

February 2024 HOA Min

Orange indicates an action item | Votes are in Blue

Date: February 29th at 7:00 p.m.

Location: Melissa's house

People in Attendance: Matt, Melissa, Greg, Christine, Teresa, Patrick, Brennan

Melissa called to Meeting to order at 7:13

- Plan to live streaming 2024 monthly meetings for those who can't attend in person –
- Matt to send a poll for March (Mondays & Thursdays seem to work best)

Residence Request: Patrick to follow-up with JB on Generator information from the Township.

Minutes approved below: January - Matt Motioned to Approve. Greg second. All in favor.

Board Updates:

- Members to send bios to Matt – Can be very short!
- Members support roles
 - Vice Treasurer – Patrick and Brennan to follow-up and meet with Monica
 - Partnerships: Greg & Support Brennan - leading partnerships and vendor relations and review quotes
 - Neighborhood Engagement – Christine (Halloween & Ice-cream Social)
 - Communications (Website management) – Matt
 - **Social – Need Volunteers & Signs (Updating and storing) – Split between Greg and Melissa**

Budgets (Monika)

- Brennan & Patrick to meet with Monika on transitioning
- Vote on January 2024 Budgets
- Update the level of detail with fees and line items
- Greg recommends the Bank Reconciliation Reports quarterly
- 2024/2025 budget forecasting - Melissa recommended creating a forecast for a year ahead. Ex. To add fall clean-up and brick work.
- Pay S.P. \$35. Monika to Verify and Pay if accurate.
- Would like to review the notice that goes out as reminders and have that on google drive.
- Yearly budgets will include increases in costs over the years.
- Update on **Michigan Housing & Development Authority (MSHDA)**. Has closed because funds have been used. We are signed up as a partner and will continue to check in if they reopen.

Patrick Moves to approve and Brennan seconds All in favor
Partnerships and contracts (Greg)

- Brick repair on Middlebelt and North Pebble Creek. Plan for 2024 budget on this.
 - Greg Wilson dropped off drawing for review
 - Looking for more vendors
 - Patrick recommends unifying the look across the board. This may be a multi-year project because of how many we have.
- American Landscaping - Last Season went well – Looking to negotiate midsummer clean-up.
- Looking into TruGreen quote came in and Looking to get Hersh & Experigreen quotes
- Open a discussion about possibly discounting HOA fees in exchange for volunteers for fall & spring clean-up to offset vendor cost. Possible planning a Beautification event. 2-3 hours a few times a year. Brennen suggested showcasing how much we save with these events.
- Looking at putting up a service directory with recommendations from homeowners

Events (Christine)

- Ice cream social - Tentatively scheduled for May. Monika has offered to host a date and a rain plan? May 17th
- Sub wide sale? Spring and costs? First and Second week in June?
- Halloween - Feedback and recommendations for next year
 - Possibly use extra money on a projector / Greg to investigate a used one
 - Budget = TBD Budget for 2024 – 2025 estimate \$500
 - Date = TBD
 - Improvements for next year:
 - It helped to have a crew set-up an hour early. Need at least 5 people. Need commitment and clear understanding of what everyone is contributing and when
 - Need a rain plan
 - Communications out at least 2 weeks early
 - Chili Cook Off and Pizza to be included

Communications: (Matt)

- Melissa to Order sign
- Consider ordering locks for the signs / Hold down with Anchors
- Or printing out a QR code and adding it to the boards. Leverage different QR Codes for dues due, events, etc.
- 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.

Fence Committee (Matt, Patrick and Brennan)

- To meet soon and plan to send information on fences in the spring (Vote on a date)
- Patrick is looking into the HOA's legal rights

Roads Committee – Possible Spring Pavement conversation

Survey Committee

Welcome packages for new homeowners

- What is the best way to keep track of new residents? Emails from title companies

- Give out gifts at the yearly June meeting

Topics for further discussion:

- Mailing the architectural guidelines & Yearly newsletter with year to date report
- 2023 Surveys (Melissa to Bring for Patrick)
- Possible rentals from HOA in the early spring (Eg. signs, tents, and movie screen rentals, projector) Cost, Agreement, Insurance
- Look into creating an IT charter: Bylaws for responses and language and access | Possibly consult a lawyer
- June meeting preparation:
 - Accomplishments from 2023 and Goals for 2024
 - Ask what services people use and look to get possible discounts on these
 - Survey results with an update survey to go out
 - Elections - Secretary

Melissa called the meeting to adjourn 8:43 Matt Second all in favor