

# Cherry Hill Village Homeowners Association

## Board of Directors Meeting

Monday, February 10, 2014

Location: Canton Human Services Building

### MEETING MINUTES

#### 1. **Call to Order and Roll Call**

President Barb Babut called the meeting to order at 6:05 p.m.

Directors Present: Ms. Barb Babut, Mr. Steve Jaskowski, Mr. Leland Ropp, Ms. Bridgette Cramton and Ms. Lisa Mesanza. Directors not present: Mr. Brett Fox, Mr. Bruce Keener, Ms. Sarah Olson, Mr. Adam Lirette and Mr. Cor VanSpronsen.

Also present: Mr. Jeff McDuff and Mr. Dan Herriman, on behalf of Herriman & Associates, Inc., Management Agent

#### 2. **Approval of Agenda**

Director Ropp moved and Director Jaskowski seconded to approve the agenda as presented. The motion was unanimously approved.

#### 3. **Co-owner Comments**

There were no non-director owners present.

#### 4. **Approval of Minutes of Preceding Meeting**

Director Jaskowski moved and Director Ropp seconded to approve the minutes of the meeting of January 13, 2014 as published. The motion was unanimously approved.

#### 5. **Review of Preceding Month Financial Report**

Dan Herriman provided an overview of financial operating results for CHV I and CHV II for January 2014. Treasurer Ropp stated that he had reviewed the financial reports and the paid bills.

#### 6. **Committee Reports**

There were no Committee Reports.

#### 7. **Management Report**

Management reviewed current financial, administrative and maintenance topics.

#### 8. **Unfinished Business**

- 8.1 Discuss/Decide Development of Plans for Lot Behind Roosevelt (tabled)  
Members of ARDC have the expertise to develop improvement plans for the lot behind Roosevelt. Director Jaskowski has requested such help.

#### 9. **New Business**

- 9.1 Authorize CHV II Loan Draws (\$94,058.70), requested in January 2014.  
While not specifically required by the board, this is a request for your affirmation of a draw against the loan proceeds available to CHV II for major maintenance, repairs and replacements. Mutual of Omaha Bank approved a loan of up to \$1,000,000 to CHV II for such purpose. Draw requests require the signatures of two of four signers. Only one signer is a management representative; the other three are directors. This request was signed by Herriman and Babut and brings total cumulative loan proceeds to \$575,286.22.
- 9.2 Award Contract for Updated Reserve Study.  
The Association hired Reserve Advisors to prepare a Reserve Study for both CHV I and CHV II in the summer of 2008. A reserve study is essential in properly forecasting and funding future expenditures for major maintenance, repairs and replacements. The six years old study is obsolete. Herriman's review of the CHV II portion of the study reveals that it sorely underestimated the scope of needed repairs and replacements. At the same time, we have

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had very favorable experience with Reserve Advisors over the years. We find they generally do an exemplary job – with guidance and meaningful data from the customer. We strongly recommend you accept the proposal of Reserve Advisors to update the study for – not to exceed \$6,000. The cost of the study would be apportioned between CHV I and CVH II at \$2,000 and \$4,000 respectively. Budgets for same are \$3,000 for CHV I and \$4,000 for CHV II. Of course CVH I's major future expenditure is streets and alleys.

9.3 Engage Legal Counsel to Apply for FHA Certification for CHV II

At the January 2014 board meeting, management proposed to secure a proposal from legal counsel to secure FHA certification for CHV II. Herriman secured a proposal from the Association's law firm, Makower Abbate, PLLC, to submit a proposal to FHA to obtain FHA Condominium Project Certification for CHV II. Makower Abbate estimates its fee to do this, based upon their hourly rates, at between \$840 and \$1,080. Management recommends acceptance of the proposal. FHA certification is not only a necessary prerequisite to obtaining FHA financing, but a necessary prerequisite to obtaining conventional financing from many, but not all, private-sector lenders.

9.4 Affirm Award of CHV II Fire Suppression System Ethylene Glycol Inspection Contract with Tri-Star

Following several CHV II casualty losses in January 2014 caused by extremely low temps and burst fire suppression pipe, Herriman secured a proposal from Tri-Star Fire Protection, Inc. to inspect and test the 29 "Wet Pipe Automatic Fire Sprinkler Systems With Antifreeze." The quoted fee is \$4,350.00. Because we feared more burst pipe, we accepted the January 20, 2014 proposal immediately. Additional costs will result if Tri-Star detects defects and/or needs to add ethylene glycol to the system. The annual budget for fire sprinklers is \$7,200.

9.5 Award Contract for CHV II Fire Suppression System Inspection to Metro Alarm

The Association is required, by the Canton Township Fire Marshall, to inspect the (visible portions of the) fire sprinkler system in 100% of the CHV II condominium units annually. Herriman secured a proposal from Metro Alarm Systems LLC to do this. The quoted fee is \$2,320.00. Metro Alarm is the firm that monitors the fire suppression system. While they were an existing contractor when Herriman commenced managing the affairs of CHV, we have a long-term and favorable relationship with Metro Alarm. Additional costs will result if Metro Alarm detects defects with any components, such as heads, audible devices, control units and batteries. The annual budget for fire sprinklers is \$7,200.

9.6 Award Contract to Fell and Remove Dead Trees

This is the project to fell and remove dead trees in the following wooded areas within 25' of the edge of such wooded areas and to fell and leave dead trees where they fall, beyond 25' of the edge:

1. Buchanan Street – east side of Buchanan north of Jackson Lane to Hancock Street
2. Jackson Lane - north side of Jackson Lane upon entry from Denton to Buchanan
3. Taft Lane – east side of eastern part of Taft Lane, to first lot #216

This project was competitively bid. Management recommends awarding the contract to the lowest bidder.

<b>Vendors Proposals for Buch/Jack/ Taft Dead Tree Cleanup</b>				
<b>Vendor</b>	<b>Area #1 Yellow</b>	<b>Area #2 Pink</b>	<b>Area #3 Green</b>	<b>Total</b>
Westside Forestry	\$7,500.00	\$7,500.00	\$7,500.00	\$22,500.00
Arts Residential Tree Service	\$1,100.00	\$4,500.00	\$2,000.00	\$7,600.00
Jose Romo Tree Service	\$1,200.00	\$4,000.00	\$1,200.00	\$6,400.00

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#### 9.7 Award Contract for Signage Plan to Warner, Cantrell and Padmos

In order to change the current approved site signage plan, we have to submit a site plan that depicts the locations of all approved signage and all other signage and proposed changes to the current signage plan. The Civil Engineering firm of Warner, Cantrell & Padmos, Inc. submitted a proposal to do all of that, for their quoted fee of \$2,500. Management recommends acceptance of the proposal. We also recommend that we invite the firm to the March board meeting to hear the requests of the board, for changes in traffic patterns and/or traffic signage. In the alternative, you may communicate them to management and we will communicate them to the engineering firm.

It was moved by Director Ropp and seconded by Director Jaskowski to:

1. Authorize CHV II Loan Draws (\$94,058.70, requested in January 2014)
2. Award Contract for Updated Reserve Study to Reserve Advisors
3. Engage Legal Counsel to Apply for FHA Certification for CHV II
4. Affirm Award of CHV II Fire Suppression Ethylene Glycol Inspection Contract with Tri-Star
5. Award Contract for CHV II Fire Suppression System Inspection to Metro Alarm
6. Award Contract to Fell and Remove Dead Trees to J. Romo Tree Service
7. Award Contract for Signage Plan to Warner, Cantrell and Padmos

The motion was unanimously approved.

#### 10. **Directors' Remarks**

There was a brief discussion about dryer vent cleaning. Management is to ascertain which CHV II units have a dryer vent pipe design that is likely to result in a build-up of lint and to cause such vents to be cleaned.

#### 11. **Next Meeting**

The next Board meeting shall be Monday, March 10, 2014 beginning at 6:00 p.m. at Canton Human Services Building.

#### 12. **Executive Session** (non-directors to be excused)

- 12.1 Delinquency
- 12.2 Alleged Violations
- 12.3 Other Confidential Matters

#### 13. **Adjournment**

There being no further business, President Babut adjourned the open portion of the meeting at 6:45 p.m.