

Tottenham HOA Meeting Minutes - November 18, 2025

Meeting Identification

Association Name: Tottenham Homeowners Association

Meeting Type: Monthly HOA Meeting

Date: November 18, 2025

Time: 7:00PM – 9:00PM

Location: Canton Township Building, Meeting Room C.

Order of Business. The order of business at all meetings of the members shall be as follows:

I. Roll call to determine the voting power represented at the meeting

- The meeting was called to order at 7:01 pm.
- Present from the board were Brian Watters, Sarah Taylor, Terri Mulholland, Mike O'Callaghan, Renee Bergmooser, and Yogi Patel. Also present were three homeowners.

II. Proof of Notice: Posted on sandwich board at front of neighborhood at least 10 days in advance of meeting.

III. Call for Approval of Previous HOA Minutes

- **Motion to Approve:** Mike O'Callaghan moved to approve the previous HOA meeting minutes.
- **Second:** Terri Mulholland seconded the motion.
- **Vote:** The previous HOA minutes were unanimously approved by the Board.

IV. Reports of officers starting with 2026 Budget/Financials

79% of the budgeted 2025 operating expenses have been spent to date. All of the dues have been collected for the year. There have been minimal budget overages in a few categories, but there is cushion in the budget to cover – so no issues are anticipated. The expense accounts in the financials have been updated to reflect accrual basis accounting (reflecting how the accountants/auditors want to see expenses recorded). Currently waiting on a response from Northstar to find out the status of outstanding pond maintenance that is expected to be done this year still. The HOA is sitting on healthy reserves based on the financial statements. When the insurance renews next year, we will be taking out a fidelity bond to protect against potential fraud.

V. Reports of committees

Beautification:

Removed all the diseased boxwoods in the center island – which will allow the water to reach the yews easier. Four trees in front island were trimmed. Sprinklers have been winterized. Contacted Canton Twp to remove meter. Orion did a great job with the sprinklers (blew out each zone twice) – which will hopefully prevent broken sprinkler heads in the spring.

Infrastructure:

A loose block in the detention pond on Campbell Cr was repaired. Brian Warters, Keith Bergmooser, and Keith Taylor did a major cleanup effort around the pond on Tall Oak Ln. There is still some similar work to do on other detention ponds.

VI. New Business

- **Resolution to increase fines for Bylaws violations:** A copy of the resolution was circulated at the meeting and will be posted on the website as approved. Per the bylaws, the board has 30-60 days to notify the subdivision that resolutions have passed – an email will be sent accordingly to notify the homeowners.

There was a discussion about how the board validates that emails have been read to make sure that the notifications have been conducted appropriately. Marise Hussey expressed concern on validation of emails to make sure that homeowners are receiving appropriate notification. Brian will contact Hirzel to get an opinion on the appropriate way to handle electronic notifications. One potential method of email validation could be through the annual electronic distribution of invoices.

Terri Mulholland moved to approve the resolution and Renee Bergmooser seconded the motion. The resolution was approved.

- **Discussion on notice of meeting/waiver of meeting:** The bylaws state that notification of meetings must be sent no later than 10-days before a meeting is scheduled to be held. This will be part of the inquiry to Hirzel – asking if electronic means are appropriate for all communications – or if there are certain communications we can't send electronically.

Currently, the board intends to post a schedule of the yearly meetings with a draft agenda on the website. Additionally, the sign will be posted at the front of the neighborhood. Notifications could be sent via email prior to each monthly meeting. This requires additional research to determine the appropriate methods for notice.

VII. Unfinished Business

- **Discuss content and timing of sub-wide notification letter regarding exterior req.:** The board reviewed a draft notification letter laying out expectations with respect to exterior upkeep and landscaping guidelines. This letter, once finalized, will be distributed to homeowners before the end of the year, to give notice going into the next year. Method of communication will depend on the response by Hirzel – the recommendation by the board is to send this first notification by paper.
- **Update on Governing Documents Draft Review (Bylaws):** Marise Hussey, Terri Mulholland and Renee Bergmooser have completed a review of the 55 pages of the bylaws including the comments and suggested updates from Hirzel to progress toward an updated version of the bylaws. There is a list of questions the committee put together for Hirzel based on the review and the plan is to meet with Hirzel to review the questions. The plan is that (assuming responses to the questions are received in December) at the January meeting, there would be a list of topics for the board to discuss – along the lines of policy decisions. Once the board has reviewed the policy decisions, a version of the bylaws will be compiled with all the changes highlighted for the board to review. Upon board approval, the updated bylaws will need to be circulated with homeowners for a vote. Estimated timeline for these steps to be completed is roughly June 2026.

VIII. Adjournment

- **Motion to Adjourn:** Brian Waters moved to adjourn the meeting.
- **Second:** Renee Benignooser seconded the motion.
- **Time of Adjournment:** 8:59 PM

IX. Approval of Minutes

- **Prepared By:** Sarah Taylor
- **Approved By:** Sarah Taylor
- **Date:** 12/4/2025
- **Signature:** 