

CHERRY HILL VILLAGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

Monday, November 19, 2018; 6:00 p.m.

Canton Human Services Building, 50430 School House Rd., 2nd Floor Conference Room

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

Present were Directors Ms. Barb Babut, Mr. Leland Ropp, Mr. Rick Miller and Ms. Monica Wolfson.

Directors Mr. Michael Kyle and Mr. Mike Sielaff were absent.

Present for management: Jeff McDuff, Site Manager and Dan Herriman, Herriman & Associates, Inc., Management Agent

It was moved by Director Ropp and seconded by Director Wolfson to appoint Mr. Jason Abate, Mr. Tim Bojanowski and Ms. Karen Davis to the Board of Directors. The motion was unanimously approved.

It was moved by Director Ropp and seconded by Director Miller to elect the following persons to the respective positions:

President:	Ms. Barb Babut
Vice President:	Mr. Michael Kyle
Secretary:	Ms. Monica Wolfson
Treasurer:	Mr. Leland Ropp

The motion was unanimously approved.

2. **Approval of Agenda**

Director Babut moved and Director Ropp seconded to approve the agenda with the addition of items 9.3 and 9.4. The motion was unanimously approved.

3. **Co-owner Comments**

There were no non-director co-owners present.

4. **Approval of Minutes of Preceding Meeting(s)** (October 15, 2018)

Director Wolfson moved and Director Miller seconded to approve the minutes of the meeting of October 15, 2018 as published. The motion was unanimously approved.

5. **CHV I and CHV II - Review of Preceding Month Financial Report**

Director Ropp presented an overview of year-to-date financial results for both CHV I and CHV II, being the month of October. The financial reports reveal that:

CHV I experienced a positive variance in October, in comparing actual operating results (including reserves transactions) to budget, of \$6,197.23. For the year-to-date period, the variance is positive by \$15,478.06. Month-end operating equity was \$58,622.02 and month-end reserve fund equity was \$607,052.09.

CHV II experienced a negative variance for the ten months that ended October 31, 2018 in comparing actual operating results to budget, of \$10,031.08.

For CHV II, there is a single material year-to-date over-budget condition in the account for "Fire Sprinklers" in the amount of \$8,221.57. The year-to-date expense is \$20,221.57 matched against budget of \$12,000.00. Month-end operating equity was \$36,620.00 and year-end reserve fund equity was \$(142,188.15).

Director Babut moved and Director Wolfson seconded to approve the financial reports. The motion was unanimously approved.

6. **CHV I and CHV II - Committee Reports**, if any

Director Babut reported on behalf of the Architectural Design and Review Committee. She reported that several recent owner requests are pending.

7. **CHV I and CHV II - Management Report**

Mr. McDuff highlighted several items from his recent weekly reports to the board. Mr. Herriman provided an overview of the upcoming budget mailings. Both provided additional information on "New Business" topics.

8. **CHV I and CHV II - Unfinished Business**

There was no Unfinished Business.

9. **CHV I and CHV II - New Business**

9.1 CHV I and CHV II Contract Issues.

It was noted that loose asphalt crackfill is from prior year installations, not from the 2018 installation. Another 1,000 l.f. will get done this year, weather permitting. Jeff McDuff is securing bids to have heat cable installed in gutters are two CHV II units as a trial. Competitive bids will be secured for concrete work to be performed in the spring. CHV II dryer vent cleaning is budgeted for 2019; Mr. McDuff has bids and will present at a later date.

9.2 Looking Forward

There was a brief discussion about 2019 reserves projects. When competitively bidding new trees, Jeff McDuff will specify type of tree for each location. Herriman has specs for proper planting and will specify mulch and water bags.

9.3 Parking Situation on Roosevelt

Given the density of homes and vehicles on Roosevelt St., Director Ropp moved and Director Abate seconded that management shall send a communication to owners on Roosevelt between Harding and Hancock to remind them they are to 1) park one vehicle in their garage (per the Bylaws), 2) use their driveway next, and 3) not park directly across from a driveway when parking on the street. The motion was unanimously approved.

9.4 New Community Entrances and Complaints

There was a brief discussion, and no action taken.

10. **Directors' Remarks**

There were no additional remarks by directors.

11. **Next Meeting**

The next Board meeting shall be Monday, January 19, 2019 (third Monday) at 6:00 p.m. at Canton Human Services Building.

12. **Executive Session** (there was an Executive Session)

The meeting was adjourned at 7:35 p.m.