

# Notice of Annual Meeting and New Board of Directors

The annual meeting for the Brewer Farms Condominium Association will be held at Marshall United Methodist Church, 721 Old U.S. 27 North, Marshall, Michigan on Wednesday, May 22, 2024 at 6 p.m. for the purposes listed below:

1. To introduce Directors
2. To introduce the new property management company, Parkview Hills Management, and its staff.
3. To discuss the following topics:
  - Furnace rooms – co-owner responsibilities with frozen pipes, new furnaces, and safety of other co-owners
  - Dryer vent and duct work cleaning
  - KNOX Box updates and reminders
  - Nuisance concerns
  - HOA and buy-in fees
4. Questions and Concerns from Co-owners, as time permits

Due to the number of candidates applying to be on the Board of Directors, an election will not be necessary. Dwayne McTaggart, the current president of the Board of Directors, was the only candidate to apply for one of the four open positions so he has been elected to the board. Doug Crane, the current secretary on the board, will continue on the board in the second year of his two-year term. While the board can operate with two members, our by-laws allow for the election of a 5-person board. A 2-person board will be limited in its response time to co-owner requests and will not be able to take on as many projects or concerns. The board is an integral part of the Brewer Farms Condominium Association, making financial and maintenance decisions as well as communicating with the property management company and other co-owners. All co-owners are encouraged to consider applying for one of the open positions on the board. You can submit a brief letter of interest stating your goals and past experiences to Doug Crane at [cranedouglas@netscape.net](mailto:cranedouglas@netscape.net) and the board can then elect additional members to serve on the board.

Parkview Hills Management is excited to help our community improve. Scott and his team will bring their experience and dedication to Brewer Farms to help us meet our needs today and in the future. You have received an introductory letter from Parkview detailing how to handle maintenance requests and other concerns. Please take the time to fill out the owner information form and return it to Parkview Hills. If we all take the time to share our email addresses or to obtain an email account, the AppFolio program will allow us to communicate much more effectively via email, thus eliminating the time and cost of printing newsletters and other announcements. All co-owners are encouraged to set up an account at AppFolio in order to improve the sharing of information throughout our community.

We're looking forward to seeing everyone at the annual meeting on Wednesday, May 22 at 6 p.m. at the United Methodist Church in Marshall.

Doug Crane, Secretary, Board of Directors

[cranedouglas@netscape.net](mailto:cranedouglas@netscape.net)

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