

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, April 17, 2017; 6:00 p.m.

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

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:00 p.m.

Present: Directors Ms. Barb Babut, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Chris Bowlby, Mr. Rick Miller, Mr. Mike Sielaff, Mr. Stanley Szczotka, Mr. Jack Ventimiglia and Ms. Monica Wolfson.

Absent: Mr. Craig Crady and Mr. Michael Kyle

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

2. **Approval of Agenda**

It was moved by Director Sielaff and seconded by Director Babut to approve the agenda as published. The motion was unanimously approved.

3. **Co-Owner Comments**

Two non-director owners were present.

4. **Approval of Minutes of Preceding Meeting(s)** (March 20, 2017)

It was moved by Director Ropp and seconded by Director Sielaff to approve the minutes with a correction to item 9.4 as follows (underlined text was added):

Permitting CHV II Owners to Still Payoff Their Share of Debt:

It was moved by Director Ropp and seconded by Director Kyle to allow CHV II owners a chance to payoff the remaining balance of their share of CHV II's loan debt at the time of the resale of such owners' units with the benefit of a credit for interest that would have otherwise accrued on the amount required of them to payoff their then-current proportionate share of the debt and, for all owners whom have not yet paid off their share of debt, to do the same as of April 30 each year regardless of whether they are selling or not. The motion was unanimously approved.

The motion was unanimously approved.

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

5.1 Management

5.2 Treasurer

Treasurer Ropp distributed, in advance of the meeting, a report for both CHV I and CHV II as of March 31, 2017 that summarized assets, liabilities and fund equities and certain expense account year-to-date actuals and budgeted amounts. He labeled such accounts as deferrable and/or variable. Both CHV I and CHV II are operating, year-to-date, close to budget.

Directors reviewed the memo on CHV II debt retirement.

Director Bowlby noted that the CHV I asset for the loan receivable from CHV II does not match the CHV II liability for the loan payable to CHV I. Mr. Herriman explained that for one the account includes current cost-sharing allocations not received as of the end of the month and, for the other a separate account (accounts payable) is used for cost-sharing allocations not paid as of the end of the month. He said that management will, going forward, maintain separate general ledger accounts for the loan, separate from all other payables/receivables between CHV I and CHV II.

It was moved by Director Wolfson and seconded by Director Miller to record receipt of the March 2017 financial reports as published. The motion was approved with Director Bowlby voting “no”.

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

Director Babut reported that in 2017, year-to-date, the Architectural Review Committee has approved:

- the installation of four decks/patios
- the installation of one standby generator
- the installation of one fence
- one exterior paint color change
- one replacement garage door

Director Babut explained that approvals require a majority vote of the members of the committee. Fences are a potential “hot button”. An owner’s proposed plans are reviewed in the context of a physical review of the site. She added that the Township Building Department requires an owner, seeking a permit, to provide evidence of approval by the CHV Architectural Review Committee prior to issuing a permit.

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

Mr. Herriman summarized the monthly report to the board. Mr. McDuff highlighted several items from his recent weekly reports to the board.

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

- 8.1 Responsibility for CHV Common Elements Between Streets and CHV I Site Condo “Lots”
There was discussion amongst directors to propose to the CHV I membership an amendment to the governing documents to make the now common elements between the streets and the CHV I Site Condo “lots” the responsibility of each Site Condo owner, thereby reflecting the current practice. This could be done as a stand-alone amendment or as part of a comprehensive approach to amending the governing documents.

Management is to secure a firm proposal from the Makower law firm to draft a single amendment and, in the alternative, to draft a comprehensive amendment to the governing documents.

Directors offered suggestions for revisions to the current governing documents, in addition to memorializing the responsibility for CHV I common elements between the streets and the CHV I Site Condo “lots”, specifically:

- Eliminate the requirement pertaining to “the Village Architect”
- Examine restrictions
- Authorize the Board to sell the Filmore Street lot, with development restrictions
- Consider changes in Association governance, with a headcount requirement on board representation from both CHV I and CHV II

President Babut asked directors to submit other ideas within one week.

Director Bowlby asked that legal counsel be consulted as to whether or not, if responsibility for CHV Common Elements (between streets and CHV I Site Condo “lots”) is transferred from CHV to the individual owners, the common elements to be transferred can be transferred if such common elements are currently in need of repair (or if CHV would first have to make any needed repairs).

It was moved by Director Sielaff and seconded by Director Wolfson to have legal counsel draft comprehensive proposed amendments to the governing documents for not more than \$10,000 (including any necessary engineering work). The motion was unanimously approved.

- 8.2 CHV I - Traffic Plan Proposal (tabled)
This agenda item remained tabled.

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

- 9.1 Vacant Lot Owned by CHV II (at the north end of Filmore Street) – Offering Such Lot “For Sale”
It was moved by Director Ropp and seconded by Director Babut to move ahead to sell one or both of the vacant parcels. The motion was unanimously approved.

10. **Directors’ Remarks**

It was moved by Director Ropp and seconded by Director Miller that management is to administer all park reservations. The motion was approved. Directors Cramton and Bowlby were opposed.

Herriman explained that its interpretation is that management will accept park reservations, avoid duplication or overlap, collect fees and obtain evidence of insurance in connection with activities involving certain equipment that poses risk of personal injury, like bouncy houses.

11. **Next Meeting**

The next Board meeting shall be Monday, May 15, 2017 (third Monday) 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, President Babut adjourned the meeting at 7:40 p.m.