The Lakes of Woodbridge Condominium Association
Board of Directors Board Meeting Minutes
July 27, 2026 – 9:00 a.m. at Berkshire Hathaway HomeServices Michigan Real Estate

1. **Call to Order**
    a. The meeting was called to order at 9:02 a.m.
2. **Secretary's Report**
    a. The Board reviewed the June 22, 2026, Board Meeting Minutes.
        i. Motion: Aimee moved to approve the June 22, 2026, Board Meeting Minutes as presented. Stephen seconded the motion. Approved unanimously.
3. **Treasurer's Report - Financial Review – June 2026**
    a. The Board reviewed the June 2026 financial statements. Discussion included:
        i. Insurance expenses exceeded budget due to renewal costs; however, the Association received a credit from the new insurance carrier.
        ii. Year to date, $97,000 paid out of reserve for replacement windows. Approximately $147,000 of the window replacement budget remains available.
        iii. A streetlight replacement expense of approximately $24,000 was paid out of reserve.
        iv. The Association remains in a positive financial position despite several budget variances with a positive variance through June 30, 2026, of $25,000.
            1. Motion: Aimee moved to approve the June 2026 financial statements. Stephen seconded the motion. Approved unanimously.
    b. Income Growth Account - Aimee reported that the Association's financial advisor was on vacation and account setup remains pending.
    c. Delinquency Report - The Board reviewed delinquent accounts. Management confirmed that collection efforts, including calls, emails, and written notices, have been completed.
4. **Property Management**
    a. Spring Walk Around Project Updates
        i. Maintenance List - Management reported that maintenance lists have been distributed to vendors (Rich Bronson, Tom Vandermeer, May Family) and repairs are ongoing.
        ii. Landscaping Repair List - The landscaping repair list will be provided to the Landscaping Committee once the Committee Charter is approved.
        iii. Irrigation Repairs - The irrigation repair list was provided to Lawn Tropics. Multiple irrigation repairs are underway.
        iv. Power Washing - The Board reviewed two quotes provided for exterior spot power washing, both for $7,500. After discussion, the Board elected to postpone building-wide power washing for a total cost of $25,000 and revisit the project during 2027 budget discussions. The Board approved May Family to complete the spot washing of the exterior of buildings where needed.
        v. Owner Notices - Management reported that all owner notices and responsibility reminders have been distributed.
        vi. Charter Communications - Management reported that Charter has been contacted regarding the burial of communication lines.
        vii. AT&T Repairs - AT&T confirmed that repairs have been completed to the utility boxes on site.
    b. Maintenance Log
        i. The Board reviewed the maintenance log to confirm the status of all open work orders.
        ii. Window Replacement Request – 3742 Tartan Circle - The Board reviewed a request regarding the kitchen window above the sink, which was replaced without a screen during a previous window replacement project years ago. The Board approved providing a screen for the window through the new window provider, Blackberry.

iii. Window Replacement Request – 7539 Woodbridge Lane - The Board reviewed and approved a Class A window replacement as recommended by Blackberry. Motion: Aimee moved to approve the window replacement request for 7539 Woodbridge Lane. Stephen seconded the motion. Approved unanimously.

5. Old Business

a. Projects Update
   i. Sign Post Replacement Project – Rick reported that all Association signposts and signage have been replaced throughout the community by May Family. The Board discussed adding additional guest parking and lake signs where needed and removing weathered white posts throughout the community.
   ii. Tree Removal Project - Rick reported that the tree removal project has been completed by Juan's Tree Service. Replacement tree plans remain under review by the Architectural Control Committee (ACC).
   iii. Lower Lake Pump - Repairs remain in progress. The upper pump is still under repair, and the lake level continues to decline. The Board is investigating a potential leak.
   iv. Dusk-to-Dawn Sensor Replacement - The project has been completed by Hi-Tech.
   v. Rock Wall Erosion Repair - Repairs to the rock wall behind Blackmar have been completed by May Family.
   vi. Retaining Wall Repair - The retaining wall project on Vernard has been completed by May Family.
   vii. Front Entrance Landscaping - Lawn Tropics is scheduled to begin front entrance landscaping improvements on July 27th. The work will take approximately 1-1.5 weeks to complete.
   viii. Paver Installation - Rick reported that paver installation is underway as needed.
   ix. Road Drainage Issues - May Family is addressing drainage concerns and ponding on Tartan and Blackmar. Work is expected to be completed during the week of July 27th.

b. Landscaping Committee Charter
   i. The Board reviewed the proposed Landscaping Committee Charter and discussed revisions. The Board emphasized the importance of establishing a formal review process due to landscaping being one of the Association's largest budget categories. Motion: Aimee moved to approve the Landscaping Committee Charter with Board-requested revisions. Rick seconded the motion. Approved unanimously.
   ii. The Board appointed Barb Murphy-Sanders as Chairperson of the Landscaping Committee through October 1, 2026, at which time she will retire from the committee and the Board. Rick Bosse will assume the Chair position as of October 1, 2026.
   iii. Committee members include Barbara Murphy-Sanders, Vickie Sabin, Sue Gonsor, Tracy Vanner, and Rick Bosse
   iv. Any Co-Owners who are interested in serving on the Landscaping Committee should contact Berkshire Hathaway.
   v. Co-Owners who request landscaping improvements around their unit should anticipate having to water those new plantings once installed to ensure they thrive.

c. Intent to Sell Requests
   i. The Board reviewed current units listed for sale:
      1. 3754 Tartan Circle – Active listing, not yet pending.
      2. 3745 Tartan Circle – Pending - Intent to Sell requested
      3. 3568 Woodbridge Lane – Pending - Intent to Sell requested
      4. 3542 Kirkaldy – Active listing, not yet pending.

6. New Business

a. Modification Requests
   i. 7615 Blackmar Circle – Landscaping Improvements - The Board reviewed and approved the landscaping improvement request. Motion: Aimee moved to approve the landscaping

modification request with the one condition that no Geranium Biokovo be planted as that is ground cover but instead prefer hostas or day lilies or something similar. Barb seconded the motion. Approved unanimously.

ii. 7514 Woodbridge Lane – Storm Door - The Board reviewed a request to replace the existing storm door. The Board approved the request subject to the storm door being the same style and color as to what is there currently. Motion: Aimee moved to approve the storm door request. Stephen seconded the motion. Approved unanimously.

b. Round Table Discussion

i. Moors of Portage Update - Stephen reported that the Moors of Portage hired a company out of Traverse City to advise on trees to use for the common areas of the Master Association. They recommended the use of Honey Locust trees. The Lakes of Woodbridge had submitted an ACC application to replace the recently removed trees with Black locust trees in certain areas to preserve views near the pond. Aimee asked management to follow up with the ACC to confirm the status of our application and confirm if there are preferred trees and if they are requiring Honey Locusts.

ii. Storm Door Colors - Rick requested that the Board consider allowing tan storm doors instead of the currently approved brown and white options. The Board agreed to review a sample door at 3655 Tartan Circle and place the topic on the August agenda for further discussion.

iii. Enclosed Porch Maintenance Clarification - The Board discussed maintenance responsibilities for modified enclosed porches, including painting, maintenance, and future window replacement obligations. After discussion, the Board adopted the following policy: **Resolution: Effective July 27, 2026, for all modified enclosed porches or other exterior modifications, the Association will no longer facilitate or pay for maintenance, repairs, painting, or replacement of any element of an exterior porch or modification including repair or replacement of windows or doors. Future window and door replacements on any modified enclosed porch will be the responsibility of the Co-Owner.** Motion: Aimee moved to adopt the resolution. Barb seconded the motion. Approved unanimously. Management was directed to update the Rules and Regulations and Owner Responsibility List accordingly.

c. Future Board Meetings

i. The Board scheduled the following meetings:

1. August 24, 2026 – 4:00 p.m. (Zoom will join by Barb)
2. September 21, 2026 – 4:00 p.m.
3. October 19, 2026 – 4:00 p.m. (Zoom will join by Aimee)

ii. The Board discussed preparation of the 2027 Operating and Capital Improvement Budget. The goal will be to review a draft budget in September for approval in October.

Adjournment - There being no further business, the meeting was adjourned at 10:40 a.m. Motion to adjourn made by Aimee, seconded by Barb and approved unanimously.

Respectfully submitted,
Lindsay Flynn
Berkshire Hathaway HomeServices Michigan Real Estate

The minutes from 7/27/2026 were approved 8/26/2026.