

## CHURCHILL ESTATES HOA – ANNUAL MEETING - MARCH 16, 2024

Type of Meeting: Annual Meeting initiated by Churchill Estates HOA President, Jerry Thomas.  
Meeting Purpose: Annual Meeting in accordance with Churchill Estates By-laws.  
Name of Organization: Churchill Estates Homeowners Association, Farmington Hills, MI 48336  
Date and Time: Saturday, March 16, 2024, at 10:00 a.m.  
Meeting Location: Farmington Hills Fire Station Conf. Rm., 31455 W. 11 Mile Rd., Farmington Hills, MI  
Presiding Officer: Jerry Thomas, HOA President. Board Members present: President, Treasurer & Secretary.  
The Vice President, Stanley Young, recently resigned and position is currently vacant.  
HOA Assembly Present: 32 HOA Members noted on Sign-in Sheets (Note: approx. 35 present)  
Announcement to sign in on attendance sheets located at table near entrance.  
Documents/Handouts: Agenda for March 16, 2024, Meeting.  
Minutes from March 18, 2023, Meeting for HOA Assembly Approval.  
President's Report for March 16, 2024, Mtg. w/2023 Accomplishments & 2024 Plans.  
2024 Budget Forecast, including 2022-2023 Expenditure Summary showing total dues collected in 2023, Detailed Date Summary of Bank Deposits and Interest, and checking and savings balances as of 12/31/2023 and; lastly, an Expense Budget breakdown of 2022 and 2023 Expenses and proposed 2024 Budget Forecast.

### **MOTION TO CALL TO ORDER**

Maker of Motion: Joseph Svoke  
Motion Wording: Motion to Call to Order.  
Seconded by: Motion Seconded by President.  
Final Wording: Motion to Call to Order.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and meeting Called to Order at 10:05 a.m. No opposition voiced.  
Motion adopted.

### **MOTION TO DETERMINE QUORUM**

Maker of Motion: Marvin Spatz  
Motion Wording: Motion to Agree we have a Quorum.  
Seconded by: Motion Seconded by Mark Fouts.  
Final Wording: Motion to Agree we have a Quorum.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and agreed we have a Quorum. No opposition voiced.  
Motion adopted.

### **MOTION TO ADOPT MINUTES OF MARCH 18, 2023, HOA MEETING**

(Copies of March 18, 2023, annual meeting minutes by Laura Saperstein, HOA Secretary, were distributed to all present and had also been posted online).

Maker of Motion: Jerry Thomas, HOA President  
Motion Wording: Motion to Approve Minutes of March 18, 2023, HOA Meeting.  
Seconded by: Motion Seconded by Tasmiyah Gaskins.  
Final Wording: Motion to Approve Minutes of March 18, 2023, HOA Meeting.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and Minutes approved as presented. No opposition voiced.  
Motion adopted.

Note: Reminder to participants to identify themselves prior to speaking in order to ensure accuracy of the meeting minutes.

# CHURCHILL ESTATES HOA – ANNUAL MEETING - MARCH 16, 2024

## HOA OFFICERS' REPORT #1 – PRESIDENT JERRY THOMAS

**ACCOMPLISHMENTS/UPDATE** since March 18, 2023, meeting.

1. Minor repair to sprinkler system in Commons areas.
2. Tree trimming in Commons areas.
3. Updated gardens and mowing in Commons areas.
4. Established PayPal option for HOA dues on website (30 of 160 used PayPal).
5. Established HOA website <https://churchillestateshoa.org/>
6. Dues statements, HOA Annual Meeting Minutes, Deed Restrictions and HOA By-Laws can be downloaded from HOA website.
7. President announced that, upon request, HOA members may request to review bank statements for clarity and any questions/concerns as to all monies received and disbursed.

## PRESIDENT'S PLANS FOR 2024

1. **LIENS.** Liens on ten homes. Generally, liens are placed if no dues are received for two years. He plans to continue this practice with 2024-2025 because it is more cost effective than placing liens every year and advised that a home cannot be refinanced or sold if a lien is placed on a property.
2. **ESTABLISHMENT OF MANDATED COMMONS AREA COMMITTEE, INCLUDING INSPECTION OF BRIDGE.** The HOA owns the bridge that is in the Commons area that can be entered off of Arden Park, east of Elsworth and maintenance must be addressed. Joseph Svoke and Marvin Spatz recalled history that the HOA had wanted to remove the bridge due to excessive maintenance costs but the City stated it could not be removed so HOA must maintain it. Volunteers and maintenance input on the bridge and other Commons areas is much needed and are to be directed to President Thomas ASAP.
3. **ESTABLISHMENT OF HOA WEBSITE AND FACEBOOK COMMITTEE.** Anyone who has expertise in website creation was asked to volunteer so Churchill Estates can get one up and running for future Association news, including payment of dues through a cash application.
4. **HOA ANNUAL DUES.** Annual HOA dues are currently \$175. President Thomas has no plans to recommend an increase in the annual HOA dues. No objections from HOA members present.
5. **WELCOME COMMITTEE.** Volunteers requested to form a Welcome Committee. A sign-in sheet was available at the entrance table. Sandra Leckrone offered to chair this committee.

**NOTE:** PLEASE CONTACT PRESIDENT JERRY THOMAS IF ANY QUESTIONS OR TO JOIN A COMMITTEE.

## HOA OFFICERS' REPORT #2 – TREASURER VALARIE SPRINGER

The Treasurer gave a financial update (see Budget handout).

1. Reviewed Budget handout showing 2022 and 2023 Expenses and a 2024 Budget Forecast.
2. Checking Balance as of January 1, 2023, was \$32,708.47; balance as of December 31, 2023, was \$28,365.81. All expenditures were listed on budget summary handout. The savings balance as of December 31, 2023, was \$7,498.87.
3. HOA members reviewed budget/expense handouts. Joseph Svoke and Amanda Mohan and others requested clarification of what the \$10,000 landscaping proposal would include. The President and Eric Fisher (who had been volunteering in the past to maintain Commons areas and who was actively involved in overseeing the landscape bid proposal) explained that the entrances had been neglected and that the previous year's expense was merely a cosmetic enhancement. Also, once the beds get properly built up by a professional landscaping company, it was anticipated that this expense would be reduced in future budgets. Joseph Svoke reminded all present that there was an extended period where nothing was being done, prices had increased, and now a catch-up from previous years' neglect was necessary. He added he supports and trusts the HOA Board and bid process. President Jerry Thomas added that every year will not be \$10,000 and the HOA was catching up with unpaid dues and

## CHURCHILL ESTATES HOA – ANNUAL MEETING - MARCH 16, 2024

no active HOA Board for a while. Mark Fouts added that he has lived in Churchill Estates for 23 years and that Eric Fisher is a good neighbor and he has the utmost confidence in his recommendations with regard to the Churchill Estates landscaping. Tasmiyah Gaskins also recognized Eric Fisher for his voluntary contributions in landscaping the Commons areas. Amanda Mohan stated that she had offered to help with landscaping but there was no second HOA meeting for the year. President Thomas advised that there is one annual HOA meeting per year but that he is available throughout the year for the residents' questions or concerns. Amanda Mohan will plan to meet with Eric Fisher, Chair of the Commons Area Committee. Karon Barksdale requested that Appleton Street be looked at with regard to landscaping. Eric Fisher added that his goal was not to design new beds, but rather to maintain the areas and make them look good with low maintenance flowers, plants and bushes. Joseph Svoke offered to assist with any lighting issues in the Commons areas.

Philip Mohan asked if the 2024 proposed budget would be voted on at the meeting because there were some discrepancies. President Thomas responded that there were some variances but they were very close and minimal and every deposit and expense was itemized. He invited any HOA resident to review the bank statements, currently on his table, to verify the figures. He added that any member is always welcome to review the books at any time; just let him know and he will make them available.

### **HOA OFFICERS' REPORT #3 – VICE PRESIDENT**

Vacant Officer Position – N/A

### **HOA OFFICERS' REPORT #4 – SECRETARY LAURA SAPERSTEIN**

1. Minutes from the March 18, 2023, regular meeting were approved without correction. (see Motion to Adopt Minutes on page 1).
2. Reminder to participants to identify themselves prior to speaking in order to ensure accuracy of the meeting minutes.

### **MOTION TO APPROVE 2024 BUDGET**

Maker of Motion: Joseph Svoke  
Motion Wording: I move to approve the 2024 Budget.  
Seconded by: Tasmiyah Gaskins  
Final Wording: Motion to approve the 2024 Budget.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted by unanimous vote.  
The 2024 budget was approved.

### **NOMINATION AND ELECTION OF 2024 OFFICERS**

The Churchill Estate HOA by-laws require that Association Officers (President, Vice President, Treasurer and Secretary) shall be elected annually by a majority vote of the quorum at the Annual meeting. President Thomas announced that the Vice President position was currently vacant. Also, that the current President, Treasurer and Secretary were agreeable to continue to serve as Officers for another year. He inquired as to any HOA members who wanted to run for any of the one-year Officer positions for 2024. No HOA members present expressed interest in running for the President, Treasurer or Secretary positions. However, both Amanda Mohan and Vismita Sonagra expressed interest in running for Vice President. After discussion, both agreed to serve as Co-Vice Presidents, without objection by President Thomas or those present at the annual meeting.

# CHURCHILL ESTATES HOA – ANNUAL MEETING - MARCH 16, 2024

## MOTION TO NOMINATE JERRY THOMAS AS CHURCHILL ESTATES HOA PRESIDENT

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

## MOTION TO NOMINATE AMANDA MOHAN AND VISMITA SONAGRA AS CHURCHILL ESTATES HOA CO-VICE PRESIDENTS

Maker of Motion: Jerry Thomas  
Motion Wording: I move to Nominate Amanda Mohan and Vismita Sonagra to serve as Churchill Estates HOA Co-Vice Presidents.  
Seconded by: Terry Schleicher  
Final Wording: Motion to Nominate Amanda Mohan and Vismita Sonagra to serve as Churchill Estates HOA Co-Vice Presidents.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted by unanimous vote.  
Amanda Mohan and Vismita Sonagra were elected Co-Vice Presidents for one (1) year per HOA By-laws.

## MOTION TO NOMINATE VALARIE SPRINGER AS CHURCHILL ESTATES HOA TREASURER

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

## MOTION TO NOMINATE LAURA SAPERSTEIN AS CHURCHILL ESTATES HOA SECRETARY

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

# CHURCHILL ESTATES HOA – ANNUAL MEETING - MARCH 16, 2024

## OPEN DISCUSSION/COMMENTS

Paul Gilbert was attending his first HOA meeting and wanted to know how he could help. President Thomas offered a succinct explanation of what the HOA does and advised there was information on the HOA webpage. Also, he added that there was an HOA annual meeting the first quarter of each year. There were suggestions by residents that a good way to get involved and meet your neighbors was to join one of the committees. Joseph Svoke and others commented that they appreciate people in Churchill Estates showing an interest and caring about their community. Some concerns, however, raised in the open discussion were about homeowners who do not timely remove trash cans from the road after Thursday trash pickup that blow onto other properties posing a possible traffic hazard. Also, some properties do not maintain basic yard maintenance, i.e., grass, shrubs, trees, etc. President Thomas advised he will contact the City if brought to his attention. Philip Mohan inquired about road maintenance. President Thomas advised that replacement had been 50/50 shared expense but now the property owner is responsible for 90% of the replacement cost.

## MOTION TO APPROVE \$175 ANNUAL HOA DUES FOR 2024 (ADD A \$25 LATE FEE IF PAID AFTER 7/1/2024)

Maker of Motion: Jerry Thomas, HOA President  
Motion Wording: I move to approve \$175 Annual HOA Dues for 2024 and to add a \$25 late fee if paid after July 1, 2024.  
Seconded by: Renatta Bogins  
Final Wording: Motion to approve \$175 Annual HOA Dues for 2024 and to add a \$25 late fee if paid after July 1, 2024.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted by unanimous vote.  
The 2024 Annual Dues of \$175 and to add a \$25 late fee if paid after July 1, 2024, was approved.

## MOTION TO ADJOURN MEETING

Maker of Motion: Eric Fisher  
Motion Wording: I move to adjourn the meeting.  
Seconded by: Valerie Ross  
Final Wording: Motion to Adjourn the Meeting.  
Voting Method: Voice (Aye or No)  
Voting Outcome: The AYES have it and the Motion was adopted.  
Meeting adjourned on March 16, 2024, at 11:40 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 \_\_\_\_\_,  
(date)

---

Laura Saperstein, Secretary