

Cherry Hill Village Homeowners Association
Board of Directors Meeting

Monday, June 15, 2015
Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:05 p.m.

Directors Present: Ms. Barb Babut, Dr. Leland Ropp, Mr. Craig Crady, Dr. Benjamin Edmondson, Ms. Colleen O'Sullivan, Mr. Stanley Szczotka and Ms. Monica Wolfson

Absent were Directors Ms. Bridgette Cramton, Mr. Brian Czapla, Mr. Brett Fox, Mr. Adam Lirette, Ms. Erin Sena. Director Brian Czapla resigned from the board. President Babut extended her gratitude for Mr. Czapla's service.

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**

Ms. DeRose and Mr. and Mrs DeRose were present. Mr. McDuff reported on the status of reducing moisture in the building 100 crawlspace. Mr. Balch was also present.

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

Director Ropp moved and Director Babut seconded to approve the minutes of the meeting of May 18, 2015 with the correction pertaining to mulch as per the following communication from Director O'Sullivan: The lot and mulch committee is authorized to develop and implement a plan for mulching the common areas of our community. Areas will be done in order of priority (based on the plan) with volunteer labor and mulch at the bulk rate of \$22.50 per cubic yard and will not exceed the amount of the budgets of CHV I and CHV II for mulching of common areas this year.

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

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

Director Ropp moved and Director Crady seconded to approve the May 2015 financial reports. The motion was unanimously approved.

6. **Committee Reports**

Director O'Sullivan reported on accomplishments of the Mulch Volunteers. Two mulching events have proven very successful. The next one will target the play equipment area. It was moved by Director Crady and seconded by Director Babut to purchase 40 +/- cubic yards of playground mulch at \$29 per cubic yard from Canton Topsoil for installation by community volunteers. The motion was unanimously approved.

Director O'Sullivan reported on the progress on improving the two vacant lots. Grading is completed and topsoil and seed have been installed at one lot. The other is approximately half done.

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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.

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.

Previously there has been board-level discussion about engaging in dialogue with Canton Township officials in an effort to attain higher standards for the maintenance of "Fountain Park". Directors and management met with Canton Township officials and learned of the scope of the Association's responsibility for real property in and around Fountain Park. By a board resolution, management was directed to cause the informal agreement between the Township and the Association to be memorialized in a formal agreement, for presentation to the board. Such motion was made by Director Crady and seconded by Director Babut. The motion was unanimously approved.

Jeff McDuff reported on the status of traffic signage. He reported that Township Engineer Mr. Bill Serchak advised him that any proposed changes to traffic signage will require the approval of a traffic engineer. The engineering firm used to date, Warner Cantrell, will not approve the "no parking" changes or the addition of stop signs. It was moved by Director Szczotka and seconded by Director Crady to remove the four newer stop signs. The motion was unanimously approved. There was a consensus that advance notification is not required.

It was moved by Director Ropp and seconded by Director Szczotka to direct management to secure a proposal from a traffic engineering firm (to review proposed changes to the traffic plan and in related traffic signage and to opine as to whether or not such changes can be implemented). The motion was unanimously approved.

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. Management is committed to completing the inspections of 100 homesites by July 20.

8.2 Award Contract to Engineering Firm to Evaluate Water in Crawl Space – Bldg 100 – and Prescribe Remedy (tabled pending internal improvements)

Management installed two temporary sump pumps in the crawlspace beneath two CHV II units in Building 100. They have produced favorable results. Management will continue to monitor conditions and report on their observations.

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9. New Business

9.1 Review/Approve Proposed Contract Specifications

- 9.1.1 Landscape Maintenance (04/2016 to 11/2018)
- 9.1.2 Snow Removal (11/2015 to 04/2018)
- 9.1.3 Lawn Fertilization and Weed Control (04/2016 to 11/2018)
- 9.1.4 Irrigation System Services (04/2016 to 11/2018)

The above items were addressed simultaneously. Directors had been sent draft bid specifications for Landscape Maintenance, Snow Removal, Lawn Fertilization and Weed Control and Irrigation System Services. Directors requested the following revisions to the specifications:

1. Lawn Edging – request alternate bids – for every two weeks and every four weeks
2. More clearly distinguish the specs and bid forms between CHV I and CHV II
3. Lawn Fertilization and Weed Control – require only one application on the power line corridor and along Denton, north of Jackson
4. Reserve the right to accept one or both bids (CHV I and CHV II)
5. Reserve the right to accept one or both bids (“lawn” and “snow”)
6. Mowing – state preference for “walk behind” and push mowers
7. Shrub Trimming – eliminate “allowance for third one”
8. Mowing – include turf alongside walk alongside Denton, north of Jackson
9. Holiday Lighting – ask bidders if they provide it
10. Snow Removal – add the parking lot that is not on the site plan
11. Snow Removal – get separate price for sidewalks inside the playground park

Director Babut moved and Director Ropp seconded to approve all the subject contract specifications as revised. The motion was unanimously approved.

10. Directors' Remarks

11. Next Meeting

The next Board meeting shall be Monday, July 20, 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 8:54 p.m.