

# Cherry Hill Village Homeowners Association

## Board of Directors Meeting

Monday, September 21, 2015

Location: Canton Human Services Building

### MEETING MINUTES

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

President Barb Babut called the meeting to order at 6:00 p.m.

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

Absent were Directors Ms. Bridgette Cramton, Mr. Brett Fox, Mr. Adam Lirette, Mr. Stanley Szczotka and Ms. Erin Sena

Also present: Mr. Dan Herriman and Mr. Jeff McDuff, 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 no director co-owners present.

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

Director Ropp moved and Director Wolfson seconded to approve the minutes of the meeting of July 20, 2015. The motion was unanimously approved.

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

Management reported that there were no material negative variances in either operating or reserve expenses for August 2015 for CHV I. Management reported that there was a material negative variance in the operating expense account for Building Repairs for August 2015 for CHV II. Such variance was \$2,253.68.

Director Ropp distributed a scheduled of "variable and deferrable" expense items, with a comparison of actual expenses versus budget.

There was a discussion about delinquent accounts. A director reported that a CHV I home had sold yet the account shows the name of the former owner. Management was advised to go to the Canton Township website in search of new owner information.

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

6. **Committee Reports**

Director O'Sullivan reported on accomplishments of the Mulch Volunteers. The next initiative will be mulching along Denton Road on September 26, 2015.

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.

## Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, September 21, 2015

### MEETING MINUTES

Page two

Management reported that Greenlawn Landscaping provided a quote to remove, repair and reset the retaining wall at the corner of Burr and Constitution (with a proper base). Their quote is \$2,350.00. Board members indicated they will consider doing this with community volunteers.

#### 8. Unfinished Business

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

Management reported that the reviews of CHV I homes and lots were completed in August and letters were sent to owners whose homes/lots exhibit one or more deficiencies. Management was directed to defer re-inspections until the spring of 2016, with the exception of those deemed urgent.

##### 8.2 Status of Water in Crawl Space – Bldg. 100 (tabled)

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.

##### 8.3 Traffic Plan Proposal (tabled)

Management reported that they met with Canton Township Engineering Department Head Mr. Bill Serchak and that Mr. Serchak offered to provide management with a copy of the existing approved traffic (and signage) plan.

#### 9. New Business

##### 9.1 Accept Auditors' 2014 Reports for CHV I and CHV II

It was moved by Director Ropp and seconded by Director Wolfson to accept the auditors' 2014 reports for both CHV I and CHV II. The motion was unanimously approved.

##### 9.2 Review and Revise Draft 2016 Budgets for CHV I and CHV II

Management will present 2016 budget alternatives with a full-time and a part-time Site Manager.

##### 9.3 Approve Proposed "Easement Agreement" with Livonia Builders

It was moved by Director Ropp and seconded by Director Crady to approve the proposed Easement Agreement between CHV and Livonia Builders. Five directors voted yes; Director Babut abstained. The motion was approved. Mr. Veri is to install the prescribed street lights.

##### 9.4 Award or Affirm Awarding of Concrete Replacement Contract (CHV I and II)

It was moved by Director Babut and seconded by Director Wolfson to accept the DCAM proposal for concrete replacement for all walks and common areas, except around Fountain Park, for the quoted price of \$15,704.00 and to accept the DCAM proposal to replace CHV II concrete steps for \$21,695.00. The motion was unanimously approved.

It was moved by Director Babut and seconded by Director Wolfson to authorize asphalt crackfill work to the extent of the \$5,000.00 budget for same. Management recommended a focus on newer streets where the crackfill will provide the most value. The motion was unanimously approved. Management is to confirm that the contractor will fill cracks to full depth and will re-apply product if it gets sucked up within thirty days.

##### 9.5 Award or Affirm Awarding of Gutter Reconfiguration Contract (CHV II)

It was moved by Director Crady and seconded by Director Wolfson to award a contract to Allied Gutter to reconfigure prescribed gutters at CHV II to direct water away from front porch foundations for the quoted price of \$8,331.00. The motion was unanimously approved.

**Cherry Hill Village Homeowners Association**

Board of Directors Meeting

Monday, September 21, 2015

**MEETING MINUTES**

Page three

9.6 Discussion Issues

9.6.1 Annual Meeting Presentation Plans and Assignments

Director Babut will recognize volunteers. Director Ropp will present an overview of the Association's financial condition and outlook.

9.6.2 Vacant Lot – Delinquent Property Tax Issue

There was a consensus amongst directors that the Township should not have billed taxes on the lot "forfeited" by the Developer as a result of the lapse of time as prescribed by law. The lot automatically became General Common Elements before the Township billed the now contested property taxes. Management is to confer with legal counsel on this matter.

9.6.3 CHV I Home/Lot Reviews – Management's Follow-Up Plans

This matter was discussed and recorded under Unfinished Business.

9.6.3 Mold Remediation and (Non-Litigation) Claim of Owner's Former Tenant

This matter was discussed in Executive Session.

10. **Directors' Remarks**

There was a consensus that management is to inform Developer Mr. Veri that he is to cause one of two side-by-side "same color" homes to be painted a different color.

11. **Next Meeting**

The next Board meeting shall be Monday, October 19, 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 8:06 p.m.