

HOA Meeting Notes – August 12, 2025

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

Roll call to determine the voting power represented at the meeting,

The meeting was called to order at 7:02 pm. Present from the board were Brian Watters, Sarah Taylor, Terri Mulholland, Michelle Murad, Mike O'Callaghan, Renee Bergmooser, and Yogi Patel. Also present were four homeowners.

Call for approval of the previous HOA meeting minutes

- The motion was introduced and voted to approve the minutes for June 2025.

Reports of officers starting with 2025 Budget/Financials*

Terri Mulholland gave a report reviewing the current income and expenses through the end of July 2025. There were a few expenses that went slightly over – but everything else is tracking right on budget and we've spent roughly 50% of what has been budgeted for the year. The money in the Live Oak Savings account accrues interest on a business savings account. We recently moved the road reserve funds from a CD into a Money Market until other options can be explored – the priority is that wherever it's invested is secure with opportunities to grow and we don't lose any money. An amended budget was proposed to reallocate funds based on where projected expenditures will be for the remainder of the year. The board voted to approve the amended budget as presented. A full report of the current financials can be found on the website.

Reports of committees:

Beautification Committee:

Weeds have been an ongoing challenge. Renee reached out to three companies to bid on work to re-do the front entrance, including installing edging, irrigation amendments, removing weeds and rocks to replace with sod, removing dead yews and replacing with comparable plants. One company wouldn't bid without a budget up front. The other two companies submitted bids of \$14,920 and \$4,537. Based on this work already being budgeted, the bid was awarded to Cesar's Lawn Care (\$4,537) and the work is planned to begin in September. There is an intent to get contractors to come out to bid on the work to clean up the islands around the neighborhood (limbing, weed clean out, etc.).

Infrastructure (sidewalks, front entrance, detention ponds, sink hole on Lilley Rd)

Sidewalks – We had previously had some cutting done of sidewalk slabs, with 10 leftover that we thought were Canton Township responsibility. Since then, the township has informed us that some of them are the responsibility of the association to fix. The quote from Precision Concrete Cutting to address the remaining flags. There are still some uneven slabs/trip hazards that are not in the common areas that would be homeowner responsibility to fix. A note will be sent to homeowners to encourage contacting the same company to conduct private repairs while repairing the flags in the common areas. The board voted to approve moving forward with the sidewalk repairs as quoted.

Detention ponds – Michigan Lake & Pond is doing treatments to the ponds and the Campbell Ct pond especially has cleared out and drained – seeming to resolve much of the issue that we've been having with that pond. The ponds seem to be draining properly as a result of the treatments. With the last heavy rain, it was noticed that some of the drains were clogged due to debris. We got a bid from Northstar to come in and clean out the roots/debris/reeds that are causing clogging issues after heavy rains. The quote was \$6,825 for all five ponds (which is lower than what we paid a couple years ago to clean out one pond). We are also in the process of having all the ponds sprayed for phragmites which also seems to be successful. Both the treatments and the spraying are things that will need to be maintained for continued results. Algae is typical this time of year because it's so hot and humid, hopefully that will go away as it gets cooler and will get better over time. The board voted to approve moving forward with the Northstar quote to clean out the ponds.

Sinkhole on Lilley Rd. – The hole on Lilley Road was filled in by Wayne County/DPW – we will have to see if the drainage is fixed to move water away from that area.

Unfinished business:

Update on Governing Documents Draft Review (Bylaws) – The new draft document is 55 pages long, the Hirzel Law summary of updates and additions is five pages long, so the comparisons and review are taking time. The committee has met on June 9th and July 8th with additional one or two meetings before a full presentation to the board will be made. Review is underway to make sure the language is applicable for our subdivision as compared to template/boiler plate language that might not meet the needs of the community. Next meeting, the goal will be to address items that will need Hirzel Law to comment. There will be some additional review and discussion needed by the board to decide on specific areas. That will be a topic for the next board meeting.

Update on procedures for non-compliance with bylaws – We reached out to Hirzel regarding rental properties and they provided us with a template for us to reach out to notify properties who are in violation of the by-laws. There is another property that is listed for rental and it's been communicated with the realtor that the homeowner is required to submit the request to the board prior to renting the home. The topic of short-term rentals (e.g., AirBnB) was brought up and the revised by-laws expressly forbid short-term rentals and place limits on the length of leasing vs rental properties. It does not appear that any of the current rentals in the neighborhood submitted the lease agreements to the board at any given time.

We also have an issue with some of the rental properties with respect to landscaping and upkeep, so the goal would be to notify the properties with respect to both the rental notification and the landscaping expectations. Terri is working on writing a procedure with regard to notifying and enforcing the landscaping and upkeep (similar to the procedure that was written for collections). Preliminary plan is to send out an email or letter to all homeowners laying out the expectations and stating next Spring the board fully intends to enforce the expectations and will start notifying delinquent properties.

Update on management of HOA files in Google Drive – Most of the historical data from previous board was stored on a flash drive and has been uploaded to the Google Drive for board members to access as needed.

New Business:

New President's goals – As the new President, Brian is focused on continued improvements to infrastructure and following through with maintenance planning to ensure the value of our properties remain as high as possible. Establish specific policies/procedures for the Board of Directors to follow when there are Bylaw violations. Address issues with neighborhood blight. Communication and transparency so all the Board and homeowners feel they are well-informed and engaged. Streamline/simplify the HOA management process to reduce stress on Board volunteers and lessen the chances that we would need to hire an expensive HOA property management company.

The board may need to take up the topic of communication in a previous meeting to discuss the appropriate vehicles for communicating with the neighborhood.

Vote to approve the updated exterior upkeep & landscaping requirements document and to approach Hirzel to ask them for a template for a notification letter – this topic was tabled for the September meeting.

Vote to accept/deny any future requests for HOA dues payment plans – we have a few homeowners who have received special exceptions for payment plans which results in extra administration. The existing bylaws give the board that discretion, the new bylaws under revision say that the board does not have that discretion. The motion was made and seconded to not offer payment plans to anyone in the future. The suggestion was made to table this topic for the September meeting, with the intention of reviewing bylaw language (current and proposed future) and determine if there is going to be discretion, what the criteria are. The concern is making sure that there is uniformity in treatment and no perception of unfair treatment.

Vote to confirm eligibility of newly elected director – we had a person confirmed as an elected director but have not had any contact with that person since. A motion was raised to disqualify the elected board member based on non-communication/non-participation and the board voted to approve the motion.

Homeowner suggestion to include links to meeting notes in the newsletter, and/or once-a-month communications with meeting minutes.

Edit requested to the Upkeep and Landscaping document – 7-foot tree clearance above the road as well as the sidewalks.

Meeting adjourned 8:48 pm.