
- c) Vote results: *Yay's: 12                  Nay's: 0*
- d) *2018 – 2019 Board of Directors (alphabetically) to include:*
  - i) Tara Abraham                  – Term 2018 - 2020*
  - ii) Mike Bailey                    – Term 2017 - 2019*
  - iii) Theresa Horka                – Term 2018 - 2020*
  - iv) Rebecca Silva                – Term 2017 - 2019*
  - v) Kevin Wagner                 – Term 2017 - 2019*

## 12) MEMBER COMMENTS

- i) Member inquires about how to purchase and have installed an additional evergreen tree on Northville Road side of 6 Unit building, and was asked to send a request to the BOD specifying what was to be planted, and who would pay for it, so the BOD could review and respond.*

## 13) ADJOURNMENT: Time 8:20 PM