

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

Franklin Valley HOA – March Meeting Minutes

Board Meeting Minutes

Date: March 16, 2026

Location: In-person, Monika's Home

Time: Meeting called to order at approximately 7:10 PM

1. Call to Order & Quorum

- Meeting was called to order.
 - Quorum was confirmed as present.
 - Melissa, Matt, Patrick, Teresa, Noelle, Christine
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2. Approval of Prior Meeting Minutes

- Outstanding meeting minutes from **November, December, and January** were discussed.
 - Multiple versions exist in the shared folder, causing confusion.
 - Confirmed Christine does have edit access to the Sharepoint site.
 - Christine to continue to test access and attempt login to manage files.
 - **Action Item:** Finalized versions will be sent via email with links for review.
 - Board members will be asked to submit corrections or approve if no changes are needed.
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3. Community Requests & Roadway Concerns

Primary Topic: Condition of subdivision roadways, particularly the brokerage/entrance area.

Discussion Highlights:

- HOA has approximately **\$2,000** in capital savings, insufficient for roadway repairs.

- Roadways fall under the responsibility of **Oakland County** and **West Bloomfield Township**.
- Prior attempts at special assessments failed due to lack of homeowner participation.
- Multiple injuries have occurred due to potholes.

Agreed Actions:

- HOA will:
 - Reach out to the Road Commission and Township to request repairs.
 - Encourage residents to submit complaints directly to appropriate authorities.
- If no response is received:
 - Board will explore the feasibility, cost, and permissions required for limited private repairs.
- **Newsletter Update Required:**
 - Explain road responsibility
 - Provide contact information
 - Clarify HOA budget limitations
 - Encourage resident action

4. Entrance Sign & Wall / Fence Repairs

- Final quotes discussed
 - **Entrance sign repair:** Just under **\$8,500**
 - **Fence repairs:** Approx. **\$3,400** for 16 sections
- Work had been delayed due to weather.
- Repairs will be funded from **Capital Improvements**.

Decision:

- Board confirmed intent to proceed with approved projects.

- Budget reporting will reflect capital overages for transparency by adding subcategory line items.
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5. Newsletter Status & Content Updates

Key Updates to Include:

- Road condition explanation and resident action steps
- Budget context (insurance increases, capital spending)
- Annual meeting date and time
- Ice Cream Social date and time
- Open board seat announcement
- Elongated/paragraph approach over bulleted format
- Bios
 - Patrick and Teresa's bios are needed

Action Items & Timeline:

- Updated draft to be shared for board review (Melissa).
 - Board members asked to provide feedback promptly so newsletter can be distributed.
 - Friday, March 20th: Initial edits and comments (All Members)
 - Friday, March 27th: Final revisions (All Members)
 - Post-Easter: Mail distribution (Noelle)
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6. Budget Review & Approval

Updates:

- February: 8 additional homeowners paid dues
- March: 2 additional homeowners paid dues
- Expenses primarily snow removal, utilities, and electricity
- Approximately **58 homeowners** remain delinquent

- Next unpaid reminder will be sent in April

Budget Adjustments Discussed - Addition of sub category line items for:

- Capital improvement expenditures – Entrance Signs
- Insurance cost increases
- Welcome gifts

Motion:

- Approve **February and March budgets with amendments**
 - **Motion passed unanimously**
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7. Insurance Discussion

- HOA insurance costs have increased significantly.
- Limited HOA insurance providers remain in the market. Farm Bureau may be the only remaining insurer covering HOAs.
- Coverage primarily includes liability and records storage.

Actions:

- Board to further review policy coverage details.
 - Denise identified as a prior resource on insurance decisions. Patrick to inquire if HOA insurance is required or if there is a warranted reason for coverage.
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8. Website & Communications

- Board bios need updating (Patrick and Teresa outstanding; Brennan to be removed).
 - Domain renewal (GoDaddy) discussed and temporarily extended.
 - Reimbursement process clarified.
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9. Board Participation & Open Seat

- One board seat currently open.
- Elections to occur at the **Annual Meeting**.

- Board agreed to:
 - Promote participation via newsletter
 - Clarify how homeowners can attend meetings
 - Consider more structured outreach during warmer months
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10. Annual Meeting

- **Date:** June 9, 2026
 - **Time:** 6:00 PM
 - **Location:** Warner (same as prior year)
 - Monika to secure rental of space with school.
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11. Welcome Packets for New Homeowners

- Welcome kits reviewed and approved in concept.
 - Approximate cost: **\$8 per household**
 - Suggested annual budget allocation under “Subdivision Communications.”
 - Kits to be offered to residents who moved in during **2025–2026**.
 - Possible inclusion of donated coupons (e.g., Happy’s Pizza, Sweet Shop).
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12. Bylaws & Dues Discussion

- Clarified distinction between:
 - Base dues
 - Special assessments previously approved by homeowners
 - Board reviewed amendment process for bylaws.
 - Further review required before proposing changes.
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13. Ice Cream Social

- Date: Friday, May 15th
 - Location: Monika's House
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14. Next Meeting & Adjournment

- Next Meeting: Thursday, April 9th, Melissa to host
 - Meeting adjourned at 8:52 PM
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15. Action Items

- Update newsletter and send link to board (Melissa)
- Respond to Greg's email regarding ownership of the roads (Melissa)
- Review newsletter, submit initial edits and comments by March 20th (Board)
- Finalize newsletter by March 27th (Board)
- Print newsletter, distribute post-Easter (Noelle)
- Inquire with Denise regarding insurance and bylaw updates (Patrick)
- Review bylaws to better understand:
 - 2/3 majority vote by residents present at annual meeting to increase dues (Board)
 - Process to edit bylaws (Board)
- Feb-March 2026 budget amendments (Monika)