

March 2024

Branford Towne Houses Cooperative

Annual Board Meeting



For all our members

Wednesday, March 20th, 2024 at
7pm

Location: Dicie Martin Hall

(Branford Clubhouse)

An advantage for Cooperative Membership is the right to participate in the affairs of the corporation.

You have a voice in matters that affect your community. As members you elect a Board of Directors to act on behalf of the entire membership. Once elected, the Board of Directors is empowered by the by-laws to make decisions and govern the affairs of the corporation.

Only members in good standing may vote.

Any member wishing to vote early, who for good cause cannot attend the meeting, may request an absentee ballot. Absentee ballots must be received by close of business (6pm) Wednesday, March 20, 2024. Contact the office for more information.

No nominations will be accepted from the floor.

A quorum of 10% of the membership must attend in order to hold the meeting.

For those of you whom have been to the open board meetings, welcome back! For those whom have never been, we encourage you to join us as meetings are a great way to be involved in your community.

Not only will you be well informed and a part of what's happening, but you may also meet some neighbors that you may have not had the chance to meet with before. We are looking forward to seeing everyone!

In March, we navigate an array of celebrations and transitions. From St. Patrick's Day to Easter and the start of Ramadan, it's a month of cultural and spiritual significance. As daylight savings time begins and board meeting elections take place, we welcome change and democratic decision-making. March reminds us to honor tradition, embrace diversity, resilience, and shape a brighter future.

What's New?

- Annual unit inspections will begin in April. Notices will be sent to those units that will be inspected in April.
 - Please be sure to register any new vehicles with the office to obtain a Branford parking permit. Members are permitted one vehicle per licensed driver in the home. Only vehicles with a Branford Parking permit may park in numbered or Resident spaces. Vehicles with expired plates, inoperable or improperly parked, uninsured, may be towed without notice at the vehicle owners' expense.
- Be sure to update any changes to phone numbers or email addresses with the office. Be reminded, in order to receive text messages via the OneCallNow Service, members must first answer the introduction text giving permission for the service to send future texts. You can opt-in again at any time by texting Alert to 22300.
- Join us for an awesome Adult Game Night, exclusively for members aged 30 and above! Mark your calendars for March 27th, as we gather at Dicie Martin Hall, aka the Branford Clubhouse, from 6:30 pm - 8:30 pm.
- The form used for taxes are available in the office for pick up. We do not mail these forms to members. Additionally, the form will be on our website: <https://liveatbranford.com/>.
- Having the following items in common areas or on the grounds is prohibited: bounce houses, playscapes, tents, Gaming RV's etc. Large outdoor parties are not permitted on property as it interferes with your fellow members right to a peaceful living environment and poses a serious liability risk to the Cooperative. Violations will result in fines and members will immediately be asked to disperse large events and remove any such structures from Cooperative property.
- Earlier this year, A/C unit installations began in buildings 4, 6, 7, 8, 11, 14, 16, 22, and 23. A/C installations have been completed for 2024.
- House and Grounds for Seniors: We regret to inform you that our services for exterior grounds maintenance, including front, back, and side areas of units, will no longer be provided to senior members and those with disabilities. We are currently seeking volunteers willing to be on call for snow shoveling assistance to our seniors. Kindly contact the office if you are available to contribute.



Resumes for Board of Directors Positions

1. What experience can you offer the Cooperative as a Board Member?

Crystal McIntosh – Over 12 years of experience as a board member. I teach and train new board members coming in to the world of co-ops as well.

2. Have you served in any other Cooperative activity?

Crystal McIntosh – Yes, all co-op activities here at Branford. Nine years on the Board of United Cooperative Housing Association.

3. What is your explanation of a Cooperative and its functions?

Crystal McIntosh – A housing cooperative is a residential housing option that is actually a corporation. The owners do not own their units outright, each resident is a shareholder, the people who live in cooperative are those who control it. Members exercise control by voting and attending membership meetings.

4. Please make a personal statement as to your reason for running for the Board of Directors.

Crystal McIntosh – “I have been a member of Branford since 2011 and serving as a board member since 2012. Each year I have learned more about the commitment level it takes to get the concerns and issues of the members heard and resolved. This year particularly I have been able to be a part of a great deal of dialogue with fellow members. Commitment is what I will give to every component of this community, because I care so much about our homes, our community staying safe and especially what is best of us as Branford Co-op members. It is your ideas and concerns that help us in moving forward. It was the ideas and concerns of all of you that were heard that helped to make our community stand out.”

5. What is your occupation?

Crystal McIntosh – Legal Professional

6. What are your hobbies?

Crystal McIntosh – Reading, Traveling, Volunteering @ Girl Scouts, Helping out within my community.

1. Call to Order
2. Roll Call
3. Proof of Notice
4. Reading of Previous Annual Meeting Minutes
5. Report of Officers
6. Reports of Committees
7. Report of Manager
8. Election of Inspectors of Election

Current Board of Directors

Crystal McIntosh

Leanne Tennyson

Robert Epps

Stephanie Baker

Willyne Compton

President

Vice President

Vice President

Secretary

Treasurer

Carrying charges are due on the first of each month. Late fees/ fines will be assessed on **all payments** received after close of business on the 10th of the month. In the event the 10th is on a Saturday or Sunday, payment must be received no later than 8am on Monday the 11th or 12th. **Payments made after the 10th must be certified funds such as a money order or cashiers check.**



Fun Fact! Did you know... that the City of Chicago dyes its river green to celebrate St. Patrick's Day every year?



Branford Bulletin



This space in the newsletter is reserved for our members to send messages to their fellow members. This may include a post about items they wish to sell or give away, or a heartfelt birthday wish. Please contact the office or send an email to branfordcoop@gmail.com.

MEMBERSHIPS FOR SALE

Cash Sale, Must meet qualification criteria listed in the Member Selection Plan.

Qualified buyers should call the office to schedule a showing.



2 BEDROOM 1.5 BATH - 23839 HAIG ST.

969sq. ft., monthly carrying charge **\$592**, updated with new granite countertops, fresh paint, updated light and plumbing fixtures, new carpeting in bedroom with hardwood flooring in the living room. **Listed at \$75,900.**

Current Staff

Joy Greene

Manager

Destiny Osborne

Office

Anna Taveras

Office

David Bennett

Lead Maintenance

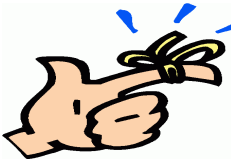
Joseph Ramirez

Maintenance

David Bennett Jr.

Maintenance

Important Reminders



House and Grounds: inspections will begin in April of 2024, so please have your areas in compliance with current policies to avoid those dreaded letters.

House and Grounds for Seniors: We will no longer provide services for our senior members and those with disabilities helping to maintain the exterior grounds area in the front, back and sides of units.

Emergency Work Orders: Members should call 313-292-4624 for emergency work orders after 5pm and before 9am Monday through Friday and weekends. An emergency is a condition that endangers human life or poses a serious danger to property. This includes smoke detectors beeping (even for battery replacement). Please refer to your rules and regulations for more specific information.

Annual Inspections: In April of 2024, members will begin receiving a letter in the mail letting them know what month we will be doing their specific unit. Inspections will be done every other year. Please don't wait for an inspection to report problems you are experiencing. Members can call the office 313-292-0810 and request a work order at any time. Members **MUST** call the office to request that staff wear booties otherwise they will not be worn. Thank you for your cooperation.

Trash: Be reminded all trash **MUST** be placed in securely tied plastic bags and placed inside dumpsters. Failure to comply may result in fines. Large items such as furniture/boxes **must be placed in the bulk dumpster on Baker St.** Do not place furniture next to the bulk dumpster as this will result in a fine as well. Throw your bag to the back of an empty dumpster to allow those that come later room to place their garbage.

Animal Owners: Members must immediately clean up messes caused by their pet/service animal. The term "messes" is defined to include defecation, garbage, and the like. Dog droppings must be disposed of by being placed in a plastic sack, secured and then placed in a garbage receptacle. Failure to comply will result in the following 1st offense \$50 fine, 2nd offense \$100 fine and 3rd offense \$100 and possible eviction. Pet permits and Service animal permits may be revoked for failing to comply with the pet policies/rules and regulations.

*****NEW***Sanitary Drains:** Waste from toilets and sinks eventually end up in the same sanitary line. This is the line that will get clogged, causing existing waste in the line to back up into basements. To avoid backups **do NOT flush anything** other than human waste and toilet paper in toilets. **"Flushable" wipes are NOT permitted** as they do not degrade and dissolve like toilet paper. Do NOT put grease, noodles, lettuce, bread, eggshells, plants, rice, nonfood items, etc in toilets, sinks, or garbage disposals. A general rule to keep in mind is that if you can feed it to your baby, you can put it down your disposal. Many solid foods, such as vegetables (without peels) or fruits, can also go into the appliance. Chop them up first, so they don't strain the unit. Throw some ice cubes in along with your food waste and grind them up. They'll help loosen the food residue that is stuck to the blades. Keep a bag of orange, lemon or other citrus peels in the freezer and toss some in when you need to freshen up your garbage disposal. Make sure to cut them up in bite sized pieces so not overwork the machine. Please use a lint trap on the washer hose that goes into the laundry tub from the washer. After rinsing off things such as paint brushes in the laundry tub, be sure to run cold water through the line for 10 minutes to wash waste through to the line that connects to the city sewers. In the event the backup is attributed to misuse of Cooperative property by a member, said member would be responsible for the cost of the repair.

SUBLETTING/ILLEGAL OCCUPANTS

We have seen an increase in members that appear to be subletting their units and/or have persons living in their units without taking the necessary steps to certify that person as an occupant. Both are violations of policy and grounds for immediate legal action. Please review the policies below and ensure you are in compliance.

6.25 Changes in Family or Household Composition:

After the Members initial occupancy any changes in family composition must be reported to the Cooperative office immediately. Any adult over 18 that wishes to be a resident must pay a fee to be determined by the Board of Directors for a criminal background check. Failure to meet the criteria as stated in the Member Selection plan is grounds for denial of occupancy. Failure to notify the cooperative of any such changes in a timely manner constitutes a material breach of the Occupancy Agreement... Any individual guest who stays continuously for a period exceeding two (2) weeks or any guest that spends three (3) or more nights on a continual basis is considered an unauthorized occupant and constitutes a material breach of this Occupancy Agreement.

6.26 Premises to be used for Residential Purposes Only

The member shall occupy the dwelling unit covered by this agreement as a private residence for himself and other occupants as hereby listed in your Occupancy Agreement, and for no other persons or purpose, and may enjoy the use in common with other members of the Corporation of all community property and facilities of the entire cooperative community so long as he continues to own a membership certificate of the Corporation, occupies his dwelling unit as his primary residence, and abides by the terms of this agreement. Absence of the member and/or the authorized occupants exceeding 60 days is a presumption to the Cooperative that the townhome is no longer your primary residence: and the member shall be in default of this agreement. Subletting, including Air BNB and other short-term rental services, is strictly forbidden.

TRASH/DUMPSTERS/30 YARD



It appears a reminder to our membership is required regarding proper trash disposal. Please review the following and comply with current policy.

- Throughout the seasons, kindly ensure the placement of larger trash and boxes in the designated 30-yard container.
- Trash must be placed in TIED PLASTIC BAGS and placed INSIDE THE DUMPSTER.
- Members should THROW THEIR BAG TO THE BACK OF

THE DUMPSTER to ensure ROOM FOR THEIR FELLOW MEMBERS THAT COME AFTER THEM!!! Be considerate.

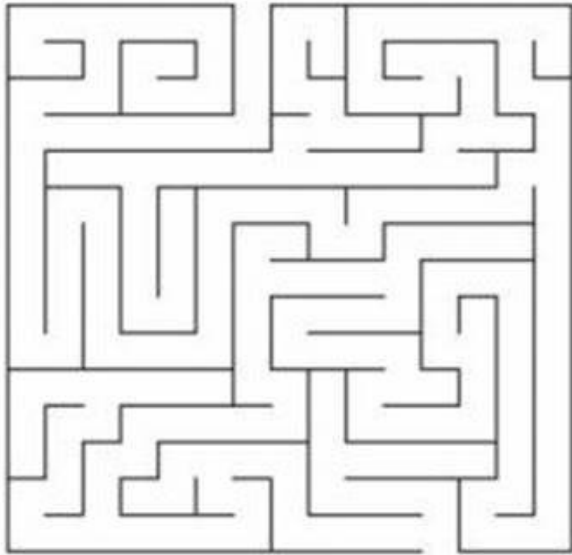
- Dumpsters are not for your family members that do not live on property to use, this includes the 30 yard dumpster.
- In the event the 30 yard dumpster is not available -in other words if the gate is locked- do not leave your item in front of, next to or in the vicinity of the fence, do not throw the trash over the fence. The 30 yard is locked when it is full and cannot be used when it is locked. Please remember the Board decided many years ago to have a 30 yard on property for our members to use instead of having to take large items to the city dump. It is a convenience and shouldn't be abused.
- Members should instruct any person that is throwing garbage bags into the dumpster of the trash policy, this includes your children, visitors, baby sitters, etc.
- If the dumpster nearest your unit is full, do not leave trash on top of or next to the dumpster, members should use a different dumpster.
- Trash bags must be taken directly to the dumpster and not placed on porches, in yards, etc.
- Large items such as boxes, furniture **must be placed in** the 30 yard dumpster. Members that are moving and have a large volume of garbage must use the 30 yard dumpster as well. Members will be charged the cost to have a dumpster emptied that has been over filled.

Please know that staff would love to never have to send a trash fine to any member ever again. It's never an enjoyable time to have to dig through someone's trash bag looking for a name, nor is it fun to go behind that lazy person that just didn't want to throw their couch or chair into the 30 yard and just left it for staff to do, or have to go behind and push the garbage bags to the back of the dumpster because someone is inconsiderate and doesn't care about their fellow member. However, fines will continue to be sent so long as members continue to violate policy. The first trash fine is \$50 , the second and any thereafter is \$100 with possible legal action.



St Patrick's Day Maze

Can you help the leprechaun find his way to the rainbow?



March

Word Search



s	z	w	y	l	u	c	k
p	g	o	l	d	m	l	c
r	r	a	i	n	b	o	w
i	e	s	x	k	w	v	i
n	e	r	a	i	n	e	n
g	n	p	u	t	l	r	d
f	l	o	w	e	r	h	y
v	d	c	l	o	u	d	s

spring

clover

rainbow

green

flower

clouds

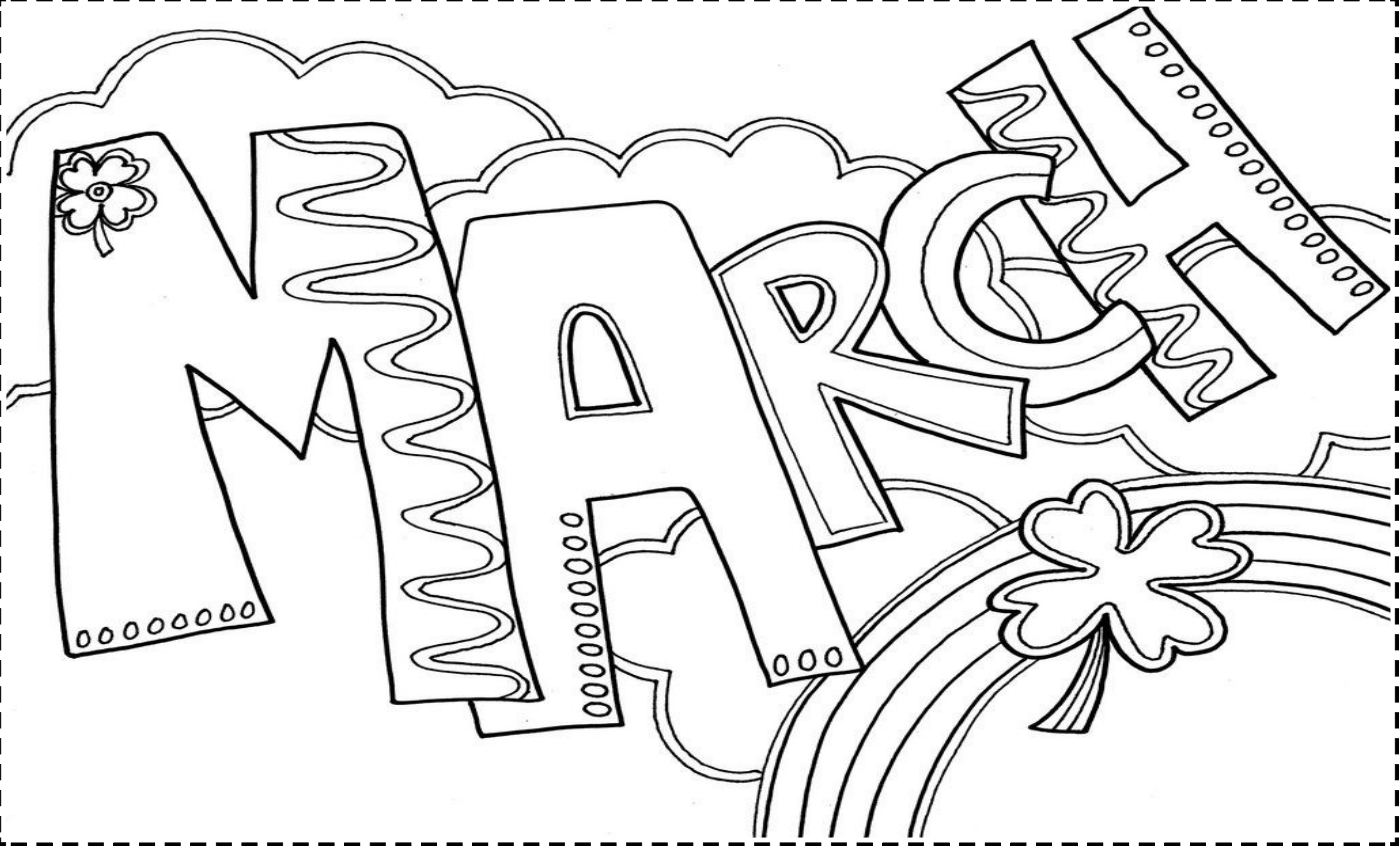
gold

rain

kite

luck

windy





March | 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Adult Game Night will take place at Dicie Martin Hall aka the Branford Clubhouse from 6:30 pm–8:30pm.					1	2
					Carrying Charges Due	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Carrying charges must be received by Sam to avoid late fees.					
17 St. Patrick's Day	18 Ramadan (Start)	19 Spring Equinox	20	21	22	23
24 Palm Sunday	25 Holi	26	27 Game Night	28	29 Good Friday	30
31 Easter	1	2	3	4	5	6



Contact Information

Phone: 313 292 0810 / After hours Emergency Maintenance: 313 292 4624

Emergency: Call 911

General Email: branfordcoop@gmail.com

Joy Greene Email: branfordcoopmanager@gmail.com

www.liveatbranford.com