

Minutes for the HOA Meeting — November 14, 2024

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

(a) roll call to determine the voting power represented at the meeting,

Called to order at 6:59 PM **Board Members Present:** 6 of 8 **Distribution of Handouts**

Present: Hussey, D; O’Callaghan, M; Mulholland, T; Taylor, S (remote); Watters, B; Shah, T

Absent: Murad, M; Bergmooser, R

Others Present: Sago Garrett and Yogi Patel

(b) reports of officers starting with 2024 Budget, Dues payment status, penalty assessment 20 min

Terri Mulholland reported that there were few expenses in October and identified a few pending expenses for the sidewalk safety improvements (shaving of the high spots on sidewalk flags and the billing for the sewer pipe inspection completed in October). Additional discussion occurred on whether there will be a 2024 surplus and what plans for those funds might be. This topic will be discussed further at the January 2025 meeting.

It was also reported that as of October, 2024 all Dues payments and Past Dues payments have been received. The HOA is 100% up to date for dues collection.

A QuickBooks error in attributing some checks to the correct account will be investigated and corrected.

The current document updating the 2024 figures through October 31, 2024 is submitted for posting to the HOA website.

Brief additional discussion about potential expenditures of the remainder of the 2024 budget.

(c) reports of committees, 10 min

Beautification

Projects completed in 2024:

Installation of sod

Planting of Spring flowers and Mums (thanks to donation of the plants) in the Fall

Power washing and repairs to the walls and the subdivision entrance and sealing of the grout/bricks.

There have been no additional meetings of the Committee since the sod work was completed. Next meeting (early 2025) will take place to discuss activities needed in 2025 and a long-term planning assessment.

Infrastructure (Sidewalks, front walk)

Sidewalks

As of Wednesday, November 13, 2024, sidewalk flags in the HOA Common Areas that were flagged for shaving the dangerous corners and connection were repaired by Precision Concrete Cutting.

Dennis Hussey thanked Brian Watters for his diligent work this year to make the wall repair work happen and arranging for the sidewalk repairs.

It was also noted that Mark Millerwise took responsibility for the island at the south end of Tall Oak Lane. He cut back plants and removed weeds on a regular basis. The appearance of this island is substantially improved. Thank you, Mark.

Brian Watters mentioned that many of the trees in the cul-de-sac islands are either sick with disease or ending their expected life. Marise Hussey suggested that the Beautification Committee include, for the purposes of planning during 2025, a proposal for tree replacements in those areas.

Detention Ponds and Water Drainage

To investigate why water has been collecting on sections Campbell Court and White Hart Blvd during heavy rains, Dukes Root Control was hired to use a camera to determine if the rain collection drains were blocked.

The Board is awaiting the report on their work. Dennis Hussey is also waiting on more information from Leo Excavating & Landscape LLC regarding the original Boss Engineering specifications for the design and function of our Detention Pond system and what expense it will require for us to meet State and Canton Maintenance requirements. Members asked questions about Wood Creek subdivision's work and costs to maintain their pond. Dennis Hussey shared what he knew about them but also stated that they don't have all their answers yet, either.

(d) unfinished business

Governing Documents Draft Review ----- Master Deed

5 min

Board members had been previously asked to review the Updated Master Deed presented by Hertz Law to prepare for updating the Association's Governing Documents. Comments and corrections from most members are still needed. Terri Mulholland brought up 2 items:

1. In an item addressing HOA repairs that cause damage to a co-owner's property (such as a sidewalk) – this item addresses an update to Article IV Section 2a (1)
2. The second item concerned the requirement for the HOA to repair and replace the neighborhood mailboxes. A discussion followed suggesting that homeowners take responsibility for making any needed repairs or replacement.

Further discussion on these items will be needed soon. Dennis Hussey asked that other Board members submit their questions, concerns and corrections to the Revised Master Deed by the first week in December.

Position Descriptions

To assist future Board Members and to distribute the HOA workload, the Board is in the process of developing a document that outlines the duties of Board Members by creating position descriptions. Terri Mulholland is spearheading the effort and hopes to have drafts for the Board to evaluate at the January 2025 meeting.

Because an Election Committee should begin work in December for the April Annual Meeting, Dennis Hussey will begin a search for an Election Committee Chairperson.

(e) new business:

2025 Final Budget Approval

40 min

Regarding budget 2025-line items Brian Waters brought up the Weed and Feed Line Item, asking if that item could be eliminated or reallocated. Discussion centered around the effectiveness of the chemical dumping and others suggested that the funds allocated for Weed and Feed could be used to prioritize Common Area Maintenance.

A second discussion was had about the on-going wall maintenance at the front entrance. A fairly large sum will be needed to re-seal the mortar (~\$2500 every 5-7 years) to keep the wall in good enough condition to prevent

having to replace it. The discussion centered on where in the budget to put that money and how we should describe this sort of “reserve funds”. A decision was not made, but discussion will continue during the early meetings in 2025.

Motion to approve the 2025 Budget by Marise Hussey; the motion was seconded by Mike O’Callahan. The Motion was approved by all board members.

Approval of the Budget also approves the HOA Dues Assessment for 2025 at \$1800, due by 3/31/2025. Invoices will be sent in early February.

Dues Collection Update

All 2024 dues have been collected. In addition, those homeowners who had late, and past due balances have also paid in full. The last of the checks received have been deposited into the Association’s Bank Account. A total of ~\$8000 was received.

Snow Plowing Contract

The Snow Plowing Contract was signed in October for \$2900 for the season with \$300 charges for each salting event during the season. Most of the salting in the subdivision occurs at the 4-way stop intersection of White Hart Blvd with Campbell Court (right side) and Tall Oak Lane (left side)

2024 Accomplishments

1. Money collected for Road Replacement earned ~\$3600 in a Certificate of Deposit. A new CD was opened with ~\$100,000. This helps make our money work for us.
2. Dues Collections: 100% of Homeowners are Up to Date.
3. Contracted with Hertz Law to Review the HOA Governing Documents and Present Drafts for the Association to evaluate and approve. The Governing Documents had never been updated, and changes were required to make them compliant with Michigan Law. Homeowners will be able to vote on the changes at the April 2025 meeting.
4. Spalding DeDecker Engineering Conducted a Road Replacement Study and provided an updated Road Replacement Pricing Report
5. Major Road Maintenance Project was completed in mid-late Spring to fill potholes and serious cracks in the asphalt.
6. Detention Pond communications with several experts to determine the nature of the maintenance that is required, the expected costs and to understand how our ponds are supposed to function so we can budget for the maintenance and related responsibilities to keep them in good order. [Like the road, the HOA owns these ponds and is required to monitor their condition and attend to keeping them functioning.

7. The walls at the front entrance were inspected and a major repair was conducted in early Fall. The walls were also sealed (waterproofed) to help delay the point at which those walls will need to be replaced.
8. The planting areas at the north and south sections of the front entrance were replaced with sod. Although the community loves the flowers in the front, they are both expensive and time consuming to maintain. It was decided that flowers will be placed only at the east and west sections of the island that separates the entrance from the exit to the subdivision.
9. Assessment made of all the sidewalk flags in the subdivision for damage, trip and fall risks, and flags for which Canton Township is responsible. (HOA Board volunteers conducted the assessment using Canton Township Criteria.). The sidewalk flags for which the HOA is responsible were shaved down by Precision Concrete Cutting on November 12th and 13th. Canton Township will replace their flags in 2025.
10. To prevent accidents, a new stop sign was installed for drivers exiting Graham Court. Speed Limit signs were also posted at the corner of Whiteheart Blvd/Tall Oak/Campbell Court.

Stop Sign – Graham Ct

A stop sign for Graham Court was purchased and installed. Several near misses have been witnessed by neighbors, necessitating an additional sign in the neighborhood.

Christmas Lights

A few homeowners continue to be interested in having the Holiday lights put up at the front. With no money in the 2024 budget to hire the task out, a volunteer team is needed. Brian and Yogi indicated a willingness to help, neither could commit to doing the project alone. It was agreed that Dennis would call Kathy or Diane about trying to contact other potential volunteers.

2024 External Financial review

A review of HOA Financial documents for 2023 (July-Dec) and 2024 needs to be completed in the first quarter of 2025. Terri has the names of 2 potential CPAs who specialize in the type of review required of us. She will contact these individuals and report back to Dennis with their availability, pricing and preparation requirements.

January Meeting/2025 Meeting Schedule

(NEXT MEETING: 1/7/2025)

2025 Meeting Schedule was distributed. (Traditionally, no Board meeting is scheduled in July or December.) The next board meeting is scheduled for January 7, 2025.

Other Topics Introduced:

1. Sago Garrett brought up a potential sink hole located in front of his house. Dennis agreed to inspect the area to see if it might be related to the other road/water issues on Campbell Court.

2. Yogi Patel suggested that we organize a neighborhood best decorations contest. It was suggested that he work out details of how it might work and see if he could recruit some volunteers to discuss how to communicate the idea within the neighborhood. The topic could be reconsidered at another meeting once more details are ironed out.
3. Brian wondered if there were “legacy preparation/procedures” being developed to make it easier for new HOA leaders to conduct the work of the Association without having to start from scratch. Dennis recommended that the topic be addressed at the January meeting along with drafts of the position description documents.

Meeting Adjourned: 8:42 pm

Handouts to be included with the minutes.

1. Meeting Agenda
2. October Budget Report
3. 2025 HOA Meeting Schedule and Booked Location Information