

## **CHURCHILL ESTATES HOA – SPECIAL MEETING - MARCH 26, 2022**

### **CALL TO ORDER**

Meeting called to order at 10:00 a.m. by Valarie Springer, Treasurer

Type of Meeting: Special Meeting initiated by Churchill Estates Homeowner, Jerry Thomas, in accordance with the Churchill Estate By-laws.

Meeting Purpose: Board President Resignation, Election of Board Members, Collection of Dues

Name of Organization: Churchill Estates Homeowners Association, Farmington Hills, MI 48336

Date and Time: Saturday, March 26, 2022, at 10:00 a.m.

Meeting Location: Farmington Hills Fire Station Conf. Rm., 31455 W. 11 Mile Rd., Farmington Hills, MI

Presiding Officer: Treasurer Valarie Springer (only remaining Board Member) introduced Jerry Thomas who initiated and presided over Special Meeting.

HOA Assembly Present: 36 HOA Members Signed in (Note: approx. 50 present)

### **MOTION TO DETERMINE QUORUM**

Maker of Motion: Jerry Thomas

Motion Wording: Motion to Agree we have a Quorum.

Seconded by: Marvin Spatz

Final Wording: Motion to Agree we have a Quorum.

Voting Method: Voice (Aye or No)

Voting Outcome: The AYES have it and we have a Quorum. Motion adopted.

### **MINUTES OF MAY 2019 (LAST MEETING)**

Handouts of May 2019 notes of last HOA meeting by John and Pat Derkos were distributed to all present and read by Treasurer Valarie Springer as no former Board members had submitted Minutes. Today's meeting was first meeting held in three years. Minutes approved without objections.

### **TREASURER UPDATE**

Treasurer Valarie Springer gave a brief synopsis of HOA current status:

1. Valarie Springer is Treasurer and the only currently serving Board member as of March 2022.
2. Marvin Spatz, former Vice President, resigned in May 2019.
3. Tammy Daniels was elected Secretary at May 2019 meeting, but resigned.
4. Clark Sanford, former President, announced his pending resignation at May 2019 meeting and intent to submit written resignation. He offered three HOA options upon his resignation. None of the 20+ present at the May 2019 meeting expressed interest in assuming open HOA Board positions. The Treasurer stated that Mr. Sanford had stopped communicating for months, that he remains in possession of HOA records and has not transferred them to her. A three-year report of bills paid was distributed, some bills were not on the list but must be paid, including a past due HOA insurance bill.
5. Jerry Thomas has been assisting the Treasurer and that is why a Special Meeting was being held (see notice of March 26, 2022, Special Meeting and Agenda wherein it stated that Clark Sanford informed Jerry Thomas that he had resigned due to work and family commitments).

### **MOTION TO NOMINATE CHURCHILL ESTATES HOA PRESIDENT**

Maker of Motion: Valarie Springer

Motion Wording: I move to Nominate Jerry Thomas as President.

Seconded by: Marvin Spatz

Final Wording: Motion to Nominate Jerry Thomas as President.

Voting Method: Voice (Aye or No)

Voting Outcome: The AYES have it and the Motion was adopted.

Jerry Thomas was elected President for one (1) year per HOA By-laws.

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### **Comments from Newly-elected President, Jerry Thomas**

Neighbors had contacted Mr. Thomas with concerns that the Churchill Estates HOA had been dissolved but he did not think it had actually happened. Further, an HOA must file an annual report with the State of Michigan with Board Members' names and contact information and that the former president had stopped filing the necessary document. The HOA is a non-profit organization with a required annual fee due for over three years.

### **MOTION TO NOMINATE CHURCHILL ESTATES HOA TREASURER**

Maker of Motion: Jerry Thomas  
Motion Wording: I move to Nominate Valarie Springer to continue as Treasurer.  
Seconded by: Motion was seconded.  
Final Wording: Motion to Nominate Valarie Springer as Treasurer.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted.  
Valarie Springer was elected Treasurer for one (1) year per HOA By-laws.

**President Jerry Thomas introduced two residents who expressed interest to serve as HOA Vice President.**

1. **Stanley Young-Comments**

Mr. Young, a 30-year resident, would like to see property values/properties maintained and will assist the President and HOA in any way needed. Concerns raised about residents not complying with by-laws and/or city ordinances, i.e., fences, boats, recreational vehicles, garbage cans, unkempt yards, etc. Also, he would like to work on committees for signage, beautification, etc.

2. **Sarah Williams-Comments**

Ms. Williams had previously expressed interest but endorsed Stanley Young and felt he would do a good job as Vice President.

### **MOTION TO NOMINATE CHURCHILL ESTATES HOA VICE PRESIDENT**

Maker of Motion: Jerry Thomas  
Motion Wording: I move to Nominate Stanley Young as Vice President.  
Seconded by: Sarah Williams  
Final Wording: Motion to Nominate Stanley Young as Vice President.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted.  
Stanley Young was elected Vice President for one (1) year per HOA By-laws.

### **MOTION TO NOMINATE CHURCHILL ESTATES HOA SECRETARY**

Maker of Motion: Jerry Thomas  
Motion Wording: I move to Nominate Laura Saperstein as Secretary.  
Seconded by: Motion was seconded.  
Final Wording: Motion to Nominate Laura Saperstein as Secretary.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted.  
Laura Saperstein was elected Secretary for one (1) year per HOA By-laws.

### **OPEN DISCUSSION/COMMENTS**

1. To save monies, President Jerry Thomas suggested email notifications to be used in the future. Concerns regarding members who do not have cell phones or email addresses. Amanda Mohan proposed that members vote in six months on a new budget and for review/update by-laws.

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2. Current checking and savings account balance is about \$2,000 but former president has all the documentation. Treasurer Valarie Springer stated the former Secretary (Linda Patrick) moved and her name remains on the bank account. The Treasurer can only electronically access the HOA bank account. Linda Patrick informed Jerry Thomas (and previously also Marvin Spatz) that she turned over all HOA documents in her possession to former President Clark Sanford when she resigned and no longer has any records. Open questions/concerns from Marilyn Mayberry over current Board not having access to bank accounts, suggestion to have former Secretary appear at bank to remove access to account, and concerns regarding why two signers are not on the account. The Treasurer explained that the former Treasurer and Secretary were bonded and both had access but later Linda Patrick was doing both jobs and that was how only one person ended up being on the account. Terry Schleicher raised the question of the Treasurer being the only Board member signing checks. The Treasurer stated that bills were being paid electronically and that the former President also had account access; he received bills and gave them to her to pay electronically. President Jerry Thomas stated he will discuss this matter at a later date to ensure conformity with by-laws requirements, but emphasized that all processes must comply with HOA by-laws.
3. Newly elected President Jerry Thomas stated current by-laws require two signatures on checks and should be signed by the Treasurer and one other officer. He will prioritize retrieving all HOA documents from the former President, including bank account information and access.
4. President Jerry Thomas will focus on using the Next Door application to ensure that all Churchill Estates HOA residents can communicate effectively and timely.
5. The Treasurer initiated discussion regarding Board members being exempt from paying HOA dues. Also, other members provided history of homeowners who do not pay HOA dues because they either provide electrical access for Churchill Estates entrance lights or for watering flowers in the common areas. Jerry Windham stated that many do not know what is in the by-laws, have never received a copy, and suggested that we not open up discussion of the by-laws at this special meeting because the priority should be to get the HOA back up and running again and the collection of dues. He suggested that any other matters be discussed at a future meeting. President Jerry Thomas will revisit this discussion at a future meeting in about six months.
6. Madalyn Beteag initiated discussion that water in subdivision entrance areas is not working and rose bushes and shrubs are not being watered. The President stated he would be amenable to volunteers' suggestions for commons areas improvements.
7. Karon Barksdale initiated discussion on informing current/new residents about by-laws, HOA purpose, annual dues/non-payment repercussions, etc. Marilyn Mayberry shared how real estate closings handle HOA dues. A Committee to welcome new residents was suggested and that, in the past, many residents volunteered with tasks to maintain our neighborhood. Marv Spatz helped with sprinklers, Board members filed evictions to reduce legal fees and Joe Svoke did electrical work. We all must contribute to maintain our community and property values. Vice President Stanley Young volunteered to take the lead on committees, i.e., beautification, hospitality, etc. and all committees will work closely with the Board with follow-up meetings.

### **MOTION FOR COMMEMORATIVE PLAQUE FOR FORMER PRESIDENT**

Maker of Motion:	Marilyn Mayberry
Motion Wording:	I move for a commemorative plaque for former President Clark Sanford in Recognition of his many years of leadership in the Churchill Estates HOA.
Seconded by:	Motion was seconded.
Final Wording:	(same as above)
Voting Method:	Voice (Aye or No)
Voting Outcome:	The AYES have it and the Motion was adopted.

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### CURRENT PRIORITIES OF PRESIDENT JERRY THOMAS

1. File required HOA documents with State of Michigan
2. Secure HOA insurance policies
3. Hire lawn maintenance company for commons areas
4. Get water/sprinkler bids and repair
5. Retrieve all HOA records from former President
6. Get access to HOA bank accounts
7. Follow-up on unpaid HOA dues

MEETING ADJOURNED on March 26, 2022, at 11:30 a.m.



Jerry Thomas, President  
Churchill Estates HOA



Laura Saperstein, Secretary  
Churchill Estates HOA

HOA Assembly Corrections to Minutes: ☒ None ☐ Yes

### MINUTES APPROVED:

By HOA Assembly Present at next Regular Meeting

on 3-18-2023  
(date)

  
Laura Saperstein, Secretary