
AHCA BOARD MEETING MINUTES

JANUARY 26, 2022

Wednesday, January 26, 2022: 7:00 – 9:00 PM - Meeting via web conferencing

Board Members in attendance: Ig Justyna (President); Carla Charlebois (Vice President); Sherri Fountain (Secretary); Thomas Edwards (Treasurer); Don Triveline (Director at Large)

Casa Bella Management Representatives: Renee Kaczmarczyk, Alex Stankiewicz and Adria Willer

Ig opened the meeting by asking attendees to introduce themselves. Renee Kaczmarczyk confirmed that Adria Willer, who lives closer to Ann Arbor, has been assigned to replace Alex Stankiewicz and serve as Casa Bella's new property management representative on behalf of Arbor Hills. Although this appointment is immediate, Alex will assist Adria as needed as she moves into her new role.

Review and Approval of Previous Meeting Minutes

- ❖ October 28, 2021 Annual and November 14, 2021 Board, meeting minutes (5 min)

Meeting minutes for the Annual Meeting and the November 14, 2021 Board Meetings have been submitted for review to Board Members. Feedback was requested by February 1.

Financial/Legal/Administrative

- ❖ Casa Bella Management report

- Monthly Inspections and Follow-up on Inspections over past 18-20 months (20 min)

Alex confirmed that the last on-site monthly inspection took place in early December. The next inspection will take place in February (date TBD). Adria will be conducting these inspections in the future. It was agreed that the yellow sign board will be used to post periodic reminders about storing trash/recycling/compost bins. Casa Bella will continue to note chronic bin storage violations.

The Board confirmed its approval to fine approx. 12-15 co-owners who still have unresolved property violation issues as of August 2021 and who did not contact Alex to appeal the violation(s). The initial fine was \$25 and was not charged until early November 2022. (At the Board's request, Casa Bella did not begin fining co-owners until November in the interest of ensuring co-owners were in "good standing" and eligible to vote in the election held at our Annual Meeting on 10/28/21.) The 2nd fine was \$50; the 3rd fine is \$100. Additional fines may follow. Multiple notices, beginning in March 2020, were mailed via USPS to affected co-owners. Each of these notices included detailed information about violations, a schedule of fine amounts for failure to correct violations, and the appeal process. Due to COVID, the Board extended the deadline several times for co-owners to address violations and/or file an appeal. The last and final deadline was communicated in writing, via USPS, in early August 2021.

At tonight's meeting, the Board discussed, but did not approve, setting a cap on fines related to the notices that were sent out over the past 18-20 months. Alex confirmed that the initial \$25 fine was charged to accounts back in November. Shortly following this meeting, he will charge the 2nd fine of \$50. The \$50 fine should have been charged in December 2021 to the accounts of those co-owners who still have outstanding violations and who have made no attempt to contact Alex or the Board to file an appeal. Further discussion will take place on 2/23/22.

- ❖ Legal report (5 min)

Not available from Casa Bella due to computer conversion, which should be completed this week.

- ❖ Financial reports, CD update (5 min)

Not available from Casa Bella due to computer conversion.

❖ Treasurer's Report: Year 2021 (15 min)

Ig requested a final, year-end, summary report of financial activity for FY 2021. Alex mentioned that computer systems at Casa Bella are being upgraded, so this report is not ready at this time. Adria will provide this report to us within the next couple of weeks.

Ig requested monthly updates/reports in the future to compare actual monthly expenditures against our 2022 Budget.

At least one (1) co-owner has exceeded the \$1000 arrears threshold and will, therefore, be referred to Casa Bella's Legal Department for collections. Questions were raised about how our co-owners are notified of pending collections activity. Alex explained that this is an automated process. There is an initial notification letter sent to the co-owner by Casa Bella's attorney followed by demand letters and, if no response is received from the co-owner, then a lien will be placed on the co-owner's home. Attorney fees associated with collections activity are the responsibility of the affected co-owner.

Alteration/Modification Requests

❖ Alteration/modification submission/actions: (5 min)

None pending.

New Topics

Speeding Issues Work Group to be Led by Volunteer Co-owner (10 min)

- ❖ Ig reported that he sent a letter to an interested co-owner in early November (following the Annual Meeting) to confirm the newly appointed Board's support for establishing a volunteer work group to evaluate speeding issues in Arbor Hills. Ig has not received a response to his letter and will follow up to confirm whether the co-owner who volunteered to head up this effort would like additional support from the Board and whether the co-owner would like to have a member of the Board serve on this committee.

❖ AHCA Web Site down (10 min)

The official Arbor Hills website, which has been managed by Doug Perlin in conjunction with "Go Daddy" for many years, is no longer live. It is down. Ig has contacted Doug and confirmed that Doug is no longer available to manage our website. Ig will follow up with Doug to obtain access information to the website to download historical information and move it to safe storage. Ig plans to contact "Go Daddy" and A2 Hosting to explore website options going forward.

❖ Spring treatment of front entry island trees (10 min)

Sherri reported that she met onsite with certified arborists from two (2) tree care firms last summer to find out how to treat an apparent virus/fungus that is affecting the new Flowering Japanese Ivory Silk Lilac trees at our front entrance. She was advised at that time that the trees would require two (2) sprayings in early spring (before the new leaves unfurl on the trees). Sherri will follow up with Guardian Tree Experts and Green Street to obtain written quotes and anticipated dates for spraying the trees.

❖ Spring (wet season) pond/storm water system evaluations (10 min)

Adria and Alex will follow up to obtain quotes for having a professional engineering firm evaluate and provide a written report about the status and condition of our pond/storm water system. Quotes need to be obtained no later than July 1, 2022. If Adria and Alex need direction/assistance with what to request of the engineering firms, they should contact Ig Justyna.

❖ Maintenance of Pond A and Pond B (10 min)

Our Board members have been hard at work to help ensure our pond/storm water system remains in good operating order. Thomas Edwards and Ig Justyna recently cleared overgrown vegetation around the riser in Pond A. Thomas, Ig and Carla Charlebois also cleared the overflow drain located at Pond B.

- ❖ Status of Orange Utility Cable strung across Ashburnam Court (5 min)

An orange cable line (belonging to Comcast Cable) had been strung from trees across Ashburnam Court. It has now been removed. There was damage from truck tires, however, to a nearby co-owner's yard. The co-owner is working to resolve this issue.

- ❖ Non functioning "solar" street light on Aldwych Circle (5 min)

Sherri reported that the solar light (which was repaired and restored to operating use in early winter 2019), is "out." Thomas and Sherri reported on repair work (battery replacement, etc.) that had been performed on this streetlight in early 2019 by one of our co-owners, Sebastian Osterfeld. He is an electrical engineer. Ig will contact Sebastian to seek his advice and assistance in fixing the light. Other than Sherri, no one has reported that this light is burned out. The Board agreed to repair this light as soon as possible and not wait until three (3) lights have burned out (per policy). It is unique and does not require a visit from Vedder Electric. (Ig relaced the batteries and restored this streetlight to working order shortly following the 1/26/2022 meeting.)

Open Board Issues

- ❖ Mail stand post guards (5 min)

Ig, Thomas, Carla will evaluate the condition of the metal sleeve guards that protect the posts on our mailbox stands. They will replace and repaint them as needed once the weather warms up.

- ❖ Front entrance sign punch list for Huron Sign (5 min)

Ig and Alex have contacted Jim Anderson, PM at Huron Sign, about unaddressed punch list items. Jim has promised to put Alex in touch with the foreman for our project. Ig will provide the detailed punch list again to Alex for forwarding to the foreman. At this point, it would probably be best for this work (which involves painting) to be completed when the weather warms up.

- ❖ Discuss topics for next newsletter (15 min)

Sample topics discussed: trash/compost/recycling bin storage policy; information about Speeding Issues Volunteer Group; information about reporting burned out street lights; introduction and contact information for Adria Willer as Casa Bella's newly appointed representative to serve Arbor Hills.

- ❖ Road testing from SME, N&F, S&S, and G2. Budgetary time lines (10 min)

Sherri reported that she contacted and heard back from three (3) out of the four (4) Pavement Engineering firms with whom we met in the spring/summer of 2020. We need to know how much lead time they require to perform testing/evaluation of our pavements prior to hiring an asphalt contractor to perform mill/overlay work. We heard back from SME (formerly Soil and Materials Engineers, Inc), Soils and Structures and G-2 Consultants. We have not heard back from Nowak & Fraus. All of the firms have requested as much lead time as possible (several months) to schedule testing/evaluation. Sherri was advised by each engineering firm that AHCA should be prepared to notify them in the spring of a given year that we would like to hire them to perform testing/evaluation in the fall of that given year. For example: if we anticipate having mill/overlay work completed in the summer/fall of 2023, we should notify the engineering firm in the spring of 2022 to schedule testing for the fall of 2022. Similarly, if we anticipate having mill/overlay work completed in the summer/fall of 2024, we should notify the engineering firm in the spring of 2023 to schedule testing for the fall of 2023. For now, estimates that were obtained from these engineering firms in the spring/summer of 2020 will remain unchanged. Prices are subject to change; however, the longer we wait to have the testing completed.

Place Holders for tabled Topics

- ❖ N/A

Next Meeting

- ❖ February 23, 2022, 7:00 p.m. (via web conferencing) - Confirmed