

**MANORS AT CENTRAL PARK  
CONDOMINIUM ASSOCIATION**

Minutes of the  
Initial Meeting of the Board of Directors  
Feb. 6, 2015, 1:00 PM  
at the Casa Bella Property Mgmt. office  
850 N. Crooks, Ste. 100, Clawson, MI 48017

1. Called to Order at 1:07 PM, All Board members were present: Larry Cybulski, Mike Grobbel and Ray Swiderski. Also present: Mike O'Brien, Community Manager, Casa Bella Property Management, Inc.
2. The Board approve the Meeting Agenda as presented
3. The Board approved the minutes of the Regular Meeting of Jan. 14, 2015
4. New Business
  - a. The Board elected their Officers for 2015: President: Mike Grobbel, Secretary: Ray Swiderski, Treasurer: Larry Cybulski
  - b. The Board discussed proposed rules to regulate the storage of flammable liquids, combustible liquids and propane cylinders on the limited common elements. The Board discussed the need for such a set of regulations and what would be a reasonable maximum quantity of each type that should be stored in the garage of each unit. The Board agreed to forward a draft set of rules to our attorney for review and comment.
  - c. The Board discussed a unit that developed a water leak due to missing building wrap beneath the end gable vinyl siding. The Board tabled further discussion until the first Regular Board Meeting after July 1, 2015.
5. Old Business
  - a. The Board directed Mike O'Brien to work with our attorney and send a letter to the co-owner with the severely delinquent account that indicates
    - i. The correct amounts of the delinquency that are attributable to
      1. Unpaid Monthly dues
      2. Unpaid Assessments
      3. Accumulated Late Fees
      4. Legal fees from our prior attempts to collect the delinquency
    - ii. The Board's intention to begin applying the provisions contained in Article V, Section 6 of our Condominium Bylaws if the co-owner does not respond within (7) days of receipt.
  - b. The Board discussed several financial topics
    - i. a full audit of our financial records will be conducted due to past bookkeeping errors that have recently come to light
    - ii. a review of the 2014 monthly financials confirms that
      1. we still owe some money to the Central Park Master Association for 2014 dues
      2. two payments were made from our checking account for goods that were received by other clients of Kramer-Triad; The Board has challenged these payments and is awaiting a response from Kramer-Triad.
    - iii. Casa Bella was directed to set up three separate bank accounts for the Manors funds
      1. Checking
      2. Short term Reserve
      3. Long-Term Replacement Reserve
    - iv. Casa Bella was directed to transfer a total of \$47,556 from the checking to the long-term replacement reserve account over the course of 2015; \$29,694 of this amount is the 2015 budgeted additions to the reserves, the rest of this amount represents budgeted additions to the reserves that were not transferred in 2013 and 2014.
6. Open Discussion
  - a. Future newsletter items
  - b. Ice dams on roofs and re-freezing of snow melt on sidewalks and driveways
7. The next Board of Directors Regular Meeting will be called later this year by the President or any other officer.
8. The meeting was adjourned at 2:45 PM.