

# Cherry Hill Village Homeowners Association

## Board of Directors Meeting

Monday, July 14, 2014

Location: Canton Human Services Building

### MEETING MINUTES

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

Vice President Steve Jaskowski called the meeting to order at 6:05 p.m.

Directors Present: Mr. Steve Jaskowski, Mr. Leland Ropp, Mr. Brett Fox, Mr. Adam Lirette, Ms. Lisa Mesanza and Ms. Monica Wolfson.

Absent were Directors Ms. Barb Babut, Ms. Sarah Olson, Ms. Bridgette Cramton,

**Did Barb Babut arrive later?**

The board accepted the resignation from the Board of Directors of Mr. Cor VanSpronsen. Vice President Jaskowski expressed, on behalf of the board, her appreciation for Mr. VanSpronsen's service to the community.

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

It was moved by Director Ropp and seconded by Director Mesanza to appoint Benjamin Edmondson to the CHV Board of Directors. The motion was unanimously approved.

#### 2. **Approval of Agenda**

Director Ropp moved and Director Jaskowski seconded to approve the agenda with the addition of 9.3 – Approve Collections Policy. 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 Ropp seconded to approve the minutes of the meeting of June 9, 2014 as presented. 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 June 2014. Treasurer Ropp distributed pie charts for both CHV I and CHV II and initiated a discussion about costs incurred to date for the major CHV II repairs and replacements projects and the forecast of costs remaining to be incurred. He again emphasized that CHV II must avoid any discretionary costs to ensure that funds are available to complete the planned major building and infrastructure repairs and replacements.

The report on major CHV II repairs and replacements shows actual and forecasted costs at \$1,188,000. This is an increase of \$123,000 from one month earlier. Of the \$123,000 increase, \$60,000 is attributable to showing, on this report, forecasts for "Masonry & Limestone" of \$30,000 and "Balconies" of \$30,000 – both of which appeared on the budget, but neither of which appeared on this report. The remainder of the increase (\$63,000) is attributable to higher actual and forecast costs on remaining wood replacement expense. Building H (a 12 unit building on Filmore), for instance, had been forecast at \$36,000. It was recently completed for \$53,645.67. Building 29B (an 8 unit building on Constitution) had been forecast at \$27,000. It came in at \$41,757.20. Such actual higher costs resulted in our revising remaining costs upward.

Director Jaskowski moved and Director Fox seconded to approve the June 2014 financial reports. The motion was unanimously approved.

Director Fox departed at the conclusion of the above agenda item.

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#### 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 three 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 the architect proposed a fee of \$1,800 to develop plans for this subject lot and a second one as well.

##### 8.2 **Determine Desired Changes in Traffic Signage (tabled)**

Director Jaskowski reported that the committee met and that he submitted the proposed revised traffic signage plan to the Township Fire Marshall for his review and recommendations.

##### 8.3 **Develop Plan to Inspect CHV I Home Exteriors and Lots (tabled)**

Management is to provide owners advance notice of the commencement of inspections. Management indicated it plans to get the inspections underway in early August.

#### 9. **New Business**

##### 9.1 **Authorize CHV II Loan Draws**

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 \$1,000,000. Director Ropp moved to authorize the requested CHV II loan draw. Director Jaskowski seconded the motion. The motion was unanimously approved.

##### 9.2 **Extend Voting Deadline on Proposed CHV II Amendment**

It was moved by Director Ropp and seconded by Director Jaskowski to extend the deadline for accepting ballots on the proposed CHV II amendment (to change how assessments are levied and votes are tabulated) to September 13, 2014. The motion was approved. Four directors voted "yes"; three directors voted "no".

##### 9.3 **Approve Collection Policy**

Management presented a copy of a recommended Board Policy on Collections. It was moved by Director Ropp and seconded by Director Wolfson to adopt the proposed Collections Policy. The motion was unanimously approved.

#### 10. **Directors' Remarks**

Director Ropp reported on the status of votes on the CHV II proposed Sixth Amendment to the Master Deed. Management is to provide an updated vote tally and a copy of the ballot to volunteer directors.

#### 11. **Next Meeting**

The next Board meeting shall be Monday, September 8, 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, Vice President Steve Jaskowski adjourned the open portion of the meeting at 8:45 p.m.