

Tottenham HOA Meeting Minutes – May 9, 2024

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

Meeting called to order 7:03 P.M. Present from the board were Dennis Hussey, Terri Mulholland, Alexis Gavin, Sarah Taylor. Also represented were five homeowners/properties.

- (a) reports of officers starting with Budget, Dues payment status and penalty assessment.
 - a. Treasurer Update:
 - i. There are still some outstanding annual dues (11 properties) – second statements were sent out with a due date of the end of May 2024.
 - ii. There are four properties that are a chronically delinquent and the plan is to turn those over to Hirzel Law to initiate collections proceedings.
 - iii. We received four quotes for lawn care going forward to ensure that we are getting a competitive price from the services we're receiving.
 - iv. Homeowner question: Have we considered changing the approach to road assessment to avoid raising the dues year over year and instead apply a one-time assessment to cover the difference between what's been saved and the cost of the roads? Is there a way to survey homeowners to understand the preference of the community for gradual payments vs a one-time assessment?
 - 1. The philosophy has been that a gradual payment spreads out the cost of the road more fairly, essentially paying for the benefit of using the road over time while saving up for repair and replacement of the road at a point in the future.
- (b) reports of committees.
 - a. Beautification Committee
 - i. We had great participation on the clean-up day (resulting in great savings to the HOA). Thank you to everyone who participated!
 - ii. The flowers for the season were put in and look amazing! Special thank you to Lisa W.
 - iii. In the future we're looking into what landscaping could be incorporated to lessen the maintenance effort/cost going forward.
 - 1. Consider things like putting in more stones, planting grass – the board is open to committee recommendations.
 - 2. Preference would be to put less water on the area – water will continue to get more expensive.
- (c) Election of Directors
 - a. We have seven individuals who have expressed interest in joining the board – there's nothing in the by-laws that puts a cap on how many directors are elected to the board.
 - b. Once we have elected the directors to the board, the directors will determine what tasks each person takes on.
 - c. Ballots have been sent out electronically (due 5/31), anyone we didn't have email addresses for will be hand delivered.
- (d) New business:
 - IRS Form Submission
 - Form for this year has been filed.
 - Insurance Premium Payment
 - Premiums have been paid. Would be interested in looking next year to see if there are other options for insurance to get the equivalent insurance at a lower rate.
 - Detention Pond Maintenance
 - The good news is the ponds look to be in better repair than originally thought. There are some areas where we need to repair the walls where roots have pushed in and shifted the stones. There were also a couple of instances where trees grew through the walls and those will need to be taken care of.
 - Northstar will give us a quote on coming in to maintain the pond areas and remove any growth in the five detention ponds. It looks like there has been no new growth in the ponds that had all of the work done to remove growth last year.

- The ponds look like they've accumulated a bit of algae – would like to get a couple inexpensive solar powered fountains to see if they aerate the ponds sufficiently to combat the algae.

Outdoor Maintenance

- There is some work to be done in common areas where water is collecting and/or trees may need to be pushed back. This could be on the list to tackle during next year's clean-up day.
- There is a limit to what we are able to do in some cases because of the protected wetland areas.
- We have the agreement that the builder put in place with the township and one requirement is that we need to conduct inspections of the ponds (recommended frequency is monthly).

Governing Documents Draft Review

- The governing documents are more than 20 years old (out of compliance with state laws) – everyone on the board will be taking a deep dive into the comments and updates recommended by Hirzel.
- The philosophy would be to not add any more regulations into the by-laws (unless required by the state.) and to update the language to be more readable by homeowners and consistent.

Communications

- Upcoming newsletter should include verbiage about lawn care/upkeep.
- Web page upkeep and other tasks (newsletter, etc.) will be transitioned to the new communications person once the elections are complete.
 - o Web page renewal is due August 2025 – it was a five-year cycle to begin with.

Lawn Upkeep

- There are some properties that need to be contacted to maintain the property up to township and by-laws standards.
- The board can write letters to contact the homeowners initially – and if there's no remediation, there is the ability to assess fines.
 - o Would it be possible to offer help as part of the outreach campaign? We could include some recommendations if guidance is needed as part of the letter.
- It may be necessary to get lawyers involved if there's inaction after the letters are sent out.

Financial Review

- Terri can look into what the options are for starting/conducting a financial review – what the boundaries would be (e.g., Aug to Aug or for four months, or for a calendar year). It's likely they'll advise for us to wait until the end of 2024 to look at a full year's worth of records.

Electronic Document Storage

- A Google Drive has been set up using the Tottenham HOA Gmail account to start storing documents for retention.

Road Maintenance

- Quotes that we received for the road maintenance far exceeded what we budgeted for the year.
- The areas where the road is severely deteriorated – they'll cut it out and repair those areas, then they'll go through and do crack sealing throughout the neighborhood.
- We got two quotes and they aren't very far off from each other.
- The proposal is to use the money that we wanted to be transferred from the general fund to the road replacement to bolster the replacement fund. We will use the general fund to meet 2024 road maintenance requirements.

Meeting adjourned 8:31 P.M.