

# CHERRY HILL VILLAGE HOMEOWNERS ASSOCIATION

## Board of Directors Meeting Minutes

Monday, February 18, 2019; 6:00 p.m.

Canton Human Services Building, 50430 School House Rd., 2<sup>nd</sup> Floor Conference Room

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

President Barb Babut called the meeting to order at 6:06 p.m.

Present were Directors Ms. Barb Babut, Mr. Michael Kyle, Mr. Leland Ropp, Mr. Tim Bojanowski, Mr. Rick Miller. Absent: Mr. Jason Abate, Ms. Karen Davis, Mr. Mike Sielaff, Ms. Monica Wolfson.

Present for management: Jeff McDuff, Site Manager and Dan Herriman, Herriman & Associates, Inc., Management Agent

2. **Approval of Agenda**

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

3. **Co-owner Comments**

A CHV II Co-Owner reported she suspects ceiling leaks in both bedrooms and a hallway. Jeff McDuff reported that he believes the stains are from last year's ice damming. He said he will test the areas with a moisture meter.

4. **Approval of Minutes of Preceding Meeting(s)** (January 21, 2019)

Director Miller moved and Director Kyle seconded to approve the minutes of the meeting of January 21, 2019 as published except that Mr. Bojanowski was absent. The motion was unanimously approved.

5. **CHV I and CHV II - Review of Preceding Month Financial Report**

Director Ropp presented an overview of year-to-date financial results for both CHV I and CHV II, being the month of January 2019. The financial reports reveal that:

CHV I experienced a positive variance in January, in comparing actual operating results (including reserves transactions) to budget, of \$272. For the year-to-date period, the variance is positive by \$272. Year-end operating equity was \$55,735 and month-end reserve fund equity was \$607,893.

CHV II experienced a negative variance in January, in comparing actual operating results (excluding reserves transactions; there were no material variances in reserves transactions) to budget, of \$1,385. For the year-to-date period, the variance is negative by \$1,385. Year-end operating equity was \$40,676 and year-end reserve fund equity was \$(56,897).

Director Babut moved and Director Bojanowski seconded to approve the financial reports. The motion was unanimously approved.

6. **CHV I and CHV II - Committee Reports**, if any

There were no committee reports.

7. **CHV I and CHV II - Management Report**

Mr. McDuff highlighted several items from his recent weekly reports to the board. Mr. Herriman provided an overview of other current matters. Both provided additional information on "New Business" topics.

8. **CHV I and CHV II - Unfinished Business**

There was no Unfinished Business.

9. **CHV I and CHV II - New Business**

9.1 CHV I and CHV II Contract Issues.

Mr. McDuff presented a plan to install heat cable at certain CHV II units (rooftops above the soffits) by starting with a single test installation. Mr. McDuff will secure a proposal to install necessary electrical. Mr. McDuff drafted notices to remind all owners about the requirement to secure, in advance, the approval of the Architectural & Design Committee before making modifications to the exterior of homes, landscaping and the interiors of attached condos. McDuff has secured bids for replacement trees and concrete work. He and Director Ropp will work on a tree planting plan. Mr. McDuff is awaiting receipt of another concrete bid. Mr. McDuff suspects that CHV is paying for certain electricity in and around fountain park that the Township ought to be paying for. He will investigate further.

9.2 Authorize C.D. Purchase by CHV I

Director Ropp moved and Director Kyle seconded to direct management to purchase a \$150,000 12-month Certificate of Deposit for CHV I at Genisys Credit Union. The motion was unanimously approved.

10. **Directors' Remarks**

11. **Next Meeting**

The next Board meeting shall be Monday, March 18, 2019 (third Monday) at 6:00 p.m. at Canton Human Services Building.

12. **Executive Session** (there was an Executive Session)

The meeting was adjourned at 7:01 p.m.