

Cherry Hill Village Homeowners Association

Board of Directors Meeting

Monday, October 19, 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. Leland Ropp, Ms. Bridgette Cramton, Mr. Craig Crady, Ms. Colleen O'Sullivan, Mr. Stanley Szczotka and Ms. Monica Wolfson

Directors Absent: Dr. Benjamin Edmondson,

It was moved by Director Ropp and seconded by Director Crady to accept and record the resignations of Directors Brett Fox, Adam Lirette and Erin Sena. The motion was unanimously approved.

President Babut extended, on behalf of the board and the community, gratitude to Brett Fox, Adam Lirette and Erin Sena for their volunteer service to Cherry Hill Village.

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 several non-director co-owners present.

Mike Sielaff stated that: He is interested in serving on the Board of Directors. He and his wife, Wendy, have resided in CHV II for twelve years. He is a millwright by trade and has prior experience serving on a Condominium Association board.

Rick Miller stated that: He is interested in serving on the Board of Directors. He and his wife, Alicia, reside in CHV I. He is a Senior Reporting Analyst at Ford Credit.

Bobby Kopke stated that: He is interested in serving on the Board of Directors. He and his wife, Betsy, reside in CHV I. He is an I.T. Manager at Yazaki and a licensed builder.

Jack Ventimiglia stated that: He is interested in serving on the Board of Directors. He and his family reside in CHV I. He is a civil engineer and works in construction management. He has prior experience serving on a Condominium Association board.

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

Director Ropp moved and Director Crady seconded to approve the minutes of the meeting of September 21, 2015. The motion was unanimously approved.

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

Management reported that there was a single material negative variance in expenses for September 2015 for CHV I. The scope of catch basin repairs exceeded the budget by \$4,847.72. On the whole, however, CHV I's year-to-date operating results show a positive variance of \$6,238.65.

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Management reported that there were two material negative variances in the operating expenses for September 2015 for CHV II, in the accounts for Fire Sprinklers (for needed repair work discovered during inspections) and Mold Remediation. On the whole, however, CVH II's year-to-date operating results show a positive variance of \$701.92.

Director Ropp distributed a schedule of "variable and deferrable" expense items, with a comparison of actual expenses versus budget. He emphasized the need to remain vigilant with respect to minimizing discretionary expenses, especially to the extent they impact CHV II.

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

6. Committee Reports

Director O'Sullivan reported that the volunteer initiative to install mulch in parks and other common areas, performed on multiple dates, is complete. She said seeding of the common area lots will be scheduled for yet this fall.

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.

Management reported that Site Manager Jeff McDuff is awaiting a surgery date and that, once the surgery is performed, he will be on a short-term medical leave.

8. Unfinished Business

8.1 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.

8.2 Traffic Plan Proposal (tabled)

Management reported, in October, that they met with Canton Township Engineering Department Head Mr. Bill Serchak, in August, and that Mr. Serchak offered to provide management with a copy of the existing approved traffic (and signage) plan. Management is also to urge Successor Developer and Builder Danny Veri to submit traffic plans to the Township.

8.3 Vacant Lot – Delinquent Property Tax Issue

Management is to ask legal counsel to respond to a letter from Canton Township to emphasize that the Association did not record the Fifth Amendment to the CHV II Master Deed to effectuate the conversion of the undeveloped units to General Common Elements, but instead to demonstrate that the Condominium was complete, a useful prerequisite to obtaining conventional financing. Undeveloped units automatically converted to General Common Elements on October 4, 2010, pursuant to the operation of law, yet the Township did not remove such "units" from its tax rolls until 2015. The Township is to be asked to remedy the fact that it forfeited unbuilt and non-existent units to the County based upon unpaid taxes that should not have been assessed.

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9. New Business

9.1 Review and Revise Draft 2016 Budgets for CHV I and CHV II

Management presented 2016 draft budgets for both CHV I and CHV II. In its next draft, management is to:

1. Record, upon receipt of such bills, the final summer water and sewer expense,
2. Review the Site Manager's priority repairs list for CHV II and add priority project costs to the 2016 budget,
3. Include alternatives relative to the Site Manager – full-time versus part-time

9.2 Shutters – Building 3

An owner has protested the removal and non-replacement of shutters on Building 3. There was a consensus amongst directors that the purchase and installation of replacement shutters on building 3 shall be deferred until future budget deliberations result in a budget allowance for such project.

10. Directors' Remarks

Following a discussion about director attendance at board meetings, the board resolved to develop and adopt a director attendance policy.

11. Next Meeting

The next Board meeting shall be Monday, November 16, 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 7:52 p.m.