

Tottenham Homeowners Association Board

Meeting Minutes, October 12, 2023

Meeting was called to order 7:01 PM

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

- (a) roll call to determine the voting power represented at the meeting
 - a. Present from the board were Dennis Hussey, Mike O'Callaghan, Alexis Gavin, Sarah Taylor, Terri Mulholland. Also present, representation from two home-owners.
- (b) reading of minutes of preceding meeting – meeting minutes for September were approved and posted
- (c) reports of officers starting with Budget, Dues payment status and penalty assessment
 - a. Payment Status: 2023 Road Assessments sent
2023 Invoice for delinquent Homeowners
 - We had about 10 invoices that were sent out for a mix of road assessments and delinquent dues this fall.
 - There are still 5-6 properties remaining with outstanding balances. If resolution can't be reached, then the board will pursue potential legal steps.
 - The board is investigating the possibility of participating in a road grant fund program that is in place with the county and the township to get relief on future road repairs.
 - b. Budget update: 2023 Expenses YTD
 - We have spent more this year than anticipated due to detention pond clean up and the tree removal/clean up from the storm earlier this year.
 - Going into 2024, the goal is to get back to spending within the annual receipts to continue being able to set money aside for future unexpected expenses.
- (d) reports of committees
 - Beautification Committee - Front Entrance and Tall Oak Ln Island
 - The committee has done a great job with both the front entrance and the island on Tall Oak
 - Ornamental grasses have been planted around the Tall Oak detention pond.
- (e) election of Directors (at annual meeting or special meeting for such purpose)
 - Treasurers Election update – Terri Mulholland was officially elected as Treasurer of the board
- (f) new business
 - i. Detention Pond Maintenance & Landscaping
 - Tall Oak Detention Pond Landscaping – Completed 10/05/2023 (picture below of Pink Muhly grass that has been planted)
 - The homeowners bordering the detention pond were consulted with the landscaping to resolve any remaining concerns.
 - We've received estimates for cleaning up detention ponds. The board needs to determine if we go forward with the clean up this fall or wait until the spring.
 - Due to the difficult nature of the work, it is the preference of the board to use professional services for cleaning up the ponds instead of relying on homeowner manpower.
 - ii. Storm Tree Cleanup – Completed
 - The board will be reviewing our overall insurance coverage going into the new year to make sure that we are covered appropriately.
 - We may have to have Spears come back out in the spring to do another assessment for remaining clean up that wasn't deemed emergent or dangerous as a result of the storm.
 - iii. 2020 to 2022 Tax forms Submission
 - We are currently on our Federal tax form submissions. The next submission is due in April 2024.
 - iv. 2023 State of Michigan Filing

- We are currently on our LARA State of Michigan filing.
- v. Snow Plowing Contract – Signed and Check Submitted
 - We’ve renewed the contract for this year and have paid in advance for the service for this upcoming season.
- vi. Electronic Document Storage
 - Continuing to pursue a non-profit account with Google for electronic document storage. If a free account is not attainable, quotes will be submitted to the board for the cost of paying for an account.
- vii. Homeowner Participation Incentives
 - Going into next year, the board will consider the continuation of the on-time discount and the billing/payment schedule for the annual dues and the roads assessment (e.g., due at one time instead of two payments during the year).
 - Potential to switch from an on-time payment discount to participation incentives (e.g., annual meeting attendance, committee participation, etc.).
 - The board is in agreement to consider reducing the discount over the next year to ultimately phase out the discount for on-time payment (e.g., \$50 discount for 2024, no discount for 2025).
 - Communication will need to go out to residents with the upcoming changes.
- viii. Christmas Lights
 - We’ve received a quote from the lighting company for the Christmas lights for the front entrance but will continue investigating other quotes or potentially doing the work with a committee of homeowners instead.
- ix. Legal Advice – HOA Rules to Live By
 - We likely need a written policy related to fees, late payments, etc. to stay consistent with how we approach collections.
- x. Legal Review of Articles of Incorporation, Master Deed and Bylaws
 - Recommend investigating a review of the documents and leverage any legal oversight with policies related to billing and collections.
 - Depending on the cost of the service, the board agrees to reach out to the legal firm to review the documents and make sure they are compliant with current laws.
- xi. Financial Assessment/Audit
 - The board is investigating the possibility of having a CPA firm do a review of the financials (reviews are generally less expensive than a full audit activity).
- xii. Speed Limit Signs
 - The board has priced out additional speed limit signs, also considering a No Outlet sign at the front of the neighborhood.
- xiii. Non-Residents in Common Areas
 - The board has received complaints from some homeowners of non-residents on common areas – this raises homeowner concerns as well as potential liability concerns. The board will communicate with the non-resident in question accordingly.
- xiv. HOA Communication
 - The board intends to convert from paper-based newsletters to electronic newsletters going forward.
 - We also will need to renew the website, the cost will be forwarded to the board for consideration.
- xv. Common services
 - A suggestion was made that we collect contact information for vendors who homeowners have had positive experiences with and make that list available to the community – potentially on the website in a “neighbor recommended” section (with the appropriate disclaimers that the board is not endorsing specific vendors).
- xvi. Street sweepers
 - The board did follow up to investigate if Canton has a fleet of street sweepers and it does not appear that they have that service anymore. The only option would be to contract with a private company.

(g) Item for next month to discuss estimates for repair of problem areas on sidewalks & common areas.

Meeting adjourned 8:40

Pink Muhly Grass



Ken Kennedy/Flickr/CC By 2.0

Pink muhly grass is also known as sweetgrass, gulf muhlygrass, mist grass, hairawn muhly, and the botanical name, *Muhlenbergia capillaris*. It is named after botanist/chemist/mineralogist **Henry Muhlenberg**. This ornamental grass is somewhat slow growing but it is admired for its fall- and winter-blooming pink flowers or featherlike plumes. In landscape design, muhly grass looks best in large or mass clumps in **perennial borders or native gardens**, where its wispy pink blooms offer plenty of visual impact.

- **Name:** Pink muhly grass (*Muhlenbergia capillaris*)
- **USDA Hardiness Zones:** 5 to 9
- **Light:** Full sun to part shade
- **Soil Needs:** Medium moisture, sandy or rocky, well-drained
- **Deer Resistant:** Yes