

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, June 9, 2014

Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:10 p.m.

Directors Present: Ms. Barb Babut, Mr. Steve Jaskowski, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Brett Fox, Mr. Adam Lirette, Ms. Lisa Mesanza, Mr. Cor VanSpronsen and Ms. Monica Wolfson. Absent was Director Ms. Sarah Olson.

The board accepted the resignation from the Board of Directors of Mr. Bruce Keener. President Babut expressed, on behalf of the board, her appreciation for Mr. Keener's service to the community.

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 9.5 – Contract Flag Service. 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 Babut seconded to approve the minutes of the meeting of May 12, 2014 with the correction of a surname. 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 May 2014. Treasurer Ropp distributed a written report and reported upon his review of the financial reports and the paid bills and upon costs incurred to date for the major CHV II repairs and replacements projects and the forecast of costs remaining to be incurred. He opined that, currently, CHV II must avoid any discretionary costs to ensure that funds are available to complete the planned major building and infrastructure repairs and replacements. Director Babut moved and Director Jaskowski seconded to approve the May 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. Mr. Herriman noted that, for the past two months, Site Manager Jeff McDuff has, each week, been preparing a written report on the status of current issues and distributing it to directors.

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. Mr. Jaskowski reported that he has asked the volunteers to schedule completion of proposed plans by June 30.

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

Mr. Herriman asked that the minutes reflect that this matter was acted upon by the board between meetings. Pursuant to the board's request, management had received a second quote

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– from Soil and Materials Engineers. Such quote was higher than the quote from Nowak & Fraus. Accordingly, the board authorized management to engage the services of Nowak & Fraus to evaluate conditions at lot 213 and to prescribe a remedy to better drain the lot.

8.3 Award Contract for Mulch

Director Ropp moved and Director Lirette seconded to authorize management to award a contract to Emerald Rich to install mulch in common area beds (including of course parks) at its quoted price of \$46 per cubic yard. Beds associated with the attached condos are not to be mulched. The motion was unanimously approved.

8.4 Determine Desired Changes in Traffic Signage

Director Jaskowski reported that the committee had met and that a report will be prepared in the coming week.

9. New Business

9.1 Authorize CHV II Loan Draws (\$45,966.16)

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 will bring total cumulative loan proceeds to \$695,500.02. Director Ropp moved to authorize the CHV II loan draw of \$45,966.16. Director Mesanza seconded the motion. The motion was unanimously approved.

9.2 Extend Voting Deadline on Proposed CHV II Amendment

It was moved by Director Babut and seconded by Director Mesanza to extend the deadline for accepting ballots on the proposed CHV II amendment (to change how assessments are levied and votes are tabulated) to August 12, 2014. The motion was approved. Eight directors voted "yes"; one director voted "no".

9.3 Develop Plan to Communicate Fireworks Restrictions to Owners

Management presented a copy of the Canton Township Ordinance on Fireworks and a draft Association Policy on Fireworks. It was moved by Director Lirette and seconded by Director Wolfson to adopt the proposed Association Policy on Fireworks including that Cherry Hill Village Homeowners Association shall not grant permission to use fireworks in or on CHV parks, common areas, open space, streets or alleys. The motion was unanimously approved. Management was directed to communicate both the ordinance and the policy to CHV owners prior to the Independence Day holiday.

9.4 Develop Plan Inspect CHV I Home Exteriors and Lots for Compliance with Prescribed Restrictions and Community Standards

There was a discussion and consensus amongst directors that management shall develop a plan to review the condition of the exteriors and grounds of CHV I detached homes and to note any infractions of community restrictions and deficiencies in the maintenance of the property and to communicate its findings to owners in violation of restrictions and/or whom have not properly maintained their homes.

9.5 Contract Flag Service

Management presented a proposal from Rocket Enterprises to maintain and replace on a prescribed schedule two American flags – one in Martha Washington Park and one west of Fountain Park. It was moved by Director Lirette and supported by Director Mesanza to accept the proposal from Rocket Enterprises. The motion was unanimously approved.

9.6 Change Irrigation Service to Deluxe Plan (added after meeting was underway)

It was moved by Director Lirette and seconded by Director Wolfson to change the irrigation inspection and repair service, previously awarded to Emerald Rich, to the "Deluxe Plan" which includes the comprehensive inspection of the functionality of the system only twice per season rather than three times per season. The motion was unanimously approved.

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10. **Directors' Remarks**
There were no additional remarks by directors.
11. **Next Meeting**
The next Board meeting shall be Monday, July 14, 2014 beginning at 6:00 p.m. at Canton Human Services Building.
12. **Executive Session** (non-directors to be excused)
13. **Adjournment**
There being no further business, President Babut adjourned the open portion of the meeting at 9:45 p.m.