RICHMOND SQUARE CONDOMINIUM ASSOCIATION

RSCA

SPECIAL BOARD MEETING

Minutes

May 13, 2026 @ 11:00 PM (via Teams)

Call to Order: 11:03 AM

1. Review of Meeting Minutes from October 9, 2025. Motion to approve the minutes was made by Katie Chatas and seconded by Dr. Klaus

2. Financials.
   a. Focus is continuing on controlling expenses and identifying pertinent needs.
   b Gutters have been cleaned.
   c. Hydrangea bushes were replaced in front, work order was for under $900.
   d. Current cash on hand is $73,503.71 (this is with paying out the loan at $800 - $800.37/mo to the Master Association.
   e. April Financials appear to be lopsided due to snow removal costs.
   f. Assessment Fees
      i. Year-to-date collection is $37,412 against a budget of $39,000.
      ii. There is a lapse of $1587, equivalent to about two months of assessments.

g. Snow removal costs almost $4,400, exceeding the budget by a couple hundred dollars.

3. Shingle Repair.
   a. Feazel is not charging for service requests during the ongoing process.
   b. Insurance is arguing with the attorney about the storm date.
   c. An appraisal was not started because the engineers didn't find enough damage to continue with the claim. Not currently in litigation.

4. Wind Damage
   a. Wind damage around the chimneys was likely a fluke due to the severity of the storm.
   b. Shingles blew from the chimney on the corner to porches.
   c. The same storm caused significant damage elsewhere, including taking the roof off the Yost hockey rink in Ann Arbor.
   d. The reality is this is probably the new normal.
   e. Extreme weather is expected to continue.

5. Power Washing
   a. The walls between the units need to be power washed, but there is mold on top of the walls.
   b. The person who power washed the walls was concerned about drainage onto Charlie's side.
   c. Board member suggestion of having someone look at the top of all the walls.
   d. The front steps look better than last year.

6. Community Issues
   a. Melissa Conrad wants to discuss patios.
   b. Dave is unavailable to do patios due to other projects.
   c. Discussing the epoxy-like patio surface, noting that it looks dirty and may be peeling.
   d. Will ask Rex, a painter, for his opinion on the patio issue. Individually billed. Unsure what they are made of, not used in some of the units.

7. Landscaping
   a. There are more dead trees between units 5 and 6, as well as on the front side.
   b. Suggested removing and then replacing the dead trees when they can afford it.

8. Parking Issues
   a. Apartment residents are parking on the property again.
   b. Suggestion of parking tickets or having someone monitor or consider other alternatives

9. Association Manager Transition
   a. Brandy Cross introduced as new Association Manager taking over for Nicole Wolford as she transitions to Commercial.

Next Meeting – July 22, 2026 at 12:00 p.m.

Adjourn: 11:34 AM

RICHMOND SQUARE CONDOMINIUM ASSOCIATION

RSCA

ROOF ISSUES BOARD MEETING

Minutes

September 3, 2026 @ 9:00 AM
(In Person and via Teams)

Call to Order: 9:00 AM

All Board Members in attendance [Katie Chattas (via Teams), Dr. Klaus (in person) and Charles Dankworth (via Teams)]
Also in attendance in person was Property Manager for Richmond Square, Brandy Cross and Senior Property Manager Jennifer Grooms

A. The focus of this meeting was to discuss the ongoing roof replacement issues.

1. What are the costs to replace the roof without the insurance claim?
    a. Innovate Roofing Systems - $82,670.00
    b. Muth & Co. - $69,398.02
    c. Feazel - $99,875.00

2. What are the Board's options for funding roof replacement without insurance payment?
    a. A Special Assessment for 2027 – requiring each owner to contribute to the cost of the roof replacement.
    b. Bank Loan
    c. Master Loan

3. Do we want to try and Replace One Building at a Time?
    a. The Board did not want to go this route, they want to replace all at once.

4. Discussed Current Leaks at #3, #5, and #6
    a. #6 is not a roof leak per Feazel it is a masonry, brick leak. Mason will need to be involved in this leak. Board was fine with AM contact mason to repair this leak.

5. Feazel provided ITEL report close to end of meeting. Shingle was not a match. They feel they can win this claim. Board wants a backup in case they do not. Board would like a 10% contingency added to each roof estimate to cover unexpected costs.

B. Deferred Maintenance Items Discussed

Board would like to add these deferred maintenance items to the overall budget when replacing the roof, they need to be done in 2026-2027.

1. Power Washing the Buildings
2. Balconies
3. Tuck Pointing
4. Brick Work (Broken and loose bricks)
5. Stair Brick Work
6. Railings

Brandy & Jennifer to contact Keswick Condos to check who replaced their roofs recently and work at getting a third quote from that company. Brandy to reach out to Mason to get quote on #6 and then obtain quote for rest of building. Board would like to bring this building up to community standards.

Next Meeting – September 9th at 1:00 p.m. to finalize decisions.

Adjourn: 10:06 AM

RICHMOND SQUARE CONDOMINIUM ASSOCIATION

RSCA

ROOF & CHIMNEY ISSUES BOARD MEETING

Minutes

September 14, 2026 @ 10:00 AM
(In Person and via Teams)

Call to Order: 10:00 AM

All Board Members in attendance [Katie Chattas (Teams), Dr. Klaus (in person) and Charles Dankworth (Teams)]
Also in attendance in person was Property Manager for Richmond Square, Brandy Cross and Senior Property Manager Jennifer Grooms

A. The focus of this meeting was to discuss the ongoing roof replacement issues and Chimney Issues.

1. Our Three Quotes and which one to choose
    a. Muth & Co. - $100,874.50 ($70,340.75 + Re-sheet - $25,593.75 + Counterflashing - $4,940.00)
    b. Feazel - $81,972.00 + $75.00 per plywood sheet
    c. Snyder Unlimited - $154,000

    Board Motioned to approve Feazel at a cap of $90,000, anything above that would need Board approval. Dr. Klaus put motion forward and Charles Dankworth seconded the motion. Katie agreed to this motion later on in the meeting, as her phone was cutting out on this original motion.

2. What did the Board want to do about financing?
    a. A Special Assessment for 2027 – requiring each owner to contribute to the cost of the roof replacement of $15,000. Board requested it be a round number due to the other minor items that would need to be done in the near future (i.e. Chimney in #1).
    b. Master Loan – Jen and Brandy will work with Jeff Dittmer, Association Attorney to provide Master with documents to borrow the money for the funding of these projects up front. The Special Assessment will pay that money back by April 2027.
    c. Board agreed that power washing and tuckpointing would be included in these items as they are in poor condition.

    Board Motioned to approve $195,000 for funding of the Roof Replacement, Chimney replacement at #6 and power washing of entire building as long as that included the stairs of each unit. Dr. Klaus put motion forward and Charles Dankworth seconded the motion and Katie 3rd the motion.

Brandy & Jennifer to reach out to Jeffrey Dittmer, Association Attorney to draw up loan documents for the Master. The Board would like to have Jeffrey Dittmer present at the homeowner meeting to discuss this special assessment at the agreed upon October 8th date at 6:00 p.m.

Homeowner's meeting to discuss these items will be held via zoom and in person for those unable to attend in person.

Board motioned to approve a dues increase to $825.00 beginning in January 2027 to help beef up the reserve funding for any future issues that arise. The Chimney will be an ongoing issue each year if proven to be in poor shape after #6 is remedied.

Next Meeting – October 8th.

Adjourn: 11:29 AM