

## **Meeting Minutes**

### **FOR 02/10/2021 PCHA BOARD MEETING 7:30-9:00 pm Via ZOOM**

Time: Feb 10, 2021 07:30 PM America/Detroit

Join Zoom Meeting

<https://zoom.us/j/95711211106?pwd=RWtVWU81Y0lSTnFWS1NpL0FqeEZ2QT09>

Meeting ID: 957 1121 1106

Passcode: 622085

One tap mobile+16465588656,,95711211106#,,,\*622085# US (New York)

#### **1. Call to order**

**MEETING CALLED TO ORDER AT 7:53 PM BY WINDY**

**IN ATTENDANCE: SEAN, WINDY, PAT, GAURAV**

#### **2. Reading/Approval of Minutes 01/13/21 Meeting- Annexure 1**

**PAT PROPOSED/ SEAN SECONDED- MOTION WAS PASSED**

#### **3. Treasurer Report**

- a. 2021 Budget Approval **VOTE**
- b. 2020 and 2021 Dues- including delinquent status.
- c. Vendors
- d. Please add other items

MOTION TO PASS THE BUDGET WAS MADE BY PAT AND SECONDED BY WINDY.  
MOTION PASSED UNANIMOUSLY.

DELINQUENT STATUS- ONLY ONE HOMEOWNER IS OUTSTANDING , TWO HOMEOWNERS HAVE DEPOSITED THE 2020 DUES. SEAN AND WINDY WILL CLOSE OUT THE LAST CASE.

FOR 2021- 36 DUES ARE IN AS OF 02/10/21. SEAN ACTIVELY TRACKING INCOMING DEPOSITS. SEAN ATTEMPTED CONTACT WITH CHRISTMAS LIGHTS, NO RESPONSE. SNOW SERVICE HAS NOT ENCASHED 2 CHECKS.

#### **4. Snow Removal (Board)**

- a. General Feedback
- b. Mid-February Survey Draft- Annexure 2  
BOARD WILL SEND OUT A SINGLE QUESTION SURVEY ON FACEBOOK (SEE GREEN HIGHLIGHT ON ANNEXURE). ASSIGNED TO WINDY, DUE BY 2/14.

#### **5. Updated PCHA Welcome Letter - Annexure 3 **VOTE****

BOARD REVIEWED AND APPROVED THE NEW LETTER BY ACCLAMATION. WINDY WILL UPDATE ON THE WEBSITE. WINDY WILL CHECK THE WEBSITE CHARGES FROM GODADDY.COM.

**6. New PCHA Website Video : <https://vimeo.com/503739223> - Annexure 4 (VOTE)**

BOARD MEMBERS REVIEWED THE VIDEO AND APPROVED IT BY ACCLAMATION. IT WILL BE ADDED TO THE WEBSITE AND FB PAGE BY WINDY.

**7. Member Communications (Board)**

- a. Ms. Elahi, Dues/Communication - ONGOING DISCUSSION WITH WINDY AND SEAN
  - b. Ms. Radze, Trash collection-  
DISCUSSION- NO SPECIFIC GUIDANCE ON BYLAWS AND TOWNSHIP ORDINANCE. PAT SUGGESTED THAT THE BOARD CAN SEND A FRIENDLY NOTE ON FB ADVISING PEOPLE TO REMOVE TRASH CANS SO AS NOT TO IMPEDE SNOW REMOVAL. ALSO, AVOID PARKING ON THE STREET AND SIDEWALK MAINTENANCE. PAT WILL SEND THIS COMMUNICATION ' WINTER REMINDER' TO FACEBOOK.
  - c. Ms. Tereba, Pool construction  
DISCUSSION- MS TEREBA MAILED THE PLANS TO SEAN AND WINDY. PAT-WE MAY BENEFIT FROM PRE-DEFINED PARAMETERS. AS OF NOW, WE HAVE BROAD GUIDELINES. BOARD AGREED TO MEET HOMEOWNER VIA ZOOM. PAT WILL DRAFT AN EMAIL AND GET IN CONTACT WITH HOMEOWNERS, BY END OF THIS WEEK. SEAN- WE NEED TO BE IN COMPLIANCE WITH PLYMOUTH TOWNSHIP REGULATION. FOR PROSPECTIVE REQUESTS, GAURAV WILL LOOK AROUND FOR STANDARD GUIDELINES. SEAN WILL LOOK FOR PLYMOUTH TOWNSHIP ORDINANCES. SEAN AND GAURAV WILL COME TOGETHER.
-

d. Communications Workflow, Annexure 8

BOARD ASSIGNED INDIVIDUALS TO SPECIFIC COMMUNICATION RESPONSIBILITIES

**8. Annual Meeting Planning (Board) - Review and Finalize Annual Meeting Agenda - Flow; Topics; Roles; Hand-outs/Pre-reads- Annexure 5**

PLANNING MEETING FOR ANNUAL MEETING WILL BE ON TUESDAY 2/16 AT 7:30 PM  
GAURAV WILL SEND OUT A CALL-FOR-AGENDA FOR 2/16 MEETING AND SEND IT OUT  
THE BOARD.

**9. Open Discussion**

**10. Adjournment AT 9:20 PM**

Distributed by: Gaurav Sharma, Secretary

Distributed to: PCHA Board Members

## **ANNEXURE 1: 01/13/21 MEETING MINUTES**

### **PCHA Meeting 1/13/21**

Members present: Pat, Sean, Windy, Brie, Gaurav

Meeting called to order: 7:30pm

Meeting adjourned: 9:20pm

#### **2020 and 2021 Budget**

49539 Cooke has paid via PayPal

4 homes still haven't paid 2020 dues

Gaurav: An option could be to add up the 2020 and 2021 dues together for those 4 homes and if there's no payment by March 31 we'll proceed with a lien

Windy: Will resend 2020 dues delinquency certified letter to the 4 homes that haven't paid, will include bylaw reference, will say due upon receipt

#### **2021 Board Member Position**

313-333-0396 - Gaurav Sharma; [gsharma.ip@gmail.com](mailto:gsharma.ip@gmail.com)

moved in 2013

Sean - Treasurer

Gaurav - Secretary

Windy - President

Pat - Vice-President

VACANT - At Large

Brie - Historian through transition

#### **Snow Removal**

Think that overall the roads have been

handled well so far

Gaurav: Recommend putting up a Facebook poll 3rd week in February to gauge satisfaction with snow removal

Discussion with Cruz about the salting, going to keep it just at the intersections - depending on magnitude of snow will contact Jeronimo to ice at

#### **Annual Meeting Preparation - Tuesday March 9, 7pm Zoom meeting**

-Treasurer's report

-Reserve analysis

-Looking ahead into 2021 and 2022 project items

-Maintaining/upgrading existing paths

-include \$5000 line item

To do: review 2020 agenda and provide agenda topics for 2021 annual meeting to Pat by 1/27

To do: post reserve study to Facebook/HOA

Windy will connect with Clint on transferring the ownership of Google Drive access to our main PCHOA email address

#### **Holiday Decorations -**

Pat - Think we need to consider who we will use going forward

Windy - Our light person will take them down, but will not house the lights

Sean - Feel like our previous vendor did a better job in terms of how lights were done; included a timer

Pat - Recommend putting holiday lights out to bid for 2021 with My Holiday Lights and the vendor we used last year and select which ones to go forward with - give them the same specifications as we did in 2019

Sean will follow up with Mario at the end of the month and report back for Feb meeting

#### **February Meeting - Wednesday, Feb 10 7:30pm**

## ANNEXURE 2: FACEBOOK SURVEY

A Facebook survey will be drafted by the Secretary and posted on the PCHA page by the President in the second weekend of February:

Proposed:

PCHA is responsible for the general upkeep of common areas including subdivision roads and common grounds. As part of this upkeep, PCHA contracts vendors for services such as snow removal and landscaping of these areas. Regarding snow removal on subdivision roads this year:

1. Is this year's snow removal service satisfactory? (Yes/No)
2. Do you have any suggestions for 2021-22 snow removal planning? (Yes/No)

## ANNEXURE 3: DRAFT OF UPDATED WELCOME LETTER

Dear New Plymouth Commons Homeowner,

Welcome to the neighborhood and our community. Nestled on the western edge of Plymouth Township, Plymouth Commons subdivision is a community of 126 homes. We value you as a new member of our community. We want to introduce you to the Plymouth Commons Homeowners Association (PCHA) and provide you with information about our neighborhood.

### PCHA

**PCHA is the official homeowners organization of this subdivision.** The primary purposes of the PCHA are to coordinate the delivery of subdivision-wide services and to encourage the adherence to covenants that help preserve the value and appearance of our subdivision. All property owners have an automatic membership in PCHA, have voting rights at the annual Members Meeting, may hold a position on the Board of Directors, and may use any of the designated Common Areas. Please consider how you can help your neighborhood, either by serving on our Board or by volunteering on one of its committees.

### Board of Directors

**The Board of Directors is the governing body of PCHA and manages its affairs on behalf of the subdivision homeowners.** Board Directors are homeowners like yourself who volunteer their time to serve the neighborhood. The homeowner's and residents' responsibility is to abide by the rules and regulations as outlined in the Bylaws, Covenants and Restrictions, Development Guidelines, and other directives determined by the Board of Directors. Elections to the Board are held every year, and the Board appoints a President and other officers.

### How to contact the Board

The Board uses mailers and/or email) to communicate regularly with homeowners on various matters, including area safety alerts, annual budgets, and dues. **For routine matters, please send an email to [plymouthcommonshoaboard@gmail.com](mailto:plymouthcommonshoaboard@gmail.com)**, and you should get a written response within five business days.

### PCHA Annual Dues

**Our association assesses dues that are payable by March 31st by the homeowner(s) of record. The dues for 2021 were \$350 and may be adjusted each subsequent year.** Please refer to the dues letter that should arrive by the end of January each year. These dues are used to maintain the common areas (mowing, fertilizing, flowers, etc.), plowing of snow on roads, conducting PCHA business, and other necessary expenses voted on by the Board.

### Trash

**Weekly trash, yard waste, and recycling collection is on Wednesday.** Per Township Ordinance, containers should be at the curb no earlier than 6:00 PM the day before and removed from sight as soon as possible after collection. Visit [http://www.plymouthtp.org/government/departments/solid\\_waste\\_trash\\_collection/index.php](http://www.plymouthtp.org/government/departments/solid_waste_trash_collection/index.php).

### PCHA Website and Facebook Group

PCHA Board maintains a **website ([www.plymouthcommons.info](http://www.plymouthcommons.info))**. On this website, you will find the PCHA governing documents as well as meeting minutes and reports. Please take the time to read through the Declarations and Bylaws. Our **Facebook Group (<https://www.facebook.com/groups/PlymouthCommons/>)** has information on upcoming activities and events, announcements, and a community calendar.

Again, I welcome you and your family to the Plymouth Commons community.

-President, on behalf of the PCHA Board

**Note:** PCHA maintains a neighborhood directory. At the earliest opportunity, please send an email to [plymouthcommonshoaboard@gmail.com](mailto:plymouthcommonshoaboard@gmail.com) that includes at least one email address, one phone number, and your name and street address.

-VERSION- This version is a DRAFT that was created by Gaurav Sharma and Windy Harrison. Needs Board Vote.

## ANNEXURE 4: DRAFT OF NEW HOA VIDEO

-These Meeting Minutes were approved at the 02/25/2021 meeting of PCHA Board-

## A GUIDE TO HOA

<https://vimeo.com/503739223>

[Click Here](#)

-VERSION- This version is a DRAFT that was created by Gaurav Sharma and Windy Harrison. Needs Board Vote.

## ANNEXURE 5

From: **Jennifer Elahi** <jenniferelahi@gmail.com>  
Date: Sat, Jan 30, 2021 at 2:35 PM  
Subject:  
To: <plymouthcommonshoaboard@gmail.com>

Greetings,

Really appreciate the communications about the upcoming dues of 2021!

HIGHLY disappointed to receive a notice that the dues for 2020 were not received. I thought I sent the dues from the first week received last year. If I knew it wasn't received, I would have sent it right away. Have not received any type of communication that it wasn't received until this week (in 2021) and still the letter says 'Your outstanding balance is now ?????'. In the last year, no call, no email, no knock at the door, no letter.

Again, one of my frustrations with the management of the homeowners association is lack of communication - this being one. I know there was a change of positions in the last year, I know there were some issues with the post office- yet email, call, knock at any time is welcome, certainly if money is owed.

IF the association lacks an email/phone list for the entire subdivision- I'm ready to go door to door if that is what it takes to get an updated contact list so things like this do not happen again. Let us organize a team to see who still owes their dues on the upcoming due date- the team can contact those who may have missed it first through email, second through a mailbox reminder- third reach out at the door. This should happen monthly until all payments are collected. I would be more than willing to help the treasury with this.

I will send the late owed with the current 2021 payment, yet with respect for lack of communication appreciate the 'late fee is waived'. I will drop the checks in the mail on Monday, yet if needed today - feel free to stopover!

Our address is 49428 Cooke ave, if you need help with the process, let me know- I don't mind being part of the board.

Best wishes to all and hopefully success in the New Year!

## ANNEXURE 6

From: **Christine Radze** <kcbodie@ameritech.net>  
Date: Thu, Jan 28, 2021 at 8:18 PM  
Subject: Trash Cans  
To: <plymouthcommonshoaboard@gmail.com>

Dear Board - I posted my question on FB but of course people took it the wrong way. Therefore, I deleted my post and am now sending you an email.

I am wondering when trash cans need to be put away after they have been emptied. I checked the bi-laws and did not see anything pertaining to this matter. I only saw this on our website, "Plymouth Commons trash and recycling pickup is every Wednesday. Trash cans and recycling bins should be placed at the curb no earlier than 6pm on Tuesday." It states nothing to the timing of when the cans should be put away. As you know, with snow and icy roads, vehicles could easily run into them. As a result, I am suggesting the Board send a friendly reminder to the homeowners and also update the website. Thank you!

God Bless America,  
Christine Radze



## ANNEXURE 7

From: **Kathy Tereba** <kathykins11@gmail.com>

Date: Wed, Jan 27, 2021 at 3:21 PM

Subject: Approval for Pool

To: <plymouthcommonshoaboard@gmail.com>

Hello Neighbors!

We are planning to install a pool and update our patio this summer. We live at 49966 Standish Ct. I am attaching a picture of the drawing but would be happy to mail or drop off the actual document for approval. We are working with Mike Assemany at Backyard Creations  
10636 Bouldercrest Dr.  
South Lyon, MI 48178  
248-755-7609

Please let me know if there is any additional information you will need to review for approval.

Thank you,

Rich and Kathy Tereba

248-921-6800

## ANNEXURE 8

### COMMUNICATION

#### ITEM 1:

Objective: To help new members understand how communications are handled by the Board and see if we can standardize our responses and benefit from volunteer time of homeowners.

METHOD	PRIMARY RESPONDER	NOTES
Homeowner sends an email to plymouthcommonshoaboard@gmail.com	Who should be the primary monitor? WINDY/PAT	Majority of emails are about dues, permissions, etc. Do we need the Board to agree before responding?
Homeowner sends a mail to PO BOX	Per Windy, Sean monitors incoming mails WINDY/PAT/SEAN	
Homeowner posts a question on Facebook group	Who is the primary monitor?	Majority of postings are about bylaws, construction permissions etc.

	WINDY/PAT	
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ITEM 2:

As of now, our communications are routed out of [plymouthcommonsboard@gmail.com](mailto:plymouthcommonsboard@gmail.com) and Board members use their personal emails to communicate Board matters. While this is convenient, it might be an issue if there is a Discovery on a legal matter. It will open the entire personal email of the Board member to Discovery. It might be prudent to use one of the following two options:

A8.2.1: We can open a G Suite account. This will allow us to host all our documents, communications, and other functions under [plymouthcommons.org](http://plymouthcommons.org). Ergo, the emails can be [president@plymouthcommons.org](mailto:president@plymouthcommons.org), [vice.president@plymouthcommons.org](mailto:vice.president@plymouthcommons.org), and so forth. Files from Mr. Mikel's Gmail account can be permanently housed here. The Secretary can be made responsible for maintaining this G Suite account. As Board members leave, their accounts can be handled to their successor, ensuring continuity of information. If the Board wants to pursue this option, it might need to budget ~\$10/month.

See <https://support.google.com/nonprofits/answer/3367223?hl=en>

A8.2.2: We could consider subscribing to an Association Management Software. Our homeowners complain about the lack of regular updates, dues collection reminders, etc. Those manual functions could be automated by using association management software. This will free up Board member time and help us focus on higher-yield work. There are several software on the market, costing \$50/month upwards. Plus, since the Board uses a third-party vendor, it would limit its liability in case of a data breach.

See <https://www.joinit.org/blog/association-management-software-what-it-is-and-why-its-powerful> and <https://www.wildapricot.com/blog/what-is-an-ams>

If the Board wishes to support this option, the next step would be to charter a committee to look at all options and come back with recommendations.