

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Wednesday, August 21, 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, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Brett Fox, Ms. Lisa Mesanza and Mr. Cor VanSpronsen, Mr. Bruce Keener, Mr. Adam Lirette

Directors Absent: Ms. Sarah Olson

Other members present: Mr. Blake Crady, Ms. Katie Lysenko and Ms. Amanda Eason, on behalf of the Social Committee

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 comments from non-director co-owners.

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

Director Ropp moved and Director Jaskowski seconded to approve the minutes of the meetings of June 3, 2013 and July 17, 2013 as published. The motion was unanimously approved.

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

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

6. **Committee Reports**

Ms. Blake Crady made a presentation to the board on behalf of the Social Committee. The committee requested a \$3,000 budget allocation from the Association's 2013 operations to help fund events for the remainder of the year. Ms. Crady provided details on the specific events planned for the remainder of the year. The committee has secured sponsorship commitments from a number of businesses. In order to increase sponsorship commitments, Ms. Crady outlined necessary steps, being 1) Be knowledgeable about the benefits that would accrue to a sponsor, 2) Identify prospective sponsors, 3) Determine whom is best to ask each prospect, and 4) Make the requests.

Management volunteered to identify Association vendor-prospects and to ask them to commit. In addition, management is to ascertain insurance-rider requirements for community events. There will be no alcohol associated with any of the events.

Committee departed at the conclusion of the presentation.

7. **Management Report**

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

Audit for 2012

Draft reports for both CHV I and CHV II have been received from the Association's CPA firm. The auditors have opined that the Association's financial statements present fairly the Association's financial position as of December 31, 2012 and the results of operations for the year then ended.

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Financial Reports

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

Collections

Management indicated that it had sent all delinquent accounts, not being handled by the predecessor firm, to Makower Abbate for collection.

Builder as Successor Developer

Mr. Herriman said that he believes that Livonia Builders (Danny Veri) is a "successor developer" and as such has the responsibilities of the developer, which include the construction of general common elements, including open space, pursuant to approved plans. There was general agreement amongst meeting participants. Mr. Herriman is to confer with the Association's legal counsel on this topic.

8. Unfinished Business

8.1 Review, Accept or Reject Proposals from Emerald Rich (tabled)

8.1.1 Improve Open Space in Alley Between Jackson and Grant

Jeff McDuff presented the revised quote from Emerald Rich to further reduce the height of the berm and to replace the grasses and other plants with turf. Director Jaskowski moved and Director Fox seconded to accept the proposal from Emerald Rich, at not to exceed \$5,100, to renovate the subject berm as per its proposal, with the project to be funded by CHV I only. The motion was unanimously approved.

8.1.2 Improve Fountain Park

Management expressed its dissatisfaction with the condition of Fountain Park and proposed that the Association undertake to make improvements to this Township park. Proposals had been secured from Emerald Rich. Director Jaskowski said he is engaged in dialogue with the Township (about better maintaining the park). He asked management to develop an annual budget to maintain the park.

8.2 Discuss/Decide Development of Plans for Lot Behind Roosevelt

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

8.3 Review/Approve Drafts of Standard Letters to CHV I Homeowners

Regarding Items in Need of Attention

Director Mesanza presented revised 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.

9. New Business

9.1 Approve Concrete Contract Change Order

Jeff McDuff presented a quote from DCAM, the firm currently under contract to replace concrete and wood steps and footings with concrete at CHV II. The quote included various replacements of flat work at CHV II and sidewalk work at CHV I, including a connection to an existing sidewalk across the street from the northeast corner of Martha Washington Park, and the addition of connecting sidewalks at the end of the Harding Street alley and at the northeast corner of Jackson and Taft. Director Cramton moved to accept the proposal as presented, with the qualification of a "not to exceed \$500" price for the Harding Street alley sidewalk connection and the added work to remove the "sidewalk to nowhere" on Liberty

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Street (off the northeast corner of Martha Washington park), Director Fox seconded the motion. The motion was unanimously approved.

9.2 Approve Quote to Replace Dead Plants

Jeff McDuff presented a quote from Emerald Rich to replace dead plants at CHV II and certain CHV I locations. Director Jaskowski moved and Director VanSpronsen seconded to accept the proposal from Emerald Rich. The motion was unanimously approved.

9.3 Social Committee Funding

Directors deferred action on the request of the Social Committee for \$3,000. Directors are optimistic about securing more sponsorship commitments. Further, directors advocate a program to solicit \$25 from each household. The 2014 budget mailing could provide a coupon for such voluntary payment.

(Update; not part of these minutes: At the board meeting on September 9, 2013, the board resolved to provide funds of up to \$1,000 for reimbursement of Social Committee expenses incurred in connection with 2013 events that are expected to take place during the remainder of 2013, in order to shore up any shortfall in revenue from business/vendor sponsorships to the extent that such revenue is less than \$3,000. If sponsorship revenue is, for example, \$1,800, Association expense reimbursement is available up to \$1,000. If sponsorship revenue is \$2,450, Association expense reimbursement is available up to only \$550.)

10. Directors' Remarks

Management was asked to develop and implement a plan to "flip" "No Parking" from one side of the street to the other on various streets in the community. A director will provide information as to the specific streets.

Management was asked to develop and implement a plan to paint street curbs (with white paint) as follows: from the beginning of the intersection to a point 15' from the intersection where there is no "stop" sign and 30' from the intersection where there is a "stop" sign.

Management was asked to price speed bumps and the permanent installation of a solar-powered speed limit sign.

Management was asked to initiate a dialogue with Pinnacle Homes about Pinnacle's "The Corners" "joining" CHVHOA.

11. Next Meeting

The next Board meeting shall be Monday, September 09, 2013 beginning at 6:00 p.m. at Canton Human Services Building.

A general membership meeting has been scheduled for Monday, September 23, 2013 at 7:00 p.m. at Workman Elementary School.

12. Adjournment

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

Executive Session followed (non-directors to be excused)