

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, July 18, 2016; 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, Dr. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Mr. Bobby Kopke, Mr. Rick Miller, Mr. Mike Sielaff, Mr. Stanley Szcotka and Ms. Monica Wolfson

Absent: Mr. Jack Ventimiglia

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

3. **Co-owner Comments**

There were no other owners present.

4. **Approval of Minutes of Preceding Meeting(s)** (June 20, 2016)

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

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

5.1 Management

5.2 Treasurer

Treasurer Ropp distributed a report for both CHV I as of June 30, 2016 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. The report also summarized CHV I's interest earnings from the loan to CHV II, the accounts at Community Financial and the account at Fifth Third Bank. Year-to-date earnings from the loan to CHV II total \$3,362.40.

There was a discussion about the Management Agreement contract provisions for direct hourly billings by the Site Manager and the methodology for apportioning such billable hours between CHV I and CHV II. The discussion resulted in no change to the current methodology. Director Crady stated that the County provides free mulch. Management is to research the County program and the composition of the free mulch product.

It was moved by Director Babut and seconded by Director Crady to accept the CHV I financial report for June. The motion was unanimously approved.

6. **CHV I - Committee Reports**, if any

There were no Committee Reports.

7. **CHV I - Management Report**

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

It was moved by Director Cramton and seconded by Director Wolfson to approve an expenditure of approximately \$1,300 for playground stair riser parts. The motion was unanimously approved.

8. **CHV I - Unfinished Business**

8.1 CHV I - Traffic Plan Proposal (tabled)

Henceforth management is to use 2" x 2" white aluminum posts for "no parking" signs.

It was moved by Director Crady and seconded by Director Szczotka to direct management to authorize the towing of illegally parked vehicles, allowing one "free pass" (meaning one incident of an illegally parked vehicle per vehicle) and causing the illegally parked vehicle to be towed away (at the owner's expense) upon the second offense. The motion was unanimously approved.

9. **CHV I - New Business**

9.1 Establish Date of 2016 Annual Meeting (in October)

It was moved by Director Babut and seconded by Director Szczotka to hold the 2016 annual meeting on either Wednesday, October 26 or Thursday, October 27 at either Workman or Dodson Elementary, depending upon availability. The motion was unanimously approved. (Ultimately, it was determined the annual meeting will be held on Wednesday, October 26 at Workman Elementary.)

10. **CHV II - Review of Preceding Month Financial Report**

10.1 Management

10.2 Treasurer

Treasurer Ropp distributed a report for both CHV II as of June 30, 2016 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. It was moved by Director Sielaff and seconded by Director Babut to accept the CHV II financial report for June. The motion was unanimously approved.

11. **CHV II - Committee Reports, if any**

There were no Committee Reports.

12. **CHV II - Management Report**

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

13. **CHV II - Unfinished Business**

13.1 Sanitary Drainpipe Construction Defects – Need to Replace

Jeff McDuff provided an explanation of conditions in building G2 (300 Roosevelt) and of consequential damages at the June board meeting. Mr. McDuff secured a single quote from Horton Plumbing at that time, to remove and replace portions of the sanitary sewer pipe beneath the basement floor, for \$10,530. Subsequent to the June meeting, Jeff solicited a second proposal - from Metro Sewer. That proposal did not arrive until mid-July. Accordingly, management held it for the July 18 board meeting.

It was moved by Director Ropp and seconded by Director Sielaff to award a contract to Horton Plumbing to remove portions of the existing sanitary sewer pipe located beneath the basement floor at 300 Roosevelt and to replace it with new pipe, properly pitched, and to restore the basement floor, for its bid price of \$10,530.

14. **CHV II - New Business**

There was no New Business.

15. **Directors' Remarks**

There were no additional Directors' remarks.

16. **Next Meeting**

The next Board meeting shall be Monday, September 19, 2016 (third Monday) at 6:00 p.m. at Canton Human Services Building.

17. **Executive Session**

The board went into Executive Session.

18. **Adjournment**

There being no further business, President Babut adjourned the meeting at 8:40 p.m.