

# Heritage Hills Homeowners Association

## 2023 ANNUAL MEETING MINUTES

Held Thursday, Dec. 14, 2023; 7:00PM to ~9:00PM

Location: Forest Elementary School Media Center

### Today's Date: 12/17/2023

1. 7:05PM - Roll Call / Opening Comments (Joe B.)
  - a. Roll Call and final tally and confirmation of proxies
    - i. 51 Proxies
      - 3 Olivian DeSouza, 2 Chris Shim, 1 Steve Pien, 39 Joe Babcock, 6 Butch
    - ii. Board members present: Joe B, Jason C, Steve P., Sandy P., Debbie B, Butch
    - iii. Board members absent: Ryan K. (proxy-Joe), Elshunta, Ben L (proxy-Joe), and Steve Wosina (proxy-Joe)
    - iv. 24 non-board residents (see list attached)
  - b. Around the room Introductions of all attendees
  - c. Motion to approve this agenda made by Joe and seconded by Jason.
    - Passed unanimously
2. 7:10PM - Joe made motion for Board Vote to approve the November Meeting Minutes and seconded by
  - Passed unanimously and will be posted to website.
3. 7:12PM - Old Business
  - No old business
4. 7:12PM - Financials (Steve Pien)
  - a. Steve presented last month's and YTD (at the moment) Financial Report and will email a copy of the report once the last of the 2023 checks are cashed by contractors so he can reconcile the account.
  - b. Review Projected/Forecasted Year End Financial Report (Steve)
  - c. Dues Collection
    - i. As of start of meeting, only 1 residence is unpaid 2023 (was paid before end of meeting)
    - ii. 2024 dues collection has begun and we have started receiving checks already. Those will be deposited after the 1st of January so we have a clean break in the records.
5. 7:25PM - 2023 Task Tracking (Brief overview of what we accomplished and what we initiated)
  - a. Sprinklers at Entrances (Joe)
    - i. Verona was put back together when city finished road
    - ii. Carriage Hill need new control unit because of power surge
    - iii. Heritage Hills Dr. Is finally reassembled and tested.
    - iv. Claymore's controller keeps burning through batteries, so may need a replacement
    - v. Spring Hill needs 1 head replaced and reset in the spring.
  - b. Landscaping at Entrances - (Joe)
    - i. 2024 is year 2 of 2 year contract with Fire Guy Lawn & Landscape
      - a. They will need to somewhat rebuild the flowerbeds on Verona because road construction tore up the island a bit. But now we should have working sprinklers on the southern island, so we can consider adding beds there also, if we want.
      - b. Heritage Hills Drive will be getting a planned makeover in the spring, since that island was largely dug out. A few unsightly shrubs and out of control trees will be replaced to give a nicer, cleaner appearance.
      - c. We need the city's road construction schedule for 2024 before we will plant spring flowers at Claymore and Spring Hill.
  - c. Tree work Updates (Butch)
    - i. Butch urged everyone to call him if residents see any down trees or large branches around the common areas.

-----Continued on next page-----

- ii. Butch wanted to inform everyone that if a healthy tree from the commons falls in your property or on your house, per state law, it is considered an "act of nature/god" and you are responsible for working with your insurance or paying yourself to remove the portion of the tree on your property. The HOA may work with you to get the remaining part in the commons removed at the same time if it is interfering or is unsightly. Please contact us to coordinate that.
- iii. Miriam Gould mentioned there are 2 dead trees in the island on North Park that need to be removed. Joe mentioned that the islands are city right-of-way and they are responsible for trees in the islands and will remove them during this year's road construction, but DPW can be asked to remove them sooner if there is imminent risk there.
- iv. Joe asked if anyone knows of any other trees that have fallen or are dead.
  - a. Miriam mentioned a skinny pine tree that she thinks is dead to the west of the "T" in the paths, on the south side of the path. Butch will look at it. If it is indeed dead, it will be removed. We will have our arborist confirm.
  - b. Butch again requested anyone with tree issues to call him at 313-318-7190.
  - c. Chris Shim mentioned a tree in the "Turtle Park" that is dead, but that is in Wedgwood Commons HOA, not in HHA's commons.
  - d. Trees along the outer main streets (Farmington/Drake/14 Mile) on the berms are in the city right of way and the city is going to be removing dead ones and should be replacing them.
- d. Paths Update - Joe mentioned that in the November meeting, the board approved replacing about 1/2 mile of walking path, including about 3/4 of Park 3 and all of Park 4. The awarded contractor is Michigan Foundation & Cement. If the weather cooperated, they will start work before the end of the year, but that means decent temperatures and no rain.
- e. Bridges Updates - Joe mentioned that the board also approved replacing 1 of the bridges Park 4 and the 1 in Park 1. The Park 4 bridge (the bridge coming north from North Park) is temporarily on hold because they city said we may need to have an EGLE Flow Test done to ensure the bridge is engineered in a way that flow is not obstructed in the creek bed, which we planned to continue to allow to flow free anyway. We may need to do that in Park 1 as well. We'll also need EGLE permits. These bridges will be similar to the bridge in Park 3, where there are steel culverts, then concrete and path on top with rails.
- f. Park 1 lawn and creek repairs plan - Butch said part of his proposal for 2024 for capital improvement is to clean up along the creek in Park 1 where it is overgrown and out of control. We would appreciate it if in the areas that are not commons that have a creek running behind the houses, those residents keep the creek section along their property free of leaves and branches. We've seen people drag branches into the creek to get them out of their yards. We've seen landscape companies blow all the leaves from some yards into the creeks. These types of things interrupt the natural flow of the creek and are not permitted! If you've done either of those things, please correct it ASAP.
- g. Entrances' signage - Jason C. said there are local companies that will make new signs out of hard foam that will last a long time, or they will make them out of wood. The board will need to determine what style of sign is wanted (modern vs. more traditional). The board welcomes resident input about which style they would prefer, but whichever way is chosen, the signs WILL be replaced if we have the budget for it this year. We need to get quotes.
- h. Playground Mulch - Joe said we will need to add mulch in spring 2024. Park 1 will need to wait until after the bridge is replaced so the large truck can get back there. Park 2 needs to have the play areas topped off a bit, but are still thick enough. We should go back to using Main's for the playground mulch, because the mulch that Davey blew into park 2 most recently was not clean or something, and within a couple weeks it had fungus growing from it. That never happened with mulch from Main's Landscape Supply. Park 3 will need quite a lot of mulch added, and probably before the path is replaced.
- i. Dog stations - Joe mentioned that the North Park dog station will be replaced (the bag holder) and that the station in Park 2 by Oak Valley has a nut and bolt that mysteriously separated, but is still OK to use. It is almost as if it was tampered with. Joe will repair this.

-----continued on next page-----

- j. Quaker Way Island - Joe mentioned it will get trees or shrubs after street replacement. Butch mentioned the island in Oak Valley Drive and how when a resident had asked something be done to beautify that island, a maple tree was planted, because those are low maintenance and look great, so that may be what is put in the Quaker Way island.
6. 7:48PM - New Business
- a. Joe mentioned that the following vendor contracts are expiring as of 12/2023:
    - i. Lawn mowing (currently Davey)
      - a. We will get 3 bids, at least, for this, including Davey and FireGuy Landscaping.
    - ii. Lawn and Tree Fertilizing (currently TruGreen)
      - a. We will try to get 3 bids here, but in the past, it's been tough to find 1 vendor that can handle all the different types of fertilizing and prevention that we need for both lawns and tree care. Joe asked residents if they have any recommendations to please email him.
  - b. Joe Evangelista said he had an issue with sheds and fences and wanted to know how the HOA handles those because he's seen some sheds going up and didn't know if the board had approved them. He also said if we want to have sheds, then the bylaws need to be changed. Joe mentioned that in order to change the bylaws, we have to give notice to residents and it requires a large vote be done at an annual meeting or a special meeting. So we can get feedback from residents if we want to do that. Otherwise, there shouldn't be any sheds. Then Bob Schwartz said as long as we are on the shed and fence issue, he wanted to know how dog runs are handled. This was discussed and it was mentioned that nobody is aware of any new dog runs, but that there are dozens of them that have been around for decades, so there is some precedence of allowing them, but there's no official guidelines for size. Butch mentioned that residents can go down to City Hall and apply for a permit and get one issued, the city no longer requires an approval letter from the HOA before the permit is issued. It was proposed that we create an enforcement taskforce, so the new board will have to decide if they want to do that.
  - b. Electricity at Entrances - Joe said we want to add electricity at all entrances that have landscaping/flowers/signs. Also, while Carriage Hill already has electricity, the city has to investigate why that line is surging and frying our devices (sprinkler controller and lights) before we can replace them.
7. 8:22PM - Other Business
- a. Welcome Committee Update - Sandy told everyone what the welcome committee does. Joe mentioned that we have had about 15 homes sold this year, so those new neighbors will get copies of such things as the Building & Use Restrictive Covenants in a welcome packet, which also includes information about the HOA and neighborhood, the board members, etc.
8. 8:26PM - "ELECTION" of 2023 Board of Directors
- a. Sandy made a statement to try to recruit some attendees from the meeting to join the board.
  - b. New Nominees: Chris Shim, Calvin Carey, and Nour El Hajj
  - c. Returning Nominees: Joe Babcock (President), Ryan Kurrle (VP1), Steve Pien (Treasurer), Sandy Pepper (Welcome Committee), Debbie Bridges (Welcome Committee), Steve Wosina, Butch Carrington (Grounds)
  - d. Joe B. explained the election process to the attendees.
  - e. Joe B. explained the reasoning for having 2 VPs for the last couple years being that we need an officer to initial checks as a verification that checks were issued appropriately, so having 2 VPs gives the treasurer coverage to get the written checks verified/authorized quicker, especially with vacations and such. Joe explained that if Chris Shim is voted in as a board member, the proposed position for him would be VP2 and he would act as an internal auditor of our finances. He would not be able to write checks, but he would have access to see the accounts and records and to help the treasurer if there are questions, etc. Chris is a licensed CPA in the state of Michigan and has a degree in accounting and a masters degree in tax, so this would greatly benefit the HOA to have him on board.

-----Continued on next page-----

- f. Joe Babcock made motion to vote to install these 10 residents as board members for 2024
  - i. Nominee List:
    - 1. Joe Babcock - President
    - 2. Ryan Kurrle - VP1
    - 3. Chris Shim - VP2 (Internal Auditor)
    - 4. Steve Pien - Treasurer
    - 5. Butch Carrington - Grounds
    - 6. Sandy Pepper - Member
    - 7. Debbie Bridges - Member
    - 8. Steve Wosina - Member
    - 9. Calvin Carey - Member
    - 10. Nour El Hajj - Member
  - ii. Jim Oatley seconds the motion
  - iii. Joe Babcock asks all attendees for those in favor of electing these 10 residents to the 2024 Heritage Hills HOA Board to raise their hand and say "Aye".
  - iv. Joe Babcock asks all attendees for those who object to any of these 10 residents to raise their hand and say "Nay".
  - v. The vote was unanimously in favor of electing those 10 residents to the board. The new board will meet to decide who will be the new board secretary for 2024 at the beginning of the next board meeting in January.

9. 8:32PM - Comments or Questions

- a. 2023 President Joe Babcock mentioned this was the first in-person annual meeting we've had since before the pandemic, so it was nice to get everyone together and thanks for everyone's feedback. Joe expressed his gratitude to outgoing member, Jason Charnas, so his couple years of volunteering as VP2 and how it is appreciate how Jason was always willing to help and was great to have as a partner on the board.
- b. No additional comments from old or new board members or residents.
- c. Resident Comments or Questions

10. ~8:35PM - Meeting Adjourned

NOTES:

For any questions, please send an email to: [HeritageHills48331@gmail.com](mailto:HeritageHills48331@gmail.com) or [HhhaTreasurer48331@gmail.com](mailto:HhhaTreasurer48331@gmail.com)

TEXT Joe Babcock for HOA issues/concerns: 248-885-7691

Our Mailing Address: Heritage Hills HOA, 4301 Orchard Lake Road, Suite 180-144, West Bloomfield, MI 48323

2024 Annual Dues Checks are Due as of January 1, 2024 and are considered late after March 1, 2024, at which time a late fee of \$50 will be incurred, per our currently approved HOA Bylaws. Further delinquency may result in liens and attorney action. A dues notice is being sent to each resident separate of the Annual Meeting Notice in an effort to reduce confusion and promote earlier dues remittance.

Please monitor <https://rollingoaks-fh.org> for calendar and event updates, copies of approved meeting minutes, neighborhood blog, etc. Look in the Heritage Hills tab, especially.