

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, May 12, 2014

Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:20 p.m.

Directors Present: Ms. Barb Babut, Mr. Steve Jaskowski, Ms. Bridgette Cramton, Mr. Brett Fox, Ms. Lisa Mesanza and Mr. Cor VanSpronsen. Absent were Directors Mr. Leland Ropp, Mr. Bruce Keener, Mr. Adam Lirette and Ms. Sarah Olson.

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

2. **Approval of Agenda**

Director Jaskowski moved and Director VanSpronsen seconded to approve the agenda with the addition of 9.3 - Accounting Election. The motion was unanimously approved.

3. **Co-owner Comments**

There were two non-director owners present, Monica Wolfson and Jill _____. Ms. Wolfson expressed an interest in serving upon the Board of Directors. She indicated that she resides in CHV I and owns a rental unit in CHV II. Director Mesanza moved and Director Fox seconded to appoint Ms. Monica Wolfson to the Cherry Hill Village Homeowners Association Board of Directors. The motion was unanimously approved.

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

Director Jaskowski moved and Director VanSpronsen seconded to approve the minutes of the meeting of April 14, 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 April 2014. Treasurer Ropp was not present to comment upon his review of the financial reports and the paid bills. Director Babut moved and Director seconded to acknowledge receipt of the April 2014 financial reports. The motion was unanimously approved.

6. **Committee Reports**

There were no Committee Reports.

7. **Management Report**

Management reviewed current financial, administrative and maintenance topics. In addition to items covered in the management report, management summarized its concern about 20 CHV II units that have gates on their rear porches that frequently impede access to the porch for snow removal operations. Management presented a draft of a letter intended for owners of such units.

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.

8.2 **Award Contract for Engineering Services to Prescribe Remedy for Drainage Problem Lot 213 on Taft Lane.**

Management presented a proposal from Nowak & Fraus Engineers to perform a topographic survey of the open space and adjacent areas and a tree survey of the open space, to design a drainage plan and create a construction plan and specifications, to submit such plans to Canton Township for review and to develop a cost opinion and bidding documents, for their

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quoted fee of \$3,055. Management indicated it is awaiting receipt of a competitive bid from Soil & Materials Engineers ("SME"). Director Wolfson indicated that an existing drain outlet in the subject area may simply be blocked. Management is to ask Canton Township to investigate the functionality of the current drainage system. It was moved by Director VanSpronsen and seconded by Director Fox that, if additional system research (as to the possible functionality and use of an existing drain) does not produce a remedy, management is authorized to award a contract to the lowest bidder – either Nowak & Fraus or SME. The motion was unanimously approved.

8.3 **Award Contract for the Installation of Exterior Lawn Irrigation Shut-Off Valves.**

This matter was deferred as it is deemed a non-essential discretionary expense that could be reconsidered in the future.

8.4 **Award Contract for the Installation of Mulch.**

Management reported that Emerald Rich apparently does not have a lower cost product; they have only one product. Management is to secure information from Emerald Rich as to the quantity of mulch used in each area, with the idea of getting mulch installed in only the parks and other common areas. Once such quantity and the related installation price is known, directors can vote whether or not to proceed with all the mulch that is needed to mulch all the parks and common areas AND all the beds in CHV II, or to forego mulch in CHV II. It was moved by Director Cramton and seconded by Director Fox to authorize the board to vote upon the above matter via email to let a contract for mulch to Emerald Rich. The motion was unanimously approved.

8.5 **Determine Desired Changes in Traffic Signage.**

The Traffic Signage Committee is expected to present its plan for desired changes in traffic signage for board approval. The next step would be to present the plan to Canton Township for its review and disposition. This matter was tabled pending a meeting amongst the members of the committee.

8.6 **Award Contract for the Purchase and Installation of Trees.**

This matter was deferred as it is deemed a non-essential discretionary expense that could be reconsidered in the future.

8.7 **CHV II - Award Contract for the Installation of Downspout Pop-Ups.**

This matter was deferred as it is deemed a non-essential discretionary expense that could be reconsidered in the future.

9. **New Business**

9.1 **Authorize CHV II Loan Draw.**

There was no current request for a loan draw.

9.2 **Review and Act Upon Various Landscape Maintenance and Improvements Proposals from Emerald Rich Lawns Inc.**

9.2.1 To start-up, maintain and winterize the irrigation system for 2014 to also include a comprehensive system review, including operating and observing in operation all zones and all heads, during the season one time, two times or three times. (The Association can then select the preferred frequency.) It was moved by Director Cramton and seconded by Director Jaskowski to accept the premier option presented by Emerald Rich (a comprehensive system review performed three times during the season) for both CHV I and CHV II. The motion was unanimously approved. Management was instructed to instruct Emerald Rich to cap heads between CHV II buildings, ensure rain sensors are operating, and to research irrigation system heads that have sensors built in.

9.2.2 ER quoted mowing the following areas every two weeks:

1. new turf on the west side of Denton north of Jackson Lane, where the new sidewalk was installed
2. east side of Taft Lane, from Jackson to first lot

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3. utility line area (except it is to be mowed weekly if necessary; Rich or Brian of ER to communicate with Jeff McDuff regarding the necessity to mow each week)
4. new turfed island at Grant/Jackson
5. ER is to quote mowing the above areas less frequently if they are deemed good candidates for a growth inhibitor pursuant to ER's advice, which is forthcoming.

It was resolved that management is to execute a Change Order with Emerald Rich to authorize them to mow new turf on the west side of Denton Road north of Jackson Lane every other week for \$35.00. Other proposals were not acted upon.

9.3 **Election to Carryforward Any Membership Income (Nontaxable profits) per IRS Revenue Ruling 70-604**

Mr. Herriman explained the necessity to record a motion to carryforward any membership income from year to year. Director Jaskowski moved and Director Babut seconded that the Association hereby elects to carryforward any membership income (nontaxable profits) for the year that ended 12/31/13 per IRS revenue ruling 70-604. The motion was unanimously approved.

10. **Directors' Remarks**

Directors expressed concern about the use of fireworks at Cherry Hill Village, including during upcoming Independence Day celebrations. Management volunteered to present a draft regulation for the board's consideration, at the next meeting.

11. **Next Meeting**

The next Board meeting shall be Monday, June 9, 2014 beginning at 6:00 p.m. at Canton Human Services Building.

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

There was no Executive Session.

13. **Adjournment**

There being no further business, President Babut adjourned the open portion of the meeting at 8:15 p.m.