

STONEWATER HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

March 14, 2022
Zoom Webinar Meeting
6:30 PM

1. CALL TO ORDER: 6:31pm – 6:32pm

President Khatiwala called the meeting to order at 6:33 p.m. via Zoom. Present were Directors Gray, Westermann, and Roy. Also present was Mrs. Aniakudo

2. COMMUNITY FORUM: 6:32pm – 6:46pm

Home owner	Topic's share	BoD Exec Session Direction
Chris Petersen	<ul style="list-style-type: none"> Updated ACC checklist for community. Added page #s and pool to the list 	<ul style="list-style-type: none"> Thanked for assistance
Jay Shah	<ul style="list-style-type: none"> Request for clear meeting minutes and to be back on the board Feel the annual assessment- reserve fund exceeding 500k is not being used for essential needs. The following is a rough capture of his statement to board <ul style="list-style-type: none"> “It is unethical for the Board to withhold funds. I want to know the plan to spend the funds collected. There has been no announcement to the community. I believe the 6-mile boulder wall is severely deteriorated and the Board intentionally removed it from the Reserve Study. I also believe fence is bending which creates flooding to neighboring homes. I will work through the legal system and sue the Board members” 	<ul style="list-style-type: none"> Thanked him for his feedback and stated will follow board policy and procedures for evaluating all needed repairs in the community BoD also acknowledged no open board positions at this time.
Kristi Crawford	<ul style="list-style-type: none"> Snow is not being cleared from sidewalks along the 6-mile road Shore brook entrance on either side of the boulevard. Would like to see the stopping of the distribution of the free paper that comes every week. Damaged curbs to driveway/residences- Stoneridge and parkshore drive Requests Mulch at 6-mile rd. 	<ul style="list-style-type: none"> Joe will notify the corner lot members that they are responsible for clearing the sidewalks along the side of their property. Joe will also send out a notice to the community advising them to call #800-395-3300 to request the Detroit Free Press to stop leaving their advertisements (in a pink bag) on their drive Damaged curbs are responsibility of homeowners and will be noted in upcoming KTM email

3. APPROVAL OF MINUTES: 6:46pm – 6:50pm

- Directors Khatiwala, Gray, and Roy approved the January 2022 Meeting Minutes

4. INTERIM ACTION OF BOARD OF DIRECTORS: NA

5. CONFIRMATION OF AGENDA ITEMS: 6:50pm – 6:52pm

- All board members confirmed agreement, no changes requested

6. PRESIDENTS REPORT: 6:52pm – 6:53pm (President Khatiwala):

- During session on March 14, 2022, President Khatiwala motioned for Ann Aniakudo to fill open position on board as Secretary, effective March 14th 2022.
- Vote of Ann Aniakudo to Board and Secretary position – All Members approved.

7. MANAGEMENT REPORT: 6:53pm – 7:00pm – Kramer Triad (Joseph Hayes)

- Update by Joseph Hayes

8. FINANCIAL REPORT: 7:00pm – 7:05pm (Director Westermann)

Treasure Report

- The Board voted and approved the engagement of our long-time audit firm, Myler & Szczypka CPA for the 2020 audit and tax preparation in March 2021. However, sometime later in 2021, KTM requested President Khatiwala's approval to hire Michigan CPA for this work at a lower cost. When seeking approval, KTM did not disclose that Michigan CPA would only perform a "review" instead of an actual audit. Upon reviewing Michigan CPA report in August of 2021, the Finance Committee discovered an actual audit was not performed. The Board promptly approved reengaging, Myler & Szczypka CPA to perform the audit. To expedite this process, the Finance Committee and Treasurer Westermann have been providing additional support for documentation requests prior to KTM's management. Our goal is to have the 2020 audit completed this month, so that the 2021 audit can begin.
- The November 2021 financial statements have been approved. However, there are still some minor open financial issues to be corrected with the December financial close. These include the reconciliation of all our bank accounts and loan, the recording of some missing October and November invoices, and correction of KTM billing errors.
- At the February Executive Session, the Board authorized Joe Hayes to send unpaid assessment invoices, by registered mail, to those with outstanding balances as of February 15th. The current number of unpaid balances is below our loan debt covenant requirement. In accordance with our collection policy, any unpaid balances as of March 1st were to be placed in collection. Joe reported that KTM has yet to send these accounts to collection but would promptly do so following this meeting.
- Two of the three remaining lots with Builder's Security deposits are now occupied. The ACC Committee should be providing the Board routine status updates until these lots can meet final approval. More specifically state, (1) has the property received a final inspection, (2) if it did not pass, has owner/builder been notified of any open issues, (3) if so, what was the response, and (4) provide the expected timing to release this deposit. If the Builder no longer holds the title, it is the homeowner's responsibility to comply.
- The Board requested KTM to have meeting packet sent no later than the Friday before the meeting for BOD to review. Agenda does not need to be included in packet.
→ ***KTM will submit meeting packet to BOD 1 week prior to meeting***

Based on the November 2021 Financial Statements:

- Stonewater has a significant amount of cash as of November 30, 2021 and the exact amount, as stated before, will be reported in the December Statements once the accounts are reconciled. This balance is larger than normal mainly due to deferred projects, as stated in the 2022 Budget, and therefore, we meet all the minimum fund balances required by the Association's Bylaws.

- Both Operating and Reserve expenses are running 26% below budget mostly due to pandemic related resource shortages, the mid-year replacement of our CAM, and some delayed invoices that will be recorded in December.
- The YTD operating expenses as compared to prior year mostly decreased, not only due to the pandemic, but the following reasons:
 1. General and Administrative costs declined 17% due to paying our insurance premiums on a monthly, instead of annual basis.
 2. Grounds maintenance decreased 16% because mulch is applied every other year.
 3. Infrastructure maintenance decreased 78% because of the large investment in repairing the paths in 2020.
 4. Utility costs increased 17% due to full operation of both waterfalls in 2021.
- There are over 20 planned maintenance and repair projects that have been rolled over into 2022 and several new projects have been added. Most of these have been budgeted for the months of April, May and June. Therefore, it is important that the Board work closely with Joe Hayes to prioritize these projects. It is understood that with weather and labor shortages again this year, that some projects may be further delayed.

Topic	Request/RFP	Status from BoD Mtg.
2020 Audit Tax Filing	<ul style="list-style-type: none"> • 3/14/2022– MI CPA did review and perform our 2020 Audit & Tax Filing. • Reengage in September for M&S to perform audits and filings. 	<ul style="list-style-type: none"> • MI CPA performed a financial review and filed our Federal Tax Return. • M&S waiting for one bank closing statement to complete 2020 Audit. Joe Hayes to follow-up with Lora Wright (AMP) to obtain statement.
2021 Audit Tax Filing	<ul style="list-style-type: none"> • Engagement letter sent to M&S to perform audit and tax filing 	<ul style="list-style-type: none"> • Waiting for KTM to complete 2021 December Financials before M&S can start audit
2022 unpaid balances	<ul style="list-style-type: none"> • All delinquent after March 1st to send to collections. 	
2021 Reserve Study	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Reserve Study finalized and approved by the Board January 27, 2022

9. COMMITTEE UPDATES: 7:05pm – 7:10pm

Architectural Control Committee (Director Gray)

- 37 requests, 31 approved, 6 open for more info, 1 not meeting standards
- 2022: 3 reviewed. Remaining have not made their requests for final review.
- Builder security Deposits:
 1. Overlook trail not approved, drawings need to be updated;
 2. Clairmont circle has not finished landscaping will be done in June 2022.

10. UNFINISHED BUSINESS: 7:10pm – 8:10pm

2021 Projects

	Topic	Request/ RFP	Status from BoD Mtg.	Date Open	Action by BOD	Status
1	Entrance Sign Painting	March 18th the painting is scheduled	<ul style="list-style-type: none"> • 8/9/21: Per KTM August target for entrance sign painting • 10/11/21: Per KTM vendor postponed project until spring 2022 due to labor issues. • 1/10/22: on track to have work performed by spring 2022; per Joe 	12/14/20	03/14/22	Closed

			<p>Hayes. Targeted date will be provided closer to the date.</p> <ul style="list-style-type: none"> • 3/14/22: contractor to send schedule on 3/18/22 			
2	Common Area Shrub/Tree Replacement List	Request for Association Landscape Maintenance Contractor to provide a list of recommended replacement shrubs and trees	<ul style="list-style-type: none"> • 7/13/21: KTM to provide Status-proposal coming to KTM 6/28/21 from Great Oaks with dead bush replacements. Not Received from Great Oaks. On his list of things to do. • 8/9/21: Great Oaks to provide. Look at off line approval. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/08/21: Not discussed at meeting due to time constraints. Follow up offline. • 1/10/22: Pending decision on landscaping contractor. 	12/14/20	-	OPEN
3	Convenience Receptacle Maintenance	KTM requested to develop an RFP and request bids for replacement /repair of ground mounted receptacles	<ul style="list-style-type: none"> • 6/14/21: Board reviewed offline quotes (high cost) and decided to postpone work repair on an as needed basis. Postponed - lower priority. CAM will have handyman fix selected problem receptacles within July. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/08/21: Not discussed at meeting due to time constraints. Follow up offline. • 1/10/22: Repaired Manorwood & 6 Mile Entrance receptacles. • 3/14/22: Electrician - reengage them for an assessment of remaining receptacles. 	3/14/21 Re opened 3/14/22	06/14/21	12/1/21 Open
4	Six Mile Road Wood Fence Straightening	Straighten fence posts on 6-mile road.	<ul style="list-style-type: none"> • 6/14/21: RFP sent to 6 vendors. No response received. Board directed KTM to contact David Ritter (handyman) to perform work with a NTE \$3000. • 8/9/21: KTM to follow up with Ritter (handyman) and confirm start date. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Per KTM, Ritter (handyman) to complete this in the next couple of weeks. • 1/10/22: Per Joe, we will target to have work done in the spring. Joe will reach out to handyman regarding completion. Handyman will be needed to repair the top post. The landscaper may be able to do the repairs. Joe will follow up with them. • 03/14/22: Look for a new contractor 	02/06/21	06/14/21	OPEN

5	Geo technical investigation for 6-mile fence		<ul style="list-style-type: none"> • 3/14/22: RFQ to Geotech contractors for 6-mile road grade and fence issues. 	03/14/22		
6	Inspect Lake Equalization Culverts	The Board requested KTM to develop an RFP and request bids for inspecting the lake equalization culverts between Springhill and Teal Lake, and between Parkshore and Teal Lake, to confirm whether they need to be cleaned. Previous proposals received by the Board will be provided to KTM for reference.	<ul style="list-style-type: none"> • 8/9/21: Hibbard insure won't do it. Michigan excavation and culvert. RFQ. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: We have a visual inspection quote for \$6k. KTM to review previous invoices for inspection and cleanout and compare to the 1 quote that we've received. Come back to the board by • 11/22/21. • 1/10/21: Not discussed • 3/14/22: Sonar baseline needs to be reviewed. Refresh quote and review at next board meeting. 	02/16/21	2/14/22 - Pending	OPEN
7	Adding a new row of Stones to the South Embankment	South embankment restoration and landscaping. More stones are needed.	<ul style="list-style-type: none"> • 1/10/22: Additional stones needed to complete the work. Existing stones are taking on water. Joe will obtain quote for the additional stones. • 3/14/22: Joe expecting pricing for added row of stones for Peninsula Park. 	01/10/22		OPEN
8	Shorebrook Park Gazebo Roof replacement & Reinstall Windows	The Board requested KTM to develop and RFP to request bids to replace the cedar shingle roof and reinstall windows (plexiglass) in June.	<ul style="list-style-type: none"> • 8/9/21: 2 bids received. Looking for 3rd bid and 4th bid. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: due to high material cost, postpone till spring- JG motion to postpone to spring, SK 2nd. Remaining board members agreed. March 2022 agenda schedule. • 1/10/22: Decision will be made at March 2022 meeting - Joe to send out RFP package requesting more bids. • 3/14/22: KTM was requested to get quotes for new cedar shingles for complete roof. Director Westermann provided Joe Hayes an RFP on March 22 and list of contractors to request bids to be returned by April 8, 2022 	02/06/21	-	OPEN
9	Stone Walls- Power Wash and Water Seal	The Board requested KTM to get a quote from our handyman to power wash and water seal (with MasterProtect H 1000 (Hydrozo 100), 100% Silane Penetrating Sealer (5G) provided by the	<ul style="list-style-type: none"> • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Clean it with an organic cleaner and seal. Joe to confirm the timing with Ritter. • 1/10/22: Joe will confirm completion date and time with Ritter. Joe will make sure that the H1000 Sealer is used. • 03/14/22: look for a new contractor 	03/14/21		OPEN

		<p>Association) the stone walls and caps repaired late last fall; and the Phase III walls.</p> <ol style="list-style-type: none"> 1. Stoneridge Drive Bridge Walls 2. Manorwood Entrance Sign 3. Shorebrook Entrance Bridge Walls & Entrance Sign 4. Sheffield Entrance Sign 5. 7 Mile & Overlook Trail Road Entrance Sign 				
10	Tree Stake Removal	<p>The Board requested KTM to survey the parks and identify the locations where tree anchor stakes and rope are no longer in use or needed and request a quote from our Landscape Maintenance contractor to remove them.</p>	<ul style="list-style-type: none"> • 8/9/21: covered in normal maintenance fee. No additional fee. Current vendor to complete this work since it does not exceed \$750. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Completed per KTM. Joe to site check during next weekly visit. • 1/10/22: 3 additional spots have been found; per Joe. • 3/14/22: 3 spots on 7-mile, bill has not been paid 	02/16/21	-	1/30/22 - P
11	Peninsula Pedestrian Bridge Wood Plank Replacement	<p>Request for RFP to replace the complete decking with select structural fir in accordance with the Continental Bridge Company specifications.</p> <p>KTM sent out RFP's on 5/24/2021 with 2-week expectation</p>	<ul style="list-style-type: none"> • 8/9/21: Need to get 3 quotes. 1 quote received. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Vendor 1, Vendor 2, vendor 3 (bridge company preferred) - Special Select Douglas Fir not available. KTM to identify the worst areas and get a quote to replace those boards with an alternative material. • 1/10/22: Vendor, recommended by Kurt, with wood option will provide material costs to Joe. Additional vendors did offer quotes. Joe will provide all quotes at the March 2022 meeting. • 3/14/22: Quote for \$115 per plank, 100 planks. Need to go back to contractors for installation- replace all the planks. Target 4/1/22 	02/16/21		3/15/22 - P
12	Website Maintenance Services	<p>Payment has been sent to HostGator to setup a new account (3-year subscription) so the Stonewatersub.org website can be migrated to the new account.</p>	<ul style="list-style-type: none"> • 7/13/21: All Data is transferred. Web7- need board members updated, meeting minutes, and board meeting dates. • 8/9/21: jay to send his bio. • 1/10/22: Director Khatiwala will go through bios for any updates needed. 	02/14/21	-	4/30/22 P

13	Parkshore drive at Ridge Road (cul de sac)	Trees and shrubbery were originally planted to hold boulders in place. Great Oaks has removed the trees and shrubs creating a safety washout concern.	<ul style="list-style-type: none"> • 7/12/2021: J. Hayes to confirm with Great Oaks timing to plant. • 8/9/21: Great Oaks to provide quote per KTM. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Great Oaks to quote per KTM • 1/10/22: Pending new contractor decisions. 	07/12/21	-	OPEN
14	Mulch Plan (annual basis)	Site review and plan for addition of mulch	<ul style="list-style-type: none"> • 7/12/2021: Great Oaks working on mulch reduction plan and price along 6-mile road. (total # yards to be included) • 10/11/21: Executive Meeting Only. No Public Meeting • 11/08/21: Not discussed due to time constraint. Punt issue to Feb 2022 • 1/10/22: Pending new contract decisions. 	07/12/21	-	OPEN
15	Stonewater Creek Erosion Remediation	Preliminary Engineering is in progress.	<ul style="list-style-type: none"> • 2/16/21: Preliminary Engineering is in progress. A design level topographical survey has been completed of the entire creek (approximately 1 mile) through our subdivision. The Engineer is currently developing plan, profile, and cross-section drawings for the existing conditions for the areas where improvements are needed. A preapplication meeting with Michigan Department of Environment, Great Lakes, and Energy (EGLE) has also been requested to discuss the proposed project before an application is submitted. • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: Budget not available for discussion/decision. • 1/10/22: Project is budgeted for 2022 start. Kurt will work on the system integrator to obtain quotes. Bid packages to be sent 2/16/22. Final design 1/21/22. • 3/14/22: target for bid pkg in Mid-April 2022, 3 weeks to bid, work to start in the fall (5-6 contractors to bid) 	02/16/21	2020	OPEN
16	Bayshore fountain control panel safety issue	Maintenance request in town square	<ul style="list-style-type: none"> • 10/11/21: Executive Meeting Only. No Public Meeting • 1/10/22: Repairs were not completed. Proposal will be needed in the spring. • 3/14/22: Electrician to quote target April 15, 2022. Repair target 	09/01/21		3/1/22 - P

17	Mystic Lake fountain not in operation	Maintenance request in town square	<ul style="list-style-type: none"> • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: KTM to confirm the panel for electrical is fixed. • 1/10/22: Repairs were not completed. Proposals will be needed in the spring. • 3/14/22: Electrician to quote target April 15, 2022 	09/13/21		4/15/22 - P
18	Teal lake control panels		<ul style="list-style-type: none"> • 3/14/2022: Quote from panel builder- go to Aqua Master or equivalent. Kurt to provide a list of panel builders 	03/14/22		OPEN
19	Township drain next to teal lake on the path not emptying water. Drain is located behind 48844 Wellsley Ct.	Maintenance request in town square	<ul style="list-style-type: none"> • 10/11/21: Executive Meeting Only. No Public Meeting • 1/10/22: Joe will follow up with township to see if work was completed or not. • 3/14/22: JH to audit with homeowner and check again 	09/16/21		OPEN
20	Stonewall Repair & Limestone Cap	<p>Brighton Stone has submitted proposed pricing for the third phase of stone wall repairs and capping. The third phase consists of the:</p> <ul style="list-style-type: none"> 6 Mile Road Shorebrook Entrance middle island stone wall and two flanking bridge walls; 6 Mile Road and Sheffield Entrance middle island stone wall; 7 Mile Road Overlook Trail Road Entrance sign stone wall. <p>This phase will complete all of the entrance sign walls into the subdivision.</p> <p>The proposed cost is under the budgeted amount. Bod approved the award of the third phase of stone wall repair and capping to Brighton Stone.</p>	<ul style="list-style-type: none"> • 2/16/21: The proposed cost is under the budgeted amount. President Westermann moved and Director Gray seconded the award of the third phase of stone wall repair and capping to Brighton Stone. The motion was unanimously approved. • 11/8/2021: KTM to follow up on status with Vendor. • 1/10/22: Joe talked to Brighton Stone and they think the whole community is complete. Joe will send invoice to Director Khatiwala to review. Director Khatiwala said 3 phases total need to be complete; but they have not yet completed the 3rd phase. Joe will contact Brighton Stone regarding the remaining walls that need work. • 3/14/22: Down payment received, caps on order, they will contact us in the spring when scheduled, April/May timeframe is target for completion. 	02/16/21	3/14/22 P	6/15/22 - P

21	Boulevard Island Mulch Reduction	<p>The Board requested KTM to develop an RFP and request bids to remove the existing mulch and install compost and triple shredded hardwood mulch in May. from the following Phase II Boulevard Islands: Four Seasons (4), Marble Head (1), Shorebrook (1), Sheffield (1),</p> <p>The previous RFP developed by the Board for the Phase I work should be used by KTM.</p>	<ul style="list-style-type: none"> • 8/9/2021: KTM working with Vendors to solicit bid • 10/11/21: Executive Meeting Only. No Public Meeting • 11/8/21: due to high material cost, postpone till spring- JG motion to postpone to spring, SK 2nd, Remaining board members agreed. March 2022 agenda schedule. • 1/10/22: Joe obtained quote. Will wait until March 2022 meeting to review and authorize. • 3/14/22: A quote from the fall of 2021 was reviewed during the Executive session. 3/24/22 - Director Westermann provided Joe Hayes an RFP to send to four (4) contractors and request bids by April 8, 2022 	02/06/21	-	3/14/22 - P
22	Roadway crack sealing and curb damage	<p>The Board requested KTM to send out an RFP that the Board developed, to request bids to seal the cracks in the roads by March 19, 2021, and request proposals by April 2, 2021. Advise the contractors that the work will be awarded on April 13th, and is to be completed before April 30, 2021. (Contractors start work the third week in April (15th).</p>	<ul style="list-style-type: none"> • 8/9/2021: Crack sealing to be handled by Wayne County Roads. Homeowners directed to utilize Wayne County site to identify locations. • 1/10/22: Joe will send general reminder notice to the co-owner's regarding need to report repairs to Wayne County Services for crack sealing. • 3/14/22: Reminder notice to members to use Wayne County connect App was not sent. JH will send by end of 3/17/22. 	03/10/21	-	OPEN
23	Landscape contractor quotes pkg status	New Contract	<ul style="list-style-type: none"> • 11/8/21: Bid package needs to be reviewed at the next BoD meeting at January 2022 meeting. KTM to setup a share of the bid pkg on the Townsquare pkg. • 1/10/22: Proposal was updated and sent to the Board to review. Trees within cul-de-sacs and boulevards should be maintained/trimmed (as needed for traffic safety). Consistency will be needed in all areas of the community (visible & remote). Reports will be required, from the vendor, or payment will be withheld. • 3/17/22: As an interim action the Board unanimously approved an 	10/11/21	1/14/2022 - P	OPEN

			award of a three-year contract for Landscape Maintenance to Great Oaks			
24	Pavers from sidewalk to street at manor wood boat launch.	Grass area is damaged at boat launch. Investigate and budget for repair	<ul style="list-style-type: none"> • 11/8/21: KTM to get RFP for repair. Look at budgeting for pavers to prevent grass damage • 11/15/21: Added to 2022 budget. • 3/14/22: Board agrees to repair and seed target repair for first week in June 	11/08/21	-	OPEN
25	Fire Lane Signs	Review KTM matt's map for fire lane signage (Outstanding question if Wayne County DPS replace missing Fire Lane Signage identified by Northville Township Fire Marshal?)	<ul style="list-style-type: none"> • 3/14/22: Joe to confirm the fixes were completed. 	03/14/22		
26	Stone type pedestrian walking paths annual maintenance	Paths and pavers are washing out. Replace blocks and crushed granite (Seasonal) Landscaping Co. will provide granite. 3 pathways to be done by landscape company.	<ul style="list-style-type: none"> • 3/14/22: Paths need to be inspected annually for erosion, especially in the three areas where the paths were reconstructed with new underground drainage systems and crushed granite stone. A fresh layer of crushed granite and fines (i.e., not dry granite alone) needs to be applied, if necessary 	03/14/22		

11. NEW BUSINESS: 8:10pm – 8:20pm

	2022 CY Future Topics	Request / RFP	Date Open	BOD Action by	Status
1	ANNUAL ELECTION-CANDIDATE SOLICITATION	Notices need to be sent to community to solicit candidates/profiles	06/14/22	8/01/22 P	OPEN
2	ELECTRONIC VOTING-TPA QUOTE APPROVAL	TPA quotation: TPA requires approval at June/July BOD mtg.	06/01/22	06/30/22 P	OPEN
3	ELECTRONIC VOTING-HOMEOWNER NOTIFICATION	Confirm KTM plan to provide homeowners with email for vote 30 days prior to annual meeting appx. 9/21/22	06/01/22	6/30/22 P	OPEN
4	UPCOMING ANNUAL MEETING NOTICE	Meeting notice for 2022 annual meeting need to be sent 30 days prior to meeting date. Meeting date is approx. 9/21/22	06/14/22	8/20/22 P	OPEN
5	CHRISTMAS DECORATIONS	RFP for Christmas decoration – scope of work discussion to start at July/August 2022 meeting	06/01/22	8/20/22 P	OPEN

6	2023 ANNUAL BUDGET	Prepare and approval budget for 2023	06/01/22	8/31/22 P	OPEN
7	KTM TO ISSUE ANNUAL DUES ASSESSMENT NOTICE	KTM to prepare and send annual dues notice – target receipt by homeowners prior to thanksgiving	10/01/22	11/01/22 P	OPEN
8	2022 AUDIT TAX FILING	Need to have BOD approve 2022 Audit & Tax Filing with Myler & Szczypka	01/01/23	3/15/23 P	OPEN

12. NEXT MEETING

- Next Meeting is April 12, 2022, at 6:30 p.m. via Zoom Webinar

13. ADJOURNMENT

There being no further business, President Khatiwala adjourned the meeting at 8:21 p.m.

REVIEWED AND APPROVED:

Sandeep Khatiwala

President, Board of Directors

Ann Aniakudo

Secretary, Board of Directors