

---

## AHCA BOARD MEETING MINUTES

### MARCH 24, 2021

---

Wednesday, March 24, 2021: 7:00 – 9:00 PM - Meeting via Zoom conferencing  
Board Members in attendance: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna  
Management Representative: Alex Stankiewicz, Casa Bella Management

#### Review and Approval of Previous Meeting Minutes

---

- ❖ February Board meeting minutes

Still under review.

#### Financial/Legal/Administrative

---

- ❖ Casa Bella Management report (15 min)

- Makower legal

The Board had requested a legal opinion from Makower, AHCA's attorney, regarding an appeal filed by a co-owner who had been notified of landscaping violations. The Board voted to have Makower handle further communication related to this situation.

- Inspection update/responses

Alex has been updating a spreadsheet to track co-owners who have "responded" to Casa Bella's February 2021 inspection/violation letters. He is also bringing disputed violations to the attention of the Board and, then, following up with each co-owner. Final review of violations noted in Casa Bella's February 2021 letters will take place shortly after June 1, 2021. Until then, fines will not be levied against co-owners unless brand new, onerous violations (e.g., a couch left at the curb) are identified by Alex during his bi-monthly inspections.

Questions were raised about the policy re: timely removal of Christmas lights and the distinction between "Christmas" lights vs decorative porch lights. There was agreement that decorative porch lights are okay. Christmas lights should be removed within a few weeks after Christmas.

After reviewing submitted appeals, the Board advised Alex to rescind the violations for co-owners who have appealed violation notices for: a grapevine support that has been installed next to a garage and for overturned pots on a porch.

The Board will prepare guidelines for Alex about how to handle violation notices and fines in the future for repeat violators (bins, lawns, snow removal). It was agreed that appropriately storing waste bins is easy to "fix" and should not wait until June. The Board agreed that, for now, Alex will send "violation" notices to co-owners who continue to leave their waste bins in full sight, but will not fine them. These cases will be re-evaluated during the June inspection.

Once the June 2021 inspection and follow-ups are completed, Casa Bella will assume responsibility for notifying co-owners of violations following bi-monthly inspections (in accordance with guidelines provided by the Board).

- ❖ Treasurers report: February financials (15 min)

About 12 people are in arrears on dues/fines. One (1) co-owner is very close to crossing the \$1000 threshold for legal/collections action.

#### Alteration/Modification Requests

---

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

No new Alt/Mod requests have been submitted. A co-owner who installed a back yard shed and a fence without prior submittal of Alt/Mod Requests has requested a conference with the Board. Alex will set this up. Alex will also be following up to obtain an Alt/Mod Request from a co-owner who installed a wood extension on his front porch.

## Open Board Issues

---

- ❖ Boulders at Access Road, alternatives, tabled quotes 30 days from last meeting (**5 min**)

The Board reviewed a quote for steel/concrete bollards to protect the entrance to the access road off Ashburnam: \$1000+. There is a question about where this would be pulled from the budget. Concerns were raised about future damage to these posts. Tabled for discussion at a later date.

- ❖ Street sign and request for boulders at Ashburnam Ct, tabled 30 days from last meeting **5 min**)

The suggestion was made to move the boulders currently located at the Ashburnam access road to the corner of Ashburnam Court/Ashburnam Road to protect the storm drain. Budd's should do this for free since they damaged our front entrance spruce! Alex reported the contractor who was going to relocate the street sign at this corner to the light pole at the opposite corner is having difficulty finding a bracket to secure the street sign to the pole. The Board asked Alex to ask someone else to figure this out and to report back to us.

- ❖ Median tree replacement, Thomas provide suggested species to CB (**10 min**)

Alex shared photos and suggestions from Garrett at Guardian Tree Experts, Lodi Nursery and MSU). Suggested varieties include: Armstrong Red Maples, cylindrically-shaped maples, Japanese Zelkova, Japanese Ivory Silk Lilac (heavily favored by the Board), Frans Fontaine trees. Guardian can provide full service: grind old stumps (but may need to remove or may damage burning bushes or junipers in the process); plant new trees (estimated at ~ \$6200); set up a watering plan (\$1,000 for 20 visits @ least 1x per week, except during weeks of heavy rain). A watering plan is recommended for year two (2) as well. Lodi charges 125.00 for total delivery + \$150 per caliber inch + 50 per planting. Alex will follow up with Josh at Continuum Landscaping to confirm that his crew can grind out the old stumps without damaging shrubs and junipers. Also discussion about planting fewer trees or half the number this year – other half next year. Planting two (2) different species may also be a good idea in the event one (1) species becomes diseased in the future. Alex to follow-up with exact prices for all services needed based on the Board's expressed preference for Armstrong Red Maples and Japanese Ivory Silk Lilac Trees.

- ❖ Mail box and stand repair/replace, Board was to discuss next action (**10 min**)

Last year, Ig and Steve Haddrill evaluated our 40 mailbox stands for potential repair/replacement. Many need carpentry work (replacement boards). Ig believes all need repainting. Estimates for full replacement of mailbox stands made of more durable material and mailboxes have come in at between over \$65,000. The current amount in the reserve budget is \$25,000. The Board discussed several options for addressing mailbox stand/box issues in Year 2021: simply replacing damaged mailbox numbers (w/DIY Lettering, Inc. numbers); identifying severely damaged stands and repairing them; repainting all stands; switching to "cluster box" style mailboxes located at numerous sites throughout the neighborhood. (Sherri has recently checked into the cluster box option with the Green Road USPS Station Master and will provide more information at the next Board meeting.) For budgetary reasons, the Board is leaning toward repairing and repainting existing mailbox stands and replacing numbers on all the mailboxes.

- ❖ Front entrance sign next action (**10 min**)

The Board discussed several sample front entrance sign designs and, as a group, narrowed the choices down to a design by Johnson Sign Company – featured in an email sent to the Board by Alex on 2/22/21. Reference: photo of the forest green and gold sign with black trim with a decorative metal bar across the top along with additional small "tree" signs placed between existing, small, end brick pillars. A cranberry-colored background (instead of forest green) with gold lettering was discussed as a preference. Alex needs to provide this feedback to the signage company and obtain a revised design reflecting these changes for review by the Board. Alex also needs to obtain a price quote for all items related to design, production and installation of the sign pieces.

- ❖ Totem pole of signs move, relocate to second island (**5 min**)

The Board requested that Alex arrange for relocation of the totem pole of front entrance signs to the front section of the 2<sup>nd</sup> median asap. The existing pole will be relocated and only the following signs will be retained on the pole -- the 15-mph speed limit sign and the two towing-related signs.

- ❖ Storm drain cleaning quotes, tabled for quotes 30 days from last meeting (**5 min**)  
\$3000 has been budgeted for this service in 2021. Based on an evaluation by Ig and Steve Hadrill, 38 storm drains need to be cleaned out. Alex provided an estimate for \$4750. Per Ig, high pressure jetting is not needed at this time. Alex will issue a work order to get the work done.
- ❖ Budd's pushing snow damaged Globe Spruce in front entrance right flower bed (**5 min**)  
Alex reported that Budd's trimmed the spruce, but does not plan to reimburse AHCA for the cost of replacing and replanting the shrub. Board members are upset about this and want Alex to contact Budd's and ask Budd's to cancel its recent invoice for re-locating boulders on Ashburnum (\$265).
- ❖ Lawn mowing and grounds maintenance contract renewal – common areas (**5 min**)  
Alex provided quotes from three (3) contractors: Continuum (\$8295); Budds (\$8580); Lopez (\$9000). The Board approved a 3-year contract with Continuum, our current service provider. (Rates will not change during the 3-year period, which begins 4/1/2021.)

## New Topics

---

- ❖ Street crack filling and seal coat quotes (**5 min**)  
Alex will provide quotes for both crack filling and seal coating within 2 weeks – by April 9.
- ❖ Candidates for Board appointment (**5 min**)  
Elaine Kennedy recently resigned from the Board. Remaining Board members agreed to handle Board ongoing business with the four (4) remaining members of the Board.
- ❖ Common area clearing and non-muntin windows (**5 min**)  
A home on Kilburn Park Circle has a front window that does not have an AHCA-approved muntin-style window – it has clear glass without muntins. It is believed this window has been in place for a few years and may have been installed by a previous owner.  
  
Certain co-owners have recently cleared AHCA common areas behind their homes. This is not permissible. Co-owners may not modify these areas in any way (e.g., clear these areas, erect tree houses, place straps on trees). For now, it was agreed that a reminder about this policy will be placed in the next newsletter.
- ❖ Mosquito treatment of ponds, purchase and dispersion plan (**5 min**. -  
Ig will order these.
- ❖ Street sweeping bids and schedule  
Alex was advised that we intend to rehire CJs to perform street sweeping in accordance with the schedule AHCA has had in place for several years. Sherri advised Alex to schedule street sweeping **prior to** the scheduled application of crack filling material.
- ❖ TruGreen treatment of grass/weeds at asphalt/curb apron – We should order pre-emergence  
The Board authorized Alex to contact TruGreen and sign a contract for the application of pre-emergent weed control this spring/early summer along curb lines throughout the neighborhood. A second application of weed control will probably be needed again in late summer.
- ❖ Street sewer manhole covers not even with road surface, AHCA or City – Alex needs to find out who's responsible  
Alex will follow-up with the City and report back to us.
- ❖ Street cross walk re-marking and pot hole repairs  
Tabled until next meeting.
- ❖ Broken water valve cover at 3128 Kilburn, report issue to City via A2FixIt web portal  
Ig will file a report with the City about this and will follow-up with the Board to educate other Board members about how to use this portal.

## Place Holders for tabled Topics

---

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

## Next Meeting

---

- ❖ Date and time TBD  
7:00 p.m., Monday, April 19