

CHURCHILL ESTATES HOA – REGULAR MEETING - MARCH 18, 2023

CALL TO ORDER

Meeting called to order at 10:00 a.m. by Jerry Thomas, President

Type of Meeting: Regular Meeting initiated by Churchill Estates HOA President, Jerry Thomas.

Meeting Purpose: Regular Meeting in accordance with Churchill Estates By-laws.

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

Date and Time: Saturday, March 18, 2023, 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 (All HOA Board Members present).

HOA Assembly Present: 34 HOA Members noted on Sign-in Sheet (Note: approx. 45 present)

Documents/Handouts: Agenda for March 18, 2023, Meeting

Minutes from March 26, 2022, Meeting for HOA Assembly Approval

President's Report for March 18, 2023, Meeting

Budget, including 2021-2022 Expenses and 2023 Budget Forecast

MOTION TO DETERMINE QUORUM

Maker of Motion: Joseph Svoke

Motion Wording: Motion to Agree we have a Quorum.

Seconded by: Motion Seconded.

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 26, 2022, HOA MEETING)

(Handouts of previous HOA meeting taken by Laura Saperstein, HOA Secretary, were distributed to all present).

Maker of Motion: Jerry Thomas, HOA President

Motion Wording: Motion to Approve Minutes of March 26, 2022, HOA Meeting.

Seconded by: Motion Seconded.

Final Wording: Motion to Approve Minutes of March 26, 2022, HOA Meeting.

Voting Method: Voice (Aye or No)

Voting Outcome: The AYES have it and Minutes approved as presented. No opposition voiced.
Motion adopted.

HOA OFFICERS' REPORT #1 – PRESIDENT JERRY THOMAS

The President gave an update of accomplishments since the previous 2022 meeting (see Agenda handout).

1. Re-established HOA Board/Election of Officers.
2. Updated State Corporation Registration requirement as non-profit HOA.
3. Collected up to two years' HOA dues from Homeowners and deposited to Bank of America HOA account. Also, in reviewing HOA-related files retrieved from the former President, some active and inactive checks were found from homeowners and title companies that represented dues previously paid from current homeowners and/or for homes that were sold and monies collected by title companies at the mortgage closings. Jerry Thomas contacted all title companies to get checks re-issued, where necessary, and deposited approximately \$1,500 in the Bank of America HOA account.
4. Secured approximately \$3,600 of HOA dues/monies (Unclaimed Property) from an inactive Bank of America account that had been turned over to the State of Michigan Dept. of Treasury as Unclaimed Property. Money has been redeposited in the HOA account at BOA.

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HOA OFFICERS' REPORT #1– PRESIDENT JERRY THOMAS

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5. Secured Insurance for HOA and newly-elected Board that had been inactive for over two years.
6. Repaired sprinkler systems in common areas. All sprinklers had not been shut off and were frozen.
7. Contracted mowing company for commons areas and now being maintained on regular basis.
(see Vice-President's report for garden update).
8. Purchased four signs to post at strategic entrance areas to notify homeowners of HOA meetings, HOA dues collection dates and other pertinent information. Initial cost of \$1,000 however will be cost effective over time as mailing costs of \$200 per mailing to homeowners that continues to increase each year.

PRESIDENT'S PLANS FOR 2023

1. **LIENS.** As of this meeting date, and after new mail is retrieved from the HOA postal box, an estimate of possibly ten homeowners may be delinquent in dues for 2021 and 2022. As a result, a law firm will be hired to place liens on those properties. The 2023 HOA dues invoice will be generated soon.
It was clarified that some homeowners are excluded from paying dues because they water flowers in the common areas at entrances and/or provide electricity for the lights at Churchill Estates' entrances.
2. **BRIDGE COMMITTEE.** The HOA owns the bridge that is in the commons area that can be entered off of Arden Park, east of Elsworth. Input will be sought, possibly a committee could be formed to seek expertise, inspection/maintenance/repair estimates, and make a recommendation.
3. **HOA WEBSITE W/CASH APPLICATION.** 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. **COMMONS AREAS COMMITTEE.** Volunteers requested to form a Commons Committee of 9-15 members, as mandated in the HOA Charter.
5. **WELCOMING COMMITTEE.** Volunteers requested to form a Welcoming Committee.
6. **UNKEMPT HOMES/PROPERTIES.** Work together as a community to maintain properties and overall appearance of Churchill Estate as a whole (see Vice President's report including homeowners' discussion/input/concerns).
7. **HOA ANNUAL DUES.** Annual HOA dues are currently \$175 (see Motions introduced after the Treasurer's Report for approval of 2023 HOA Dues and Budget).

NOTE: PLEASE CONTACT PRESIDENT JERRY THOMAS IF ANY QUESTIONS, FOR FURTHER INFORMATION OR TO JOIN ONE OF THE ABOVE COMMITTEES.

HOA OFFICERS' REPORT #2 – TREASURER VALARIE SPRINGER

The Treasurer gave a financial update (see Treasurer's budget handout).

1. Reviewed Budget handout showing 2021 and 2022 Expenses and a 2023 Budget Forecast.
2. Checking Balance as of January 31, 2022 was \$5,187.79; balance as of December 31, 2022, was \$32,708.47. All expenditures were listed on budget summary handout.
3. Treasurer responded to concerns and clarified that HOA dues in BOA account that were taken by State of Michigan Treasury Department as Unclaimed Property and checks from title companies and homeowners (that were found in boxes turned over to the current HOA President Jerry Thomas from the former HOA President) were now all accounted for and deposited in one HOA account.
4. Inquiries were made as to whether HOA financial records were audited or required. President Jerry Thomas affirmed that audits can be done, however, any HOA member was welcome to review them and/or ask questions at any time. He added that he had the financial records at the current meeting and to just ask him for a review/clarification after the meeting or at a later date.

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HOA OFFICERS' REPORT #2 – TREASURER VALARIE SPRINGER

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5. Inquiries were made as to the water bills/service/flat rates. President Jerry Thomas explained that the first and fourth quarter bills were minimal and the second and third quarter bills were larger. He added the HOA was assessed costs each time a water department employee made a service call and there were four billing periods. Also, a service charge is assessed each time the water department turns the water on and off. He will research to determine which billing method is the most cost effective.
6. Inquiries were made regarding the forecasted 2023 attorney fees. President Jerry Thomas explained that 2023 budget forecasts were only projections and that currently there were about ten HOA dues that were past due that he intended to request the law firm to process liens.

HOA OFFICERS' REPORT #3 – VICE PRESIDENT STANLEY YOUNG

The Vice President gave an update of accomplishments/acknowledgements since the previous 2022 meeting.

1. Acknowledged the leadership of Eric Fisher for spearheading the HOA flower gardens' project in 2022 that enhanced the beautification of Churchill Estates' entrances. He assured that the area off Appleton Street will be included in the 2023 planting season since it was overlooked in 2022 (many residents were not aware that it was part of the Churchill Estates HOA). Also, the Vice President acknowledged Diane Young and Marilyn Mayberry's assistance in watering flowers. Since there is more money in the HOA dues account in 2023, there will be bids to possibly contract a landscaper. Stanley will offer landscaping recommendations to the President at a later date and a committee will have to be established after the initial landscaping is set up.
2. Advised that the \$175 HOA annual dues for Churchill Estates is extremely reasonable compared to local communities where HOA dues are as high as \$450 or more.
3. Acknowledged the Nether family for sponsoring an ice cream social in Summer 2022.
4. Announced that the four new signs will improve communication and offer reminders for HOA members of meetings, payments of HOA dues, social events and other communications.
5. Appreciation for Valarie Springer who continued to serve as the Churchill Estates HOA Treasurer the past three years when no homeowners stepped forward to run for the open Board positions.
6. Encouraged community involvement and responsibility for:
 - a. Watching out for potential crime and reporting unusual or illegal neighborhood activity;
 - b. Showing pride in maintaining your properties, home maintenance and landscaping, including trees and shrubs to promote increased property values;
 - c. Adhering to HOA/city ordinances regarding abandoned, unlicensed or disabled vehicles; garbage collection times for setting out trash cans, pickup and timely removal after pickup.

HOA OFFICERS' REPORT #4 – SECRETARY LAURA SAPERSTEIN

1. Minutes from the March 26, 2022, special meeting were approved without correction. (see Motion to adopt Minutes on page 1).
2. Several announcements were made throughout the March 18, 2023, meeting that participants must identify themselves prior to speaking in order to ensure accuracy of the meeting minutes.

NOMINATION AND ELECTION OF 2023 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 Jerry Thomas inquired as to any HOA members who wanted to run for a one-year Officer position for 2023. No HOA members present at the meeting expressed interest in running for any of the 2023 Officer positions. All 2022 Officers were agreeable to continue to serve as Officers for another year.

CHURCHILL ESTATES HOA – REGULAR MEETING - MARCH 18, 2023

MOTION TO NOMINATE JERRY THOMAS AS CHURCHILL ESTATES HOA PRESIDENT

Maker of Motion: Marvin Spatz
Motion Wording: I move to Nominate Jerry Thomas to continue as President.
Seconded by: Tasmiyah Gaskins
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 by unanimous vote.
Jerry Thomas was elected President for one (1) year per HOA By-laws.

MOTION TO NOMINATE STANLEY YOUNG AS CHURCHILL ESTATES HOA VICE PRESIDENT

Maker of Motion: Marvin Spatz
Motion Wording: I move to Nominate Stanley Young to continue as Vice President.
Seconded by: Tasmiyah Gaskins
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 by unanimous vote.
Stanley Young was elected Vice President for one (1) year per HOA By-laws.

MOTION TO NOMINATE VALARIE SPRINGER AS CHURCHILL ESTATES HOA TREASURER

Maker of Motion: Marvin Spatz
Motion Wording: I move to Nominate Valarie Springer to continue as Treasurer.
Seconded by: Tasmiyah Gaskins
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 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: Marvin Spatz
Motion Wording: I move to Nominate Laura Saperstein to continue as Secretary.
Seconded by: Tasmiyah Gaskins
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 by unanimous vote.
Laura Saperstein was elected Secretary for one (1) year per HOA By-laws.

OPEN DISCUSSION/COMMENTS

1. Joseph Svoke voiced concerns due to turnover of homes, specifically an issue on Branchaster with trash cans. Also, there is a discrepancy with City ordinance vs. HOA by-laws. President Jerry Thomas responded that an HOA has limited authority and suggests that homeowners contact the City of Farmington Hills to make a complaint.
2. Marvin Spatz, a former HOA Officer, stated that in the past an informational packet was sent out to all homeowners that included HOA rules, by-laws, etc., including contact numbers for the City offices. It was suggested that this be included in an updated packet from a Welcoming Committee and also posted on an HOA website. It was announced that Ron Shankin is a Farmington Hills Zoning Inspector. Residents can contact him to report violations at 248-871-2527.

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OPEN DISCUSSION/COMMENTS

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3. Joseph Svoke also raised concerns that the HOA by-laws state that approval is needed for certain home improvements, a second garage, sheds, fences, etc. and also a City building permit. There was also discussion from members over when a fence or dog run could be erected and by-laws about parking in the street or multiple cars in driveways. President Jerry Thomas clarified that the HOA by-laws allow a fence if a property is adjacent to a commons area or on the road, i.e., Inkster or 11 Mile Road. City Ordinance requires that a fence must be erected if a homeowner has a swimming pool and there must also be approval from the HOA. Further, the HOA by-laws allow for a dog run which must be pre-approved by the HOA before installation. Also noted was a garden fence approved by a previous Board as long as it was not on a lot line. There was also concern regarding sheds and were they only allowed for homes with swimming pools. Joseph Svoke suggested that this discussion be tabled for another meeting to allow a review and possible amendments of the HOA by-laws.
4. Kenneth Miller raised concerns about not receiving written notice or door tags when work is being done in the subdivision on lines such as ATT or other utilities. Joseph Svoke stated that he went to the City and ATT to complain about ATT running lines 30 feet into his yard and that they are only supposed to stay within the six feet of easement behind each individual homeowner's lot line. There were also large holes left open, debris, and other unsatisfactory work done by ATT contractors. He suggested residents bypass the City and complain directly to ATT. He will pass the ATT contact number onto Jerry Thomas.
5. Mark Fouts volunteered to oversee a Welcoming Committee.
6. There was extensive discussion initiated by Donna Babridge on excessive deer in the neighborhood and that it was becoming unsafe for small pets, children, and deer were destroying the gardens. Last summer a deer attacked Amanda Mohan's dog on Branchaster Road causing severe injuries. Also, people should not be feeding deer as it encourages wildlife to stay in the area. Many remedies were offered to discourage deer from destroying flower beds, however, the general consensus was that the deer were here before the homeowners and that we just need to learn to co-exist.
7. Unkempt yards, multiple vehicles, abandoned vehicles, service vehicles, commercial vehicles, boats and recreational vehicles, etc. were discussed en masse.
8. Marvin Spatz asked about repair costs to the bridge in the commons area. President Jerry Thomas said he had recommended that we sell it with the property for \$1 but the property cannot be sold because it cannot be developed. Further, the river is a natural resource and there is commons area on both sides of the creek so we need it.
9. President Jerry Thomas announced that the HOA insurance is only in effect for HOA members in good standing, that is, those homeowners who pay dues. If we are sued as a group, there is no coverage for those homeowners who have not paid their HOA dues.

MOTION TO APPROVE 2023 BUDGET

Maker of Motion:	Jerry Thomas, HOA President
Motion Wording:	I move to approve the 2023 Budget.
Seconded by:	Robert Brown
Final Wording:	Motion to approve the 2023 Budget.
Voting Method:	Voice (Aye or No)
Voting Outcome:	The AYES have it and the Motion was adopted by unanimous vote. The 2023 budget was approved.

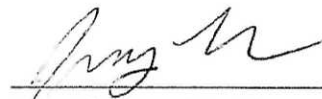
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MOTION TO APPROVE \$175 ANNUAL HOA DUES FOR 2023 (ADD A \$25 LATE FEE IF PAID AFTER 7/1/2023)

Maker of Motion: Jerry Thomas, HOA President
Motion Wording: I move to approve \$175 Annual HOA Dues for 2023 and to add a \$25 late fee if paid after July 1, 2023.
Seconded by: Robert Brown
Final Wording: Motion to approve \$175 Annual HOA Dues for 2023 and to add a \$25 late fee if paid after July 1, 2023.
Voting Method: Voice (Aye or No)
Voting Outcome: The AYES have it and the Motion was adopted by unanimous vote.
The 2023 Annual Dues of \$175 and to add a \$25 late fee if paid after July 1, 2023 was approved.

MOTION TO ADJOURN MEETING

Maker of Motion: Joseph Svoke
Motion Wording: I move to adjourn meeting.
Seconded by: Robert Brown
Final Wording: Motion to Adjourn Meeting.
Voting Method: Voice (Aye or No)
Voting Outcome: The AYES have it and the Motion was adopted.
Meeting adjourned on March 18, 2023, at 11:45 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 3-16-2024
(date)


Laura Saperstein, Secretary