



PRVSCA – Phase I
P. O. Box 53
Pentwater, MI 49449

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Pentwater RV Storage Condominium Association – Phase I

President: Ron Gooding, Gooding519@aol.com
Vice-President: John Wagner, jrlawagner@aol.com
Secretary: Fred Blasé, blasefmi@charter.net
Treasurer: Jan Gooding, Gooding519@aol.com

Minutes of the Pentwater RV Storage Condominium Association (PRVSCA) 2013 Annual Meeting

Meeting Held on: June 1, 2013, 10:00 AM

Attendees: Fred Blase (31)
Jan and Ron Gooding (2)
Tim Kolkman (18)
George Ritchey (19)
Jim Schram (3)
Mitch Schwass (32)
John Wagner (5)
Rich Zapala (17)

Proxies: Jim Lenic (15)
Jim and Margaret Peterson (21)
Terry and Elaine Valvanzano (30) (Mary Bloom rep.)

Minutes:

The meeting was held in Unit 2 of the PRVSC complex and called to order by Ron Gooding at 10 AM with the attendees listed above present. In addition to the attendees listed, three written proxies were submitted for this meeting. One of the proxies was represented by a third party, and two granted the Board voting rights. The Co-Owners each introduced themselves and a total of 11 units were represented in person or by proxy. It was established that a quorum was present (25% of the Co-Owners).

Ron briefly explained that the developer has been invited to these meetings and they have been reminded that they can be represented on the Board of Directors, as permitted in the Bylaws. It was announced that James Dusten, one of the developers, passed away unexpectedly, and it was understandable that Mary Blinn, the second developer, was not present at this meeting.

Fred Blase, Secretary, summarized the Minutes from the Initial/Annual Meeting held in June 2012. There were no corrections, deletions, or additions to the Minutes and they were moved, seconded, and unanimously approved.

Jan Gooding, Treasurer, presented the Treasurer's Report for the past 12 months and the Proposed Budget for the upcoming year. A copy of the budget is included at the end of these Minutes for reference. She explained that for 2012, we have collected fees from all Units except two and the report included a list of expenditures. It was noted that \$700 was spent for snow removal for the 7 times Turning Leaf plowed the project. She explained that the 2012 Fund Balance was \$1425.18 after all expenses were paid. That amount carried into 2013, along with the proposed dues of \$2600, and the two 2012 delinquent dues of \$200 gives projected funds available for 2013 of \$4225.18. She noted that the budget includes the Bylaw-required reserves of 10% of the annual dues. Lastly, she explained that three reimbursements were made to the Board prior to the setting up of the Association's checking account, however, after that, all expenses were paid through the checking account. The Treasurer's Report was moved, seconded and unanimously approved without correction.

Ron described the attempts to secure liability insurance for the Association. He explained that the developer is responsible for carrying liability insurance on the undeveloped areas of the project, that the Co-Owners are responsible for any liability carried on their individual Units, and that the Association is responsible for carrying liability insurance for the Phase I Common Areas under their control and for the Board itself. John Wagner and Ron Gooding have approached Gales Insurance Agency and Smith and Eddy Insurance Agency and both times were asked an initial question regarding who was carrying the overall liability on behalf of the developer. Until we receive confirmation from the developer that they have acquired liability insurance, both agencies refused



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to consider the Association's requirement for liability insurance. This is an ongoing issue and the Board will continue to pursue this insurance in the future with the developer and various agencies.

A short discussion of the snow plowing expenditure included the following points. First, Turning Leaf is contracted to do the plowing and their guideline is to plow whenever the un-cleared amount of snow on the roads of the project reaches 6 inches or more. Second, they currently charge the Association \$100 each time they clear the roads. Third, it was noted that they do not clean off the pads or driveways to individual Units since many require no access in the winter. If any owner desires Turning Leaf to clear their pad at the same time they do the roads, they can call Turning Leaf's owner, Curt Beenen, at 231-425-8798 who will clean an individual pad for \$10 per time. You can setup for a one-time cleaning or have him clean each time he plows the roads. This service will be billed to the individual Co-Owner separately from the Association's billing.

A discussion of the proposed amended Bylaws was conducted next. Fred Blase explained the amended version was desired to (1) remove some of the Bylaws that are applicable only to residential-style condominium projects, (2) to focus the Board of Directors on the tasks outlined at the Initial Meeting, (3) to clarify some regulations such as external structures that were not described in the Bylaws, and (4) to correct some minor discrepancies. Corrections to the proposed changes were considered and many Co-Owners felt that the change of the Quorum from 25% to 51% was not a good idea, considering the current level of support at our meetings. It was unanimously agreed that the quorum should be left as in the original document at 25%. No additional changes were suggested and it was moved, seconded, and unanimously approved that the amended Bylaws were approved by those in attendance and through proxies. It was pointed out that amending the recorded Condominium Documents requires approval by 75% of the Co-Owners. Since that number was obviously not present, it was agreed that the Board will request un-attending Co-owners to approve the changes by email or regular mail. Based on 26 current Units, this will require 9 additional Co-Owners to approve the changes before they can be recorded.

The discussion of general comments from the Co-Owners centered on delinquent accounts (and what can be done to collect them) and cleaning up trash outside a few Units. It was noted that after proper notification to a delinquent Co-Owner, the Board can take action to place a lien on that Unit so that the delinquent fees are collectible when the Unit is sold. This procedure is described in the Bylaws in Article V, Assessments, Section 4, Collection of Assessments. The Board will send final notices to the delinquent Co-Owners. Trash stored outside some Units remains a concern. Mary Bloom, a realtor present on a proxy for Valvanzano, pointed out that Weare Township has a trash ordinance that may be used to enforce cleanup in our case. The Board will research that avenue. In addition, it was pointed out that Pentwater Township has successfully used a process whereby they give 7-days notice to the owner to clean up a trash situation. If, at the end of that week, the owner has not complied, the Township contracts for the cleanup and then attaches the cost to the owner's property tax bill for reimbursement. This may be another approach, but requires research since it's not clear whether the Association (a non-governmental agency) could use this vehicle.

A lengthy discussion was next carried out regarding maintenance and repair of the Phase I roads. Ron presented the three bids to bring the roads up to standard and fix the ponding area on Castaway. They vary from \$6000 to \$7400. He noted that there are three approaches available to us. 1) We could do nothing at this time and continue to build up reserves to cover the entire cost at a later time. This was generally agreed not to be satisfactory since there are numerous potholes that require fixing now and they will only get worse before we have adequate funding to fix everything. 2) We could do a special assessment for somewhere between \$200 and \$300 per Unit along with current fund balances and fix everything now. This was also found unacceptable for several reasons. It was believed that since the developer situation is "up-in-the-air" currently, we should wait on complete repair until there is adequate "buy-in" from the developer since the roads serve their future development lots in most cases. It was also believed that since there is some level of apathy from many Co-Owners, it was thought that securing approval of a special assessment could be difficult. 3) We could do the work in phases as suggested by Jan Gooding using the existing funding as it becomes available. This was agreed to be the best approach now given our limited resources. Exactly what could be done for our budget is under investigation. Ron outlined Hallack Excavating's bid and described the details to see if a portion of that work would be reasonable. It was felt that for around \$2000, we could fix the pot holes near the entrance and at the corner in Bow. Then additional work should be carried out (grading and crowning the roads), as funds permit, down Castaway and Stowaway. This approach was moved, seconded and unanimously approved. It was also suggested that next year we revisit the Special Assessment



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and road issue with consideration to the role to be played by the developer. It was also agreed that the Board would inform the Co-Owners before proceeding with any road improvement plan.

The last item of business was the election of new Board Members. Ron announced that since the Board was really just getting started since our Initial Meeting, that all were willing to continue on in their current positions, unless there were nominations from the Co-Owners. It was enthusiastically moved, seconded and unanimously approved that the current Board Members serve for the next year.

The meeting was adjourned at 11:25 AM.

Fred Blase
Secretary, PRVSCA



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PRVSCA Projected Operating Budget July 1, 2013 – June 30, 2014

<u>Operating Expenses</u>	<u>TOTAL ANNUAL</u>	<u>PER UNIT ANNUAL</u> (26 existing Phase I units)
Administrative/Professional/Legal Fees	\$500.00	\$20.00
Snow Removal (Access & Safety)	\$1000.00	\$40.00
Roads/Grounds Maintenance	\$740.00	\$26.00
Communication/Printing/Mailing/Copies	\$100.00	\$4.00
Reserves (10% Required per By-Laws)	\$260.00	\$10.00
TOTAL EXPENSES:	\$2600.00	\$100.00
