

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, November 16, 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, Mr. Bobby Kopke, Mr. Rick Miller, Ms. Colleen O'Sullivan, Mr. Mike Sielaff, Mr. Jack Ventimiglia and Ms. Monica Wolfson

Directors Absent: Mr. Stanley Szczotka.

It was moved by Director Ropp and seconded by Director Crady to accept and record the resignation of Director Dr. Benjamin Edmondson. The motion was unanimously approved.

President Babut extended, on behalf of the board and the community, gratitude to Dr. Edmondson for his volunteer service to Cherry Hill Village.

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

Election of Officers

It was moved by Director Ropp and seconded by Director Sielaff to elect the following persons to the corresponding offices:

President: Barb Babut
Vice President: Colleen O'Sullivan
Secretary: Monica Wolfson
Treasurer: Leland Ropp

The motion was unanimously approved.

2. **Approval of Agenda**

Director Ropp moved and Director O'Sullivan seconded to approve the agenda, with the addition of item 9.3, Holiday Lights. The motion was unanimously approved.

3. **Co-owner Comments**

There were no non-director co-owners present.

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

Director Ropp moved and Director Wolfson seconded to approve the minutes of the meeting of October 19, 2015 with the below stated presentation of agenda item 9.2. The motion was unanimously approved.

9.2 Shutters – Building 3

An owner has protested the removal and non-replacement of shutters on Building 3. There was a consensus amongst directors that the purchase and installation of replacement shutters on building 3 shall be deferred until future budget deliberations result in a budget allowance for such project.

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

CHV I - Management reported that there were no material negative variances in expenses for October 2015; the overall year-to-date variance is positive by \$12,247.54. Operating equity stood at \$41,246.32; reserve fund equity stood at \$273,835.56.

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CHV II - Management reported that there were two material negative variances in expenses for October 2015; Gutters were over budget as a result of a contract with Allied Gutter to reconfigure certain gutters to direct discharges away from foundations beneath covered "multi-plex" porches; repairs to patios over garages were over budget due to the discovery of latent defects. The overall year-to-date variance is, however, positive by \$4,398.24. Operating equity stood at \$48,511.30; reserve fund equity stood at (\$1,030,140.34).

Director Ropp distributed a schedule of "variable and deferrable" expense items, with a comparison of actual expenses versus budget.

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

6. Committee Reports

There were no committee reports.

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 will again send to all CHV II owners information advising them to install a pan beneath their hot water heater and to perform cleaning and maintenance on their A.C. condensate drain line.

8. Unfinished Business

8.1 Status of Water in Crawl Space – Bldg. 100 (tabled)

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. Also, management will develop a cost estimate to install a moisture barrier in the crawlspace.

8.2 Traffic Plan Proposal (tabled)

Management reported it has urged Successor Developer and Builder Danny Veri to submit traffic plans to the Township and to install missing street signs. Directors Babut and O'Sullivan volunteered to go to Canton Township offices to discuss the traffic plans.

8.3 Vacant Lot – Delinquent Property Tax Issue

Management reported that the Association's legal counsel responded to a letter from Canton Township to emphasize that the Association did not record the Fifth Amendment to the CHV II Master Deed to effectuate the conversion of the undeveloped units to General Common Elements, but instead to demonstrate that the Condominium was complete, a useful prerequisite to obtaining conventional financing. Undeveloped units automatically converted to General Common Elements on October 4, 2010, pursuant to the operation of law, yet the Township did not remove such "units" from its tax rolls until 2015. The Township is to be asked to remedy the fact that it forfeited unbuilt and non-existent units to the County based upon unpaid taxes that should not have been assessed.

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9. New Business

9.1 Approve 2016 Budgets for CHV I and CHV II

Management presented revised 2016 draft budgets for both CHV I and CHV II. Alternate versions included either a full-time Site Manager or a part-time Site Manager.

It was moved by Director Ropp and seconded by Director Babut to apportion the cost of the Site Manager on the basis of actual usage/costs. The motion failed.

It was moved by Director O'Sullivan and seconded by Director Babut to apportion the cost of the Site Manager 75% to CHV II and 25% to CHV I. The motion was approved on a vote of 9 to 1.

It was moved by Director Babut and seconded by Director Wolfson to maintain the Site Manager on a full-time basis for 2016. The motion was approved on a vote of 9 to 1.

It was moved by Director Ropp and seconded by Director Sielaff to approve the CHV II budget for 2016, which requires monthly assessments of \$385.00. The motion was approved on a vote of 7 to 3. Director Wolfson asked that her "no" vote be recorded in the minutes.

It was moved by Director Ropp and seconded by Director Ventimiglia to approve the CHV I budget for 2016, which requires monthly assessments of \$65.00. The motion was unanimously approved.

9.2 Approve Policy on Director Attendance

There was a consensus amongst directors that in the event a director misses either three consecutive board meetings or misses five board meetings in a term year, the director shall be asked to resign. Consideration will, however, be given to time expended in performing other service to the CHV community.

9.3 Holiday Lights

It was moved by Director Ventimiglia and seconded by Director Cramton to expend the 2015 budget of \$2,500 on holiday lights. The motion was approved, although not unanimously. Director Babut said she would determine the scope of lighting to be displayed.

10. Directors' Remarks

Following a brief discussion, management said it would compile comparative water and sewer data for CHV II for 2015 and henceforth.

11. Next Meeting

The next Board meeting shall be Monday, January 18, 2016 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 9:20 p.m.