

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, February 16, 2015

Location: Canton Human Services Building

MEETING MINUTES

The minutes of this meeting were approved on April 20, 2015. There was not a board meeting in March, otherwise the minutes would have been approved in March.

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

President Barb Babut called the meeting to order at 6:20 p.m. (upon reaching quorum)
Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Mr. Craig Crady, Mr. Brian Czapla, Dr. Benjamin Edmondson, Mr. Adam Lirette (arrived at 6:35 p.m.), Ms. Colleen O'Sullivan and Mr. Stanley Szczotka

Absent were Directors Ms. Bridgette Cramton, Mr. Brett Fox, Ms. Erin Sena and Ms. Monica Wolfson

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

2. **Approval of Agenda**

Director Ropp moved and Director Czapla seconded to approve the agenda. The motion was unanimously approved.

3. **Co-owner Comments**

There were none.

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

Director Ropp moved and Director Czapla seconded to approve the minutes of the meeting of January 19, 2015. The motion was unanimously approved.

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

Dan Herriman provided an overview of financial operating results for CHV I and CHV II for January 2015. Treasurer Ropp provided a brief report on January's operating results. He indicated he will make a proposal regarding repayment of the CHV II loan from CHV I under New Business.

Director Ropp moved and Director Crady seconded to approve the January 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. Mr. McDuff reported that he had negotiated a more than \$3,000 reduction in the E.Q. Environmental invoice for storm sewer cleaning. In addition, \$4,000 will be retained pending repairs to the lot where the equipment was staged.

8. **Unfinished Business**

8.1 Discuss/Decide Development of Plans for Lot Behind Roosevelt (tabled)

It was resolved to defer soliciting proposals from engineering firms at this time, inasmuch as neither the CHV I budget nor the CHV II budget is able to fund the expense to improve the lots for parking. The following directors volunteered to serve on an ad hoc committee to review and propose improvements to one or both vacant lots: Directors Crady, Czapla, Edmondson, O'Sullivan, Ropp and Szczotka.

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8.2 Determine Desired Changes in Traffic Signage

It was moved by Director Szczotka and seconded by Director Crady to approve the proposed revised traffic/signage plan presented to the board and to present it to the Township for its review. The motion was unanimously approved. Next step: Site Manager Jeff McDuff is to make copies of the plan and submit it to the Township.

8.3 Develop Plan to Inspect CHV I Home Exteriors and Lots (tabled)

Management is to provide owners advance notice of the commencement of inspections in 2015. An inspection form is to be provided to owners in advance.

8.4 Award Contract to Engineering Firm to Evaluate Water in Crawl Space – Bldg 100 – and Prescribe Remedy

Pursuant to a January 2015 board resolution, management caused the installation of a temporary sump pump in the crawlspace beneath CHV II unit 86 for not more than \$1,000. If such action provides favorable results – by significantly reducing the level of humidity in the unit – then management shall develop a plan and secure bids to install a permanent system to collect and discharge water from beneath the subject and, if deemed necessary, the adjoining unit.

9. New Business

9.1 Revisit Interest Rate and Payment Terms for CHV I Loan to CHV II

Director Ropp presented a proposal regarding repayment of the CHV II loan from CHV I. It was moved by Director Ropp and seconded by Director Czapla that: The CHV I loan to CHV II will be made the second loan to be paid after Mutual of Omaha. CHV I will be paid an annual interest rate of the current best 5 yr. jumbo CD product interest rate of 2.40%. This rate will be adjusted at the same time the loan rate of the CHV II loan from Mutual of Omaha is adjusted on August 20, 2017 to reflect the current rate or a rate of 2.40%, whichever is higher. Interest is to be accrued from October 1, 2014 forward and paid at this time. Henceforth, interest is to be paid monthly. The motion was unanimously approved.

9.2 Discuss How Best to Utilize Site Manager to Reduce CHVHA Costs

Directors emphasized the value of having a person on site while major renovations projects were performed for CHV II. Positive results included more timely communications with owners, cost savings in terms of efficiencies and monitoring hours (for time and materials work) and ensuring better workmanship, in terms of identifying and correcting original construction defects, and ensuring a reasonable scope of work and quality workmanship. Directors discussed how to best use the Site Manager during the upcoming year.

Assignments shall include:

1. Continue to monitor contractor performance for adherence to specifications as to scope of work, products used and quality of work.
2. Continue to monitor hours worked for time and materials contracts.
3. Monitor weather and turf conditions to minimize the consumption of water for irrigation.
4. Monitor CHV II water bills to identify higher than average consumption. Communicate and investigate any possible irregularities.
5. Monitor CHV II electric bills to identify higher than average consumption. Communicate and investigate any possible irregularities.
6. Review of CHV I homes/lots for adherence to community and architectural standards.
7. Minimize inconveniences to owners by providing advance notification of upcoming projects.
8. Maintain a comprehensive task list.
9. Continue preparing weekly reports to the board.

9.3 Discuss Next Steps Relative to DRAFT of Updated Reserve Study for CHV I and II

This matter was moved to the Executive Session.

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9.4 Approval of Draft 2014 Annual Meeting Minutes for Publication

It was moved by Director Szczotka and seconded by Director Crady to approve the minutes of the 2014 annual meeting for publication. The motion was unanimously approved.

9.5 Review/Approve WOW Proposed Pricing for 2015-2018 Contract

Management sought and received competitive bids for the 58 communications lines necessary in connection with the fire alarm monitoring for the 29 CHV II buildings.

Management was asked to ascertain whether or not the Association can buy/provide the modems ourselves and thereby avoid the \$7.00 per month fee. Director Czapla moved and Director Szczotka seconded to table action on this issue. The motion was unanimously approved. In the meantime, WOW shall continue to be the service provider.

9.6 Award Contract for Installation of Mulch

Management sought and received competitive bids for the provision and installation of mulch in all common area beds, with a quantity and cost breakdown between CHV I and CHV II. Concerned about the high cost, directors asked management to research the following issues:

1. What if volunteer labor was available? How would the prices be impacted if we required the mulch supplier to deliver the mulch in loads of only, say, 10 to 20 cubic yards?
2. What if we devised a plan to start with only, say, 100 cubic yards? What would the price be?
3. What if we approved the proposed use of a contractor to do all the work over a two-year period, doing one-half of the proposed scope each year?

10. Directors' Remarks

Management is to cause the curbs to be painted (to designate "no parking") at places designated by Director Cramton to supplement "no parking" signs. This is to be done in the spring.

11. Next Meeting

The next Board meeting shall be Monday, March 16, 2015 at 6:00 p.m. at Canton Human Services Building.

12. Adjournment

There being no further business, President Barb Babut adjourned the open portion of the meeting at 7:55 p.m.