

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, June 19, 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, Ms. Bridgette Cramton, Mr. Chris Bowlby, Mr. Michael Kyle, Mr. Rick Miller and Ms. Monica Wolfson

Absent: Mr. Leland Ropp, Mr. Mike Sielaff and Mr. Stanley Szczotka,

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 Kyle and seconded by Director Wolfson to approve the agenda as published. The motion was unanimously approved.

3. **Co-Owner Comments**

CHV I Owner Kristen Truong and her daughter, Amelia Truong, were present. Amelia Truong addressed the board to seek permission to install a little free library by the flagpole in the Jackson/Constitution park as a Girl Scouts project.

4. **Approval of Minutes of Preceding Meeting(s)** (May 15, 2017)

It was moved by Director Wolfson and seconded by Director Babut to approve the minutes with the following addition to the report of agenda item 7 as follows (the text in italics was added):

It was moved by Director Ropp and seconded by Director Wolfson to accept the tree installation proposal from Crimboli Nursery for thirteen 2" caliper deciduous trees and that, should it be necessary to use an alternate nursery, Margolis Nursery is to be used. There were seven "yes" votes and one "no" vote. The motion was approved. *A "no" vote was cast by Director Bowlby who asked that his "no" vote and rationale be recorded in the minutes. Director Bowlby explained that he voted "no" because 1) 2" caliper is less than required, and 2) all trees that should be replaced in the community ought to be replaced (not just the current 13 approved replacements).*

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

5.1 Management

5.2 Treasurer

Management presented a brief overview of operating results for both CHV I and CHV II for the month of May 2017. Discussion and approval of the reports was tabled due to Treasurer Ropp's absence.

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

There were no committee reports.

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.

Jeff McDuff emphasized that he shall, on behalf of Cherry Hill Village HOA, continue to assert that Canton Township ought to support CHVHOA relative to its expectations that an incomplete CHV park area must be completed this year (completion requires sod and irrigation) by Developer/Builder Danny Veri rather than permitting such pending improvements to be deferred until a later date.

Mr. McDuff described the process management uses relative to a park rental by a CHV resident with respect to the owner/resident providing not only evidence of liability insurance, but also evidence that its insurance carrier has named CHVHOA as an “additional insured” on the owner/resident’s liability policy in connection with the rental event. Some owners have reported that their carrier will not name the Association as an “additional insured”.

Director Kyle suggested that an alternative to the owner’s carrier naming the Association as an “additional insured” would be for the owner to indemnify the Association against any losses, damages, costs, etc.

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

8.1 Taft Road Lots 212 and 213 Drainage Issues (tabled)

Until and unless drainage improvements construction is implemented by the Association, Site Manager Jeff McDuff is to cause excessive water to be pumped out of the forested open space in front of Lots 212 and 213.

8.2 Address Inquiry of CHV I Owner about the Type of Basketball Hoop Required or Permitted to be Placed Upon One’s Unit (Lot) – Portable or Stationary? (tabled)

This matter was first presented to the board in May 2017 and was tabled at the May 15, 2017 board meeting. Concurrently, the board directed management to ensure that the Amended Bylaws project, whereby legal counsel is currently drafting its first draft of proposed revisions, includes consideration of this issue. In other words, the board plans to consider whether or not it will allow portable basketball hoops when considering changes to various current Bylaws restrictions.

In the meantime, owners whom are known to use a portable basketball hoop are to be informed that, currently, they are in violation and that the prohibition is under consideration in connection with upcoming proposed revised Bylaws.

8.3 Proceed to Prepare to Effectuate the Sale of the Filmore Street Vacant Land by Authorizing Legal Counsel to Draft the Proposed Amendment to Create New Site Condominium Units on the Filmore Street Vacant Land, for Submission to CHV II Voters (tabled)

Management suggests the following next steps:

1. Direct management to engage in dialogue with Canton Township officials to ascertain the possible development options for the site.
2. Present those options to the board.
3. The board would then decide which options to propose to the CHV II membership for its consideration and selection by way of voting by CHV II voters.

8.4 Board Governance – Decide Upon Change in Structure, if any, relative to Board Governance (tabled)

- 8.4.1 Changes the Board is Empowered to Undertake
- 8.4.2 Changes that Require Submission to CHV Voters

This matter was first presented to the board in May 2017 and was tabled at the May 15, 2017 board meeting. Concurrently, the board directed management to ensure that issues pertaining to board structure (including, for example, establishing a prescribed number of directors from CHV I and CHV II and establishing Executive Committees for both CHV I and CHV II empowered with certain authority) be considered as part of the Amended Bylaws project, whereby legal counsel is currently drafting its first draft of proposed revisions to the governing documents.

Directors Cramton and Bowlby departed. Consequently the quorum requirement was not met.

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

9.1 Decide Priorities for CHV II Improvements and Authorize Contracts

Management representatives Dan Herriman and Jeff McDuff met with Treasurer Leland Ropp following the May 2017 board meeting. Dr. Ropp suggested that CHV II proceed with the following improvements:

Landscape Improvements: \$13,000 is the budget; use upwards of \$10,000 for mulch and the remainder for plants. Purchase plants directly from a supplier and have Greenlawn install them. (An effort to recruit volunteers yielded four. The initiative was aborted.)

Asphalt (Driveways): \$15,600 is the budget; identify those driveways in the greatest need of milling and an overlay and proceed to redo those drives. Include paving of areas between drives that were originally intended to be landscape beds.

Concrete: \$10,000 is the budget; identify concrete in the greatest need of replacement and proceed to replace it.

Wood Porches & Fences: \$10,000 is the budget; identify wood porches and fences in the greatest need of replacement and proceed to replace them. Focus first on safety, which will likely result in first replacing wood steps and railings.

The first three of the above four issues appear below as separate agenda items (9.4, 9.5 and 9.6).

9.2 Other Contract Matters

This agenda item was used in the first draft of the agenda for the June 19, 2017 board meeting. The second draft added the specific contract matters as agenda items 9.4, 9.5 and 9.6.

Director Cramton was enjoined by teleconference. A quorum was reestablished.

9.3 Approve Proposed Amendment Relative to the Responsibility for CHV Common Elements between Streets and CHV I "Lots", for submission to and voting upon by the CHV I Membership

Legal counsel drafted a proposed amendment to transfer the responsibility to maintain, repair and replace turf, trees and sidewalks located in CHV I between the curb and the limits of each CHV I site or lot to the individual CHV I unitowners. Absent the approval of such amendment, the responsibility belongs to the CHV I Association. It was moved by Director Miller and seconded by Director Kyle to approve, for submission to CHV I owners, the subject proposed Amendment drafted by legal counsel. The motion was unanimously approved.

- 9.4 Award Contract to Greenlawn Landscaping for \$13,000 (less the cost of plants that the Association will purchase from another source) for the Installation of Plants and Mulch at CHV II Buildings

If approved, Greenlawn will be instructed to install mulch, upwards of 192 cubic yards, in CHV II landscape beds. Plants will be installed in certain CHV II beds on a priority basis. Management will purchase plants from a local supplier. The most likely prospect is The Home Depot, where we can get a 10% discount as a commercial customer. Greenlawn has agreed to install the plants without having themselves provided them. The total cost of the project will be limited to \$13,000, which is the amount of combined budget allowances for such project. An initiative was undertaken to solicit volunteers for this project. Four persons volunteered. Such initiative was aborted.

It was moved by Director Kyle and seconded by Director Babut to award a contract to Greenlawn Landscaping for \$13,000 (less the cost of plants that the Association will purchase from another source) for the Installation of plants and mulch at CHV II buildings. The motion was unanimously approved.

- 9.5 Award Contract for Asphalt Milling and Asphalt Overlay for Certain Portions of Streets and Alleys in CHV and for Asphalt Milling and Asphalt Overlay for Certain Drives in CHV II, including the "Conversion" of Areas Between Drives from Gravel and/or Soil to Asphalt

If approved, a paving contractor will be awarded a contract to mill certain driveways in CHV II and install an asphalt overlay. Areas between such driveways, that were designed to be landscape beds, but most of which are just compacted soil and gravel, will be "converted" to asphalt. Jeff McDuff has identified priorities for the use of the \$15,600 budget allowance for this project.

It was moved by Director Babut and seconded by Director Wolfson to award a contract as herein described to the lowest bidder. The motion was unanimously approved.

- 9.6 Award a Contract to Remove and Replace Concrete Sidewalks in CHV II

If approved, a concrete contractor will remove and replace flatwork in CHV II. Jeff McDuff has identified priorities for the use of the \$10,000 budget allowance for this project.

It was moved by Director Babut and seconded by Director Kyle to award a contract to Xtreme Concrete for up to \$7,500 and to have work performed based upon management's prioritization. The motion was unanimously approved.

10. **Directors' Remarks**

There were no additional remarks by directors.

11. **Next Meeting**

The next Board meeting shall be Monday, July 17, 2017 (third Monday) at 6:00 p.m. at Canton Human Services Building.

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

There was no Executive Session.

13. **Adjournment**

There being no further business, President Babut adjourned the meeting at 8:00 p.m.