

Meeting Minutes – August 8, 2024

The meeting was called to order at 7:04 PM. Present from the board were Dennis Hussey, Terri Mulholland, Sarah Taylor, Brian Watters, Tarulata Shah, Renee Bergmooser. Also present were two additional homeowners.

(a) Treasurer Report

Budget:

The budget to actual report is updated through July 31, 2024. Our overall spending for 2024 is in line with the budget, although we are slightly above budget levels in some categories. Prepayment for Mr. Green made in 2023 aren't reflected in the current year actuals – Dennis may reach out to the vendor to see if we can pre-pay in January next year instead of later in 2024 to keep the expenses in the current year. It does seem like everything is generally going up because of inflation. When we look at doing the budget for 2025, we will be able to use what has happened in 2024 to inform the budget categories for the new budget. Terri will investigate options for high yield savings accounts for LLC organizations. Terri will add a prior year column in the budget to actuals report for next month to give a comparison between last year and where we are this year.

There is one homeowner who has paid delinquent dues after the collections mailings from the law firm went out – when the check comes through, the law firm will pass it over to us and we will recoup the legal fees that we incurred as part of the reimbursement.

Dues Increase:

Starting in the September newsletter, we're going to need to start communicating the budget reality and shortfall, as well as the reasons behind the upcoming dues increase (e.g., road, wall, detention ponds, etc.).

(b) Beautification Committee

Up for consideration is pulling out the stones that are at the front and replacing it with grass. There is still a lot of maintenance involved with keeping the stones. The landscaping upgrades we've installed periodically in the past are very costly and difficult to maintain. If we do move forward with planting sod, the recommendation is to do it later in Sept to hopefully cut down on watering/mowing cost for the year. The boxwoods will also need to be factored into the budget for next year. The front wall is also in need of repair – there is cracking all around the foundation and the damage is extensive. There may be some preventative actions that we can take now to get a couple more years out of the walls before doing major repair (sealant, filling the cracks, etc.). There are some dead trees and we do have some money in the budget to cover tree removal of those. The Beautification committee report and proposal are attached.

(c) New Business:

Engineering Report on Road Replacement

Dennis sent out the report from the engineering firm (Spalding and DeDecker - the same group that does the engineering work for the Township). The report did come back with a number that is a bit higher than what we had been budgeting toward – but is a better indicator of what we'll likely need to get the work done. If we keep doing the road maintenance (~10-12K a year) we should get at least another 5 years out of the road and beyond that it's hard to determine because it will be beyond the life of the road. The cost of the raw materials (asphalt) is continuing to go up, so the estimates will not get cheaper over time. The Spalding DeDecker report is attached.

Road Repair/Outdoor Maintenance

We need to discuss what we do next on the road – if we do something, we should probably address the sides of the road (where plants are growing). A1 would come back and do the hot patch/crack filling – Dennis will take the action to talk to A1 about whether or not they're able to do the roadside cleanout and repair and what it would cost. We have roughly 1.1 miles of road and the cost for repair is calculated by linear foot.

Governing Document Updates

The Articles of Incorporation, the master deed and the Tottenham bylaws are 20 years old and do not meet current state requirements. Hirzel law has provided suggested updates in each of the governing documents. The Board will start with the suggested changes for the articles of incorporation and will provide comments on this document to Hirzel by the end of the month.

HOA Communication – Lawn

The communication team has been requested to send a note to key homeowners politely requesting that exterior improvements (weeding, fertilizing, etc.) be made.

Sidewalks

Brian Watters and Michelle Murad an inventory of all of the sidewalk flags in the subdivision, including those belonging to the association, those owned by the Township and those owned by individual homeowners. Canton Township has been notified about the sidewalk flags that they own (there are 15 of them) that need repair/replacement.. Canton Township representatives have been in the subdivision and have marked several flags that we identified. We haven't heard from them on next steps or how long it would take to fix. There are about 40% in the common areas and 60% in homeowner areas that have flags in the need of some repair. We may be able to save money by leveling some, but others will need to be replaced. We will provide homeowners with a copy of the survey report.

Detention Pond Maintenance

Starting in the 2025 budget, we'll need to account for a reserve for this ongoing detention pond and storm sewer maintenance (just like what we have for the roads). Dennis is going to get a quote on cleaning out the growth that has come up in the detention ponds this year. This is an item that will become a yearly clean-up to account for in the budget.

Communication (budget and fees)

There are still challenges with the best method for communication within the community. Paper mailings are costly, canvassing does not always result in actual contact.

September Meeting

The September meeting is scheduled for the 12th at the Canton Township Building (7:00 PM to 8:30 PM).

				Jan - Dec 24	Budget	\$ Over / (Under) Budget	% of Budget	
Operating Income/Expense								
Operating Income								
		40000 - Base Annual Assessment		48,600.00	48,600.00	-	100.0%	
		40100 - Prior Period Dues Collected		2,000.00	2,500.00	(500.00)	80.0%	Collected less than budgeted
		40400 - Late Fees		225.00	200.00	25.00	112.5%	Collected more than budgeted
		43000 - Late Dues Interest Income		70.50	0.00	70.50	100.0%	Collected more than budgeted
		49000 - Timely Payment Discount		-3,250.00	-3,850.00	600.00	84.42%	Collected more than budgeted
		49200 - Over/(Under) Collected Dues		-2,400.00	-2,600.00	200.00	92.31%	Collected more than budgeted
		49400 - Other Discounts		-100.00	0.00	(100.00)	100.0%	Collected less than budgeted
		Total Income		45,145.50	44,850.00	295.50	100.66%	
		Gross Profit		45,145.50	44,850.00	295.50	100.66%	
Operating Expenses								
		60200 - Office Supplies		0.00	100.00	(100.00)	0.0%	
		60210 - Printing & Reproduction		92.72	200.00	(107.28)	46.36%	
		60230 - Website Expenses		0.00	250.00	(250.00)	0.0%	
		60300 - P.O. Box Rental		0.00	275.00	(275.00)	0.0%	
		60310 - Mailing Supplies		56.64	200.00	(143.36)	28.32%	
		60320 - Postage and Delivery		204.00	200.00	4.00	102.0%	Spent more than budgeted
		60400 - Insurance Expense		1,587.00	2,000.00	(413.00)	79.35%	
		60700 - Licenses & Filing Fees			20.00	(20.00)	0.0%	
		60800 - Legal Fees - Collection		0.00	1,500.00	(1,500.00)	0.0%	
		60810 - Legal - Other		3,976.89	12,500.00	(8,523.11)	31.82%	
		60830 - Professional Fees - Audit		0.00	2,500.00	(2,500.00)	0.0%	
		60850 - Board Materials & Education		79.45	0.00	79.45	100.0%	Spent more than budgeted
		60900 - Resident Activities/Condolences		0.00	500.00	(500.00)	0.0%	
		60910 - Signage		369.31	250.00	119.31	147.7%	Spent more than budgeted
		70100 - Grass & CA Maintenance		8,759.00	13,000.00	(4,241.00)	67.4%	
		70110 - Fertilizer/Weed Control		197.88	1,500.00	(1,302.12)	13.2%	
		70200 - Bed Maintenance & Flowers		458.71	2,400.00	(1,941.29)	19.1%	
		70300 - Snow Plowing/Salt		1,650.00	3,200.00	(1,550.00)	51.6%	
		70400 - Tree Fertilizing/Pruning/Remove		0.00	4,000.00	(4,000.00)	0.0%	
		70510 - Sprinkler Service & Repairs		0.00	250.00	(250.00)	0.0%	
		70520 - Lighting/Electrical Repairs		0.00	250.00	(250.00)	0.0%	
		70580 - Mailbox & Street Sign Repairs		0.00	250.00	(250.00)	0.0%	
		70710 - Electric Service		181.70	300.00	(118.30)	60.6%	
		70720 - Water		171.28	1,300.00	(1,128.72)	13.2%	
		80100 - Sidewalk Improvements		0.00	5,000.00	(5,000.00)	0.0%	
	*	80200 - Road Improvements		8,000.00	6,000.00	2,000.00	133.3%	Spent more than budgeted
		80300 - Detention Ponds Improvements		105.98	7,500.00	(7,394.02)	1.4%	
		Total Expense		25,890.56	65,445.00	(39,554.44)	39.56%	Remaining budget
Net Operating Income								
				19,254.94	(20,595.00)	39,849.94	-93.5%	
Infrastructure Income/Expense								
Road Replacement Income								
		41000 - Road Replacement Assessment		16,200.00	16,200.00	0.00	100.0%	
		40100 - Prior Period Roads Collected		600.00	0.00	600.00	100.0%	Collected more than budgeted
		49250 - Over/(Under) Collected Roads		(800.00)	(1,000.00)	200.00	80.0%	Collected more than budgeted
		43000 - Road Reserve Interest Income		3,696.20	3,775.00	(78.80)	97.9%	Collected less than budgeted
		Net Road Replacement Income		19,696.20	18,975.00	721.20	104%	
* Budgeted amount does not include additional spend amounts approved by Board								

August 8, 2024

BEAUTIFICATION COMMITTEE REPORT AND PROPOSAL:

The front entrance has these six sections. We have not had sufficient time to address the needs of all sections of the Front Entrance.

Front Entrance Sections:

- A – Trees behind the brick walls
- B – Brick Walls (North and South components)
- C – Bushes (Yews and Boxwoods)
- D – Perennials (Day Lillies and Hydrangeas)
- E – Arced sections
- F – Triangular Annual Beds

RECOMMENDATION:

This Recommendation/ Proposal concerns the actions that can be taken in what remains of 2024 and defining next steps for planning and budgeting in 2025. The Beautification Committee has \$1743.00 remaining in the 2024 Budget.

The Committee requests Board approval to :

1. Contract with Diaz Landscaping to install sod in the north & south arced areas (\$1450). Contract includes moving stone, adding 5 yards of soil, and laying sod.
2. Spend the remaining money (approx. \$293) on mums for the fall of 2024.

The Committee identifies these Action Items needed outside of the Front Entrance Budget allocation:

1. Repairs to the wall (estimates to be determined during August) and presented at the September Board Meeting.
2. Tree maintenance to trees behind the wall

Next Steps for the Committee:

1. More meetings to identify the extent of repairs or maintenance to the rest of the sections at the Front Entrance
2. Once projects can be defined, **obtain estimates** and **project a timeline** for managing the work that needs to be done.
3. Present the timeline and estimates to the Board for discussion (October)

OPINION OF PROBABLE CONSTRUCTION COST

Project Name: Tottenham Subdivision Resurfacing

DATE: 07/17/24

Client: Canton Township

Project Description: Mill and resurface 2" of HMA roadway along White Hart Blvd.,
Graham Ct., Campbell Ct., and Tall Oak Ln. in Tottenham Subdivision

Prepared By: A. Johnstone

Checked by: P. Strunk

Item No.	Item Code	Item Description	Unit	Quantity	Unit Price	Total Amount
1	110	MOBILIZATION, MAX 5%	LSUM	1	\$ 6,434.25	\$ 6,434.25
2	403	MISC STRUCTURE COVER, ADJ - CASE 1	EA	11	\$ 800.00	\$ 8,800.00
3	501	COLD MILL, HMA SURFACE, 2"	SYD	16,200	\$ 4.25	\$ 68,850.00
4	501	HMA, 5EML, MODIFIED, 2" LIFT	TON	1,871	\$ 133.50	\$ 249,778.50
5	802	CURB AND GUTTER, REM & REPLACE (50 FEET AND LESS)	FT	580	\$ 50.00	\$ 29,000.00
CONSTRUCTION SUBTOTAL						\$ 362,862.75
CONSTRUCTION CONTINGENCY 10%						\$ 36,286.28
TOTAL ESTIMATED PROJECT COST						\$ 399,149.03

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.