

Approved on 3/23/26 via email – Noelle, Christine, Matt, Melissa, Monika

Franklin Valley HOA — December 2025 Board Meeting Minutes

Date: December

Time: 7:00PM

Location: Melissa's House

Call to Order

The meeting was called to order at **7:17 PM**.

Attendance & Quorum

Five board members were present – Matt, Melissa, Noelle, Monika, Christine. A quorum was confirmed.

1. Review & Approval of Prior Meeting Minutes

November Meeting Minutes

- **Action Item:** Melissa will email the November minutes to the board and upload them to the shared drive.
 - **Next Step:** Board members will review and vote to approve via email.
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2. Community Requests & Homeowner Concerns

Road Salting & Ice Management

- Multiple homeowners raised concerns regarding icy roads and the request for salting.
- Discussion clarified that:
 - The HOA has **not historically paid for road salting**.
 - Estimated cost is approximately **\$600–\$650 per application**, with potential seasonal costs up to **\$6,000–\$7,000** depending on frequency.
 - Regular salting at this level would significantly impact reserves and capital improvement planning (including entrance sign repairs).
- Board discussed the need to **educate homeowners** on:

- Actual costs of salting
 - Budget constraints
 - Trade-offs between services and dues increases
- Oakland County Road Commission responsibility was discussed.
 - Encouraging homeowners to contact the County may improve response times.
- Acknowledged that salting also raises concerns for lawn damage, pets, and environmental impact.

Action Items:

- Include a clear cost explanation and policy clarification in the upcoming newsletter.
 - Share Oakland County Road Commission contact information with residents.
 - Develop consistent response language for homeowner inquiries to ensure unified communication.
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Snow Plowing Feedback

- Some streets experienced incomplete plowing due to parked vehicles and narrow road conditions.
 - Shaded areas and tree coverage limit effectiveness even when salt is applied.
 - Board acknowledged resident frustration but reiterated operational limitations.
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Incident Awareness

- A resident reportedly fell due to icy conditions.
 - Board discussed the importance of documenting incidents and responding with care.
 - **Action Item:** If needed, follow up to confirm location and details to determine whether insurance notification is appropriate.
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3. Communication & Transparency Plan

Newsletter

- The board agreed a **January “Happy New Year” newsletter** is a priority.
- Proposed content includes:
 - Winter safety guidance
 - Explanation of snow/ice responsibilities
 - Budget transparency (“Where Your Dues Go” visuals)
 - Salting cost breakdown

- Oakland County Road Commission information
- Optional board bios to humanize leadership and reinforce volunteer status
- Notice and information on the intention to increase dues with a voting notice to follow

Timeline & Ownership

- Target distribution: **Second week of January**
- **Board bios:** Two sentences per member (optional)
- Monika to print labels for distribution
- Noelle to assist with stuffing envelopes
- **Deadline for submissions:** End of day **Monday, December 22**
- Draft to be circulated for board review prior to release. Final vote on content by January 5th

Email & Contact Information

- Board discussed challenges due to incomplete homeowner email records.
- Agreed that improving email collection is critical for timely communication.
- Potential opportunities include:
 - Including email requests with dues payments
 - Ballots and mailed notices

4. Community Engagement

Halloween Event Debrief

- Order more Pizza next year
- Learn more into snacks than candy
- Monika has insulated bags for future use to keep the pizza warm
- Closing the street – approval to close the street as long as all houses agree
- Monika to reach out to the school to see if we can use the barricades to close the street
- Consider options for additional lighting – Tiki Torches?

5. Financial Review

- Snow Removal
 - First payment for Richards snow removal
 - Second invoice received, payment to be sent tomorrow
- Dues
 - 4-5 households paid last month
 - Past due invoices went out today

- Expenses
 - Water bill is 150% of budgeted amount
 - Halloween expenses will be added to December's report
 - Motions:
 - Approve budget:
 - Approved by all 5 members in attendance
 - Approve 2 salting applications this fiscal year. Decision on when to salt should be made at the board's discretion and voted on via email
 - Approved by all 5 members in attendance
 - Board reiterated that:
 - Reserves are allocated and not "unused"
 - Any added services (e.g., salting) would require either reallocations or a dues increase
 - Future discussions may include presenting options to homeowners for vote
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6. Community Safety Measures

- Temporary safety signage was discussed (e.g., "Use Caution – Icy Conditions").
 - Board acknowledged personal responsibility and encouraged residents to exercise caution
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7. Next Meeting

- **Next Regular Meeting:** January 19 confirmed
- **Backup Date:** January 30 (if needed)
- **Pre-Meeting Work:**
 - Distribute and vote on November & December minutes
 - Draft and finalize January newsletter