

September 2023 HOA Meeting Minutes

Orange indicates an action item | Votes are in Blue

Date: September 19th at 7:00 p.m. | Location: Melissa's house
Melissa called the meeting to order at 7:11 pm

Attendance: (Note: Need 4 people to call the meeting to order and 5 people to vote on issues) Melissa Schreiber, Matt Gonderinger, Greg Knick, Theresa Rankins, Brennan Tanner, and *Christine Coffey, and Monika Czartoryjski were both in attendance but were not on all votes.*

Next Meeting October Matt Gonderinger to send a poll out. Team to vote on date. It will be at Matt's house.

Board Updates

- New Members to send bios to Matt
- Confirm board information on Google Drive
- Discussion on key roles (Members at large support rolls) Eg. Greg: partnerships and vendor relations lead

August in review:

- August minutes: Approved with name spelling updates Melissa motioned to approve and all in attendance voted to approve. (Monika and Christine were not in attendance at this time)

Resident requests: Request for an Invisible fence. Matt responded on behalf of the board.

- Board agreed that an invisible fence is approved and a sign is allowed for safety and awareness, similar to security alarm signs. Matt to send a follow up with the board's information.
- Board voted to approve resident N.O.'s request for a black aluminum material fence requested. All other aspects of the fence are within guidelines. Matt to send a letter letting the home owners know this is approved.
- Matt motioned to approve N.O.'s fence. Melissa 2nd and all in attendance voted to approve. (Monika and Christine were not in attendance at this time)

Fence Committee to meet in the near future to follow-up on all requests.

- The Committee is looking into the HOA's legal rights to determine how to respond to those who have built fences in the last few years that were not approved by the board or not within the Architectural Guidelines.
- Possible ideas include asking the buyer or seller to take down the fences that are not inline within HOA policies.

Budgets

- Invoices were sent out again today by Monika
- Budget to Date:
 - The Electric bill gets paid the 22 of the month so it is not included until next month.
 - The American Landscape bill will be paid once the fall cleanup is completed. \$12,900 to be paid in total. First installment was paid last year.
- A homeowner reached out last week and was able to qualify for **Michigan Housing & Development Authority (MSHDA)**

- Monika & Matt to help this information distributed to others who have reached out to Monika that have mentioned they are on fixed income. Possibly add to the website.
- Monika to forward the email sent and cc the other board member's on all communications moving forward with MSHDA with documents are attached for reference. HOA responsibility - go to a website. Print out the document and send it back via email to the person requested.
- Monika or Matt to upload the template for current invoices for the board to access and review. Just so we have a record of what it looks like.
- Matt Motioned to approve the budget. Monika 2nd all in favor. (Christine was not in attendance at this time)
- 990 form was received, filed out and was mailed back out today by Monika. It is due October 20th of this year. Filled for May 2022/2023? Monika to upload a copy of the form to the drive to clarify.
- Brennan to look into the cost of Costco Stamps compared to Post Office costs.
- We still need to vote on July's budget so that Monika could add water bill. Now that that has been updated we need to vote. Monika to send out for the vote.
- S.P. - Overpaid by \$35 on her bill- Next step: Monika to check into her amount paid last year. This could possibly be a late fee but the remaining amount from the budget increased from last year. Not a community wide issue, only about 3-4 have not paid the \$35 increase. On the top of the invoices notes past due owed.

Partnerships and contracts

- Snow Plow contract up for renewal. Greg to start bidding for contracts and review options and costs.
 - Greg is looking for previous contacts from a few years ago. Monika to provide 2022 & 2023. We paid \$8,400 - 8,600 to Greenscape last year for snow plow services. \$7,200 was the year before.
 - Monika to forward Greg's last email from Greenscape.
 - Three Bidding: DC, American and Greenscape are sending in Bids.
 - Once we have voted Matt to post on the website
- Greg is currently requesting bids for the following services.
 - Fall clean-up is for debris and leaves on the ground
 - Greg is getting a quote for fall landscaping to clean-up 2 main flower beds and one island. and trimming trees around the entrance so that we can't get the road commission.
 - Monika recommended adding this to next year's contract
 - Possible for homeowners to help with these clean-ups to subsidize a percentage of their dues.
 - Brennan mentioned an idea that HOA can go to Eastern Market or Blocks and have a planting day in the spring with the community as opposed to hiring a vendor.
 - Greg volunteered to clean-up the area in the short-term. .
 - Repair the split fence around the perimeter of the neighborhood
 - New sign and brick repair on Middle belt and North Pebble Creek
 - Monika provided Greg a number for Masonry. Orchard pressed.

Events

- Ice Cream social - Board agreed to shift the timing to the spring in May rather than the fall. Also consider a bouncy house and bringing coolers with ice cream instead of a truck. Brennen has offered to host.
- Halloween - Planning details for the fall event at the next meeting.
 - Possible date October 22nd a Sunday or the 29th.
 - Christine has offered to host. Looking to create a cadence and would like to have this repeated every year. It might take some traction over the years. and added an Important note. Let's try not to do so at the last minute every year. How can we start planning earlier in the year? Try to notify others earlier.
 - Brainstorm Ideas: Christine: Long Term: Halloween Block party. Pumpkin Carving. Short Term: Having it earlier in the day and having more of a football game and Chilli cookoff. Monika: Pizza party & Candy gift bags

Communications:

- Theresa recommends using signs more for key communications as well as ordering another sign for the neighborhood entrances.
 - Brennen recommends adding our website. Or printing out a QR code and adding it to the boards. Leverage different QR Codes for dues due, events, etc.
 - Consider ordering locks for the signs.
 - Matt recommended adding snow plow updates and Halloween event information.
- Matt would like to edit the website so that it is organized with information for current residents & prospective residents & real estate agents and would like to know what to include on all three pages.
 - Ex. Frequent questions asked
 - Matt did add a link to code enforcement but would like to add examples of why people would need to reference it.
 - The things people come to HOA about but it is not in our power to address included: Sheds & Code enforcement (trash, notices, tree branches)

Topics for further discussion:

- New Residence - How do we keep this information updated?
- Welcome packages for new homeowners to be determined for 2024. Note: We are not able to offer a tax deduction since we are an HOA and are not over \$500.
- Open a discussion about HOA dues for board members. Possibly volunteering for fall & spring clean-up to offset cost from a vendor or adding a meeting snacks line item.
- Yearly newsletter
- 2023 Surveys - Melissa to upload them on the google drive

Melissa calls the meeting to end at 10:00PM, Therese 2nd, all in favor.