

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

Franklin Valley HOA — Board Meeting Minutes

Date: January 19, 2026

Time: 7:15 PM

Location: Host home (per transcript)

Recorded by: Board (recording started for minutes)

1) Call to Order

The meeting was called to order at **7:15 PM**.

2) Welcome / Admin / Drive Updates

- Board reviewed the new **2026 Meetings folder** and confirmed **January agenda** is uploaded.
- **December minutes** are currently in the 2026 folder; plan to move them to 2025 folder as needed.
- Board agreed to **consolidate November/December minutes** and send both out for board approval.
- A **newsletter draft Word document** is also stored in the folder for review.

Quorum: Confirmed – Melissa, Christine, Greg, Matt, Monika, Noelle

3) Review & Approval of Prior Meeting Minutes

- **November minutes:** Not yet finalized; transcript to be uploaded/shared for consolidation.
- **December minutes:** Uploaded; needs verification and consolidation before approval.

Action: Send **November + December minutes** to board members for review and approval (via email).

4) Community Requests

A) Snow/Slush Concern (Linda)

- Board reviewed homeowner request regarding **slush at entrances/exits**.
- Discussion noted entrances/exits (especially by Pebble/Middlebelt) had been slushy and potentially hazardous.
- Confirmed snow vendor **Richard's** was **out plowing that day** and is generally responsive.

Decision/Response: Board drafted and sent a response to Linda confirming plowing occurred and inviting her to flag any ongoing problem areas.

B) Potential Concern (Susan) — Dues Invoice

- Board noted a homeowner (Susan) may attend regarding a **\$70 balance** related to prior years not paying the full assessed amount.
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5) Homeowner Open Floor (Guest Attendance)

Susan attended and raised several concerns/questions, including:

- Perceived mismatch between HOA funds/reserves and service levels (landscaping, entrance appearance, overall upkeep).
- Concern about some households not paying dues.
- Questions about reserves/bonds and why funds are held.
- Request to understand options other HOAs use for collections/enforcement.
- Mentioned township garbage service issues (board clarified not an HOA-controlled matter).

Board Responses (summary):

- Entrance brick/sign repairs: Board has hired a neighborhood contractor; project is planned for **spring** due to winter conditions and vendor timing. Estimated cost is 10k.
 - Landscaping: Current vendor is **American Landscaping**; board discussed potential move to **Richard's** due to flexibility/pricing model. American Landscaping only charges by the day rate. Richards charges per person per hour which will provide more flexibility.
 - Dues collection: Legal limitations exist due to the **master deed/bylaws** (limitations on liens; court action seen as costly). Past-due balances are typically settled at **home sale closing** via title.
 - Reserve: Explained that once reserve money is spent, it is gone. Our dues and expenditures bring us close to breaking even.
 - Communications: Board plans to improve transparency via newsletter visuals (charts/graphics) to show where dues go and why reserve funds are needed.
 - Trash Removal: Greg to follow up with Susan on any information regarding township hearings.
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6) Financial Review & Budget (Treasurer Update)

- Treasurer reported that after December invoices/reminders were sent, **~25 homeowners paid**, with additional payments pending deposit (estimated **~28 total**).

- Halloween party and landscaping expenses were added/updated.
- Landscaping: **\$925** last payment to American Landscaping for cleanup.
- Snow removal: Vendor invoices are being paid in installments, 3rd payment to be sent out tomorrow
- Upcoming major expense: **Insurance** due next month, one of our largest expenses
- Consider getting **new insurance quotes**. Current insurer noted as **Nationwide**.
- Address-specific follow-ups:
 - ---- **Cold Spring**: Confirm past-due status (Arthur).
 - Overpayment situation: Homeowner (Lynn/executor) overpaid; board discussed issuing refund check (approx. **\$260 / \$262.60** referenced).
- **Budget approved by all members in attendance**

Actions:

- Treasurer to deposit remaining checks and update totals.
- Treasurer/Board member to coordinate **refund** to the overpaying homeowner rather than routing through title company.
- Gather and upload HOA insurance policy documents to Drive for review and quoting.

7) Snow / Salt Discussion

- Board discussed whether/when to request **salt**.
- Noted: Salt effectiveness is temperature-dependent; current forecast suggests very low temps.
- Board agreed salt should be considered **only when temperatures rise** enough for effectiveness, and likely on an as-needed basis.

Action: Create a short “fact-based” message for homeowners explaining when salt works, and set expectations on timing and budget.

8) Entrance Sign & Wall Repairs

- Project is **postponed until spring**.
- Follow-up needed with vendor (Roger) regarding pending proposal for sign/fence repairs.

Action: Follow up with Roger to obtain and execute agreement; confirm spring schedule.

9) Communications & Facebook Messaging

Board discussed posting guidance to homeowners:

- Salting is **primarily Oakland County's responsibility**; HOA may salt only limited times as a courtesy if budget allows.
 - Encourage safe driving and remind residents that 4WD doesn't reduce stopping distance on ice.
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10) Newsletter Planning

- Newsletter draft exists in the Drive; board to review and provide feedback. Content to include:
 - Where your Dues Go
 - Dues increase
 - Charts/visualizations of budget
 - Bios – Patrick, Theresa, Noelle bios are needed
- Treasurer offered to create **budget charts/visuals** (pie chart/table).
- Plan: consolidate feedback → format into a designed newsletter → email for approval → print and mail.

Targets:

- **Board feedback + bio updates due:** end of January
- **Design/print prep:** first week of February
- **Mail goal:** by/around **Valentine's Day**

Bio updates needed:

- Add bios for **Patrick** and **Theresa**
 - Remove former board member **Brennan** (no longer on board)
 - Confirm/repair Theresa contact info (updated number captured in meeting)
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11) Community Engagement

Welcome Packet

- Discussed putting together a welcome bag for new residents to include kitchen towels from Costco, Soap, Happy's Pizza gift certificate (based on donation), tote bag
- Motion to approve \$15 budget per home for 5 new homeowners
 - Approved: Noelle, Monika, Christine, Melissa

Action Items

- Monika to reach out to Happy's pizza to see if they'd be willing to donate \$10 gift certificates
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12) Dues Increase Communication (Discussion Only)

- Board discussed that dues may need to increase again because HOA is close to break-even.
- Process reminder: homeowners must be given an opportunity to vote, typically via **mail-in postcard ballot** (prior method referenced: self-addressed postcard, yes/no checkbox, deadline).
- Board discussed whether to announce in newsletter vs. wait for annual meeting; consensus not fully captured before transcript ended.

Action (pending): Board to confirm timeline and method for dues increase communication and voting process.

13) Adjournment called at 8:56

Action Items Summary

- Melissa to respond to Linda thanking her for the notice and provide Richard's
- Greg to follow up with Susan with township hearing information on trash removal
- Monika to provide Greg with our current insurance policy
- Greg to look into getting insurance quotes
- Greg to reach out to Richards for additional details on salting – when do we need to notify them
- Noelle to post on Facebook regarding our position on salting and winter safety
 - Salt effectiveness in low temperatures
 - Not the HOA's responsibility to salt the roads, it's the townships. If enough people call the township, they will prioritize salting our roads.

- Reminder that the roads are slick and to exercise caution driving and walking on the roads.
- All to make additions/revisions to the newsletter by January 31st.
 - Bios for Noelle, Patrick and Theresa
- Greg to pull together scenarios to help explain due increases.
- Monika to reach out to Happy's pizza regarding \$10 coupon donations for new homeowner welcome packets
- Noelle to pull together 5 new homeowner gifts
- Matt to send a poll for next meeting date

Open Items/Future Discussion

- Budget allocation changes will require a vote for the next fiscal year. Capital improvements will bring us in the negative for the capital improvements expenditure.
 - Proposal for future consideration – combining office supplies, subdivision communications and postage into one category.
- 2026 communications calendar (yard signs + newsletters/postcards)
- Litter pickup addition for 2026 landscaping contract
- Fence repairs (carryover from November):
 - Quotes obtained
 - Priority repairs needed