

**Forester Square @ Auburn Village
HOA Board of Directors Meeting Minutes
January 16, 2018**

1. Call to Order

President, Eric Cionka, called the meeting to order at 6:06pm.

2. Roll Call

President: Eric Cionka

Vice President: Kathy Giffels (absent)

Treasurer: Eric Fornasiero

Secretary: Mary Isrow

Director: Lucia Gordon-Swims

Director: Bob Waltenspiel (absent)

Director: Mike Vanhorn

AMI: Jim Dafoe

3. Approval of Meeting Minutes - Mary made the motion to approve the November 14, 2017 general session minutes which was seconded by Eric C. and the board approved.

4. Insurance review – In light of the two pending insurance claims, we are going to put the decision to look at new insurance providers on hold until that is settled. After settled, we will look at confirming the quotes from both providers.

5. Past Issues & Projects

- a. Steps and kickplates on building 4 were replaced with composite.
- b. Loose steps in front of building 9 were glued down (will eventually be replaced).
- c. Gutter cleaning on the clubhouse and poolhouse were completed in November.

6. Future Issues & Projects

- a. Entrance sign design proposed and will be looked at more seriously in 2019. Will spend the next several months agreeing on a design and location.

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Current Action Items:

#	Action	Responsible
1	The city of Auburn Hills will no longer be mowing the lawn at the entrance. Rochester Hills will be responsible for that in the spring. Jim to notify them of such.	Jim
2	There are several lights out in the community. Eric C. sent a note to Jim, Jim to address. Eric re-sent the email to Jim for action in November. Eric is going to send the email again. This has been on the list of things to do since October and needs to be addressed asap.	Jim
3	Four clubhouse deadbolt keys to be given to board members by Brad.	Jim
4	Reviewed the quote for building numbering signs. Eric motioned to purchase building numbers for the condos and the clubhouse. Mary seconded, all agreed. Eric C. to do a walk thru with Jim in March. Need approx. (19) signs total which is approx. \$3K	Jim
5	Need to establish what the protocol is for a fire suppression issue. Eric C. to do a little research/benchmarking. He would like to have a message sent out at the beginning of the winter season to all residents an new residents that move in during the winter months.	Eric. C.
6	Building 9 electrical panel needs to be replaced in full. Electrical will have to be shut off for approx. 8 hours. Quoted at \$2,167, project is moving forward, contractor is Q-Electric.	Jim
7	Agreed to pay Armstrong half of the material bill this month and the other half next month.	Jim
8	Reviewed the quote for rehab on building 10 from Joe's Quality and discussed getting additional quotes from two other contractors before deciding.	Jim

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8. Report of Officers:

President:

- Many topics addressed, most are reflected in the above action items.

Vice President:

- Not present

Secretary:

- Reviewed outstanding action items from past meetings.

Treasurer:

- Discussed the financial review he conducted at AMI. In the future, we want board members to be signers on all Certificates of Deposit (CDs). Eric F. makes the motion to renew the Flagstar CD, Eric C. seconded, all agreed.

Report of Committees:

Design Review Committee (Eric C, Mike, Eric F, & Mary)

None

Building & Grounds Review Committee (Lucia & Mary):

None

Communications Committee (Kathy, Bob, & Mary):

Bob to try and get the domain name from Mark.

Management Report (Jim Dafoe, AMI):

See Executive Minutes for details

9. Miscellaneous:

Meeting adjourned 7:27pm. Next meeting will be Tuesday, February 20 at 6:00pm in the clubhouse.