

# Cherry Hill Village Homeowners Association

## Board of Directors Meeting

Monday, July 20, 2015

Location: Canton Human Services Building

### MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:00 p.m.

Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Ms. Colleen O'Sullivan, Mr. Stanley Szczotka and Ms. Monica Wolfson

Absent were Directors Dr. Benjamin Edmondson, Mr. Brett Fox, Mr. Adam Lirette, Ms. Erin Sena

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

2. **Approval of Agenda**

Director Ropp moved and Director O'Sullivan seconded to approve the agenda. The motion was unanimously approved.

3. **Co-owner Comments**

A resident of the CHV II condo unit at 654 Constitution expressed concern about the condition of the "hidden deck". Mr. Herriman and Dr. Ropp both replied that the necessary repairs had been prioritized and approved for this summer.

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

Director Ropp moved and Director Babut seconded to approve the minutes of the meeting of June 15, 2015 with the correction pertaining to mulch as per the following communication from Director O'Sullivan: The lot and mulch committee is authorized to develop and implement a plan for mulching the common areas of our community. Areas will be done in order of priority (based on the plan) with volunteer labor and mulch at the bulk rate of \$22.50 per cubic yard and will not exceed the amount of the budgets of CHV I and CHV II for mulching of common areas this year. The motion was unanimously approved.

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

Management reported that there were no material negative variances in either operating or reserve expenses for June 2015 for either CHV I or CHV II.

Director Ropp distributed a scheduled of "variable and deferrable" expense items, with a comparison of proposed expenses (resulting from deferrals) versus budget.

Treasurer Ropp provided a handout and an overview of financial operating results for CHV I and CHV II for June 2015.

Director Ropp moved and Director Crady seconded to approve the June 2015 financial reports. The motion was unanimously approved.

6. **Committee Reports**

Director O'Sullivan reported on accomplishments of the Mulch Volunteers. The next initiative will be finishing up areas west of the power line – Grant Street and other small pockets. After that, two more initiatives are needed to spread 40 cubic yards of mulch during each.

## Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, July 20, 2015

### MEETING MINUTES

Page two

Director O'Sullivan reported on the progress on improving the two vacant lots. The Filmore Street lot is completed. The lot near Roosevelt and Harding needs 40 more cubic yards of topsoil at a cost of \$600.

It was moved by Director Ropp and seconded by Director Cramton to authorize the expenditure of \$600 for topsoil for installation at the Roosevelt and Harding Streets lot. The motion was unanimously approved.

#### 7. **Management Report**

Management reviewed current financial, administrative and maintenance topics. Items for which board action is requested appear under either Unfinished or New Business. Management reported on the following matters:

- Audit Status
- Agreement Between Township and CHV regarding Fountain Park
- Proposal from Township/Livonia Builders Regarding Lots on Cherry Hill
- CHV I Homesite Review – 100 completed; letters will go out this week
- CHV II Unit 142 at 348 Filmore – we are testing for mold, presumably from crawlspace (crawlspace actually appears rather dry)
- Delinquencies and Collections (for Executive Session minutes)

#### 8. **Unfinished Business**

##### **8.1 Inspections of CHV I Home Exteriors and Lots (tabled)**

Management reported that it had commenced inspections of CHV I home exteriors and lots. Management is committed to completing the inspections of all homesites by mid-August.

##### **8.2 Award Contract to Engineering Firm to Evaluate Water in Crawl Space – Bldg 100 – and Prescribe Remedy (tabled pending internal improvements)**

Management installed two temporary sump pumps in the crawlspace beneath two CHV II units in Building 100. They have produced favorable results. Management will continue to monitor conditions and report on their observations.

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

##### **9.1 Award Contracts for Both CHV I and CHV II**

- 9.1.1 Landscape Maintenance (04/2016 to 11/2018)
- 9.1.2 Snow Removal (11/2015 to 04/2018)
- 9.1.3 Lawn Fertilization and Weed Control (04/2016 to 11/2018)
- 9.1.4 Irrigation System Services (04/2016 to 11/2018)

Management presented and directors reviewed comparative bid summaries. Following deliberations, it was moved by Director Ropp and seconded by Director Wolfson to award all of the (above referenced) contracts to Greenlawn Landscaping. The motion was unanimously approved.

##### **9.2 Approve Revised 2015 Reserves Budget for CHV II**

Having met with Director Ropp, management presented a revised 2015 reserves budget for CHV II. It includes the redistribution amongst certain reserve expense account line items and the deferral of principal repayment from CHV II to CHV I of \$50,000 and of landscaping improvements for CHV II. The revisions allow for increases in the line items for Concrete, "Hidden Deck" Repairs, Downspout Reconfigurations and Loan Interest Expense (payable to CHV I).

## **Cherry Hill Village Homeowners Association**

Board of Directors Meeting

Monday, July 20, 2015

### **MEETING MINUTES**

Page three

It was moved by Director Ropp and seconded by Director Babut to approve the revised CHV II reserves budget as presented. Director Szczotka abstained. All other directors voted in the affirmative. The motion was approved.

#### **9.3 Establish Date of 2015 Annual Meeting (in October)**

Of the various dates presented, it was moved by Director Ropp and seconded by Director Wolfson to conduct the Association's 2015 annual meeting on Thursday, October 8, 2015. The motion was unanimously approved.

#### **9.4 Review Traffic Plan Proposal and Decide Next Steps**

Following a discussion, it was resolved that management (D. Herriman and J. McDuff) would go to Canton Township Hall to speak with Township Engineering Official Bill Serchak to request a copy of the approved traffic and signage plan.

#### **9.5 Proposed Easement Agreement with Livonia Builders**

Management provided an overview of the current pending request of Livonia Builders that CHV grant Livonia Builders certain easements to enable it to develop two lots on Cherry Hill Road for single-family homes. The Township wants Livonia Builders to install two street lights in the vicinity of the lots.

Directors agreed that the Association does not want the street lights.

Management was directed to continue to work with the Association's legal counsel to secure a draft agreement satisfactory to the Association and, if practical, to present it to directors via email for approval via email.

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

A director advocated soliciting community input on developing a community "block captain" program.

A director reported that a Township official told her that the Township would be replacing all 5 or 6 missing trees in "Fountain Park".

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

The next Board meeting shall be Monday, September 21, 2015 at 6:00 p.m. at Canton Human Services Building at 6:00 p.m.

#### **12. Adjournment**

There being no further business, President Barb Babut adjourned the open portion of the meeting at 8:36 p.m.