

# PLYMOUTH COMMONS HOMEOWNERS ASSOCIATION

P.O. BOX 700904, PLYMOUTH, MICHIGAN 48170

plymouthcommonshoaboard@gmail.com

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## MEETING MINUTES OF

### 2023 ANNUAL MEMBER MEETING

#### MEETING DETAILS:

Time: Apr 4, 2023 07:00 PM America/Detroit

#### **Join Zoom Meeting**

<https://us06web.zoom.us/j/81013151450?pwd=V1haZVhZL21tbXd2bUNlUEZZQi95dz09>

**Meeting ID: 810 1315 1450 | Passcode: 737680**

One tap mobile

**+16465588656,,81013151450#,,, \*737680#**

#### AGENDA

**Attendance:** Cheryl Dove, Keimji Opara, Gloria Zhao, Mary Ann Schloop, Kris Morris, Dana Smith, Jessica Noel, GV, 734\*\*\*454, Sarah Chyn, Patrick Hannon (PH), Rhi Geiser (RG), Justin Ford (JF), Windy Harris (WH), Gaurav Sharma(GS)- (15)

Call to Order and Roll Call- President (PH) called to order. WH was not available to chair the meeting and asked PH to chair the meeting.

Zoom Dos and Don'ts/Helpful Hints- Secretary (GS) said that the Zoom meeting will be recorded, and all participants may be muted whenever a topic is being presented. Please use the in-meeting chat function if you have any questions or comments during the meeting. At the start of the Open discussion, the session moderator will read out your questions, and the presenters will answer them in the order and time decided by the meeting chair.

Welcome and Introduction- PH introduced RG as the latest member of the Board and will assume the role as the treasurer. GS is in his third year as Secretary and as board member. WH is on a new 3 year term and will continue to serve as President. JF is in the second year of his term and will continue as member-at-large. PH will continue as Vice President. Sean Laycock has finished in his term in 2022 and will continue to advise the board.

Secretary's Report (Proof of notice of meeting provided on 01 March 2023 via Mail, Email, and Sandwich Board, Reading of minutes of the preceding meeting). 2022 Annual Member Minutes were read on the screen and approved.

Treasurer's Report (2023 Budget, Association Finances, Dues collection in 2022 and for 2023): Dues went up by \$100. Budget was uploaded on the website and approved by the Board in March 2023. Dues will continue to remain at \$450 this year. 22 outstanding dues as of April 2023. Biggest expense is landscaping. Eliminating costs by unsubscribing from Quickbooks and also reducing expense at the Fall Party.

Announcement of Seating New and Reappointed Board Members- Covered by PH earlier.

Association Accomplishments in 2022, Acknowledgement of volunteers and new homeowners Welcome committee and social events (Summer events, Fall events, Halloween) Updates to website and Facebook. WH mentioned that the subdivision with 7 new homeowners in 2022 and 3 more coming in 2023. Special thanks to volunteers who made the Fall Party possible. Great turnaround. Summer events may come back in 2023. In 2022, we had additional 10 homes who signed up for Halloween signs.

Architecture Control Committee, Updates. PH mentioned that the Covenants of Architecture are followed. The 3 member ARC group meets regularly to review ARC requests. Recent questions about solar panels etc. ARC has looked into ways to speed up the process for ARC requests. GS mentioned that the bylaws and covenants are on the PCHA website.

Windy Harris, President | Patrick Hannon, Vice President | Rhiannon Geiser, Treasurer | Gaurav Sharma, Secretary | Justin Ford, Member

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New projects in 2023- PH discussed the need to keep up with the landscaping needs in 2023.

Enhancement of website/portal : RG discussed that a new website payhoa.com will allow homeowners to access HOA information, pay dues, and get communication from the HOA. It will also help in communication during house purchase/sales. Cost (around \$1200/year) has been factored in the budget.

General expectations and reminders - PH reminded everyone to leash their pets and avoid parking on the street.

Unfinished business/New business and Open discussion- GS asked the Zoom meeting format to continue. Per other attendees, there are pros and cons of Zoom vs. In-person. PH brought up that there are issues with entrance lights. Discussion about mailboxes came up- GS suggested a very gradual phase-out of the green boxes over 2-3 years. Members asked if cost sharing between members is possible, PH responded that neighbors can discuss sharing costs amongst themselves. No other open/pending business.

Adjournment at 8:32 pm.

Minutes approved at HOA Board Meeting on 11 July 2023.

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Plymouth Commons Homeowners Association		
	2023 Budget	
	Budgeted	
Revenue		
2023 Dues 130 Lots @\$450/lot	58,500.00	
Non Payment Assumption	0.00	
Interest Income	155.00	
<b>Total Revenue</b>	<b>58,655.00</b>	
Expenditures		
Administration		
Copies, Postage, Mailing and Misc	300.00	
Office & Computer Supplies	200.00	
Quickbooks	150.00	
Insurance	1,500.00	
PO Box	90.00	
Website (5 Year Renewal, due 2027)	0.00	
PayHOA Website	1,200.00	
<b>Total Administration</b>	<b>3,440.00</b>	
Maintenance		
Fertilizer	3,500.00	
Tree Maintenance & Replacement	6,737.50	
Landscaping (Mowing, Spring and Fall Cleanup, etc)	27,000.00	
Irrigation System and Repair	1,500.00	
Storm Drains/Retention Pond	0.00	

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Seasonal Decoration	2,500.00	
Road Lighting Maintenance & Repair	1,000.00	
Snow Removal & Salt	10,000.00	
Painting	0.00	
<b>Total Maintenance</b>	<b>52,237.50</b>	
Social Events		
Homeowner Event	2,600.00	
<b>Total Social Events</b>	<b>2,600.00</b>	
Professional Fees		
Accountant	1,000.00	
Attorney	0.00	
<b>Total Professional Fees</b>	<b>1,000.00</b>	
Taxes		
Federal & Property Taxes	90.00	
<b>Total Taxes</b>	<b>90.00</b>	
Utilities		
Electric	1,200.00	
Water	800.00	
<b>Total Utilities</b>	<b>2,000.00</b>	
<b>Total Expenditures</b>	<b>61,367.50</b>	
<b>Balance Revenues Less Expenditures</b>	<b>(2,712.50)</b>	
Budget approved at HOA Board Meeting on 3/14/23		

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## MEETING MINUTES: PCHA Annual Member Meeting 2022

**Time: Mar 22, 2022 07:00 PM America/Detroit**

Join Zoom Meeting

<https://us06web.zoom.us/j/86838917581?pwd=TjFucGR3d09ZMWdTaG9zRU5CL2MyUT09> Meeting ID:  
868 3891 7581

Passcode: 691487

One tap mobile +16465588656,,86838917581#,,,,\*691487# US (New York)

+13017158592,,86838917581#,,,,\*691487# US (Washington DC)

### AGENDA

Board Members present: Pat Hannon, Sean Laycock, Gaurav Sharma Board Members not present:  
Windy Harris, Justin Ford

HOA members present: 09

**Call to Order and Roll Call-** by Pat Hannon (PH), Vice President.

**Zoom Dos and Don'ts/Helpful Hints-** Secretary. Gaurav Sharma (GS) went over the logistics on Zoom.

**Welcome and Introduction-** PH welcomed any new members

**Announcement of Seating New and Reappointed Board Members:** Windy Harris, President | Patrick Hannon, Vice President | Sean Laycock, Treasurer | Gaurav Sharma, Secretary | Justin Ford, Member.

**Secretary's Report** (Proof of notice of meeting, Reading of minutes of the preceding meeting). GS shared that the meeting was announced via paper mail, sandwich board, and email before 19 February 2022. Meeting minutes from the 2021 Annual Meeting were read on the screen. PH moved the motion to accept the minutes, Sean Laycock (SL) seconded. Minutes were approved by vote.

**Treasurer's Report** (2022 Budget, Association Finances, Dues collection in 2021 and 2022). SL described the work on the subdivision entrance, light fixture, etc. The biggest expense continues to be with Cruz Landscape with lawn mowing. Per SL, all 2021 dues were paid and the online payment option was discontinued since it added extra steps. The increase in mowing costs might lead to an increase in dues next year. General increases in water and electricity. SL described the trimming of trees in the Commons area. SL discussed the 2022 budget. Per PH, dues were last raised in 2017 and the reserves had to be accessed in 2021. Thus, inflation was likely to lead to dues raise next year. One member asked for subdivision-wide snow removal to be included in the HOA responsibilities. Per PH, this was discussed in two Board meetings and the Board did not support taking over the responsibilities for snow removal due to cost and liability concerns.

**Association Accomplishments in 2021:** PH described the work done on entrance ways, trimming and pest control in the Commons area. Per assessors, there was no need to start a spraying program. PH thanked Windy Harris (WH) for organizing the 2021 Thanksgiving event. PH discussed communication via webpage and facebook.

**Traffic Study Findings, Gaurav Sharma:** Per GS, in early 2021, there were several incidents of speeding (speed limit 25 mph) and stop sign violations on facebook and member complaints. The Board approached Plymouth Township Police Department to collect speeding data and enforcement. Between

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17 Aug -1 Sep 2022, a traffic monitoring exercise was placed on Howland Park Drive. In this two week period, over 8000 vehicles passed the device. About 3/4 of drivers are driving within the speed limit and 1/4 are driving over the speed limit. Excessive speed is not uncommon. The Plymouth Township Police Department increased enforcement and gave out citations. The Board will consider repeating the exercise in the summer of 2022.

**Architecture Control Process, Pat Hannon:** Per PH, the Board started ACP to help with request approvals and is looking for volunteers to form and run a formal ARC committee. Members can reach out to PH with nominations and self-nominations. Jennifer T. volunteered to be on the ARC.

**New Projects, Pat Hannon:** In future, we need to work on entrances, create new social opportunities, and transmit more information with less effort.

**General Expectations, Pat Hannon:** Dog droppings should be removed from the sidewalks. Dogs should be on leash on the sidewalks. Garbage cans need to be put back once they have been collected.

**Request for volunteers, Pat Hannon:** Our president, Windy Harris, is continuously looking for new ideas for social engagement. Members can reach out to her with offers to volunteer. Members can also consider running and contributing to a newsletter.

## Open discussion:

1. Member Ron R. mentioned the cleaning procedure for the new mailbox. PH agreed that there was a need to make members aware of keeping the boxes ok.
2. Member Ron R. mentioned that the cracks on the entrances. SL asked if anyone knew about the contractors that did the work. No one was aware of the details.
3. Gaurav Sharma mentioned incidents of egging of houses, unmarked vehicles on subdivision roads, etc - and the possibility of a neighborhood watch programs and entrance at camera. Concerns regarding the logistics were brought forth, no decision taken.

## Adjournment at 8:31 pm.

**Note:** Meeting minutes from the 2021 Annual Member Meeting are available on the Association website (<https://plymouthcommons.info/documents%2Fmeeting-minutes>). The 2022 Budget will be uploaded on the Association website (<https://plymouthcommons.info/announcements>) after it is reviewed and approved at the Board Meeting on March 15, 2022. The Zoom meeting will be recorded, and all participants may be muted whenever a topic is being presented. Please use the in-meeting chat function if you have any questions or comments during the meeting. At the start of the Open discussion (8:30 pm), the session moderator 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,  
Plymouth Commons Homeowners Association Board

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## **RULE: Architectural Control Requests (RULE #B2021)**

Enforcement of the governing documents is the responsibility of the Board (see Article VIII.1.c of PCHA Bylaws). The Board can establish rules, regulations, and policies for PCHA's operation according to the authority of Restrictions (see Article VIII.1.d of PCHA Bylaws).

From time to time, individual homeowners may desire to make permanent changes to the exterior of their properties. Such requests will be handled by the Architectural Review Committee (ARC), which is responsible not only for reviewing members' applications for additions or modifications but also putting the interest of the community as a whole above the interests of individual homeowners. In case the property of a committee member is under ARC review, the member will need to recuse themselves.

The President of the HOA (or the majority of the Board in absence of the President) will appoint not more than three homeowner(s) to serve on the ARC. Appointments to ARC will need to be renewed each year and ARC members may be disappointed at any time by a majority vote of the Board.

### **Procedure:**

**If a homeowner would like to make an exterior change to their property in the form of an addition or modification, they will need to follow the application process described herein:**

**1. Application-** After verifying that the proposed addition or modification is allowed under Plymouth Township rules, the homeowner will send an email to [plymouthcommonshoaboard@gmail.com](mailto:plymouthcommonshoaboard@gmail.com) and provide the details of the proposed project, such as specifications (materials, shapes, professional plans) and work schedule.

**2. ARC Review:** Each month, ARC member(s) will meet to review applications for compliance with governing documents. If the governing documents permit variations in certain circumstances, ARC will review the plans to determine whether the proposed changes meet the required standard. ARC member(s) reserve the right to ask questions, seek clarification, and set up meeting(s) with applicants- as needed. ARC will post its intention to approve/disapprove an application on the HOA website for at least 7 days. This will give an opportunity for any other homeowner to comment or bring forth positive or negative feedback to the attention of ARC. At the end of the comment period (minimum 7 days) , the ARC will make a recommendation to support or deny the application.

**3. Decision-** The recommendation from the ARC will be presented at the next Board meeting, which will either approve or disapprove the application. The Board reserves the right to ask questions, seek clarification, and set up meeting(s) with applicants- as needed. A homeowner may appeal to the Board within 30 days after the Board has issued a decision. The decision of the Board shall be in writing and will be mailed or emailed to the homeowner within two days of the Board's decision.

*NOTE: An approval of an application by the Board does not necessarily imply that the application meets local , state, and federal regulations. Applicants must verify the need to get permits and additional approvals from Plymouth Township and other authorities, as applicable. The applicants must not commence any construction activity till they have the Board's decision and all the requisite permits/permissions. At the end of the project, the applicant will give a written undertaking attesting that the project was completed within the approved specification. If the applicant chooses to forego the ARC application process and/or commences any construction before the Board's approval and/or carries out*

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*construction that is out of scope of the specifications approved by the Board, the applicant may be subject to fines as defined in Rule #A2021.*

February 15, 2022

Dear Homeowner,

**Subject: 2021 Dues Letter-Action Required by March 31, 2022**

Dear Homeowner,

The 2022 Plymouth Commons Homeowners dues are \$350. We have worked diligently over the last several years to keep our dues the lowest among our peers, however we anticipate a dues increase for next year. The last change of dues was a \$50 per year increase in 2017.

Please make your payment by any one of the following methods:

- Mail a check to Plymouth Common Homeowners Association at **PCHA, P.O. Box 700904, Plymouth, MI 48170 and include the lot number.**

**Payment is due upon receipt but no later than March 31, 2022.** A \$50 per month late fee will be assessed for late payments.

A budget for 2022 is being finalized and will be posted on the PCHA website once it is approved by the Board of Directors. The Annual Homeowners Meeting is scheduled for March 22, 2022 at 7PM. The meeting will be held virtually via Zoom. A link and agenda for this meeting will be sent out in the near future.

**In order to make sure we have the correct information to reach our residents, please return this notice with your updated email address and best phone number to reach you.**

Thank you and Happy New Year. The PCHA Board of Directors