

SPRING ARBOR CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 29, 2022

The meeting of the Board of Directors was called to order at 6:07 p.m. by the president, Clayton Rock. Board members present via Zoom were Bea Jones, Ted Michalik, Clayton Rock, Jeff Grammer and Onzelle “Zellie” Stewart. Also present were Barry Sumner, Steve Roling and Brenda Hughes. Amber Gabbard of Mulloy Properties was absent.

The minutes of the 10/25/2022 Board meeting were approved by email voting on 11/4/2022.

1. Report by Clayton Rock: Ted Michalik and Clayton Rock were elected as Board members on 10/25/2022. There was a run off between Jeff Grammer and Bonnye Wintergerst on 11/11/2022 with Jeff Grammer being elected to the Board. Clayton Rock noted we need to assign officer positions for President, Vice-President, Treasurer, Secretary and Social Chairman. Brenda Hughes agreed to continue as Media and Communications and Steve Roling was approved by the Board to be employed as Maintenance Director at last meeting.

Clayton Rock voiced that he would like to continue to serve as President and asked if there were any other suggestions for this position. Jeff Grammer asked what the functions of each of the roles are. Bea Jones noted that she had a print out of description of all roles and would get a copy to all directors. It was noted the President chairs meetings, keeps up to date on all happenings within the community, writes letters, and calls special meetings. Bea Jones called for a vote for Clayton Rock for President and the Board members voted unanimously for him to continue as President. Bob Graves was outgoing Vice President and Ted Michalik asked Jeff Grammer if he would be willing to serve in this position which he agreed. A vote was called for by Clayton Rock and Jeff Grammer was elected unanimously as Vice President. Clayton stated that the Vice President would fill in if President was missing from meetings and not too many additional specific assignments for this position. Ted Michalik stated he would like to continue on as Treasurer of the Spring Arbor board. It was noted what a good job Ted has done over the years at this position and he was voted unanimously to continue as Treasurer. This position keeps up with finances, approves all expenditures, which he does on Mulloy Properties website. He signs for CD’s and prepares budget for coming year. Clayton Rock asked Onzelle “Zellie” Stewart if she would continue as Secretary and she agreed. She was voted to continue unanimously by Board members. The Secretary takes and prepares minutes of all board meetings, records minutes of annual meetings, keeps other official Board records. Bea Jones was voted in unanimously to continue as Social Chairman. This position schedules social activities for the association, plans annual meetings, takes care of decorations for Christmas.

2. Treasurer’s report by Ted Michalik: (1) The monthly budget report shows us over budget for the month. This is mainly due to the renewal insurance policy premium (of which we had to pay approximately 30% down) and this had not been budgeted. He had noted that the insurance premium overall had increased significantly at the Annual meeting.

Ted reported that he had prepared the 2023 budget and provided a sample. He stated that we need to have a 6% increase in maintenance fees per unit for the 2023 year to replenish Reserve Budget. A schedule of the increased amounts was provided for the Board to review. He stated that insurance was one of the contributing factors as it is 15% of budget and the additional costs we are now incurring for wood rot and rising other costs are factors. Jeff Grammer and Zellie Stewart will work together to get additional quotes for insurance before renewal to see if we can get premiums reduced. He noted that he would like to see an increase over the next 10 years to get the reserve fund balance back up to where it needs to be. The Board discussed this recommendation by Ted and some feel the 6% is too high over the next 10 years. Reserve Budget helps with upcoming big ticket expenditures such as roof replacement, so we will not have to do a big assessment. Clayton Rock noted that for this year, we need to get budget set for 2023 and we will need the 6% increase for next year. Any additional yearly increases will be evaluated every year. Ted Michalik asked that the Board review his budget and to send him any comments or questions. A vote will be taken on the 2023 budget at the next board meeting and discuss the best way to let residents know the budget numbers.

3. Bea Jones stated that the Christmas lights were put up on Monday, November 28th but there is an electrical problem with right side. Steve Roling and Barry Sumner stated that they had tried to fix the problem but were having an electrician come to look at on 11/30/2022. Bea Jones and Brenda Hughes have been trying to find a venue for a Christmas/Holiday gathering for the residents. A date of 12/15/2022 was selected and they looked at Captain's Quarters, Selena's and the Berrytown Center. Selene's was deemed to be too expensive and the main space at Berrytown was not available. The Captain's Quarters venue would be a private room with cash bar and the Association would pay the \$200 room rental and also provide some small hors de oeuvres. Each resident would then pay for their own dinner. Time would be from 5:00 pm to 8:00 pm. They stated that we need at least 20 people to attend to reserve the room. By unanimous vote, it was requested that Brenda Hughes send out an email to all residents regarding the event and ask that they contact Bea Jones by 12/7/22 if they plan to attend. Once Bea has received the number of interested parties, it will be determined if the event will take place and everyone notified by Brenda via email.
4. Barry Sumner reported that final leaf pickup/mowing will be 11/30/22. Gutters were cleaned 11/29/2022. There is a pine tree down at Mike's unit next to Barry's and it will be cleaned up 11/30/2022 also. This tree was planted by owner so Spring Arbor is not responsible for the clean-up/removal of the tree. Barry stated how much he appreciated working with everyone over the years and will be available for consultation from Steve Roling. The Board thanked Barry for his service.
5. The next meeting of the Board will be on Tuesday, December 27, 2022 at 6:00 pm via Zoom.
6. There being no further business, Zellie Stewart moved to adjourn, Bea Jones voiced a second and **motion was approved unanimously** at 7:16 pm.

Onzelle (Zellie) Stewart
Secretary