
AHCA BOARD MEETING MINUTES

WEDNESDAY, JANUARY 27, 2021

Meeting via Zoom conferencing: 7:00 p.m. – 9:45 p.m.

Board Members in attendance: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna, Elaine Kennedy

Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Previous Meeting Minutes

- ❖ December meeting minutes previously approved and posted to CB & AHCA web sites
All set.

Financial/Legal/Administrative

- ❖ Election of Board officers (**5 minutes**)

Tabled for now.

- ❖ Casa Bella Management report (**15 minutes**)

A co-owner has raised a concern about speeding on Kilburn Park Circle. Sadly, she recently discovered her cat had been killed by a motorist driving on Kilburn Park Circle. It is unclear whether the driver was an Arbor Hills resident or a delivery or service vehicle. The Board discussed various speed mitigation measures that have been explored and/or put in place in the past, including the lighted, speed mitigation signs that were installed along Kilburn Park Circle about a year ago. (These signs, which were on loan from the City of Ann Arbor, were deemed to be effective in encouraging drivers to slow down.) There was discussion about placing additional stop signs at intersections.

- ❖ Treasurers report: November financials (**15 minutes**)

Elaine asked Alex about the \$16,800 amount paid to A&R in 2020 for crack filling work that was scheduled for completion in early November 2019, but which was postponed due to inclement weather. Elaine will follow up with Casa Bella to ensure this money is properly accounted for and appropriately reported as a carryover from 2019 to 2020. Board members confirmed that this expense was recorded, as directed by Casa Bella, in detail at the bottom of the AHCA 2020 Budget document.

Alex provided an update about co-owner dues that are in arrears. There are a couple of co-owners who are close to exceeding the \$1000 threshold for outstanding dues. Casa Bella has sent reminders and late notices to these co-owners to encourage payment of dues. Once these co-owners are \$1000 or more in arrears, their accounts will be sent to collections.

Alteration/Modification Requests

- ❖ Alteration/modification submission report: (**5 minutes**)

No Alt/Mod requests have been submitted this month.

New Topics

- ❖ Displaced boulders on sidewalk at Ashburnam/Access Road (**5 minutes**)

Ig has worked with Budd's to ensure that displaced boulders along Ashburnam have been moved back into place. Large trucks keep running over and displacing the boulders. The Board discussed alternatives to the boulders for protecting property and storm drains in this area. Alex will investigate costs associated with installing tall, concrete posts that may be more visible to drivers.

❖ **Budd's snow clearing and road salting & street storm water covers (10 minutes)**

Alex was advised to notify Budd's to stop dumping snow toward the back of Dunwoodie Court – to prevent blocking co-owners' driveways with snow. Budd's recently hit one of the metal water service access/shutoff caps off Elsinore. Several other caps in the neighborhood have also been damaged and may need to be replaced by the City. A determination needs to be made re: whether the caps have become "raised" because of sunken asphalt surrounding the caps. Ig reported that cold patch asphalt can help solve this problem.

Common area sidewalks located between 3138 and 3128 Kilburn Park Circle (near the mailboxes) and sidewalks located along the wooded stretch of road along Ashburnam need to be consistently cleared of snow by Budd's. Budd's should also continue to salt hilly areas and intersections, as well as common area sidewalks, when icy conditions exist.

Open Board Issues

❖ **November/December follow-up inspection report/action (15 minutes)**

Alex and Sherri reported that follow up inspections were completed in November and December to determine whether items of concern communicated to co-owners in March 2020 have been addressed. Although significant progress has been made by the majority of our homeowners, there are still some carryover items from last year and a few brand new items that need attention and resolution. Letters will be mailed in early February to affected co-owners who still need to correct items of concern. In recognition of COVID-imposed hardships, co-owners will have until June 1, 2021 to address concerns noted in the February 2021 letters. Hopefully, this will allow co-owners ample time to line up contractors in advance (if needed) to correct items of concern and meet the June 1, 2021 deadline. This information will be highlighted in an upcoming newsletter with a copy of the "Contractors' Corner" attached.

❖ **Median tree replacement next action (10 minutes)**

Concerns continue to be voiced about the recent quote the Board received from Continuum for replacing eight (8) trees in the two (2) front entrance medians -- \$750 per tree. Elaine asked Alex to seek quotes from tree farms such as Turner's or Judd's for more reasonable rates. Alex reported that he has obtained quotes from three (3) landscaping companies – Mary Berry, English Gardens, Lotus Landscapes – firms that can design landscaping for the front entrance and recommend and replace our trees. Each company charges a "design fee" for design services associated with re-landscaping our front entrance. Each company has raised concerns about irrigation and will not warrant replacement of new shrubs, trees, etc. that have not been adequately watered during year 1 through 3 following planting. Before we proceed with retaining a landscaping firm, Elaine requested that Alex obtain feedback from the landscaping firms about whether they can recommend landscaping options that are super hardy and/or require little water – something on the order of a "rock garden" approach. Alex will follow up on these issues and report back to the Board.

❖ **Mail box and stand repair/replace next action (10 minutes)**

Alex has identified 2 - 3 firms (based on sample photos provided by Board members) who can manufacture and install new mailboxes throughout Arbor Hills. At least one (1) firm can provide mailboxes that are "matched" to a new front entrance sign and a revised totem sign pole that includes speed limit and Brewer's towing notices. Coordinating installation of these items could prove challenging since mailbox manufacturers generally have to hire local subcontractors to install the mailboxes and signage.

❖ **Front entrance sign next action (10 minutes)**

Alex has been in touch with 3 – 4 signage companies who are working on preliminary designs for Board review. Designs will be based, in part, on photos of sample, preferred types of signage forwarded to Alex by various Board members. Concerns were raised about the structural integrity of the brick supports/pillars currently in place for our front entrance sign. It may not be suitable for use with a new sign. Alex will arrange for the brick supports to be evaluated in conjunction with obtaining replacement signage.

❖ **Totem pole of signs move/remove discussion (5 minutes)**

The Board confirmed that only two (2) notices need to be included on the "totem pole of signs" – the 15-mile per hour speed limit sign and the Brewer's towing notice. As previously mentioned, Alex is seeking design samples for this revised signage.

- ❖ Street sign and boulders at Ashburnam Road and Ashburnam Court (**5 minutes**)

Per Alex, the street sign at the corner of Ashburnam Road and Ashburnam Court will be relocated and bracketed to the street light pole located at the northwest corner of Ashburnam Road and Ashburnam Court on Saturday, 1/30/21. Continuum, tasked with placing two (2) boulders at the southwest corner, has notified Alex that they will not fulfill this request until/unless AHCA confirms intent to sign a new contract with Continuum for lawn mowing and grounds maintenance.

- ❖ Pop-up drain emitter near curb on Dunwoodie (**5 minutes**)

In a recent email, Ig Justyna reported that the co-owner responsible for the drainage issues associated with the pop-up drain emitter on Dunwoodie has requested copies of AHCA drawings to share with his contractor. The co-owner is taking steps to resolve the drainage issue at the curb in front of his home.

- ❖ Storm drain cleaning quotes (**5 minutes**)

Ig confirmed that we need a company to “vacuum out” sediment from the bottom of certain storm drains identified by him and a former Board member last year. Ig has provided a list to Alex that identifies which drains need cleaning. Ig advised Alex to obtain quotes specifically from “vacu-truck” contractors. Per Ig, there are very few contractors that provide these services. Ig will try to find the name of the previous firm used by AHCA and provide it to Alex.

- ❖ City will clear snow from asphalt sidewalk and controlled crosswalk along Green Road (**CPT**)

Thanks to Ig’s efforts, this issue has been resolved with the City. The City has confirmed its crews will clear snow from this area. The Board asked Alex to seek a partial refund from Budd’s since the City will be providing this service and it is no longer required from Budd’s.

Place Holders for tabled Topics

- ❖ Road testing from SME, N&F, S&S, and G2. No budget in 2021.

Next Meeting

- ❖ February date and time TBD

The next virtual Board meeting has been scheduled for 7:00 p.m., Tuesday, 2/23/21, pending acceptance by all Board members. Alex has confirmed acceptance of this meeting.