

# **Tottenham Homeowners Association Board Meeting Minutes**

## **Thursday, May 11, 2023**

The meeting was called to order at 7:04 pm. Present from the board were Joe Holt, George Taylor, and Sarah Taylor.

19 properties were present in-person or by proxy - a quorum for voting was not reached

### **President's Remarks:**

- 17th Year Review topics included:
  - Volunteer board impact and savings realized by being homeowner run as compared to an independent management company
  - Contractor and general maintenance of common areas, including front entrance and detention pond maintenance
  - Property Maintenance Plan for enforcement notices:
    - There is a company on board - offering group rates for homeowners who have been notified about maintenance that needs to be conducted.
    - The problem with fines only is that the lawn care maintenance work still needs to be done
    - Canton ordinance only enforces a few of the requirements: grass height and trees above a certain height over sidewalks (Joe is in contact with the ordinance officer assigned to our area for assistance)
    - Attorney letters will be sent to chronic violators, with notifications from the board for first-time violations
    - Out of 81 properties there are about 5 that fall into the dues re-coup and/or chronic property maintenance categories
    - Starting next year, we should be more pro-active in the spring with notifications/warning letters
    - Letters will be going out this month via certified/registered mail letter

### **Treasurer's Report:**

- Request to break out landscaping into more granular categories (snow removal, etc.) for reporting

- Co-mingling roads and infrastructure funds and dues in reports - George will make an update to the reporting accordingly
  - Maintenance of roads coming out of regular dues, roads and infrastructure money is being set aside for future replacement
  - **Recommendation:** Look into splitting roads and infrastructure money into a separate bank account (potentially interest gaining)
- **Recommendation:** It would be helpful to put in the next newsletter a reminder of what the road replacement will eventually cost and why the \$200 per year is important (what it will go towards) - potentially do a calculation layout of what a lump sum payment would be
- **Recommendation:** If we have a surplus at the end of the year, we as a community can agree that a percentage of that surplus should be directed to the roads and infrastructure account
- Retention Ponds:
  - The pond on Tall Oak needs landscaping - homeowner request for input on what the landscaping looks like
  - Some assistance with finding companies to provide a quote is welcome
  - Have the storm drains ever been cleaned/inspected to ensure the drains are functioning properly?
- **Recommendation:** For contractors doing snow removal/salt on roads - would it be possible to get in the contract the type of salt being used? This may be impacting sustained road quality.
- The road was rated as poor when the township did their assessment prior to the bond (5+ years ago)
- There may be more we need to do in annual maintenance to keep the roads in good repair - spending money on the cracks and patching around the edges as compared to surface coat
- Avg expenses per year are ~\$35K
- Tree removal/maintenance is an ongoing expense, the snow and ice this past winter were particularly
  - **Recommendation:** Spears (the tree removal company) is willing to quote individual homeowners - notify homeowners that in the event they need work done to remediate tree damage, Spears would be a recommended company for them to contact

- Look into having Spears push back the trees/foliage encroaching on the common areas to allow for better access for mowing
- Updated statements with late fees are sent beginning, mid and roads and infrastructure notifications - three notices are sent annually
  - Includes incentive for homeowners to go on a payment plan (to stop accrual of fees)
- Auditing of financials - the challenge has been finding someone to conduct the audit for a reasonable price
- Common area landscaping - it's not just dead trees, but some of the bushes and growth are invasive and some edge maintenance would be beneficial

**Recommendation:** Is there an opportunity for us to partner with the neighborhood across the street to see if there are any contractor discounts or bundling that we could do to gain synergies?

Is there work that needs to be done to drain some of the water in the wetlands headed toward White Hart? Some ponding is happening and homeowners are looking for ideas for resolution.

Presentations and notes from this meeting will be posted on the HOA website

There was not a quorum for voting - so ballots will be sent to homeowners to vote on board members

The meeting was adjourned at 8:45 pm.