

Minutes — February 11, 2025

Call to Order: 7:05 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,

The meeting was called to order at 7:05 pm. Board Members Present 4 of 8

PRESENT: Dennis Hussey, Terri Mulholland, Brian Watters & Renee Bergmooser

ABSENT: Sarah Taylor, Tarulata Shah, Michelle Murad and Mike O'Callaghan

(b) reports of officers starting with 2024 Summary/2025 Budget

20 min

Terri provided a sheet that gave us a 2024 Summary/2025 Budget along with a cash sheet. Those documents can be found attached to these minutes. We accomplished much in 2024, but there is a long list of needs for the upcoming years. The raise in yearly HOA fees is intended to help us build a reserve for road replacement.

(c) reports of committees:

The Beautification Committee met on February 6 to discuss where they would like to spend their \$2500 budget for this year. They decided they will concentrate on the front entrance this year. The plan is to plant some bushes in the beds at the east and west ends of the center island that will add interest all year, along with some annuals. It is hoped that we can identify more perennials to use in those spaces that deer and rabbits won't destroy.

The boxwoods and yews in front of the walls on the north and south sides of the front entrance and along the center island are reaching the end of their useful life. Currently approximately 200 bushes are in those spaces. Until we can afford to replace them, we will try to fertilize and remove dead bushes.

We have a number of dead trees in the front also. Tree maintenance and removal is managed by the Board in a separate account from the Beautification budget item. The Committee will mark trees and identify for the Board the maintenance and removal tasks that need to be completed in 2025. The Board will then have Spears come out and give us an estimate of cost to remove those. More information to follow as the weather breaks.

Infrastructure (Sidewalks, front walk)

We have \$2500 in the budget for sidewalk replacement in 2025. Canton Township is supposed to repair the marked flags they are responsible for sometime this year. The grinding completed in 2024 fixed a lot of the problem areas, but there is more to be done because of flags that have cracks. Several of the flags in the common areas need to be addressed. The cost will be approximately \$300-\$350 per flag. When the weather breaks, we will take another look and see what we can afford to have done.

Infrastructure (Roads)

Dennis said he will be having the road repair company coming out to the subdivision to rework a number of spots. We will need to spend some money on the roads in 2025 to try to maintain them until our reserve is large enough to proceed with road replacement.

(d) unfinished business

2024 External Financial review

10 min

2024 External Financial Review This is the first time that the HOA has completed an external financial review. The report was recently submitted to the Board.

It was performed by Bovitz CPA-PC and was very thorough. This means we now have a third party providing needed oversight.. It is another step toward transparency when it comes to our financials.

Note: Some language in governing documents or other legal documents suggest that the Association needs to conduct an audit. The Board consulted Hirzel (the HOA/Condominium legal firm working with us to update the Governing Documents and were advised that a financial review was the appropriate avenue for our Association to pursue. Audits are recommended for larger and more complex organization. The distinctions are not intuitively clear, but the difference in the costs to the Association are significant.

Governing Documents Draft Review

Bylaws

15 min

Governing Documents Draft Review-

Updating the Association's Governing Documents (the Articles of Incorporation, the Master Deed, and the Bylaws) has been a priority for the current Board. It was necessary to have our governing documents reviewed and updated because the current documents are 22+ years old and obsolete or not in compliance with current laws that govern HOAs. Drafts of revised copies of each set of documents were provided to the Board by the Hertz Legal firm last Spring. The Board has completed the revisions for the Articles of Incorporation and the Master Deed. What remains to be completed is the review of the Bylaws. There are substantial changes to the Bylaws in order to comply with all the new statutes, increasing the task of completing the review. Each and every page has to be read and any necessary changes written in the margins for the law office to review.

Dennis Hussey has made a preliminary review of the Bylaws and will distribute a copy of the Bylaws in "draft state" to other Board members for more discussion of the Bylaws at the March meeting. The first step is for each Board member to review the comments made in the margins by both the Hirzel firm and Dennis' comments. Members are also requested to recommend their own suggestions about updating elements in the Bylaws document.

One goal in the update is to make these "Homeowner focused bylaws" instead of "Builder bylaws." After all of the needed and desired changes have been made and agreed upon by the Board, the Revised Bylaws will be provided to the homeowners to review. To enact the Revised Bylaws a vote is taken to accept the new documents. A two-thirds majority in favor of accepting the changes is required for the new document to be adopted.

Because of the large volume of the new documents, the whole project has required a substantial effort. Despite the continuing work, the goal of the Board is to complete the process of revising the Governing Documents in early 2025.

2025 Elections

10 min

We have 4 positions that will be vacant in 2025. This is an urgent problem. If we do not get enough people to run for those vacant spots we will have no choice but to hire an outside management firm. There are 81

homesites in the subdivision with most homes occupied by at least two adults. That means that the potential is there for 160 people to run for a position on the Board.

Ideally, we would like a Board with at least ten people on it. Can you do your part for two years? Not all of the positions are time-consuming. Or can you offer to help with certain committees?

The harsh reality is that without more homeowner support, we will have no choice but to start paying for services that are being done now by volunteers. This could add a minimum of another \$600 per household to the HOA fees.

The Board agreed to try to recruit some new “blood” to the Board. Having fresh ideas and different points of view helps us grow as a community.

Position Descriptions

10 min

The work of the Board has been in need of documents to elaborate on the tasks that each member of the Board is expected to perform during their service to the Homeowner’s Association. Over the past few months, Terri and Brian have been assembling drafts for position descriptions with input from others. The goal of developing these documents is to distribute the workload of the Board more evenly and to help potential Board members know what they would be asked to do during the term of their service. The Board was unable to discuss details of the position descriptions during the February meeting. This topic will reappear on the March Meeting Agenda.

(e) new business:

15 min

Mailing list

To improve communications overall, the Association needs current contact information about all the homeowners in Tottenham. The information needed includes the current homeowner, the current persons residing in the homes in Tottenham and telephone, email contact information for the homeowner/property manager. Because there has been quite a lot of turnover in the last couple of years, keeping the contact list and mailing list up to date is very important.

The Bylaws require homeowners to notify the HOA of changes in residents and/or contact information so that communications can be sent in a timely manner. Many homeowners are not aware of this requirement and it has created extra work to make sure our list is as current as possible.

Because we have learned about the changes to contact information about a home in a variety of different ways, it has become necessary that one Board member assume the responsibility for maintaining the list and making that list available to the other Board members as needed for our communications efforts.

It was agreed that the Treasurer will keep the list updated via QuickBooks and a copy will be posted on Google docs for other board members to access.

Meeting Adjourned 8:50 PM