

**Cherry Hill Village Homeowners Association**  
Board of Directors Meeting

Monday, June 20, 2016; 6:00 p.m.

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

**MEETING MINUTES – OPEN PORTION**

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

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

Present were Directors Ms. Barb Babut, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Mr. Bobby Kopke, Mr. Rick Miller and Mr. Mike Sielaff.

Absent were Mr. Stanley Szczotka, Mr. Jack Ventimiglia and Ms. Monica Wolfson

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

2. **Approval of Agenda**

It was moved by Director Babut and seconded by Director Ropp to approve the proposed agenda with the addition of 8.2.4 – New Parking Signs. The motion was unanimously approved.

3. **Co-owner Comments**

There were no non-director owners present.

4. **Approval of Minutes of Preceding Meeting(s)** (May 16, 2016)

It was moved by Director Ropp and seconded by Director Babut to approve the minutes of May 16, 2016 as published. The motion was unanimously approved.

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

5.1 Management

5.2 Treasurer

Director Ropp presented handouts – one for CHV I and one for CHV II – summarizing assets, liabilities and equities. Each handout summarized year-to-date variances in comparing actual to budgeted expenses, and “deferrable and variable” expense items with certain such items called out as candidates to be under budget for the year. For CHV II, fire suppression repairs that greatly exceed budget and higher-than-budgeted insurance premiums must be offset by deferring discretionary expenditures. CHV I is operating very close to budget.

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

There were no committee reports.

7. **CHV I - Management Report**

Mr. Herriman and Mr. McDuff presented an overview of current issues and emphasized that all board action items appear under either Unfinished Business or New Business.

Directors Babut and Ropp volunteered to review Mr. McDuff’s plant replacement report and site plan and will physically examine the plants proposed to be replaced.

Mr. McDuff presented an issue of a small landlocked open space parcel in close proximity to the church. It is not being maintained. Management was asked to confer with legal counsel to gain more information about maintenance responsibilities. Management was authorized to expend up to \$600 to clean it up and to get a price to mow it weekly.

Mr. McDuff reported that he intends to cause six playground swings to be replaced as a precaution given their age. Stair risers are now required for playground equipment stairs. Director Cramton volunteered to see if she can get them fabricated at little or no cost. She will need fabrication plans. Directors will consider a volunteer initiative to install more mulch in playground areas.

8. **CHV I - Unfinished Business**

8.1 CHV I - Traffic Plan Proposal (tabled)

8.2 CHV I - Issues Assigned to Legal Counsel for Opinions and Actions

8.2.1 Responsibilities of Successor Developer

Management reported that legal counsel sent a letter to Mr. Veri on May 17, 2016 outlining the Association's expectations of him as he closes out the Project. The Association asked Mr. Veri to confirm that he will complete certain items that are the responsibility of a Successor Developer. Those items include:

Installation of all missing street signs (street names);

Installation of all missing traffic control signs;

Completion of all General Common Elements, including

- a. Common Element Landscaping (primarily street trees);
- b. Sidewalks;
- c. Open Space Areas;
- d. Cleaning of the storm basins; and
- e. Any necessary repairs to the streets.

Dredging of the ponds to ensure proper depth; and

Preparation of the Consolidating Master Deed.

Legal counsel reports that, pursuant to a reply dated May 24, 2016, Mr. Veri is receptive to doing all that we have asked of him conditional upon the following: 1) He is not certain what is entailed in preparing a Consolidated Master Deed, but he will find out, and 2) He thinks that other Developers/Builders would have some responsibility for any pond dredging (and that the Association would as well, given the passage of time and likely accumulation of debris from the roads that ends up in the ponds).

Management will ask Canton Township to inspect the ponds with the objective of reporting on the current conditions and any remediation work needed currently or in the near-term.

8.2.2 Cost-Sharing Obligations of Commercial Property Owner

Director Ropp moved and Director Sielaff seconded to reject the offer of M & M International Enterprises, LLC to pay 50% of sums owed to CHV in full settlement of claims made by CHV. Instead, CHV will accept the sum of \$6,300 (100% of assessments due from M & M through May 2016) in full settlement of CHV's claim, to be paid within twenty days of notification from the Association's legal counsel. The motion was unanimously approved.

8.2.3 Demand of Millcreek Building to Resolve Drainage Issues at Lots 212 & 213

Management reported that information has been shared back and forth on this, however, management's position remains unchanged – that Millcreek needs to step up and either implement the Nowak & Fraus Engineers solution or propose their own solution for review by the Association's Board of Directors. Accordingly, we asked legal counsel to make a final demand of Millcreek.

Aside: Transferring ownership of Open Space would require the affirmative votes of 2/3 of all Designated Voting Representatives in the community.

8.2.4 New Parking Signs

There are few "no parking" signs on Grant Street (and perhaps Jefferson as well).

The "no parking" signs installed by Mr. Veri are on "u channel" posts. Mr. McDuff reported that Mr. Veri told him he will change out such posts with 2" x 2" posts. Other such posts are 4" x 4". Mr. McDuff will tell Mr. Veri to hold off until the Association decides upon the dimensions of the replacement posts it intends to install elsewhere, in an effort to use the same size going forward.

9. **CHV I - New Business**

There was no new business.

10. **CHV II - Review of Preceding Month Financial Report**

10.1 Management

10.2 Treasurer

The CHV II financial report for May was reviewed earlier during the meeting at the same time the CHV I financial report was reviewed.

11. **CHV II - Committee Reports, if any**

There were no committee reports.

12. **CHV II - Management Report**

12.1 Financial Matters

12.2 Administrative Matters

12.3 Maintenance Matters

Mr. Herriman and Mr. McDuff presented an overview of current issues and emphasized that all board action items appear under either Unfinished Business or New Business. In addition, management referred directors to Mr. McDuff's recent weekly reports to the board and asked if there were any questions regarding same.

13. **CHV II - Unfinished Business**

There was no unfinished business.

14. **CHV II - New Business**

14.1 Sanitary Drainpipe Construction Defects – Need to Replace

Jeff McDuff provided an explanation of conditions in building G2 (300 Roosevelt) and of consequential damages. Mr. McDuff secured a single quote from Horton Plumbing and is awaiting receipt of a second quote, from Metro Sewer.

Management was directed to award a contract to remove portions of the existing sanitary sewer pipe located beneath the basement floor at 300 Roosevelt and to replace it with new pipe, properly pitched, and to restore the basement floor – to the lowest bidder, after communicating with directors by email.

15. **Directors' Remarks**

A director advocated that future notices to the membership regarding fireworks tone down the language that urges owners to report any incidents of the use of fireworks to the local police department.

16. **Next Meeting**

The next Board meeting shall be Monday, July 18, 2016 (third Monday) at 6:00 p.m. at Canton Human Services Building.