

# Annual Meeting Minutes, 2022

## Middleton Estates Community Association

Date: March 1, 2022

Time: 7:00 pm

Location: Stuart Community Center and Zoom

Board members in attendance: Janna Books (President), Jennifer Michaud (Secretary), Joe Tubioli, Jan Verow, Katie Landis

Board members absent: Shana Strohecker

Also present: Andrew Shaw, Attorney at Law, and Cindy Carothers, CPA

Association members representing a quorum were present.

Janna Books presided. Meeting was called to order at 7:00 pm.

A. Current Board members gave introductions and short bios.

B. Members reviewed the minutes from the Annual 2021 meeting. Barbara Kell moved to approve the minutes. Jan Verow seconded. The minutes were approved.

C. Janna reviewed the business for the year:

The following actions were taken by the Board in this fiscal year.

1. Replaced broken caps to water pipes and painted them blue to reduce tripping hazards
2. Installed a watch children sign, hoping to get speed limit reduced to 15 mph
3. Fallen trees and hazardous limbs were removed using emergency funds from our MMA
4. Fir trees along Spring Rd were treated [for needle cast disease] to prevent them from dying, also using emergency funds from our MMA
5. Street lamps were replaced—members can also call these in.
6. The Board has been in discussions regarding “safe spaces” for children to play, but this will be a costly endeavor
7. Lawn Care: Contract up at the end of 2023. [We’ve had surcharges due to increase in fuel prices.]
8. Trash Contract—renews automatically in September, 2025, no price increase to date, but, could go up a maximum of 3% year over year
9. Snow Contract will be up at the end of this season. Every new crew member has to be retrained. We have switched management and contract for this to John Fraker (same as our lawn care). We have reached the ceiling on our Budget for snow removal

D. Our Accountant, Cindy Carothers, presented the Compilation Financial Report for the fiscal year ending on March 31, 2021 and fielded questions from Association members.

Members asked why there was an annual deficit. Our Budget is regularly higher than our total projected dues income, but, we have used [are obligated to use] our MMA funds for the short fall. We are in discussions regarding a dues increase.

E. Marc Michaud, Treasurer, gave a financial report, reviewed the Budget for next year:

1. Overage in lawn care was due to the longer growing season and more mowings [also from surcharges due to fuel price increases]
2. Overage for the website was due to the Domain Maintenance charge which is charged every other year.
3. Explained the paperwork for paying dues electronically.

•Jim Porter asked if the delinquent account total is higher than it was last year at this time.

•It is, but, the total overdue amount also includes dues that accrued from previous years. 1 month's income was not yet posted and some bigger amounts for those who want to get the annual discount are due to come in ahead of the end of the fiscal year. (Although in this past year, some of these payments were deposited in April, Members prefer not to have their deposits delayed.) Also, the Board has been trying to directly contact owners of these delinquent accounts by phone and email in an effort to bring in more of these funds.

•Jim Porter asked if we could attach a lien to rents where landlords have been delinquent. Our lawyer, Andrew Shaw, stated that we could not legally do that.

•Barbara Kell moved that we approve the Budget for 2022-23. Jim Porter seconded. The 2022-23 Budget was approved by the Members.

F. Nominating Committee chair, Jan Verow, reported on the nominating process:

\*Janna is stepping down from the Board

•Jan explained that our By-laws do not give any guidelines as to the qualifications for candidates for election to the Board, and the Board member does not have to be an Association member. As a real estate agent, Jan is aware of the effect an HOA can have on property values and was looking for candidates who would be informed as to the governing documents of the HOA, be current with their dues, and who would generally be in good standing in the community.

•Ballots ere sent out in the mail.

•Andrew Shaw reported the results of our Association elections. Those receiving the largest number of votes were 1) Jim Porter, 2) Shana Strohecker, and 3) Jordon Michaels.

The floor was opened for further questions, concerns, or suggestions:

Patricia Gillman was concerned about how to handle the rot in her neighbor's shed that is threatening the integrity of her own. Janna asked her if her contractor could supply a written report regarding the damage that the rot is causing to her shed. Patricia also mentioned that there has been significant downgrading in the appearance of 3 units near her that are managed by Walker Realty, including

missing partitions, etc. Patricia also asked if she needed to "subscribe" each time she visited the HOA website. Board members assured her that she did not.

Peg Porter asked if there would be any resources in the community to address the spreading poison ivy as the oils get airborne. Janna and others Board members noted that our lawn care crew is only responsible to mulch and trim within the 8-ft landscaping allowance for the units, and that owners are responsible for weeding and tending the landscaped area; also, that our lawn care company is not licensed to spray. Katie noted that spraying them would kill the plants/bushes and owners may object to the spray used. Andrew noted that there is a township ordinance and that we could potentially contact the township regarding overgrown weeds.

Kristen Killinger reported on a fire that broke out in the fall while contractors were working in unit 27 Partridge Cir. Neighbors called the fire department and ran to dump water on it.

Janna moved that we adjourn the meeting at 7:55 (allowing time for disinfecting before the time-rented expired). Marc seconded. Members moved to adjourn the meeting.

Minutes submitted by Jennifer Michaud and Janna Books