

Cherry Hill Village I & II Homeowners Association  
Annual Meeting  
Monday, October 20, 2014

**Call to Order and Welcome**

President Babut began the meeting at 7:07 p.m. at Workman Elementary School and welcomed the homeowners who were present.

**Introductions**

- The current Board of Directors was President Babut, Director Cramton, Director Czapla, Director Edmondson, Director Fox, Director Lirette, Director Mesanza, and Director Ropp – Treasurer, and Director Wolfson.
- The Management Team included Ms. Bolton, Mr. Heriman, Mr. McDuff, Mr. Pope, and Ms. O’Daniel.

**Approval of Agenda**

The Agenda could not be approved.

**Determination of Quorum**

Mr. Herriman announced that quorum requirements were not met; therefore, official business could not occur during this meeting.

**Approval of Last Annual Meeting Minutes and Authorization to Destroy Ballots**

The Minutes could not be approved.

**Treasurer’s Report**

Director Ropp reported Management drafted a more realistic budget, which the Board strived to adhere to while completing many major CHV II projects, including replacing rotted wood, exterior painting, and replacing fences, patios, decks, stairs, and railings.

- For CHV I, as of September 30, 2014, assets totaled \$295,827.69 with liabilities totaling \$18,245.48, creating fund equity of \$277,581.21. Budgeted expenses were \$216,822.58 with actual expenses totaling \$206,535.22, creating a positive variance of \$10,297.36. Major expenses included Administrative & insurance - \$58,385, infrastructure - \$1,463, grounds - \$76,029, utilities - \$4,896, and Reserves - \$65,260.
  - Reserves totaled \$234,979 with replacing the road as a major future expense, projected for a 35 year life-time at a cost of \$2 Million Dollars to replace in its entirety.
- For CHV II, as of September 30, 2014, assets totaled \$102,985.34 with liabilities totaling \$1,091,608.47, creating fund equity of negative \$988,623.13. Budgeted expenses were \$460,505.59 with actual expenses totaling \$536,760.59, creating a negative variance of \$76,255.00. Major expenses included administrative - \$81,412, insurance - \$29,933, buildings and infrastructure - \$170,430, grounds - \$81,346, utilities - \$74,687, and Reserves - \$102,499.
  - The Board evaluated items that could be deferred, including mulch.
  - Water damage repairs, necessitated by damages from frozen and burst pipes, were covered by insurance.
  - Snow removal costs were increased to remove snow from the roofs.
  - It cost approximately \$13,000 to repair the fire suppression system that was not budgeted.
  - Maintenance was completed to buildings that needed to be done with wood replacement being the largest cost (\$300,000 was the first estimate for wood replacement and the actual cost was approximately \$550,000).
  - With major repairs being completed, the Association will be in a better financial condition to replace the roads in 25 years.

### Questions

- **Does CHV I have any liability for CHV II?** Director Ropp said no, though CHV I extends loans to CHV II at times.
- **Did anyone approach the Township regarding lack of Code enforcement and deficiencies?** Director Ropp said it is challenging to sue municipalities as they generally have immunity.

### **Management Report**

Mr. Herriman said he is proud to serve and be part of the community. Management's services are designed to assist homeowners with protecting their investment, maintaining a pleasant community, and keeping the Board's administrative work to a minimum. Management works to ensure the property is maintained to better community standards and provide ongoing improvements, repairs and preventative maintenance.

- Mr. McDuff is the Site Manager who is responsible to the board and all homeowners. He is familiar with the governing Documents and routinely reviews the conditions of the property. Homeowners are encouraged and welcome to report items that need attention to Mr. McDuff.
  - The Site Manager was primarily focused on construction in CHV II; however, he also receives and verifies the Association's responsibility for work orders and assigns them to vendors as well as following up. He also assists vendors by coordinating access to individual units when necessary.
  - The Site Manager also compiles the scope of work for contractors, develops specifications and solicits bids, hosts pre-bid inspections and addresses questions from prospective bidders as well as preparing bid summaries for the Board, administers and coordinates Board-approved contracts, communicates with homeowners, and monitors contractor performance.
  - The Site Manager also assists homeowners with modifications, prepares monthly status reports to the Board, and maintains a record of time expended on daily tasks.

### **Recognitions**

- Former Directors Jaskowski, Keener, Olson, and VanSpronsen were recognized for their contributions to making CHV a better community.
- Ms. Crady was thanked for chairing the Social Committee.
- Ms. Truong was thanked for maintaining the Association's website ([www.mychv.com](http://www.mychv.com)).

### **Election**

An election could not take place due to the lack of a quorum.

- A homeowner said State Law may allow moving forward without a quorum.
- Mr. Herriman advised Directors serve until their successors are elected and the Bylaws could be amended to permit absentee voting.

There were twelve (12) positions open for election with six (6) 2-year terms and six (6) 1-year terms and there were eleven (11) candidates (President Babut, Director Cramton, Director Czapla, Director Edmondson, Director Fox, Director Lirette, Director Mesanza, Ms. O'Sullivan, Director Ropp, Mr. Szczotka, and Director Wolfson). Mr. Crady and Ms. Sena volunteered to run for election.

- President Babut has served on the Board since the start, will retire from Ford next year, is environmentally friendly, and would like to continue serving.

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- Director Cramton has served on the Board since joining the community in 2004. She is a Senior Project Engineer and Girl Scout Leader. She is passionate, welcomes feedback from the Membership, focused on traffic and parking, and would like to improve the community.
- Director Czapla grew up in New York, has lived in the community for 5 years, and is an engineer with General Motors. He wants to find ways to save the Association's money while improving the community and insuring problems are solved.
- Director Edmondson is a principal in Ann Arbor schools and brings a perspective of new ideas while being progressive, yet financially conservative. He has lived in New Jersey and attended the University of Virginia and Ohio State. He runs a golf league and coaches youth soccer. He was disappointed with the former governance and would like consideration for one-way ingress and egress and for CHV II homeowners to be responsible for mulching their own areas.
- Director Fox has lived in the community since 2005, has 4 children, manages a department at Ford, is involved with the UAW, and is concerned about property values.
- Director Lirette has lived in the community for 3 years, has a baby, and wants a safe, well-maintained community with good property values. There are lots of children in the neighborhood and safety and traffic are key concerns.
- Director Mesanza has lived in the community for 1 year and has an MBA in finance strategy. She recently had a baby and took some time off work and believes all homeowners should take the opportunity to be involved.
- Ms. O'Sullivan has not served on the Board and lives in the community with her husband and 2 sons. She is a volunteer and serves on the PTO at Workman with a background in communications and consulting. She would like to see improvements in communication.
- Director Ropp is a retired emergency pediatric surgeon. A priority is saving trees and he has worked with Management to be educated on the Association's finances. The board needs to be fiscally responsible and monitor work to ensure it is done correctly and completed as contracted.
- Mr. Szczotka has lived in the community since it started and has 2 high school aged children. He has been active socially, wants to serve the community, improve communications, and join the leadership. He is a clinical psychologist and is familiar with program management.
- Director Wolfson has lived in the community since 2007 and her husband has resided in their unit since 2003. She is a journalist, asks lots of questions, gets to the bottom of things, is careful with money, posts the minutes on the website, would like to continue preparing the newsletter, and educating homeowners.
- Mr. Crady has lived in the community for 6 years and has 2 children. He works for Ford Credit and has been busy, but wants to help. He is good with finances and problem solving.
- Ms. Sena has lived in the community for 10 years with her husband and 3 children and volunteers on the PTO. She would like a community with a downtown feeling.

### **President's Report**

President Babut reported:

- One of the paint contractors abandoned the project without completing punch-list items; however, the Association retained 10% of their payment – enough to pay another contractor to complete the work.

### Social Committee

Mr. Crady announced each home is asked to contribute \$25 and sponsorships and donations are welcome.

- Additional funds will be donated to Canton Goodfellows toward “No Child without a Christmas”.

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- Each year, the Social Committee strives to provide 3 large events and multiple smaller ones as well as 3-4 movie nights and 2-3 Progressive nights for adult homeowners.
- The Committee is requesting the Association to fund a new sign to post announcements at the entrances and to advertise the garage sale.
- Over 300 participated in an Easter Extravaganza on April 12 and baskets were delivered to 16 homes on April 20.
- Spring Fling was hosted on May 17 with over 250 in attendance.
- Progressives were hosted on May 3 and July 12 with an average of 35 guests attending each.
- Fifteen children attended a High Velocity fundraiser on May 3.
- An annual garage sale was held on June 6 and 7.
- Movie nights were hosted on June 21 and August 16 with an average of 150 attendees at each.
- A Canton Concert Bank was hosted on July 10 with over 150 attendees.
- Ten homeowners participated in a painting party fundraiser on September 13.
- Over 80 children participated in a trick or treating downtown on October 11.
- Christmas in the Village is scheduled to take place on Saturday, December 6.
- Ideas are welcome and all homeowners are invited to participate.

### Open Discussion

- **A homeowner asked what is being done to protect hot water tanks in upper units from leaking into lower units.** President Babut said they are trying to establish an inspection system with a checklist. Director Wolfson advised hot water tanks are the homeowner’s responsibility and the Association cannot require pans.
- **A homeowner inquired about some units having brick pavers.** Director Ropp advised some homeowners have developed flower beds at their expense.
- **A homeowner said they hope the Association did not spend lots of money on patch-work on the drains in the alleys because they were not sealed and are deteriorating and crumbling.**
- **A homeowner suggested erecting signs near Roosevelt because parked vehicles block the corner.** Director Cramton advised the Board submitted a revised traffic plan proposal to the Township that they are waiting for the Fire Marshall to review. Homeowners will be advised when the Township approves a plan.
  - Director Ropp added that the Board discussed adding parking behind Roosevelt to alleviate street parking.
  - President Babut advised the Bylaws state that 1 vehicle must be parked in the garage; however, it is difficult to enforce.
  - Director Czapl recommended homeowners submit suggestions to the Board for consideration.
  - It was suggested to reduce the speed limit in the community.
- **A homeowner said there is lots of speeding in the alley behind Patriot and Filmore where children play.** Director Cramton said homeowners need to address the issue. Director Lirette added all homeowners need to monitor and police speeding.

- **Mr. Taft asked if the Board has considered installing wells to irrigate the common areas.** Director Ropp said the Board has discussed it.
- **Mr. Taft said there are major flooding issues in the woods since the last house was constructed and lots of mature trees are going to be lost.** Director Cramton advised the Board is working with the Township to determine what area is designated as wetland and investigating plants that would survive. A French drain was suggested; however, it would not be part of the storm drain system.  
-Director Fox added that the Board is committed to working with the Township to maintain and keep the trees.

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- **Mr. Taft inquired how the election to the Board would proceed.** Mr. Herriman said the Board would discuss it. He noted the Bylaws allow up to 15 directors, which is currently set at 12. There are currently 13 candidates. He said that generally the board would appoint persons to serve until their successor are elected.
- **Director Czaplá requested homeowners to clean up after their pets and keep them on leashes.** Director Ropp encouraged homeowners to take pictures of homeowners who violate the rules and report it to Management.
- **Director Mesanza said the Board meets the second Monday each month at 6:00 p.m. in the Human Services Center building behind the old school and all homeowners are welcome to attend upon contacting Management to be placed on the Agenda.**  
-Mr. Herriman added suggestions are welcome. The Board and Management are trying to reduce costs and complete repairs proactively.
- **Director Fox said the Board appreciates the job Management does and requested homeowners to encourage neighbors to get involved.**
- **Director Mesanza requested homeowners to provide email addresses to Management to receive current news and other communications.**

#### **Unfinished Business**

There was no Unfinished Business

#### **New Business**

There was no New Business.

#### **Door Prizes**

Thanks were extended to DCAM (concrete and asphalt), Emerald Rich (snow and landscaping), Four Seasons Painting, Herriman & Associates, Inc., Papa Construction, and Perkins Painting for donating gift certificates for door prizes at this meeting.

#### **Adjournment**

There being no further business, President Babut ended the meeting at 8:42 p.m.

REVIEWED AND ACCEPTED:

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President, Board of Directors

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Secretary, Board of Directors

Cherry Hill Village I & II Homeowners Association  
General Discussion  
Monday, October 20, 2014

**Call to Order and Welcome**

President Babut began the meeting at 8:48 p.m. at Workman Elementary School and welcomed the homeowners who were present.

**General Discussion**

The initiatives in 2014 were:

- Major renovations included replacing rotted wood and other components, railings, shutters, concrete, and masonry and painting. Wood replacement was considerably more costly than estimated because of original construction defects discovered once repairs were started and exterior wood and siding as was removed. -One major complication was drainpipes punctured with nails causing water damage from leaks.
- Safety initiatives included prohibiting barbecues on decks because of a couple of fires, which is a Township Ordinance.
- Park maintenance improvements were completed. Mulch was decreased and deferred to save money.
- CHV II assessments were equalized.

Mr. McDuff reported:

- Two fences were replaced, the worst one with vinyl material.
- Patios (located above garages) were leaking into garages in approximately 6 buildings because they were not installed correctly and the rotted wood was much worse than originally detected.
- There weren't window flashings in many "hidden deck" areas as well as many defects in gutters, permitting water to run behind the siding.
- There were no plates to prevent punctures through the siding in laundry rooms near the tubs where water is discharged permitting water in the pipe to freeze, causing a back-up flood. Homeowners are requested to be present while doing laundry during winter months and making sure to move the discharge hose to the laundry tub to prevent water from backing up at the usual drain location.
- There was inadequate insulation in porch ceilings and plumbing was in an open cavity causing ice damming and leaks in lower master bedrooms. The cavities were closed and insulated on the end units, creating additional costs.
- Some concrete footings and steps were so deteriorated that limestone was installed with a design to allow water to run out of the foundation.

- Ice picks had to be used on some back porches and the gutters were not designed to function during the winter. Snow was raked off the roof edges to eliminate damming and flashing was installed under the trim to minimize the problem.
- Ducts were lying on plastic in crawl spaces with sump pumps, which were not properly installed.

The initiatives in 2015 are:

- Continuing safety initiatives, including possibly increasing parking.
- Continuing street signage improvements.
- Improving lots on Roosevelt and Filmore.
- Review CHV I properties for concrete and tree trimming as well as compliance and curb appeal to maintain standards.

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- Mr. Herriman advised the last projects to be done are repairing single balconies and shared balconies over garages. The worst ones will be done this year and the remaining ones will be completed in 2015.

#### Open Discussion

- Homeowners would like more detailed information, especially regarding repairs that were not visible. Director Wolfson will publish information in the newsletter.
- A homeowner asked about installing heating wires on the roofs. Mr. McDuff advised they are meant to work in small areas with small amounts of snow.  
-Director Ropp added clearing snow from open patios is part of the snow removal contract.
- A homeowner asked if there is money in next year's budget for mulch. Director Ropp advised the Board hasn't approved the budget yet and there is an allocation for mulch; however it may need to be adjusted.
- A homeowner asked if there are specifications for homeowners to purchase their own mulch. President Babut said it must match the existing mulch.
- A homeowner asked if mulch costs that much or is labor a lot and suggested that the Association purchase it for the homeowners to spread. Director Ropp said it's both.
- A homeowner asked if the Association checks on the maintenance of sump pumps and what the life expectancy is. Director Wolfson said it is the homeowner's responsibility and they are not accessible.
- A homeowner said it is recommended to install water sensors on sump pumps.  
-It was noted that the alarm system has an option to alert for water levels.
- A homeowner said their air conditioning unit in the attic is only accessible through a small closet and an inspector couldn't access it.
- A homeowner said the ground near common areas 99 A&B is sinking and water continually ponds. Mr. McDuff advised the majority of ground is clay and doesn't drain. The grade could be raised and suggested submitting a maintenance request.
- A homeowner asked if the "over-garage" patios are sloped. Mr. McDuff advised they should be; however, 60% of the area may hold water for several days before it evaporates. He noted they investigated other materials than the membrane, but they weren't long-term solutions and wood should never be punctured because it will allow water to penetrate.

- A homeowner asked if the Board considered separating the debt to decrease the assessment as a portion of the financing is paid. Director Ropp advised that 90% of realtors would suggest that sellers pay the assessment upon sale. The debt could be paid early at an approximate cost of \$8,000-\$9,000 per unit, but would require all units to participate. He added units are selling quickly, so it hasn't affected the market.

**Adjournment**

There being no further business, President Babut ended the meeting at 9:23 p.m.

REVIEWED AND APPROVED:

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President, Board of Directors

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Secretary, Board of Directors

DRAFT