The Lakes of Woodbridge Condominium Association

Board of Directors Meeting Minutes

August 26, 2026
4:00 P.M. – Berkshire Hathaway HomeServices Michigan Real Estate

1. Call to Order

The meeting was called to order at **4:05 P.M.**

Board members present included Stephen, Rick, Anita, Aimee, and Barb Murphy-Sanders. Management was represented by Lindsay Flynn of Berkshire Hathaway HomeServices Michigan Real Estate.

2. Secretary's Report

Approval of July 27, 2026 Board Meeting Minutes

The Board reviewed the minutes from the July 27, 2026 Board Meeting.

Motion: Stephen moved to approve the July 27, 2026 Board Meeting Minutes as presented.
Second: Rick
Motion Carried Unanimously.

Management was directed to post the approved minutes to the Association website.

3. Treasurer's Report

July 2026 Financial Statements

Anita reviewed the July 2026 financial report with the Board. The Board reviewed the Treasurer's Report and July financial statements. Total operating expenses for July were $28,115, with year-to-date operating expenses of $216,773. The largest operating expense for the month was lawn maintenance totaling $13,315.

Reserve expenditures totaled $25,768 during July and $187,073 year-to-date. The Association has spent $107,060 on window replacements in 2026, leaving approximately $132,940 available within the approved window replacement budget.

The Treasurer reported that operating and reserve activities continue to perform favorably compared to budget, with a combined positive variance of approximately $119,734 year-to-date.

Motion: Amy moved to approve the July 2026 financial statements.
Second: Rick
Motion Carried Unanimously.

Income Growth Account

The Income Growth Account should be set up by the end of the week for Anita, Diane and Lindsay to sign for access. The plan will be to transfer a majority of reserve funds into the Money Market account once it is fully set up.

Delinquency Report

Management reported that all delinquent owners have been contacted by phone, email, and/or mail. Liens have been filed against Unit 86 and Unit 29. Management further reported that Unit 166 has sold and the outstanding balance was paid at closing.

The Board also discussed Unit 100 and noted that the owners have both passed away. Management will continue monitoring the account and work with the appropriate parties regarding collection efforts.

4. Property Management Report

Spring Walk-Through Project Updates

Management provided an update regarding items identified during the spring property inspections.

- Tom Vandermeer has completed all painting projects identified during the walk-through.
- May Family LLC continues to work through the approved repair list.
- Russ continues to complete approved repair items.
- Jeremy continues irrigation system repairs throughout the community.
- Charter completed burial of all utility lines throughout the community on August 12th

Management reported that notices have been sent to owners regarding their maintenance responsibilities. Several owners have responded and confirmed that the required repairs have been completed.

The Board discussed ongoing compliance efforts and reaffirmed that owners remain responsible for maintenance and repair obligations assigned to them under the Association's governing documents. The Board also discussed claims from some owners that prior damage to garage doors or garage door trim may have been caused by snow removal contractors. The Board noted that damage of this nature must be reported when it occurs so that it can be investigated and, if appropriate, addressed by the responsible party.

Because many of the reported conditions were not brought to the Association's attention when they allegedly occurred, the Board has no reasonable way to verify the cause of the damage or determine responsibility. The Board emphasized that owners have an obligation to promptly report property damage so it can be properly documented and investigated. In the absence of timely reporting and verification, repair of such damage remains the responsibility of the owner in accordance with the Bylaws.

Concrete Repairs

The Board reviewed the proposal from Kent Concrete for mudjacking and leveling sidewalk sections identified as trip hazards throughout the community.

Motion: Aimee moved to approve the Kent Concrete proposal in the amount of $4,790.
Second: Rick
Motion Carried Unanimously.

Asphalt Repairs

The Board reviewed proposals received from Tustin's Asphalt and TM Asphalt. The Board requested revisions to the TM Asphalt proposal before making a final decision and tabled the matter for future consideration.

Maintenance Log

The Board reviewed the August maintenance log and ongoing window replacement projects. Discussion occurred regarding the proposed chimney cap replacement at 3588 Woodbridge and the need for an additional quote before approval.

5. Old Business

Tree Replacement Plan

Rick Bosse reported that the tree replacement design plan is nearing completion and is expected to be submitted to the Architectural Control Committee for approval shortly.

Visitor Parking and Lake Safety Signs

May Family completed the installation of all new visitor parking and lake safety signage.

Lower Lake Pump

Rick confirmed the lower lake pump, and leveling repairs have been completed.

Entrance Landscaping

Lawn Tropics has completed the refreshed landscaping on the front entry. May Family has installed the new bridge and fencing. After the work was completed the pond liner was identified as having a leak. May Family is working on a quote for replacement.

Landscaping Committee

Rick reported that landscape improvements are progressing and that final budgeted repairs and maintenance items are nearing completion. Fall trimming activities will occur later this year.

The Board reviewed the revised Landscaping Committee Charter.

Motion: Aimee moved to approve the revised Landscaping Committee Charter.
Second: Stephen
Motion Carried Unanimously.

Intent to Sell Applications

The Board reviewed the status of pending Intent to Sell requests:

- 3754 Tartan Circle – Active on the market.
- 3745 Tartan Circle – Pending sale; Intent to Sell previously approved.
- 3542 Kirkaldy – Active on the market.

6. New Business

Tan Storm Door Request – 3650 Tartan Circle

The Board discussed the request to maintain an existing tan storm door.

The Board approved allowing the existing tan storm door to remain. However, the Board also discussed developing a future community-wide resolution establishing approved storm door colors and specifications to promote a more uniform appearance throughout the community.

Modification Resolution Communication

The Board reviewed and approved a communication for inclusion in the September newsletter regarding the Modification Resolution and future architectural requirements.

The Board further discussed the possibility of future standards related to deck painting, deck replacement materials, and exterior appearance improvements. No formal action was taken at this time.

Lawn and Snow Removal Contracts

The Board reviewed lawn and snow removal contract proposals and comparison information. The Board directed management to invite additional contractors to submit proposals and conduct a thorough review before selecting a contractor for future seasons.

7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:31 P.M.

Next Board Meeting: September 21, 2026, at 4:00 P.M. at BHHS.

Respectfully submitted,

Lindsay Flynn
Property Manager
The Lakes of Woodbridge Condominium Association

The Board approved these minutes unanimously on 9/21/2026