

CHERRY HILL VILLAGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

Monday, May 21, 2018; 6:00 p.m.

Canton Human Services Building, 50430 School House Rd., 2nd Floor Conference Room

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

Present were Directors Ms. Barb Babut, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Rick Miller, Mr. Mike Sielaff and Ms. Monica Wolfson.

Absent: Mr. Michael Kyle, Mr. Brian Czapla and Mr. Stanley Szczotka.

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

2. **Approval of Agenda**

Director Wolfson moved and Director Cramton seconded to approve the agenda with the addition of. The motion was unanimously approved.

3. **Co-owner Comments**

CHV II Co-owner Wendy Rowland said her fence is in need of replacement. Portions of it are shared with her neighbor, Jason Abate. She secured a quote from Upright Fence to replace it. The quote is \$4,800. Ms. Rowland said that she and Mr. Abate are willing to share in the cost of a replacement fence. Discussion followed. It was noted that this particular fence is not one of those in the worst condition.

Director Babut moved and Director Wolfson seconded to permit Wendy Rowland and Jason Abate to replace their fence whereby they will pay 50% of the costs. There were five "yes" votes and one abstention. The motion was approved.

4. **Approval of Minutes of Preceding Meeting(s)** (April 26, 2018)

Director Ropp moved and Director Babut seconded to approve the minutes of the meeting of April 26, 2018 as published. 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 April.

The financial reports reveal that:

CHV I experienced a negative variance in April, in comparing actual operating results (including reserves transactions) to budget, of \$1,426.29. For the year-to-date period, the variance is positive by \$8,877.75. Month-end operating equity was \$61,978.51 and month-end reserve fund equity was \$571,030.94.

CHV II experienced a positive variance in April, in comparing actual operating results to budget, of \$22,126.68. For the year-to-date period, the variance is positive by \$13,280.11. The positive variance is attributable to 1) Voluntary Debt Assessment income of \$10,909.32 in both the current month and year-to-date, and 2) Casualty Loss and Insurance Claim proceeds in excess of related costs incurred to date. For April, proceeds received were \$10,000.00 and year-to-date \$23,380.59. Year-to-date, related costs incurred equal \$10,989.15. Costs not yet incurred are expected to be \$12,391.44. Had they been booked in the current month, the year-to-date positive variance in operating results would be

reduced from \$13,280.11 to \$888.67. While “Voluntary Debt Assessment” income results in a favorable variance in the year in which it is paid, there will be, in future years, reduced income from the owners who paid off their share of debt. “Voluntary Debt Assessment” income is 100% applied as extra payment of principal on the Mutual of Omaha Bank loan.

For CHV II, there is a single material over-budget condition in the account for “Building Repairs” in the amount of \$6,595.27. The year-to-date expense of \$14,220.27 (matched against budget of \$7,635.00) includes \$4,112.79 for repairs in January associated with a sanitary back-up that adversely impacted a Condo Unit, and \$6,081.26 for roof raking to avoid ice damming. On a positive note, the budget for “Gutters and Roofs” is \$7,000.00, of which only \$205.00 has been brought online.

Given recent quotes on fire sprinkler services, CHV II is likely to go over budget in that account.

Month-end operating equity was \$54,186.03 and year-end reserve fund equity was \$(284,865.91).

Director Ropp moved and Director Sielaff seconded to approve the financial reports. The motion was unanimously approved.

Director Ropp moved and Director Miller seconded to close the CHV I account with 5th 3rd Bank and to combine the proceeds with other funds on deposit at Community Financial to purchase a \$100,000 C.D. at another institution at a very competitive rate.

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

Director Babut reported on behalf of the Architectural Design and Review Committee. She said there have been twelve applications and approvals during the past month or so, most of which were for exterior painting and landscaping.

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

Mr. McDuff highlighted several items from his recent weekly reports to the board. Mr. Herriman highlighted several items from his report, including the status of two CHV II casualty losses (whereby in each case an owner was required to pay the Association’s \$10,000 deductible)

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

8.1 Future Plans for Filmore Street Vacant Land (this matter had been tabled; no action was taken at the May 21, 2018 board meeting)

8.2 Review and/or Decide Upon Review Process and Initiate Action on Initial Drafts of the Amended and Restated Master Deeds for both Cherry Hill Village I and II, the Amended and Restated Bylaws and the Amendment to Articles of Incorporation (this matter had been tabled; no action was taken at the May 21, 2018 board meeting)

8.3 Discuss and Decide Strategy to Reduce Speeding on Jackson Lane and Elsewhere in CHV (tabled for observation and possible additional action)
There was no further discussion on this matter. Previously, directors have noticed improvement following the installation of new signage.

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

9.1 Decide Priorities for CHV II Improvements and Authorize Contracts

Having discussed the replacement of fences and having in April passed a resolution to start replacing (the worst of the) CHV II fences, there was no further discussion.

9.2 Contract Matters

Director Ropp moved and Director Sielaff seconded to award a contract to DCAM to repair six catch repairs at \$1,400 each. The motion was unanimously approved.

Director Ropp moved and Director Sielaff seconded to award a contract to Havener to apply expanding polymer to 76 catch basins, at \$350.00 each. The process is designed to stabilize the interiors of the catch basin structures and to minimize water damage to the mortar. The motion was unanimously approved.

9.3 Program to Replace CHV II Fences with Owner Participation in Cost

There was no further action on this topic.

9.4 U.S. Flag in Large Park

Director Miller moved and Director Sielaff seconded to reinstall the U.S. flag in the large park and to resume the flag maintenance service. The motion was unanimously approved.

Director Wolfson moved and Director Babut seconded to install a solar light for the flag at a cost not to exceed \$500.00. The motion was unanimously approved.

10. **Directors' Remarks**

There was a brief discussion about a fire loss at a CHV I home.

Director Ropp moved and Director Sielaff seconded to abate regular monthly assessments on the CHV I home that experienced a major fire loss until the home can be occupied. The motion was unanimously approved.

11. **Next Meeting**

The next Board meeting shall be Monday, June 18, 2018 (third Monday) at 6:00 p.m. at Canton Human Services Building.

12. **Executive Session** (there was no Executive Session)

The meeting was adjourned at 8:11 p.m. following the Executive Session.