

The Lakes of Woodbridge Condominium Association
Board of Directors Meeting Minutes – Approved 7/27/2026

Monday, June 22, 2026

9:00 A.M. at Berkshire Hathaway HomeServices Michigan Real Estate

1. Call to Order - The meeting was called to order at 9:06 a.m.

a. Board Members Present:

- Rick Bosse
- Aimee Glassman
- Barb Murphy-Sanders (Absent)
- Stephen Presdorf
- Anita Grivins (Absent)

Also Present:

- Lindsay Flynn, Berkshire Hathaway HomeServices Michigan Real Estate

2. Secretary's Report

- a. Approval of May 18, 2026, Board Meeting Minutes - The Board reviewed the minutes from the May 18, 2026, Board Meeting. Aimee motioned to approve the May 18, 2026, Board Meeting Minutes, seconded by Stephen, approved unanimously.

3. Treasurer's Report

- a. The Board reviewed the May 2026 Financial Statements and Treasurer's Report. There were no concerns regarding the Association's financial position. Aimee motioned to approve the May 2026 Financial Statements, seconded by Stephen and approved unanimously.
- b. The delinquency report was reviewed. Management confirmed continued efforts to contact all delinquent Co-Owners through phone calls, emails, and mailed notices. The lien filed in May 2026 for one delinquent owner has now been satisfied in full.
- c. The Board also discussed the Association's Edward Jones Income Growth Account. Aimee and Anita will establish the account, and approximately \$250,000 is expected to be transferred into the new investment account after meeting with Edward Jones. Funds will remain available should they be needed by the Association.

4. Property Management Report

- a. **Lawn Care and Snow Removal Contracts** - Management continues to solicit proposals for future lawn care and snow removal services. Vendors who have indicated they plan to submit bids include Elite, Naylor, Snyders, BrightView, Butler, Torres, Mow Company. Once all bids have been collected the Board will review all available quotes and consider if a change should be considered based on cost and services provided.
- b. **Spring Community Walk** - Management presented the findings from the 2026 Spring Walk Around. The Board reviewed; Maintenance Repair, Landscaping Repairs, Irrigation Repairs, Power Washing recommendations, Tree Trimming and Removal recommendations, Owner Maintenance Responsibilities. The Board reviewed each list and dictated the necessary action for management to facilitate regarding all maintenance needs. Owners will be sent notices for any reminders or

notices for responsibilities that they need to address. Landscaping Repairs and potential tree removal recommendations will be shared with the Landscaping Committee for future consideration. Tree trimming will take place in the fall. Rick will work to get estimates for exterior power washing; both spot and all buildings. Management will work to get quotes for specialty exterior repairs needed and contact ATT and Spectrum regarding exposed wires.

- c. **Maintenance Report** - The maintenance log was reviewed. Management reported that they would be doing an audit of all outstanding work orders to provide the Board with an updated Maintenance Report at the July Board meeting.
- d. **Mailbox Keys** – Management asked the Board if they had any familiarity with the mailbox key map to confirm which mailbox key on file goes with this mailbox. The Board was not familiar with the mailbox key master list. Management will work to confirm how to read the information provided by 633 Group to understand what key goes to which box.
- e. **Backflow Prevention Permit** – The City of Portage issued notice that the required backflow prevention testing for the irrigation system is due by the end of August 2026. The Board approved management to utilize any contractor to complete the required backflow testing.
- f. **Window Evaluations** - Management presented current window evaluations prepared by Blackberry Construction. Aimee made a motion to approve the needed Class A window replacements, seconded by Rick and approved unanimously. The replacement of Class A windows were approved at the following units:
 - i. 3615 Tartan Circle
 - ii. 7563 Woodbridge
 - iii. 3772 Tartan Circle
 - iv. 3512 Kirkaldy
 - v. 3615 Woodbridge
 - vi. 3725 Tartan Circle

5. Old Business

a. 2026 Projects

- i. **Community Signage** - Replacement of signposts remains in progress through May Family Enterprises. Replacement of directional signage is also continuing. This project will take approximately 2 weeks to complete.
- ii. **Tree Removal** - Juan's Tree Service is scheduled to begin large pine tree removals during the week of June 22. The Board also requested that additional low-hanging branches throughout the community be removed while crews are onsite. Tree trimming work will continue during the fall. Once the trees are removed the Board will work to confirm a plan for tree replacements.
- iii. **Light Posts** – Hi-Tech has completed the replacement of all light posts.
- iv. **Lower Lake Pump** - Repairs remain in progress to address pond levels.
- v. **Dusk-to-Dawn Sensors** - Replacement of the dusk-to-dawn sensors remains underway.

- vi. **Retaining Walls** - The retaining wall adjacent to the pond has been completed. The Vernard retaining wall repair remains in progress, it has been secured for now, more work will be completed pending final pricing from May Family Enterprises.
- vii. **Front Entry Landscaping Refresh** – Lawn Tropics will be submitting a plan for ACC approval to refresh the entry landscaping. If approved, this project will be scheduled to completed in late July.
- b. **Landscaping**
 - i. **Bush Trimming** - The Board discussed the recent bush trimming that was completed by Mulders. The Board has received complaints regarding the trimming that was completed and there are concerns regarding further work needed. Barb is meeting with Mulder's to review concerns regarding bush trimming.
 - ii. **Landscaping Requests** - The Board discussed numerous owner landscaping requests. The Board reaffirmed that landscaping improvements will continue to be prioritized based upon budget availability and community-wide need rather than individual owner preference. Management was directed to communicate to owners that requests will continue to be documented and reviewed by the Landscaping Committee. Owners are encouraged to submit Modification Requests to complete landscaping repairs and adjustments at their expense.
 - iii. **Landscaping Repairs** - The Board also discussed grass replacement adjacent to driveways were needed. Rick is investigating a long-term solution and getting estimates to install rocks and pavers next to the driveways that have washout as opposed to grass seed and top soil.
- c. **Intent to Sell Requests**
 - i. The following Intent To Sell's have been Board approved:
 - 1. 3602 Woodbridge
 - 2. 7679 Blackmar
 - ii. The following properties remain actively listed but are not yet pending sale:
 - 1. 3754 Tartan
 - 2. 3745 Tartan
 - 3. 3568 Woodbridge

6. New Business

- a. **Board Resignation** - The Board formally accepted the resignation of Brian Johnson from the Board of Directors. Brian has sold his condo and is no longer a member of the Association. Following discussion, the Board appointed Barb Murphy-Sanders to fill the vacant Board position. Aimee made a motion to approve these Board actions, seconded by Rick and approved unanimously.
- b. **Modification Requests**
 - i. 3655 Tartan Circle - The Board approved the installation of a brown, full glass, storm door.
 - ii. 7674 Moors Point Way - The Board approved construction of the proposed deck subject to: Compliance with approved plans, Required

municipal permits, Compliance with all applicable building codes, Use of Association-approved colors and materials.

- c. **Lawn Service Contractor Review** - The Board discussed concerns regarding contractor performance. Specific concerns involving communication and customer service from S&T Lawn Service were reviewed. The Board will wait to address these concerns directly with the vendor until they have reviewed alternative providers.

Adjournment

There being no further business, the meeting was adjourned at 11:03 a.m. Motion to adjourn made by Aimee, seconded by Stephen and approve unanimously.

Respectfully submitted,

Lindsay Flynn

Berkshire Hathaway HomeServices Michigan Real Estate

Approved by the Board on 7/27/2026