

## **Tottenham Homeowners Association Board Meeting Minutes**

### **Thursday, June 29, 2023**

The meeting began at 7:10 pm. Present were Dennis Hussey, Mike O'Callahan, Alexis Gavin and Sarah Taylor.

Canton Township contacted Dennis regarding the ponds - he also spoke with the township engineer.

There is a difference in type of ponds (detention ponds percolate the water and retention ponds circulate the water into the sewer system) - Canton township engineer is checking the specs to see what the original intent of the ponds was and will work with the board to assess the purpose and if they're functioning properly or what corrections may need to happen. This will be an on-going project for the board.

The current bank where the HOA has accounts is Huntington Bank. Need to check into the bank procedures for transferring names on the bank account from outgoing board members to incoming board members. Dennis will coordinate the transition with George and Joe.

New board members positions:

- President: Dennis Hussey
- Vice-President: Mike O'Callaghan

The Board will put another communication out to the community to recruit a member to fill the Treasurer's position. In the meantime, Alexis will serve as interim Treasurer

Dennis reviewed the by-laws for requirements for the annual audit and contacted some auditing/CPA firms to determine if we need a formal audit or a review

- Mike recommended reaching out to a CPA here in Canton and will send Dennis the contact information
- There is a preference for a more comprehensive audit to begin with if it is feasible

Dennis raised a suggestion to start a project to potentially form an election committee to review and run elections independent of the board - as well as reviewing other by-laws for modernization

National Homeowners Association has templates of some documents that we could use as a starting point

Next Steps:

- Dennis will reach out to George & Joe to schedule a time to go to the bank to transition the accounts
- Sarah will check with USPS on the process for getting a second key to the P.O. Box

- Alexis will draft a communication to be sent out to the community and circulate it for review

The next board meeting is scheduled for Thursday, August 10 at 7:00 P.M.

Meeting ended at 7:45 PM