

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, April 14, 2014

Location: Canton Human Services Building

MEETING MINUTES

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

Vice President Steve Jaskowski called the meeting to order at 6:05 p.m.

Directors Present: Mr. Steve Jaskowski, Mr. Leland Ropp, Mr. Bruce Keener, Ms. Lisa Mesanza and Mr. Cor VanSpronsen. Absent were Directors Ms. Barb Babut, Ms. Bridgette Cramton Mr. Brett Fox, Mr. Adam Lirette and Ms. Sarah Olson.

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

Mr. Rich Donaldson of Emerald Rich ("ER") Lawns Inc. accepted an invitation to attend this meeting. The following requests were made of Mr. Donaldson:

- ER shall submit to the Association's management a proposal to start-up, maintain and winterize the irrigation system for 2014 to also include a comprehensive system review, including operating and observing in operation all zones and all heads, during the season one time, two times or three times. (The Association will then select the preferred frequency.)
- ER is to cap certain irrigation heads. Jeff McDuff is to instruct ER as to which ones. (Irrigation is simply not needed in some areas and such areas are nearly always wet.)
- ER is to quote mowing the following areas every two weeks:
 - new turf on the west side of Denton north of Jackson Lane, where the new sidewalk was installed
 - east side of Taft Lane, from Jackson to first lot
 - utility line area (except it is to be mowed weekly if necessary; Rich or Brian of ER to communicate with Jeff McDuff regarding the necessity to mow each week)
 - new turfed island at Grant/Jackson
- ER is to quote mowing the above areas less frequently if they are deemed good candidates for a growth inhibitor pursuant to ER's advice, which is forthcoming.
- ER will re-bid the 2014-15 snow removal contract based upon revised specifications provided by Association's management firm.
- ER will quote providing ice melt product in containers to CHV II owners for their supplemental use

Mr. Donaldson departed the meeting at 6:40 p.m.

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 non-director owners present.

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

Director Jaskowski moved and Director Ropp seconded to approve the minutes of the meeting of March 10, 2014 as published. 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 March 2014. Treasurer Ropp stated that he had reviewed the financial reports and the paid bills.

Management was advised that there is very likely an outstanding receivable – a sum owed to the Association by Livonia Builders – for 12 or 13 signs. K. S. Management reported that they had invoiced Livonia Builders shortly before the transition in management firms in April 2013. Management is to follow-up on this and report its findings to the board.

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6. **Committee Reports**

There were no Committee Reports.

7. **Management Report**

Management reviewed current financial, administrative and maintenance topics. In addition to items covered in the management report, management introduced its concern about 20 CHV II units that have gates on their rear porches that frequently impede access to the porch for snow removal operations. It is at times impractical to open the gates due to the accumulation of ice and snow in the arc path where the gate opens. In addition, many owners store personal property on their rear porches that also impedes snow removal operations. Management suggests that the gates either be removed or secured in an open position during winter months. Management will inquire of legal counsel if the gates can be removed and not replaced.

8. **Unfinished Business**

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

Members of ARDC have the expertise to develop improvement plans for the lot behind Roosevelt. Director Jaskowski has requested such help.

9. **New Business**

9.1 **Authorize CHV II Loan Draws (\$31,976.35), to be requested in April 2014.**

While not specifically required by the board, this is a request for your affirmation of a draw against the loan proceeds available to CHV II for major maintenance, repairs and replacements. Mutual of Omaha Bank approved a loan of up to \$1,000,000 to CHV II for such purpose. Draw requests require the signatures of two of four signers. Only one signer is a management representative; the other three are directors. This request will bring total cumulative loan proceeds to \$651,880.15. Director Ropp moved to authorize the CHV II loan draw of \$31,976.35 to be requested in April 2014. Director VanSpronsen seconded the motion. The motion was unanimously approved.

9.2 **Award Contract for Engineering Services to Prescribe Remedy for Drainage Problem Lot 213 on Taft Lane**

Jeff McDuff presented the proposal from Nowak & Fraus Engineers to evaluate the extent of the drainage problem in the open space in front of 49546 Taft Lane and to determine the most effective and lowest cost improvement and to meet Canton Township requirements for design approval. The quoted fee is \$3,055.00. Management is to secure one or more additional bids.

9.3 **Award Contract for the Installation of Exterior Lawn Irrigation Shut-Off Valves**

Jeff McDuff will present proposals to install exterior lawn irrigation shut-off valves at CHV II buildings where such a valve does not now exist. The board indicated this is a lower priority project at this time, but did not (yet) direct management to defer it indefinitely.

9.4 **Award Contract for the Installation of Mulch**

Jeff McDuff presented the proposal from Emerald Rich to provide and install mulch. Mr. Jaskowski called Mr. Donaldson during the meeting. Mr. Donaldson apparently reported that he has a lower cost alternative product. He is to be asked to install both products side-by-side so directors can review them. Once directors examine the products and choose one, Emerald Rich is to be awarded a contract to install the mulch.

9.5 **Determine Desired Changes in Traffic Signage**

The Traffic Signage Committee is expected to present its plan for desired changes in traffic signage for board approval. The next step would be to present the plan to Canton Township for its review and disposition. This matter was tabled pending a meeting amongst the members of the committee.

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9.6 Award Contract for the Purchase and Installation of Trees

Jeff McDuff presented competitive proposals to provide and install trees. This matter was tabled pending further consideration of any budgetary constraints.

9.7 CHV II – Review Replacement Coach Light Samples

Jeff McDuff presented sample CHV II replacement coach lights for board review and selection. Jeff was directed to proceed to purchase the selected fixture but only for one 12-unit building. Light fixtures from that building are to be cannibalized and parts used on other buildings. Director Jaskowski advocates treating new lighting fixtures to maintain the finish in a new-like condition.

9.8 CHV II - Award Contract for the Installation of Downspout Pop-Ups

Jeff McDuff presented the proposal from Emerald Rich to provide and install downspout pop-ups at locations within CVH II. The price is \$7,580.93 for 87 downspout pop-ups – materials and installation. This matter was tabled pending further consideration of any budgetary constraints.

9.9 CHV II – Award Contract for Dryer Vent Cleaning

Jeff McDuff presented the Dalton Environmental proposal for CHV II dryer vent cleaning. Their price is \$6,240.00 for 156 units. It was moved by Director VanSpronsen and seconded by Director Ropp to accept the proposal from Dalton Environmental for dryer vent cleaning at CHV II as quoted. The motion was unanimously approved.

9.10 CHV II – Award Contract for the Replacement of Fire Suppression Glycerine

Jeff McDuff presented the Tri-Star Fire Protection proposal to recharge the Glycerine in ten CHV II buildings. Their price is \$665 per building plus \$15 per gallon for the product. It was moved by Director Ropp and seconded by Director Keener to accept the proposal from Tri-Star Fire Protection to recharge the Glycerine in ten CVH II buildings as quoted. The motion was unanimously approved.

9.11 CHV II – Discuss Upcoming Special Membership Meeting for the Purpose of Voting Upon the Proposed Amendment to Equalize Assessments

Discuss content of presentation, including financial information, building improvements and completion timeline. Management is to present the financial forecast of the actual and forecasted costs of major building improvements, the status of current building improvements and the 2014 project completion timeline. Director Ropp indicated he plans to present information about the 2014 budget for CHV II. In addition he will explain his rationale for supporting the proposed amendment despite the fact he will personally experience a substantial increase in monthly assessments.

10. Directors' Remarks

There was a discussion and consensus amongst directors that management shall develop a plan to review the condition of the exteriors and grounds of CHV I detached homes and to note any infractions of community restrictions and deficiencies in the maintenance of the property and to communicate its findings to owners in violation of restrictions and/or whom have not properly maintained their homes.

11. Next Meeting

The next Board meeting shall be Monday, May 12, 2014 beginning at 6:00 p.m. at Canton Human Services Building.

12. Executive Session (non-directors to be excused)

13. Adjournment

There being no further business, Vice President Jaskowski adjourned the open portion of the meeting at 8:15 p.m.