
AHCA BOARD MEETING MINUTES

MAY 26, 2021

Monday, May 26, 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

- ❖ April Meeting Minutes approval

Shortly after the May 26 meeting, the April meeting minutes were approved and posted.

Financial/Legal/Administrative

- ❖ Casa Bella Management report (15 min)

- Makower Legal – Inspection Notice Appeal filed by Co-owner

AHCA's attorney sent a letter to the co-owner's attorney on April 14, 2021 regarding a complaint about extensive landscaping issues. To date, there has been no formal response from the co-owner's attorney regarding a plan for resolving issues at the property. Alex will send the Board a copy of our attorney's April 14, 2021 letter for review and determination of next steps.

- Update on inspection responses and board provided guidelines specified in Neighborhood Inspection Policy on AHCA web site (4/19 to CB)

A neighborhood-wide inspection is scheduled for June 1, 2021 – the deadline for resolving concerns cited in violation/notification letters mailed to co-owners in March 2020 and February 2021. By close of business Friday, June 6, Alex will provide an updated spreadsheet reflecting resolved and unresolved issues identified during the June 1 inspection. After reviewing the data, the Board will determine next steps for communicating with co-owners who still have unresolved issues.

- ❖ Treasurers report: April financials (10 min)

\$80,274.3 – Operating Budget (as of 4/30/21)

\$685,929.73 – CDs + Money Market Account

Legal Fees are up because we had to engage our attorney to respond to a co-owner's attorney re: an appeal to a violation/notification letter. The co-owner was notified in March 2020 and February 2021 to comply with AHCA's bylaws re: extensive landscaping issues. To date, this co-owner has not been fined for non-compliance. The Board will coordinate next steps with AHCA's attorney.

Alteration/Modification Requests

- ❖ Alteration/modification submission/actions: (10 min)

A co-owner on Aldwych Circle has expressed a concern about trees leaning over his back yard from the common area. Alex will follow up to inspect the situation.

The co-owner on Elsinore Court who has an unapproved fence and shed in his back yard has agreed to replace his fence and remove the shed to comply with AHCA bylaws. He has already made plans to install a new fence within the next few months. Board members personally spoke with this co-owner and agreed to give him several months to resolve the issues (and not be fined) due to anticipated material availability and contractor delays.

The co-owner on Kilburn Park Circle who recently inquired about widening his driveway and front service walk has moved ahead to replace his driveway with, essentially, the same dimensions. The front walkway is slightly wider than the original walkway.

New Topics

- ❖ Vinyl fence, broken slat repair, reported 4/29 (**5 min**)

The Board will check into purchasing replacement rails. (Subsequent to the meeting, Alex provided a \$500 repair quote from a fencing company. Instead, Ig Justyna located rails at a fencing company in Westland, and he and his wife replaced the rails for a cost of \$48.04.)

- ❖ Wetland/pond review report (**5 min**)

On May 22, 2021, Ig, Carla and Sherri completed an extensive survey of all the ponds and designated wetlands in Arbor Hills. All ponds and wetlands are in satisfactory condition and operating as designed; however, the following items were noted and require minor maintenance. The Board will arrange to address these issues:

Pond B runoff needed a nominal amount of soil to be dug out to allow for better water drainage. (Carla reported during the meeting that she has already taken care of this.)

Pond C was ok.

Perforated riser on Pond D still needs to be inspected.

Pond H needs rock rearrangement and soil added.

Open Board Issues

- ❖ Relocation of street sign, boulders at Ashburnam Ct: CB find contractors for sign bracket (**5 min**)

Carla has a neighbor who can help with this project and may be able to fabricate something to fit on the pole. (Subsequent to the meeting, Ig purchased materials, fabricated and installed the bracketed street sign on the light pole at the corner of Ashburnam Court and Ashburnam Road for \$84.04 – saving the association several hundred dollars on this project.) Relocation of the sign was necessary because large vehicles have repeatedly hit and damaged the street sign that was formerly located on a street sign post at the southwest corner of Ashburnam Court and Ashburnam Road.

- ❖ Median tree replacement, Japanese Ivory Silk Lilac trees (\$800@). Timing of replacement? Continuum stump grinding is it needed? (**10 min**)

Continuum provided an estimate for replacing the eight (8) pear trees that were removed from the front entrance beds because they had died from Rust Trellis Virus. The project involved procuring six (6) Japanese Ivory Silk Lilac trees; removing/grinding out stumps to accommodate the new trees; mulching around the trees; ordering and installing six (6) watering bags; and refilling watering bags throughout the summer/early fall. (Subsequent to the meeting, the Board determined that we could no longer wait for Continuum to respond to AHCA and commit to this project. Sherri contacted another contractor to handle the tree replacement program for a total cost of \$3,039 – saving AHCA about \$6,000. In addition, instead of paying Continuum \$1000 to handle the tree watering program, the Board approved reimbursing a co-owner for water for a total cost of about \$100 - \$120 over the course of the summer and fall. Sherri volunteered to refill the watering bags over the next few months (with assistance from Ig when she is out of town).

- ❖ Flower bed mulching and timing of median mulching (**5 min**)

Continuum has submitted a proposal for \$3100 to re-mulch the front entrance and two (2) median beds. The Board is concerned about this cost. Sherri will check with Lowe's and Home Depot re: mulch costs and delivery options. Significant savings could be realized if AHCA purchases several bags of mulch and volunteers from the neighborhood re-mulch the beds. We will ask for help from volunteers in our next newsletter.

- ❖ Mail box and stand repair/replace, CB was provided detailed repair report on May 5, 2021. Need bids (**10 min**)

Several months ago, after reviewing mailbox stand and mailbox replacement options, the Board determined AHCA does not have sufficient funds to replace the stands and/or mailboxes. Carla and Ig completed a thorough review of all the mailbox stands and mailboxes to assess needed repairs. They prepared a detailed report of their findings that was forwarded to Alex so he could share it with potential contractors. Alex was to follow up on this. (Subsequent to the meeting, Ig and Carla met on-site with a contractor to discuss and review what is needed.) In addition, Ig has ordered replacement numbers for all the mailboxes. A date for completion of the repair work is to be determined (TBD).

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

Several weeks ago, the Board selected and approved a design for replacing the “Arbor Hills” front entrance sign. The existing sign is rotting and breaking apart. (Subsequent to the meeting, Alex confirmed the target date for installation of the new sign is Friday, July 9, 2021.)
- ❖ Storm drain cleaning quotes, need two additional quotes (**5 min**)

On hold for now pending a review of decisions related to other budgeted items. (Subsequent to the meeting, the Board determined that this work is necessary and approved cleaning 38 drains. Savings realized in the budget from the tree replacement project as well as crack filling will help cover the costs of storm drain cleaning.)
- ❖ Street crack filling and seal coat quotes (**5 min**)

Several weeks ago, the Board voted to eliminate “seal coating” our roadways because the plan (as cited in the “Reserve Study”) is to resurface all of AHCA’s roads within the next 2-3 years. Therefore, it would be a waste of AHCA’s money to contract for “seal coating.” In a recent discussion with Rocky Ricelli at A & R (AHCA’s preferred contractor for crack filling and asphalt repair work), Ig was advised that it would also be unwise and a waste of money to perform “crack filling” between now and the time AHCA’s roads will be resurfaced. Ig was advised that some asphalt replacement work (small sections) may be required; however, to prevent subgrade damage to our pavements between now and the time the roads are resurfaced. Over the next few weeks, the Board will ascertain needs for replacing some small, damaged asphalt sections.
- ❖ Street cross walk marking and pot hole repairs (**5 min**)

Alex provided one (1) estimate for crosswalk markings at intersections and at pedestrian crossings adjacent to Kilburn Park. He is in the process of collecting additional quotes.
- ❖ Street sweep bids and schedule? (**5 min**)

Alex reported that CJ’s street sweeping will be cleaning AHCA’s streets in about 3 weeks. (Subsequent to the meeting, Alex confirmed a target date of June 22, 2021.)
- ❖ TruGreen treatment grass/weeds at asphalt/curb apron, \$1,650 for two treatments (**5 min**)

The Board approved two (2) weed treatments by TruGreen some time ago. Alex stated he is on the verge of confirming a date for the first application. Ideally, this should follow street sweeping by CJs. (Subsequent to the meeting, Alex confirmed that TruGreen is coming on June 24, 2021.)
- ❖ Mosquito treatment of ponds, May complete, upcoming June, July, & August.

Ig completed application of the first treatment in May.

Place Holders for tabled Topics

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

Next Meeting

- ❖ June date and time: TBD

Confirmed for **7:30 p.m. – 9:00 p.m., Thursday, June 24, 2021**. Emily Whiting will be substituting for Alex Stankiewicz at this meeting.