

PLYMOUTH COMMONS HOMEOWNERS ASSOCIATION

P.O. BOX 700904, PLYMOUTH, MICHIGAN 48170

plyouthcommonshoaboard@gmail.com

MEETING MINUTES :
ANNUAL MEMBER MEETING
03/09/21

Call to Order and Roll Call

Meeting was called to order by Windy Harris at 7:00 pm. Eight individuals were dialled in at 7:00 pm. Windy Harris informed the group that Zoom-logins will be official roll-call records for the meeting. (Note: Maximum meeting attendance during the course of the meeting was 20).

Zoom Dos and Don'ts

Gaurav Sharma shared the Zoom Participant Orientation Video (<https://www.youtube.com/watch?v=kxQ9t37oXpQ>) and disclosed that the Zoom meeting is being recorded.

Welcome and Introductions

Windy Harris welcomed the participants and asked individual board members to introduce themselves and describe their role and terms.

Secretary's Report

Gaurav: Notice sent out on 02/27/2021 via mail, email, FB posting, and website posting.

Meeting minutes of the 2020 Member Meeting were read. Motion to approve moved by Patrick Hannon and seconded by Sean Laycock. Motion carried by voice vote.

Treasurer's Report

Budget

Sean: Took over the role of treasurer in 2020
Expenses are in control and the Board has been successful in being a good steward of funds. The 2020/2021 budget was uploaded on the website.

Motion to approve moved by Patrick Hannon and seconded by Windy Harris. Motion carried by voice vote.

2021 Dues

Sean 2020 collection is 100 percent. Homeowners have till the end of this month for

Windy Harris, President | Patrick Hannon, Vice President

Sean Laycock, Treasurer | Gaurav Sharma, Secretary | Brie Bruford, Historical Advisor

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the 2021 collection, 60 % homeowners have sent in their 2021 dues. Of those who paid, 20% paid via PayPal, rest paid via checks. Tried to change the name on the PayPal account but change was not possible for this year.

Hani Ayesh Does the association get charged a fee for using PayPal?
Sean The previous President had set it up as a 'Friends and Family' account and the Association has not paid extra fees. However, this may change when we reconstitute the PayPal account later in 2021. Future treasurers will face the same issue.

Vacant Board Position

Windy One Board position is available and one person has expressed interest via email. If anyone else is interested, please contact the Board. The Board meets at least once a month.

One nomination was made on the chat box and the nominee stated that he was not available.

Association Accomplishments in 2020

Windy The Welcome Committee gives gift baskets to new homeowners.
Halloween Trick and Treat was a big accomplishment.
Fall Party had a magician and popcorns. Many thanks to all our volunteers.
Christmas lights were put up with a slight delay since the original vendor was not available due to medical reasons. However, the Board was able to work with an alternative vendor.

Patrick The website has been updated.
Brie The effort to welcome the homeowners has been fantastic.
Windy The Board is improving the website and making everything very transparent.
Sean Great job on the Welcome Committee

Reserve Study

Patrick The Board engaged a company called Reserve Advisors.
Study Recommendations:
(1) Current reserves are satisfactory
(2) Increase the contribution by \$1200/year,
(3) Make infrastructure investments in the next 5-6 years,
(4) Reserves will go down after the infrastructure investment,
(5) The dues have been kept low but infrastructure needs are building up.

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Patrick Hannon and Gaurav Sharma informed everyone that the Reserve Study and 2021 Budget are available on the website and can be downloaded from it. Gaurav Sharma provided an overview of the website.

New Projects

- Patrick New projects include (a) beautification of entrance ways, (b) repair of pathways going into the Commons area, (c) improve website and produce newsletter, and (d) continue with social events.
- Windy Beautification of entrance ways will be helpful.
- Sean Aluminium sidings may need to be repaired or replaced.

One homeowner asked about the status of a community pool. Patrick Hannon responded that no progress had been made since not many individuals signed up to take the community pool on as a project. Patrick Hannon discussed that any such project would entail infrastructure planning, entrances, parking spots, insurance, and other elements. Another homeowner expressed dissatisfaction with the idea of a community pool. Patrick Hannon emphasised the need to study all aspects of any major project. Sean Laycock shared that a survey was done and only one response was received. Patrick Hannon explained that the attempt to form the committee was a gauge of homeowner interest and if needed, interested homeowners can come together to form a group to study this project in full detail and put together a proposal.

Reminders

- Windy Trash containers need to be removed within a reasonable time since they can Pose a major traffic nuisance.
- Patrick Please do not park on the street before a snowstorm, the snowplow cannot work. Please do not remove any tree removal/trimming in the Commons area. Any such change should be done with the involvement of the Board.

Request for Volunteers

- Windy We need volunteers for Fall Party, Halloween events, and social events. Please send me an email. The more the merrier.
- Gaurav We need IT/software experts to help us with migrating electronic record keeping. Brie has done a fabulous job on Newsletter and we need more contributors.
- Patrick We need help with the repaving of asphalt paving of the Commons pathways
- Sean Looking for anyone who can help with accounts keeping.

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Unfinished Business

No unfinished business from the 2020 meeting and no more new business in 2021.

Open Discussion

New developments around the subdivision

A homeowner mentioned that (a) the Township consultant had recommended that the 50 foot setback should be reduced to match other townships like Garden City, Dearborn Heights, and Westland (b) the Township Planning Commission has previously expressed a desire to have more autonomy on the matter, (c) Homeowners in our subdivision may have brought in land with the expectation that they will have similar or better developments around the subdivision, and (d) at this point in time, there is a proposal by a homebuilder in front of the Planning Commission that may allow structures with the reduced setbacks. The homeowner noted that on March 17, there will be a Planning Commission Meeting to review the text amendment. This will not be a Zoom meeting and will be a live-meeting at Township Hall.

Homeowner Patrick Arella stated that in the previous instance, the Board had worked on a formal objection to similar changes and asked for a community ballot initiative. Patrick Hannon requested Patrick Arella and Sean Laycock to take the lead in this matter and draft a letter that can be sent out before the March 17 meeting.

New Committees

Patrick Hannon suggested that if anyone is interested in large infrastructure projects, a committee would need to be formed.

Adjournment

Meeting was adjourned at 8:16 pm.

Minutes were reviewed by PCHA Board on 03/13/2021.

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NOTICE OF ANNUAL HOMEOWNERS MEETING AND OPEN BOARD POSITION

February 27, 2021 via: Mail; Facebook Group Posting; Email; and Website Posting

Dear Homeowner,

Our Annual Homeowners Meeting is scheduled for **March 9, 2021, at 7 pm.** This Notice is given in accordance with the HOA's Bylaws and the Michigan Nonprofit Corporations Act. The meeting will be organized on Zoom (**Meeting ID 91073573848, Passcode 496090**) and members can join the meeting by using a device (**visit www.zoom.us/join**) or dial in by calling **(646) 558 8656**.

AGENDA

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| 7:00 pm | Call to Order and Roll Call, President |
| 7:02 pm | Zoom Dos and Don'ts/Helpful Hints, Secretary |
| 7:08 pm | Welcome and Introduction, President
Windy Harris – President, serving from 2019-2022
Pat Hannon – Vice-President, serving from 2020-2021
Sean Laycock – Treasurer, serving from 2019-2022
Gaurav Sharma – Secretary, serving from 2021-2023
Open Position– 2021-2023
Brie Bruford - Adjunct Historical Advisor |
| 7:10 pm | Secretary's Report
Proof of notice of meeting, Reading of minutes of preceding meeting |
| 7:15 pm | Treasurer's Report
2021 Budget approval (Voting), Association Finances, Dues collection in 2020 and 2021 |
| 7:30 pm | Vacant Board position, President |
| 7:35 pm | Association Accomplishments in 2020, President
Acknowledge of volunteers and new homeowners
Welcome committee and social events (Summer events, Fall events, Halloween)
Updates to website and Facebook page, Facebook survey results |
| 7:55 pm | Reserve Study findings, Vice President |
| 8:00 pm | New projects in 2021, President and Vice President |
| 8:05 pm | General expectations and reminders, President and Vice President |
| 8:15 pm | Request for volunteers, President
Welcome committee, Social events committee, IT committee, Newsletter |
| 8:25 pm | Unfinished business/New business, President |
| 8:30 pm | Open discussion, moderated by Vice President |
| 9:00 pm | Adjournment |

NOTE: The 2021 Budget has been uploaded on the Association website (<https://plymouthcommons.info/finances>). The Zoom meeting will be recorded and all participants may be muted whenever a topic is being presented. If you have any questions or comments during the meeting, please use the in-meeting chat function. At the start of Open discussion (8:30pm), the host of the meeting will read out your questions and the presenters will answer them in the order and time decided by the President.

We look forward to your participation in the meeting and appreciate the opportunity to serve our community.

Yours sincerely,

Secretary, Plymouth Commons Homeowners Association Board

Windy Harris, President | Patrick Hannon, Vice President
Sean Laycock, Treasurer | Gaurav Sharma, Secretary | Brie Bruford, Historical Advisor