

Tottenham Homeowners Association Board Meeting Minutes Thursday, August 10, 2023

The meeting began at 7:03 pm. Present were Dennis Hussey, Mike O'Callaghan, Alexis Gavin, Sarah Taylor.

Also in attendance: Renee & Keith Bergmooser

Does the board want K. Bergmooser to continue to troubleshoot and maintain the sprinkler system?

- The whole system requires inspection, covers were left off of the solenoid boxes - it will require some effort to clean everything out and get everything running as it should.
- Dennis recommended and the board agreed to put together a schedule of maintenance and budget for a set of hours for Keith to leverage to continue with the preventative maintenance activity.
- Blue Diamond comes in to blow out the sprinkler system (for the last 4-5 years), they coordinate with Keith so he can observe the activity
- Follow up item: Dennis & Keith will work together to develop a budget and schedule proposal for the board to review

Do we have a contract with anyone to maintain the front flower beds?

- Dennis has been reaching out to Executive Maintenance, but has not gotten a return call. If there isn't adequate responsiveness, it may be worthwhile to investigate other options.
- Dennis did talk to Northstar - we're on their schedule for the snow removal contract. They will send the contract earlier in the year for the board to review to make sure that everything is in place. Discussions are ongoing to get a quote for maintaining the front, cleaning out islands and retention ponds to add to the scope of the services they already provide.
- Renee volunteered to plant mums in the front beds in the same way that we've done in the past years
- There will be further exploration into what it will take to put perennials in the front to minimize the need for replanting year after year

Landscaping Priorities: Islands (especially on Tall Oak Ln) and detention ponds

- We've received a quote from Great Outdoor Services, it may be worth giving them some specific items (e.g., islands) to see if their work is satisfactory
- Dennis is going back to the contractor to get additional clarification on the proposal and will circulate the results with the board to continue the process

Future Meetings: Conference room B at the township hall has been scheduled for the next three meetings (Sept, Oct, Nov 2023)

P.O. Box: We have a second post office key for the board to use.

Roads & Infrastructure Dues: There is only a short list of people to send the road & infrastructure invoices to this fall

- Alexis will follow up with George to get the list of current addresses for the community

Homeowner Property Maintenance: The board received a complaint about the maintenance of individual homeowner properties. It was recommended that our initial approach should be sending letters to a list of chronic offenders with a reminder of the bylaws and the township requirements for property maintenance. Letters to be distributed within the next couple of weeks.

Transfer of Bank Stewardship: The bank stewardship has been transferred to Dennis and Mike to allow for deposits and cutting checks.

- We have a savings account and an 11-month CD with 5.25% interest to invest the money that has been collected for the roads and infrastructure
- There are also interest-bearing savings account options to explore in the future

Treasurer election: notices for the election need to go out

- Letters are generally more effective than the 'newspaper' route, although the distribution may be faster in person
- For the future, we will work on getting email addresses for all the homeowners to expedite communications - we should include a request for email addresses on any future outgoing communications (change our template to ask for emails)

Finance & Budget: George gave Dennis his list of homeowners that are current or have outstanding dues (delinquent). Dennis has created a budget and is working on getting accurate information on what we've spent to-date. The only large expenses expected for the remainder of the year is the snow plowing contract. We should have enough money available in the year to address the maintenance of the islands and detention ponds.

Homeowner Committees: There are a few areas where the board is considering setting up committees of homeowners to address recurring activities such as

landscaping and elections. Requests for interest in participating in these committees will be included in the treasurer election notice.

Document Storage & Retention: Going forward and for any historical documentation that may need to be stored, it would be worthwhile to investigate a digital storage solution for documents that the board has access to. Sarah has briefly investigated a Google Drive option and will continue to investigate the options to present to the board.

Playscape request: A homeowner has requested approval for installation of a swing set/play equipment. Dennis will draft some language to get back to them with the approval.

Meeting adjourned 7:54 PM