

Tottenham HOA Meeting Minutes - January 13, 2026

Meeting Identification

- **Association Name:** Tottenham Homeowners Association
- **Meeting Type:** Monthly HOA Meeting
- **Date:** January 13, 2026
- **Time:** 7:00PM – 9:00PM
- **Location:** Canton Township Building, Meeting Room B.

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

I. Roll call to determine the voting power represented at JJ meeting

- The meeting was called to order at 7:02 pm.
- Present from the board were Brian Watters, Terri Mulholland, Renee Bergmooser, and Yogi Patel. Sarah Taylor phoned in. Also present were three homeowners.

II. Call for Approval of Previous HOA Minutes

- **Motion to Approve:** Terri Mulholland moved to approve the previous HOA meeting minutes.
- **Second:** Brian Watters seconded the motion.
- **Vote:** The previous HOA minutes were unanimously approved by the Board.

III. Reports of officers starting with 2026 Budget/Financials*

Today we have spent approximately 87% of the 2025 budget. We have an extra \$7,425 that was not spent. Terri suggested we move that amount to carry over to the 2026 budget. We did not spend the amount budgeted for pond cleanout in 2025 because the company we contracted with did not fit us in. We intend to have that done in the spring of 2026.

We will be paying approximately \$1000 for our books to be reviewed by the CPA.

Invoices will be going out January 29 for the HOA dues. A copy of the budget will be sent along with the dues and a letter that explains where the dues are spent. Brian Watters voted to approve the financial report. Yogi seconded it. Unanimous approval of the financial report.

IV. Reports of committees

Beautification: The holiday lights were taken down.

Infrastructure: Keith Bergmooser, Keith Taylor and Yogi Patel and Brian Watters have been working together as a committee and accomplishing much. They removed a lot of the overgrowth from around the detention ponds. All of the ponds are functioning properly. The roads are expectedly becoming a little bit rough. Terri Mulholland mentioned that the moss is making sidewalks slippery in one of the cul-de-sacs. Brian inquired if anyone had a power washer. Renee said that she has one at home and offered her husband up for the task of removing the mold.

V. New Business

- Vote to finalize homeowner electronic consent form. This will enable the HOA to save a lot of money on postage because we can contact homeowners through email, rather than mailings by USPS. Brian motioned to approve the consent form as long as the removal of the word election is done. Terri seconded that motion. The election communication form will go out in individual mailings and then when each form returns it will be saved in the google drive. Unanimous vote to move forward with the electronic consent form.

- **Vote on Minor Revisions to Assessment Collection Policy**

Dennis made the point that this collection policy is for the Board's use. The collection policy is already on the website but Terri made some revisions and wanted a succinct document for the Board. Marise is concerned that we are getting ahead of ourselves because when we have the new bylaws some of these policies may not apply. Terri had removed some of the items that are written in the current collection policy because they are not being enforced. Dennis Hussey asked if we should just say that the Board will not be doing the enforcement, the law firm will be the ones who are doing the enforcement. Terri moved to approve the changes to the collection policy, Brian seconded it. Unanimously approved.

- **Vote on Restrictions Enforcement Policy**

This procedure is already in the by-laws but will simplify the process. Dennis was concerned that there are some restrictions included in this enforcement policy that we will not enforce. He thinks we cannot selectively enforce policies. Brian said we have to begin enforcing regulations because we have too many homes that are in disrepair. We have to have a procedure for enforcing it. Marise said we have already sent out a letter telling homeowners that there will be enforcement of our restrictions.

Terri said she took the restrictions enforcement right out of the bylaws. Dennis is very concerned with how harsh the restrictions enforcement policy is. The threat of putting a lien on someone's home is too strict in his opinion. Brian suggested that in the interest of time he would like Dennis to make the suggested changes that he would be comfortable with and submit it to the Board. Marise agreed and said she and Dennis would take an opportunity to review the Restrictions Enforcement Policy and come back to the Board.

We sent out the first letter that said changes are coming in the spring. Marise asked whether this new document is even necessary. Brian asked to move this topic down to unfinished business and revisit after Dennis and Marise review it.

- **Discussion on switching our law firm for legal advice? (Pentiuk, Couvreur & Kobiljak)**

Brian said PCK is willing to give quotes ahead of time. We want some transparency when it comes to pricing when we have legal matters. Because Hurzel is supposed to be an expert on HOA matters, it doesn't seem like they should have to research all of our questions for hours. Marise said more of us on the Board need to become very familiar with the Michigan Condo act so that we can answer many of the questions ourselves.

Brian is concerned that Hurzel is going to charge us a high price for the review of the bylaws. Dennis said we will not have them review the bylaws, just file them.

For instance the articles of incorporation will be filed with the State. Brian wants to ask if we could get a quote from PCK to finish the by-laws. Dennis would like the list of questions that were developed for Hurzel be included.

- **Introduction of "HOAworks," an online HOA self-management tool**

David, Terri and Brian went and saw a presentation of how HOAworks, which is an online tool for HOA's. It would do everything we need to do including all electronic issues. It does accounting, notifications, invoicing, you can communicate with homeowners, you can do polls. The communication part was very helpful. The next step would be for David, Terri and Brian to have a meeting with the developer of the software. The software cost is based on the number of homes. Sarah Taylor has a background in software and offered to attend the meeting when it takes place.

- **Discussion on Officer Term Lengths per Bylaws**

The term lengths are now posted on the website. Brian wants to contact PCK and get a quote for offering their opinion of whether the officers of the Association are yearly or two year terms. Marise said that our current bylaws states three directors shall be elected for a term of two years and two directors shall be elected for a term of one year. Brian reads the document as being one year terms for officers.

Brian wants to get clarification because there is nothing that Marise stated that changed his mind. He would like to ask for an opinion from PCK. Nothing suggest to him that officers serve a term of two years. If you are elected as a director you serve a two year term but then the officers are voted for annually by the Board.

Brian asked if we can at least get a quote from PCK to find out the answer. There was a motion to get a quote and if it is under \$300 we will go ahead with it. Approved.

VI. Unfinished Business

- **Discuss requirements for Proof of Notice/Waiver of Notice**

Proof of notice only needs to be applied for the annual meeting. By law we have to send a paper notice no less than 10 days and no more than 60 days prior to the annual meeting.

Proof of notice will go out with the notice of consent form.

- **Update on Governing Documents Draft Review (Bylaws)**

Marise can't get the bylaws completed until some of the questions are answered. If we go with PCK we need to ask them what they will need from us to finish the process. There is concern that Harzel will charge us much more than what we have budgeted. Marise offered to do the research to see what she would have to do to file the condominium bylaws.

Annual Meeting. Marise is recommending that we change the quorum to 20% of the coowners present. It will permit the body assembled to take action at the meeting. Also, she is suggesting the use of proxies so the Board will have the authority to represent the homeowner at the Annual Meeting.

Board Meetings. Assuming a 5-member Board of Directors, 3 Board Members must be present to conduct Association Business. Proxies from Board Members not present at a given meeting should be encouraged when it is expected that issues before the Board will require a vote. The absent Board member should initiate the delivery of his/her proxy to the Board member who will chair the meeting.

The proxy has to be a separate piece of paper than the election ballot. We need to get the ballots out soon so that we can get the nominations in prior to the April meeting. We need 17 people to be at the Annual Meeting for it to be legal.

VII. Adjournment

- **Motion to Adjourn:** Brian Watters moved to adjourn the meeting.
- **Second:** Terri seconded the motion.
- **Time of Adjournment:** 9:01

VIII. Approval of Minutes

- **Prepared By:** Renee Bergmooser

- **Approved By:** Sarah Taylor

- **Date:** 1/21/2026

- **Signature:**

