

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, September 8, 2014

Location: Canton Human Services Building

MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:08 p.m.

Directors Present: Ms. Barb Babut, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Brian Czapla, Dr. Benjamin Edmondson, Mr. Brett Fox, Ms. Lisa Mesanza and Ms. Monica Wolfson.

Absent were Directors Ms. Sarah Olson, Mr. Adam Lirette.

The board accepted the resignation from the Board of Directors of Mr. Steve Jaskowski. President Babut expressed, on behalf of the board, her appreciation for Mr. Jaskowski's long term service to the community.

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 Cramton seconded to approve the agenda. The motion was unanimously approved.

3. **Co-owner Comments**

There were no non-director owners present.

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

Director Ropp moved and Director Cramton seconded to approve the minutes of the meeting of July 14, 2014 with two corrections – Brian Czapla was also appointed to the board at the meeting and Director Barb Babut arrived late. The motion was unanimously approved.

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

Dan Herriman provided an overview of financial operating results for CHV I and CHV II for August 2014. Treasurer Ropp again emphasized that CHV II must avoid any discretionary costs to ensure that funds are available to complete the planned major building and infrastructure repairs and replacements.

The report on major CHV II repairs and replacements shows actual and forecasted costs at \$1,222,319.

Director Ropp moved and Director Fox seconded to approve the August 2014 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. Mr. Herriman noted that, for the past four months, Site Manager Jeff McDuff has, each week, been preparing a written report on the status of current issues and distributing it to directors.

8. **Unfinished Business**

8.1 Discuss/Decide Development of Plans for Lot Behind Roosevelt (tabled)

Previously, Mr. Jaskowski reported that the architect proposed a fee of \$1,800 to develop plans for this subject lot and a second one as well. No action was taken.

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8.2 Determine Desired Changes in Traffic Signage (tabled)

Director Jaskowski previously reported that the committee met and that he submitted the proposed revised traffic signage plan to the Township Fire Marshall for his review and recommendations.

8.3 Develop Plan to Inspect CHV I Home Exteriors and Lots (tabled)

Management is to provide owners advance notice of the commencement of inspections.

9. New Business

9.1 Appoint Tellers of Election on Proposed CHV II Amendment

Director Ropp moved and Director Czapla seconded to appoint Barbara Babut, Leland Ropp and Erin Kries tellers of election to tabulate ballots for the proposed Sixth Amendment to the Master Deed of CHV II. The motion was unanimously approved.

9.2 Select Association Annual Meeting Date

Director Ropp moved and Director Edmondson seconded to schedule the Association's 2014 annual meeting on Monday, October 20, preferably at Workman Elementary, but otherwise at another local school. The motion was unanimously approved.

9.3 Award Contract to Engineering Firm to Stake Lot 212 – a prerequisite to Contractor Bidding. This matter was tabled.

9.4 Award Contract to Engineering Firm to Evaluate Water in Crawl Space – Bldg 100 (and possibly others) and to Prescribe Remedy

It was resolved that management is to monitor the water conditions in the crawl space of the units in building 100 that have expressed concern about high humidity and to report its observations to the board.

9.5 Award Contract to Clean Storm Catch Basins

Director Ropp moved and Director Edmondson seconded to accept the proposal of EQ Environmental to clean all storm sewer catch basins in the community. The motion was unanimously approved.

9.6 Award Contract to Paint Building K (and possibly others)

Director Ropp moved and Director Czapla seconded to accept the proposal of Perkins Painting to paint building K (and others as management determines, based upon the availability of other contractors under contract and the timeline). The motion was unanimously approved.

9.7 Approve Changes in Snow Removal Specifications and Accept Emerald Rich's Proposal to Perform Such Additional Services

Director Babut moved and Director Wolfson seconded to accept the proposal of Emerald Rich for additional snow removal services at known fixed prices, except that the removal of snow of depths below 1.5" shall be contracted on an "as requested" basis and shall not be left to the discretion of the Contractor. The motion was unanimously approved.

10. Directors' Remarks

There were no additional remarks from directors.

11. Next Meeting

The next Board meeting shall be Monday, October 13, 2014 beginning 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 Barb Babut adjourned the open portion of the meeting at 8:18 p.m.