

FENNER GLEN
PROPERTY MANAGEMENT, INC.

MINUTES OF
MEETING OF BOARD MEMBERS

The meeting of the Board Members of FENNER GLEN PROPERTY MANAGEMENT, INC. was held November 1, 2016 at the Veterans of Foreign Wars, 1061 Witham Rd, Muskegon, MI 49445.

The meeting was called to order at 6:09 PM by Andy Corker, Association President.

Board of Directors in attendance included President Andy Corker, Treasurer Walter Coleman, and Board Members Tricia Hilson, Lee Nelson, Rod Siegel (past President), and Bill Vanderweele. Alex Keefe filled in for Secretary Lindsay Keefe, who was absent.

Residents Present: None

The Board of Directors Meeting Minutes of July 14, 2016 was unanimously approved as written. Motion to approve was made by Mr. Siegel and supported by Mrs. Hilson.

Mr. Coleman gave the Treasurer's Report.

- Delinquencies were discussed – past due is the responsibility of the buyer in seeking payment from the title company.

Andy Corker gave the President's Report.

Old Business:

- Leaf pickup – we have contracted for leaf pickup only, not other debris; service will be suspended for residents that are past due; notice will be provided to those residents. Mr. Keefe and Mr. Coleman to work together to send letters with statements.
- Lighting – proposing to tap into homeowner's circuit and compensate the homeowner with a stipend and utility easement. Mr. Corker made motion to approve, Mr. Siegel seconded. Mr. Nelson and Mrs. Hilson abstained.
- Snowplowing – quote provided by Mr. Corker with incumbent supplier. Mr. Corker made motion to approve, seconded by Mrs. Hilson.
- The remaining Siegel property (2 units) was re-deeded into a single property and sold on September 15th, 2016.
 - New construction approval process was discussed.
 - Mr. Siegel submitted letter provided to new homeowners memorializing meeting between Mr. Corker, Mr. Siegel, and new homeowners to review site plan feedback and alignment.

New Business:

- January Meeting
 - Mrs. Hilson to manage soda and water
 - Mr. Siegel to book venue, manage alcoholic beverages, table covers, cups, plates, napkins
 - Mr. Corker to handle food (fried chicken again)
 - Mr. Nelson to manage name tags, snacks
 - Mr. Keefe to notify residents of discount when paying at the meeting (\$10 discount on \$196 annual dues – normally invoiced in March for end of April due date)
 - Mr. Keefe to survey residents on participation for food estimates
 - Mrs. Hilson to work the welcome table
 - Mr. Coleman to draft 1-page summary of bylaws for distribution – must be reviewed and approved in advance by the board

- Mr. Coleman motioned for the board to discuss approval process for residence changes – tree trimming, storage buildings, pools, fences, etc. Mr. Siegel seconded the motion. Discussion will be scheduled during our April board meeting.
- Reminder that non-board residents attending board meetings have a designated time for participating.
- Mr. Keefe to draft capital requirements list for budgeting purposes

Closing Business:

January residents meeting set for Thursday, January 19th – committee to arrive at 5pm, residents arrive at 6pm.

Adjournment: Motion to adjourn by Mrs. Hilson and Mr. Nelson seconded. Meeting adjourned at 7:27pm.



Andrew Corker, President



Alex Keefe, proxy for the Secretary