

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, May 18, 2015

Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:10 p.m. (upon reaching quorum)

Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Mr. Adam Lirette, Ms. Colleen O'Sullivan and Ms. Monica Wolfson

Absent were Directors Mr. Brian Czapla, Dr. Benjamin Edmondson, Mr. Brett Fox, Ms. Erin Sena, Mr. Stanley Szczotka

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 O'Sullivan 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 Babut seconded to approve the minutes of the meeting of April 20, 2015. The motion was unanimously approved.

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

Treasurer Ropp provided an overview of financial operating results for CHV I and CHV II for April 2015.

Director Ropp moved and Director Crady seconded to approve the April 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.

The board selected Myler & Szcypka, CPA to audit the Association's financial condition as of December 31, 2014 and the results of operations for the year then ended. Work is expected to be completed in June.

Management drafted a policy on Collections. Our intent is to establish a procedure that management is to follow regarding the steps that are to be taken and when. The draft policy is on this evening's agenda.

Management suggests setting aside up to one hour at an upcoming board meeting to discuss the draft reserve study of future major maintenance, repairs and replacements.

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Two vacant (undeveloped) lots, that were originally intended for the development of additional CHV II units, now belong to the Association (CHVHOA). As such, the lots are part of the General Common Elements. Steve Guerra (of Makower Abbate Guerra) opined that the Association has unequivocal ownership of both lots. Guerra has opined that the legal descriptions for the lots be incorporated into the Condominium Association's legal description. A surveyor's services will be needed. Management is pursuing this.

Recently, Canton Township sent copies of unpaid tax bills for one of the two lots to the Association. Herriman sent them over to legal counsel. Legal counsel quickly concluded that such bills are for periods AFTER the lots became the property of the Association. General Common Elements are not separately taxable. The action by Canton Township is the consequence of actions by Wayne County. Legal counsel is working with Wayne County to get the tax bills rescinded.

Site Manager Jeff McDuff continues to prepare and distribute to directors a report on the status of all current material issues affecting the maintenance of the property (and other matters) each week.

8. Unfinished Business

8.1 Inspections of CHV I Home Exteriors and Lots (tabled)

Management reported that it had commenced inspections of CHV I home exteriors and lots. A draft inspection form was reviewed. Directors will physically distribute copies of a memo to CHV I owners to advise them of the pending inspections and their responsibility to maintain their homes and lots to community standards. Of course most owners will need no such reminder.

8.2 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. It produced favorable results. Management installed a second sump pump in the crawlspace beneath an adjoining unit and will monitor conditions and report on their observations.

8.3 Award Contract for Installation of Mulch (tabled)

The volunteer initiative to install mulch in the playground park on Saturday, May 16 was very successful. Fifteen volunteers each invested three hours or more and installed forty cubic yards of mulch. More such initiatives will be organized.

9. New Business

9.1 Adopt Policy on Collections

Management presented a draft of a proposed board policy titled "Collection of Delinquent Accounts" with options as to when a delinquent account is to be turned over to legal counsel for a demand for payment. It was moved by Director Ropp and seconded by Director Wolfson to adopt the proposed policy on Collections, whereby delinquent accounts are to be turned over to legal counsel when they become three months in arrears. The motion was unanimously approved.

9.2 Award Contract for Asphalt Repairs

Management presented competitive bids for asphalt and catch basin repairs. It was resolved to award the contracts to DCAM, whose bids were as follows: for asphalt repairs: \$42,620; for catch basin repairs: \$12,760. the lowest bidder. Management was directed to negotiate a reduced price

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and was provided a price reduction target. It was moved by Director Ropp and seconded by Director Wolfson to award the asphalt and catch basin repair contracts to DCAM; management shall work to secured reduced pricing. The motion was unanimously approved.

10. **Directors' Remarks**

There was discussion about how CHV II landscape beds might get mulched utilizing volunteer labor.

There was discussion about engaging in dialogue with Canton Township officials in an effort to attain higher standards for the maintenance of "Fountain Park".

11. **Next Meeting**

The next Board meeting shall be Monday, June 15, 2015 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 9:00 p.m.