

## **Milford Place Board of Director's Meeting Minutes of October 23, 2023 Leadership Management**

Location: 786 S. Milford Rd. Milford, MI 48381

Time: 7:00 pm

Attendees: Jim Suranno, Tyler Warga, Norma Nicholson, Dawn Bowman & Melissa Cantey

Discussion: First Meeting with Leadership Management to discuss new business / Management Responsibilities for Milford Place & Sign Management Contract.

Norma called meeting to order at 7:00 PM

Agenda: Discussion of New Management Contract & New Business:

- Covered new management contract & signed effective Jan. 1, 2024 with Leadership Management, with owner Dawn Bowman oversight & Melissa Cantey as manager of complex for a one year contract.
- Melissa Cantey requested items of concern that she should be observant of when doing a walk-around inspection of the complex. Items we replied to as a Board were the following:
  - No trash cans / recycling containers remaining outside of garages
  - Check for broken windows basement level
  - No storage of boats, trailers, or commercial equipment on site.
  - Remodeling to be monitored for waste and/or pods for less than 1 week on site
  - Permission for pods to be placed on site prior to staging
  - Rental units monitored closely
  - No parking in fire lanes
  - Aesthetics as far as none on the exterior and windows to have curtains or shades
  - Interior gardens next to entry front doors are mostly taken care of by co-owners regarding flowers & weeding
  - No bird feeders allowed on decks or near the buildings as they attract rodents
  - Charcoal grills are prohibited.
  - Dogs must be kept on leashes
- Excell Gutter Cleaning as new service provider to clean gutters in Nov.
- Dawn Bowman to set apt with Ashley at 5/3 Bank in Milford to be added to Milford Place Signature account
- Financials & Nicole March (Controller Leadership Management) has set up 2024 budget for Milford Place & added new lines for Roof Reserves & Dryer Duct Cleaning
- Dawn Bowman recommended that JL Gardel be cut-off from 5/3 checking/savings as of December 15, 2023 to allow for closing out of the books for transfer on Jan. 1, 2024.
- Letters went out to co-owners on 10/7/2023 notifying them of no Milford Place Annual Meeting & introduction of new management company

- JL Gardel, Owner: Lisa Kuhn & Manager: Adrienna Martin have been cooperative regarding the management transfer after receiving the notification on Nov. 1, 2023
- Norma Nicholson provided the following documents to Leadership: Copies of Milford Place Master deed & Bylaws, original SBA loan letter from 2005, Milford Place Matrix, Milford Place Co-owner listing with contact T#'s & emails & rental owner's listing/addresses, with approximately 8-9 units rental as of the effective date.
- Norma purchased & distributed 7-salt shaker containers to co-owners at a cost of \$8.46 each to save \$100 that Kevin from KGS was charging to purchase & deliver
- Jim Suranno replaced downspout extensions at around \$95 saving \$100 that service provider would have charged.
- Tyler Warga obtains decorative grasses to plant around new irrigation assembly at no-charge & saved hundreds.
- We discussed that Milford Place Directors are very hands on to keep the overhead for maintenance down
- Jim Suranno replaces all burnt out exterior garage lighting
- Tyler Warga does a lot of tree-trimming to save in that area.
- Long Term Reserve funding for roofs was added to 2024 budget. The SBA loan was taken out in 2005, 27-year loan with a remaining balance of around \$22,692 per JL Gardel records.
- Pest Control over budget in 2023 of 210% due to Excessive calls to Bugs Bee Gone for wasp nests, many calls various buildings
- Dawn Bowman indicated leases are pulled once a year by them & the board is notified of how many
- No Annual meeting to be held in 2023.
- Going forth Annual Meetings will be held on third Tuesday in May to adhere to the bylaws. Melissa Cantey indicated she would be responsible for reserving the room at the Milford Library for May 21, 2023 starting at 7:00 pm..
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Meeting was adjourned at 8:00 pm.