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## AHCA BOARD MEETING MINUTES

### AUGUST 24, 2021

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Tuesday, August 24, 2021: 7:00 – 9:00 PM - Meeting via web conferencing  
Board Members to attend: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna  
Management Representative: Alex Stankiewicz, Casa Bella Management

#### Review and Approval of Previous Meeting Minutes

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- ❖ Approval of June 24 meeting minutes (5 min) – Pending final approval
- ❖ Minutes from July 29 Board meeting (5 min) – Pending final approval

#### Financial/Legal/Administrative

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- ❖ Casa Bella Management report
  - Follow-up inspection and next steps (10 min)

Letters (which constitute a 3<sup>rd</sup> inspection/violation notice to co-owners) were mailed on 8/5/21 to 25 co-owners who still have unresolved issues noted in March 2020 and/or February 2021 inspection/violation letters from Casa Bella. The letters state that these co-owners must contact Alex by 9/1/21 to confirm whether outstanding violations have been resolved; if the co-owner has experienced contractor delays; whether the co-owner is experiencing extenuating circumstances due to COVID-19. Letters make clear that failure to contact Alex to initiate an appeal shall result in co-owner being fined beginning with an initial fine of \$25 in September 2021. Follow-up fines for unresolved issues and/or denied appeals will result in additional fines: \$50 effective 10/1/21; \$100 effective 11/1/21 and each month thereafter if no action is taken by the co-owner. Information about the appeals process was provided in the letters. Casa Bella's "standard" fine letter was reviewed. The Board requested that language referring to "late fees" being charged on unpaid fines be removed – that this is not applicable to AHCA and has not been communicated in any previous communications with our co-owners. Alex will review this with upper management and get back with us.
  - Legal report (5 min)

Makower is following up on a couple of outstanding issues on behalf of AHCA and the Board.
  - Financial reports

Alex stated that Johnson (Huron) Sign was inadvertently paid (essentially the deposit was paid twice) in full for the new, front entrance sign, but the situation has been rectified. (The Board had provided Johnson Sign with a punch list of items to be completed prior to final payment of their bill.) Alex has arranged for Johnson to "credit" AHCA for the second portion of the payment pending approval by the Board (after punch list items are cleared up). Alex is scheduling the follow-up visit by Johnson Sign. Sherri mentioned that funds for the new sign need to come out of the "Reserve Fund" – not "Operating Expenses" for 2021, which is how Johnson Sign was paid. Alex will notify his Accounting Dept. to make this correction.

Board members asked Alex to provide a report of YTD expenditures that align with budgeted line items in the 2021 Budget. Alex will do this.
- ❖ Treasurers report: July (10 min)

\$104,070.99 is in the Operating account. \$703,057.03 is in the Reserve Fund. Alex will update the Board on AHCA's CD and Money Market Account maturity dates and investment performance by the next meeting, so details can be recorded in the September meeting minutes. Ig asked for an explanation about \$1,346.25 noted as payment to the Dept. of Treasury. Alex will follow-up on this and report back to the Board.
- ❖ 2022 budget (10 min)

Ig and Carla have developed a draft, which was recently provided to all Board members, of a proposed budget for 2022 in preparation for the upcoming annual meeting. "Discussion" will

continue via email. It is up to the newly-elected Board to finalize the 2022 Budget for distribution to all co-owners along with the dues statements that are mailed in early December. Sherri brought up Casa Bella's obligation to provide a draft budget as well. Alex agreed to provide this in September.

## Alteration/Modification Requests

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

No outstanding Alt/Mod requests at this time.

## New Topics

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- ❖ Street sign bracket for Dunwoodie Ct. (1 min)

Ig has placed an order (due sometime in September) for the bracket and clamps needed to relocate the street sign at Dunwoodie Court. Ig will notify the property owner.

- ❖ Arbor Public School (AAPS) Bus Route – Thurston Elementary (1 min)

Several parents contacted the Board to make an appeal to AAPS when they learned AAPS planned to discontinue school bus service within Arbor Hills (@ Kilburn Park and Dunwoodie). Sherri contacted Liz Margolis, Executive Director – Student and School Safety, AAPS, to echo these concerns. Sherri also raised concerns about the ability of young children to make judgement calls about crossing Green Road and avoid speeding vehicles and slip and fall risks associated with repeated failure on the part of the City to remove snow/ice from the mechanized crosswalk on Green Road and along the asphalt sidewalk on the south side of Green Road. Liz confirmed a couple of days later that a bus stop would be located at the AATA bus stop on Green Road for school children who attend Thurston Elementary. Sherri spoke with Ms. Margolis and thanked her, but mentioned that parents would have difficulty parking safely at the entrance to Arbor Hills to drop their children off at the bus stop during inclement weather. Ms. Margolis said they would closely monitor the situation and that she would follow up with Mr. Hutchison in Public Works about the ice/snow removal issue along Green Road.

## Open Board Issues

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- ❖ Common area behind 3227 Kilburn and 3232 Buckhorn needs the ground water and sump water spillway vegetation cleared. Two (2) trees may need to be cut down in this area. (5 min)

Ig is overseeing this and has arranged for a contractor to provide an estimate for felling the trees.

- ❖ Potential removal of 2 trees from common area behind house 3220 Aldwych (5 min)

Evaluations and estimates have/will be obtained from three (3) contractors for tree evaluation/removal estimates.

J's Tree Removal – Has recommended leaving the trees alone and letting them fall down naturally. Said they would do no harm to co-owner property because they are surrounded by other, tall trees.

Guardian – Is scheduled to come on 8/30/21

Lumberjack – Ig is confirming

- ❖ Mail box and stand repair/replace, Decision on 3 bids, need updated bid from Restoration (5 min)

Restoration Construction is the only viable contractor at this point. Carla and Alex have made repeated efforts to connect with the other two (2) contractors who previously submitted bids on this work. They are not responding. We are waiting for Restoration to provide a full estimate for carpentry/repair work on 13 of the mailbox stands and repainting all the stands. Ig estimates the final estimate for all of this work will be approx. \$10,000.

- ❖ Mailbox numbering work in progress (5 min) –

Carla and Ig have removed all the old numbers from all mailboxes and replaced them! They look great! They were assisted by well-meaning neighbors who allowed Ig and Carla to access their electricity so they could use a heat gun to remove the old numbers.

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

Alex has been in touch with Jim Anderson, the PM on this project, and been referred to another employee at Johnson (Huron) sign to handle punch list items. Alex is arranging the follow-up visit.

- ❖ Pond H spill area needs additional rocks, Pond A riser needs clearing (5 min)

Ig and Carla will add rocks to the Pond H spill area. Ig and Thomas will clear the Pond A riser.

- ❖ Update island tree watering program (10 min)

Sherri is monitoring rainfall (which has been excessive on occasion) and continuing to water the trees on a regular basis as needed. Watering bags were recently reinstalled around the trees. The bags must be monitored to help ensure excessive moisture does not build up underneath and inside them around the base of the tree trunks and mold doesn't form at the base of the trees. Sherri is keeping a calendar/log of rainfall, hot/sunny days and the amount of water provided to each tree. An airborne fungus, anthracnoses, is adversely affecting the leaves on the new trees. The fungus was recently evaluated and identified by a plant/tree expert at English Gardens; it is prevalent throughout southeastern Michigan this year. It proliferates on leaves when there are frequent, heavy rainfalls and high humidity – both have been a problem this summer. Spraying the trees with "Copper Soap Fungicide," which is routinely used in organic gardening to treat this fungus, will protect the health of the trees and help control the spread of the fungus to nearby plants and trees. The Board approved having Ig and Sherri spray the trees on the first day there is little to no threat of rain.

- ❖ Planning for October annual meeting (20 min)

The annual meeting is planned for October 28, 2021. The Board has made numerous inquiries and submitted ideas for consideration by Alex and Andy at Casa Bella. At this point, Alex is following up with "legal" to determine what flexibility, if any, exists for deviating from AHCA's bylaws. Alex will get back to the Board by Monday, August 30, with some answers.

#### Place Holders for tabled Topics

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- ❖ Road testing from SME, N&F, S&S, and G2.

No budget in 2021, but under consideration for inclusion in the 2022 Budget.

#### Next Meeting

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- ❖ September meeting TBD.

The September meeting, which was originally scheduled for 9/22/21, has been rescheduled for 7:00 p.m. on Thursday, 9/23/21, to ensure attendance by all Board members.