

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, July 17, 2013

Location: Canton Human Services Building

MEETING MINUTES

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

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

Directors present: Ms. Barb Babut, Mr. Steve Jaskowski, Ms. Sarah Olson, Mr. Leland Ropp, Mr. Brett Fox, Ms. Lisa Mesanza and Mr. Cor VanSpronsen

Directors Absent: Ms. Bridgette Cramton, Mr. Bruce Keener, Mr. Adam Lirette

Also present: Dan Herriman and Jeff McDuff from Herriman & Associates, Inc.

2. **Approval of Agenda**

Director Ropp moved and Director Jaskowski seconded to approve the agenda as presented. The motion was unanimously approved.

3. **Co-owner Comments**

There were no non-director co-owners present.

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

Management reported that the minutes of the June 3, 2013 meeting had not been completed.

Approval was, therefore, tabled.

5. **Review of Preceding Month Financial Report**

Dan Herriman provided an overview of operating results for both CHV I and CHV II for June 2013.

6. **Committee Reports**

There were no committee reports.

7. **Management Report**

Management reviewed highlights of its July 2013 report to the board.

Audit for 2012

A draft report is expected by the end of July.

Financial Reports

The financial reports for June 2013, prepared by Herriman & Associates, Inc., were distributed to directors via email.

Collections

Management secured and presented proposals from two law firms to perform the Association's collections work.

Community Meeting

Management reserved Workman Elementary School for a community meeting on Monday, September 23, 2013 beginning at 7:00 p.m.

Landscape Maintenance

Emerald Rich provides landscape maintenance services, including lawn mowing and related services, lawn fertilization and weed control and irrigation system services.

Pursuant to our requests, Emerald Rich provided quotes for the following additional services:

Edge the lawn every other week:

On May 29, Emerald Rich quoted \$375.09 to do this. This additional cost is a per-month additional cost, since Emerald Rich currently edges the lawn once each month per the terms of their original contract terms and price. In June 2013 the board approved such quote via email.

Mulch:

On June 3, 2013, the board authorized management to award a contract to Emerald Rich to install 100 cu. Yds. of mulch – prioritizing areas common to the entire community and then attached condo street trees. Mulch was delivered on July 11th, edging and prepping began July 12th on tree rings in open spaces and condo areas. If there is mulch left over after the trees are done we will instruct them to start on condos that are not on the building project for this year.

Other:

We have received several complaints about the condition of the turf in the north-south overhead utility easement area. Folks alongside the southern part want the turf to look more like that alongside the northern part. (There is a noticeable difference.)

Lucas Nursery installed ten trees on June 28th with a one year warranty. They installed four Little Leaf Lindens at the corner of Hancock and Roosevelt, building 99B. Three Red Sunset Maples and three London Planes were planted along Jackson Lane between the Taft Lanes. These trees were selected to match the existing trees surrounding them.

We received a bid proposal from Emerald Rich (attached) to improve, by eliminating ornamental grasses, other plants and mulch, and install topsoil and sod in the open space in the alley between Jackson and Grant. I believe that it would be a good idea for the board to approve this renovation of the open space for less costly maintenance and to match other areas like this. Also, in the same quote, they gave a bid to cleanup Fountain Park (needs further discussion).

We are sending Emerald Rich a list to quote on for dead shrubs and trees to be removed and replacing shrubs only.

Concrete Steps

The contract to install 20 sets of steps at 15 buildings was awarded to DCAM, Inc. at their bid price of \$50,143. (FYI: Pro Finish Cement bid \$74,370.) DCAM is scheduled to commence work on July 19, 2013.

Painting and Caulking

The contract to paint and caulk was awarded to Four Seasons Painting & Drywall, LLC at their bid prices as follows:

- A building housing 2 condominium units: \$6,200.00
- A building housing 3 condominium units: \$7,200.00
- A building housing 4 condominium units: \$8,200.00
- A building housing 12 condominium units: \$18,700.00
- A building housing 12 condominium units, partial brick façade: \$15,400.00
- A building housing 4 condominium units; siding only to be painted: \$6,600.00

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Specs were changed to specify that StoCoat Acryl Lutosan (as opposed to StoCoat Acryl Plus) shall be used on only cementitious products, specifically on the James Hardy lap siding and Sherwin Williams "Super Paint" shall be used on all wood and metal.

Porch Step Railings

Chris Papa Construction LLC will be installing porch railings until and unless we line up another contractor.

Replacement Trim

The contract to replace rotted and otherwise bad wood was awarded to Chris Papa Construction, LLC at their time and materials bid price as follows: Labor at \$45 per hour; materials at cost as evidenced by purchase receipts.

Jeff McDuff continues to inspect and compile wood replacement scope of work and is keeping well ahead of the carpenters.

Street Signs

There was a discrepancy with the two batches of signs ordered. Management has communicated with Jonathon Townsend of Townsend Sign and he has agreed to replace 8 of 38 signs needed to finish the project, at no charge. Signs were ordered on July 11th.

8. **Unfinished Business**

None.

9. **New Business**

9.1 Engage Legal Counsel to Represent CHVHA

Via email directors authorized management to utilize the services of Makower Abbate for general legal work and collections.

9.2 Authorize Community Meeting on Monday, September 23, 2013

The board authorized a community meeting on Monday, September 23, 2013 beginning at 7:00 p.m. at Workman Elementary. Agenda will be discussed at the next board meeting.

9.3 Review, Accept or Reject Proposals from Emerald Rich

9.3.1 Improve Open Space in Alley Between Jackson and Grant

Management presented the proposal to lower the height of the berm and to replace the grasses and other plants with turf. The board directed management to secure a revised quote to further reduce the height of the berm.

9.3.2 Improve Fountain Park

Director Jaskowski is anticipating input from Canton Township on improvement plans for Fountain Park.

9.4 Discuss/Decide Development of Plans for Lot Behind Roosevelt

Members of ARDC likely have the expertise to develop improvement plans for the lot behind Roosevelt. Directors Babut or Jaskowski will request such help.

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9.5 Discuss/Decide Owner's Request to Disrupt Common Elements to Repair Sump Pump Discharge at Storm Basin (346 Constitution)
The request of the homeowner to disrupt the alley asphalt in the course of replacing her sump pump discharge line was unanimously approved, subject to the condition that she is required to restore the area to its pre-disruption condition or better.

9.6 Review/Approve Drafts of Standard Letters to CHV I Homeowners Regarding Items in Need of Attention
Director Mesanza presented drafts of letters to be sent to CHV I homeowners to advise them of deficiencies in exterior building and grounds maintenance, repairs and replacements. Management committed to performing reviews of home/lot conditions yet his year.

10. Directors' Remarks

There was discussion about developing a community fireworks regulation.

There was discussion about authorizing a budget of \$3,000 for upcoming Social Committee activities. It was resolved that action is deferred pending receipt of a detailed plan from the Committee.

11. Next Meeting

The next Board meeting shall be Wednesday, August 21, 2013 beginning at 6:00 p.m. at Canton Human Services Building.

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

12.1 Delinquency

12.2 Alleged Violations

12.3 Other Confidential Matters

13. Adjournment

There being no further business, President Babut adjourned the meeting at 9:30 p.m.