

Franklin Valley HOA — Board Meeting Minutes

Date: October 7th

Call to Order: 7:00 PM (guest segment began a few minutes early)

Location: Melissa's

Attendees: Melissa, Matt, Greg, Christine, Theresa, Noel,

Guest: Roger Wechsler (Riverstone Resident)

Guest Presentation — Entrance Sign & Wall Repairs (Roger)

Context: Existing stone/finish was overlaid with unsuitable material; failing due to climate (Michigan freeze/thaw).

North Pebble Creek (proposal):

- Remove existing brick wall; rebuild with new brick (similar color).
- Add Franklin Valley limestone face panel & limestone cap.
- Eliminate coach light that penetrates wall; install an electrical box on back side for future top-mount light if desired. Rely on existing floodlight for sign illumination.
- **Rough cost:**
 - Brickwork (labor & materials): ~\$5,500
 - Demolition, haul-away, electrician, dumpster: additional; total ~ \$6,500–\$7,000 (final quotes pending).
- Alternative “metal box with vinyl letters” was estimated ~\$7–8k and is not recommended (aesthetics/durability).

South Pebble Creek (concept only):

- Existing is large L-shaped; rebuild center sign and keep corner pillar, remove small side walls; shift away from tree root.
- Similar limestone face/cap approach; cost likely similar (~\$7,000), quote pending.

Maintenance note: Light top-seal (e.g., Thompson’s-type water seal) every couple of years; Roger volunteered to help.

Timeline:

- If approved soon, work feasible before deep winter (Nov–Dec).

- Winter install possible only with heating (contractor offered to heat at no extra charge).
- January = pause.

Board sentiment: Favor the brick/limestone solution; defer any coach-light replacement until after wall rebuild; retain power for future option.

Next step (from Roger): Provide complete package with additional quote and line-item details (demo, brick, stone, cap, electrical, haul-away).

Financial Overview

- **Budget:** Board to review current budget and vote via email (not all had printed copies on hand).
 - **Reserves:** Needed to understand sign affordability; will be part of the email review.
 - **Past-due assessments (discussion):**
 - Consider monthly notices to households ≥ 2 years past due, then pursue door-knocking.
 - Reminder: many balances are recovered upon home sale via title clearance.
 - **Dues increase (discussion):** Consider \$250–\$350/year. Intent to explain clearly how funds are used before any vote.
 - Review past due notices and opportunity for communicating/demonstrating how dues are used with pie chart visuals and details on sign replacement project.
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Communications & Transparency

- **Problem:** Low visibility; many residents not on Facebook; printed comms are time-consuming/costly.
- **Plan (draft):**
 - Annual/biannual newsletter (simple, visual—e.g., pie chart showing major spend: plowing, landscaping, maintenance, events, insurance/utilities).
 - Yard signs for key notices ~6x/year (set yearly calendar).
 - Mix email, FB, printed postcards (postcards cheaper than letters).

- QR code capture (FB page, website) at community events (starting with Halloween).
- **Records & Access:** Materials migrated to OneDrive (minutes, rosters, budgets).

Facebook pages:

- Official: Franklin Valley Subdivision Association (96 followers; posts restricted to moderators).
- Unofficial neighborhood group also exists (created by a resident realtor) — creates confusion.
- **Ask:** Add additional admins/moderators (e.g., Noel) to official page and request the unofficial page be sunsetted or clearly labeled to reduce confusion.

Projects & Maintenance (Greg)

- **Tree removal (14 Mile): Amezola** scheduled **Friday 3–5 PM** (approved via email).
- **Sprinklers:** Blow-out set for **Oct 25** (booked early to avoid scheduling crunch).
- **Snow plowing:** Richards renewed for this year (+\$200 over last year). Neighbor flier indicates another vendor at \$140/yr—service quality may vary; informational only for residents.
- **Landscaping feedback:**
 - Some missed trimming near Cold Spring entrance; Greg will spot-trim vs. pay +\$500 extra to contractor.
 - Weed-whack or spray edge between curb/pavement based on resident feedback; Greg can handle two islands.
 - Garbage pickup along 14 Mile—explore having landscaper include routine litter pickup in next year’s contract (may increase cost).
 - Next cleanup will take place in November (leaf cleanup).

Fences & Right-of-Way:

- **Wooden fence damage** (14 Mile & Woodbridge; additional spots likely).
 - Responsibility falls to HOA on our side of pathway.

- Greg to get quotes from prior fence company; verify 2–3 posts may need work.
- Consider community “handy help” posts on FB to offset costs.
- Beds/plantings at signs: Defer until sign rebuilds complete and budgets stabilize.

Governance & Roles

- **Board composition:** 9 authorized seats; currently 8 filled.
- **Secretary role:** Christine willing to serve as Secretary
- **Member-at-Large (Community):** Noelle to focus on community engagement & communications (events, signs, FB posts, QR, basic newsletter cadence).
- **Formalities:** Confirm if prior June notes documented this shift; if not, conduct off-cycle vote per bylaws. Terms nominally 2 years, but flexibility allowed for life events.

Community Engagement — Halloween Event

- **Date/Time:** Sun, Oct 26, 5:00–8:00 PM (movie starts ~7:00 PM).
- **Location:** Host at Melissa’s (street shut-down considered last year; revisit if needed).
- **Format:** Costumes, socializing, pizza, chili, donuts & cider, candy, outdoor movie.
- **Gear:** Projector (Greg), Screen (Christine -> Melissa), Speaker (Greg), Tables/Chairs (Melissa, Greg, Noel), HDMI adapter (Greg), Computer (Melissa).
- **Content:** Family-friendly movie via Disney+ (e.g., *Casper*, *Muppets Haunted Mansion*, *Hocus Pocus*). Test HDMI/adaptor ahead of time.
- **Supplies:** Christine to provide Melissa with candy, screen, plates/cutlery/bowls; needs water & juice (pickup TBD, Greg offered to make a run to Costco).
- **Signs:** Melissa is available to update the signs on Friday, October 10. Additional assistance would be helpful.
- **Pizza:** Matt To Pick up Jets (5 Pizzas)
- **Doughnuts/Cider:** Melissa to reach out to Franklin Cider Mill.

- **Set-up/Tear-down:** Board sign-up for 4:30 PM set-up and 8:00 PM tear-down.
 - **Rain plan:** Decide by noon day-of; pivot to “pizza/donuts under pop-ups” if weather is unfavorable for movie.
 - Christine has added a document of event “to-do’s” to OneDrive
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Motions / Decisions / Approvals

- Email vote to approve current budget after final review.
- Directional approval to pursue brick/limestone sign rebuild approach and eliminate current wall-penetrating coach lights (maintain power box for future top-mount fixtures). Final vote pending receipt of full package & second quote.
- Directional approval to add Noel as FB page moderator.
- Secretary + Member-at-Large assignments acknowledged; formal confirmation via bylaws/recorded vote next session or via email if allowed.

Open Questions / Parking Lot

- Exact total project costs per sign once quotes are bundled (demo, hauling, electrician, contingencies).
 - Coach light: revisit after wall rebuild if any desire remains.
 - Best mail cadence & postcard vs letter cost comparison for 2025 comms.
 - Welcome packet: lightweight version feasibility (contact sheet, key links, board list) for new residents.
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Adjournment

Motion to Adjourned: 8:48pm

Next Meeting: November 18th at Matt’s House

Action Log (Owners & Dates)

# Action	Owner	Due
1. Prepare full sign package (North & South Pebble Creek): itemized scope, additional totals incl. demo/electrician/haul.	Roger (Resident Guest)	Before next meeting / ASAP for winter window
2. Email budget to board; collect questions; run email approval vote .	Monica (w/ Matt)	This week
3. Create one-page visual ("Where Your Dues Go") with pie chart for newsletter/postcard/FB.	Ownership TBD	Draft before Halloween
4. Set 2025 comms calendar (6x yard signs; 2x newsletter/postcard drops).	Ownership TBD	Draft by next meeting
5. Halloween projector/screen/speaker test; confirm movie & streaming device/HDMI.	Greg + Melissa + Noelle	Oct 26 (Day-Of)
6. Halloween set-up/tear-down sign-up (4:30 PM / 8:00 PM).	Board	Via Email ASAP
7. Place yard signs for Halloween at all 6 entrances/exits .	Melissa + Noelle	Oct 10
8. Tree removal 14 Mile (contractor on site).	Greg	Friday 3–5 PM (scheduled)
9. Sprinkler blow-out .	Greg	Oct 25 (scheduled)
10. Add Noelle as FB moderator; post Halloween save-the-date .	Matt	This week
11. Wood fence repair quote(s) (14 Mile & Woodbridge; assess other trouble spots).	Greg	Before next meeting
12. Add litter pickup & curb-edge trimming clarity to 2025 landscaping scope for bids.	Greg	Draft over winter

# Action	Owner	Due
13. Confirm Secretary (Christine) & Member-at-Large (Community) (Noelle) formally per bylaws; update roster on OneDrive.	Board	Before next meeting
14. Draft welcome packet lite (board contacts, links, rules highlights); ask Monica for list of new residents (last 12 mo.) .	Board	Ongoing
15. Halloween Details Summary via email	Christine	This week