

**WOODFIELD HOMEOWNERS ASSOCIATION**  
**BOARD MEETING MINUTES**  
**Tuesday, September 3, 2024, 7:00 pm**

**Present:**

Board Members: Aaron Horne, President; Mark Jacob Treasurer/Interim Vice President; Sharon Sharples, Outgoing Treasurer; Mary Ellen Hamilton, Secretary; Trustees: Stan Kwolek, Lori James, Tara Horne, Joan Stofflet, Scott Jones, Outgoing Trustee; Sean Coady, Bruce James, Guests and Residents **Absent:** Mike Rizo, Outgoing Vice President

**General Business**

The current balance is \$8,000. Since the General Meeting, homeowner dues have been collected, but a few remain. Since we have found that once a new owner takes ownership of the property and a lien was never placed, we are out the dues, including any back dues. This will need further discussion as to what the threshold is to be before we place a lien on the property due to legal cost. Also, Mary Ellen will pursue another mailing to the Golf Estates to acquire more Woodfield Entranceway dues.

WHA Amended and Restated By-Laws **do not** reflect the updated thresholds that were discussed and put in place in 2019 in Article V. Section 2.4-B(p.5) related to disbursements. The Board of Directors shall have the authority to approve expenditures up to the new amount of \$3,000 vs. the old amount of \$1,000. Also, the increase of the annual dues from time to time: \$50.00, 75.00, \$100.00 and this year's General Meeting vote to increase to \$150.00. All increases are based on inflation and rising costs since the WHA was established in late 1970's. Sharon Sharples mentioned that she has the electronic version of the above mentioned documents and can update and have available for next meeting.

**Update:** As of 9/30/24, Amended and Restated By-Laws now on WHA Website

At the General Meeting, Tara Horne offered and was nominated to step into the position of Vice President from Trustee since it needed to be filled. However, since that meeting, it was determined, based on her profession and federal regulations she is under, she would not be able to be on the board in that capacity. Mark Jacob stated he could also take on the Vice President's responsibilities until we can find someone to fill that role. In addition, confirming the current Roles and Responsibilities of New Board Members handed over from Board Members who have resigned their positions. (for easy reference - stated these responsibilities on a separate page in Minutes)

**Common Areas: Main Entrance, Retention Pond, Park**

**Main Entrance:** Sean Coady, resident, brought up a concern of a possible sinkhole on the entrance way to Woodfield Way and wanted to inquire about responsibility for repair before possible injury to someone or vehicle repair. Board advised the responsibility of Macomb County Road Commission and to contact Christopher Nelson and that the township supervisor could also be of assistance. Aaron also indicated he had a contact. **Update:** By 9/12, road was repaired.

**Retention Pond:** With regard to our phragmite spraying contract, Bonnie Krauss, Washington Twp. Public Works, has been informed that Aaron Horne will now be the contact person going forward.

**Park:** Board Meeting started with a walk through the Park and tree/branch safety concerns pointed out by Bruce James, homeowner. He was addressing the Board on how priorities are made with regard to trim areas in the Park. Also, another homeowner, Sean Coady, had same concerns. Where does responsibility lie for any fallen trees that land on homeowner's property or those that have been damaged and ready to fall in park. He shared that he did his own investigation with his home insurance company and learned that any tree that has fallen in the homeowner's yard (regardless if it stood in the yard or not) the homeowner is responsible for any damage or removal. He then reached out to an

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**Park** (contd)

attorney with the same question and he gave him the same response. Since WHA has no insurance on the park, there is the consequence of personal injury, if a tree or branch falls, for the entire association. This topic is a concern for all and will need to be discussed in future meetings to determine the best resolution moving forward to manage this growing issue.

The two uprooted trees in the central park area have been removed, stumps grinded, and wood chips spread in area, along with large tree limbs that bordered a resident's yard in the park. Scott Jones was inquiring about the two remaining dead, upright trees that are still to be done as a "cut and drop" only. This project is covered under the \$2900 quote and the last two trees were delayed due to storm emergency services that Budget was called on, and wetness in the dense park. Payment to them will not be made until project is completed. Mary Ellen and Scott will follow up with Budget on their commitment.

**Homeowners please note** regarding concerns related to fallen trees in their yards to reach out to their homeowners insurance company to confirm policy coverage. Board members will also do some research related to township areas and state law related to liabilities HOA has for common areas.

**New Business/Follow-Up**

\*Confirm Legal WHA responsibility in Common areas. All Board members to research and come back with findings at next meeting.

\*Board discuss Woodfield Park maintenance moving forward and communication regarding homeowners liabilities and responsibilities related to Park.

\*Confirm Board Position Transition for Interim VP & Treasurer have been completed. Mark Jacob to work with Mike Rizo and Sharon Sharples.

\*Confirm Comerica Bank Account has been transitioned from resigning board members/signers. Mike Rizo, Sharon Sharples, Aaron Horne, Mark Jacob

\*Board to discuss lien thresholds on homeowner property who have not paid their annual dues.

\*Mark Jacob to establish WHA Budget.

\*Board members search for VP

\*Roberts Rules of Order will govern future meetings of the Association.

Meeting adjourned at 8:40 pm.

**Contact the WHA**

Any questions, comments and/or suggestions for the WHA can be submitted in one of two ways:

1. Mail to WHA, P.O. Box 287, Washington Township, MI 48094
2. E-mail to [wfieldassoc@yahoo.com](mailto:wfieldassoc@yahoo.com) and active website [whassociation.com](http://whassociation.com)

WOODFIELD HOMEOWNERS ASSOCIATION

## **OFFICERS / DUTIES**

2024 Newly Elected Board Members and Day to Day Responsibilities are as follows:

**President: Aaron Horne**

Run WHA Board Member and General Meetings. Put Meeting Agenda together. Field Homeowner Complaints and Feedback. Bring any concerns or items to the Board that need to be escalated and voted on. Authorized Signer on WHA Bank Account at Comerica Bank.

**Vice President: Open Position – Interim Mark Jacob**

Field homeowner communications that come in through WHA e-mail and bring to President's attention when needed. Work with WHA Website Administrator to confirm website information is updated. Signer on WHA Bank Account at Comerica Bank.

**Treasurer: Mark Jacob**

Manages WHA ledger of incoming annual homeowner dues. Publishes Annual Dues Letters to include Annual Budget (new). Works with attorney on liens that need to be filed for delinquent dues, handles the WHA Mail and key holder to the WHA U.S. Post Office Box at the Washington Township Post Office. File yearly Michigan Annual Report. Signer on WHA Bank Account Comerica Park.

**Secretary: Mary Ellen Hamilton**

Records Board Member and General Meeting Minutes. Works on Meeting Agendas with President. Confirms Approval and works with VP to publish Board and Yearly Meeting Minutes.

**Trustees: Tara Horne, Lori James, Stan Kwolek, & Joan Stofflet**

Participation in any Board Meetings and Annual General Meeting. Taking part on any issues and concerns that WHA President brings forth for discussion and possible vote.

It was also noted that Article V, Section 1 & Section (pg 4) has the general responsibilities for each Board Members position. The responsibilities that have been noted are directed more to the ongoing responsibilities that Board members take care of based on today's needs and are subject to change as each role evolves.