
AHCA BOARD MEETING MINUTES

JUNE 25, 2020

Tuesday, June 25, 2020, 7:00 – 10:30 PM
Meeting via Zoom Tele/Web conferencing

Board Members to attend: Thomas Edwards, Sherri Fountain, Steve Haddrill, Ig Justyna, Dennis Stom
Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Meeting Minutes

- ❖ Review/ approve BOD meeting minutes of May 27, 2020

The Board approved the 5/27/20 minutes.

Financial/Legal

- ❖ Management report

- State Farm CD, status of “Minutes of Directors Meeting” signature form

Still in process due to delays associated with COVID-19.

- Explanation for \$81.61 envelope/postage expense billing

Envelopes for March “Notification Letter” and mailings to those w/o email addresses.
Discussion about “mandating” that co-owners provide email addresses.

- Pending violations

Alex has received several notifications from Board members about overgrown lawns and yard signs. He will send out “Violation Notices” (with response within 10 days). If no remedy or response to the letter within 10 of the date of the letter, Alex will send a second violation notice that includes a \$25.00 fine.

- ❖ Treasurers report

No issues/questions.

- ❖ Review of, delinquencies, legal fees, and legal actions

Legal action is pending on a property due to property taxes and Arbor Hills Condominium Association dues that are significantly in arrears.

Alteration/Modification Requests

- ❖ Alteration/modification submission report

Two (2) recent Alt/Mod submittals were approved by the Board.

- ❖ AHCA alt mod form review and approve for posting to AHCA web site.

Ig will follow-up with Steve to finalize the next draft of a revised form (reflecting language approved by Board at the last meeting).

Open Board Issues

- ❖ Sidewalk and ramp repairs homeowners and AHCA

Concrete Leveling, Inc. (CLI) is scheduled to complete Phase I of our sidewalk repair program Monday, June 29 through Tuesday, June 30 (for those co-owners who have elected to sign up for the sidewalk/ramp leveling discount program at \$45.00 per slab). Almost everyone who needs their sidewalks/ramps leveled (slabs painted with blue dots) has signed up for CLI’s services. Sherri has made repeated attempts to connect with those co-owners who have not already signed up. Phase II of the sidewalk repairs, which involves “saw cutting” by Precision Concrete Cutting (PCC) is scheduled for early August.

- PCC recently notified Sherri that they needed our assistance in signing up co-owners for the discount program. (This followed complaints by co-owners who had called PCC to sign up for services and who had not been called back.) PCC also stated that they require advance payment before they will perform services on behalf of our association (AHCA) and individual co-owners. This was a surprise! The bottom line is that PCC does not customarily take on small projects like ours and does not typically do work for associations. Sherri agreed to collect names of co-owners who want to participate in the PCC discount program and to collect checks from AHCA and those co-owners who choose to sign up for PCC's discount program (\$59.00 per sidewalk/ramp/curb "edge"). This would make it worthwhile for PCC to take on our work. These checks will be hand-delivered to PCC's project manager the day service is provided. We will not know until the last minute when PCC will be performing saw cutting in our neighborhood because they will be fitting us in with a larger project they'll be completing for the City of Ann Arbor in early August. Phase III, slab replacement by Doan Construction, is scheduled to follow PCC's work sometime in mid to late August. Phase IV, sealing/caulking by CLI, will be completed sometime in August as well. Again, because our projects are small, replacement and sealing/caulking services will be provided by Doan and CLI when it's convenient for them to fit us into their schedules. Note: Numerous co-owners have been in touch with CLI and Doan to request additional, special services for driveway and front/service walkway leveling and/or replacement.
- ❖ Street crack sealing inspection and rework status

Ig is going to meet with Rocky at A & R to review the recently completed crack filling. The area at the back of Ashburnam will be included in this review.
 - ❖ SME and Nowak and Fraus proposals and estimates have been obtained.

Ig and Sherri met with a Pavement Engineer from Soils and Structures on 6/24/20. We are awaiting a proposal from this third engineering firm.
 - ❖ Storm drain basin inspection report

Sixty-six (66) storm drains (out of a total of 67) were evaluated by Steve and Ig. Thirty-eight need to be vacuumed because they contain excessive levels of built up sediment. This item should be addressed in the 2021 Operating Budget and work should be completed in 2021.
 - ❖ Curb inspection report

Some curbs will need attention in the future. Current damage assessment revealed that the curbs are in acceptable condition at this time, but, as needed, some may need attention within the next 1 – 3 years. Curbs will need to be evaluated each year to determine which ones need repair.
 - ❖ Mail boxes and stands inspection report and renumbering (diylettering quote)

Most need painting, some have loose posts and some need new numbers. Some carpentry repairs will also need to be completed. A few have damaged flags. We need to define what needs to be done and obtain some quotes from carpenters/painters. The Board will follow up with diylettering to find out what it would cost to order number samples.
 - ❖ Center islands and entry flower beds mulching. Set schedule.

Continuum completed spring clean-up about a month ago.

Dennis will take the lead in organizing mulching in the front flower/planting beds and the center islands. Target date for completion is by 7/31/20.
 - ❖ Budd's snow plowing turf damage repair status

Concerns about quality of repair work – uneven ground, inadequate seeding, still needs to move rocks back in place at Ashburnam Road and back access road. Budd's has made at least 2 trips to Arbor Hills to complete work. Budd's is supposed to come back week of 6/29/20 to complete work and bring front-end loader to move rocks.
 - ❖ Co-owner home on Dunwoodie – concerns about yard maintenance, going forward, how to address.

Board to monitor the situation.
 - ❖ Lawn fertilizer on Green Road and AHCA entrance sidewalks

Alex will follow up with Continuum to ensure loose fertilizer is blown off of sidewalk after application.

- ❖ Vedder repairs to Aldwych streetlight control box. Alex at Casa Bella needs to issue a work order to have Vedder to do this work (approx. \$400).
- ❖ Vedder streetlight repair (Bayswater, Streetlight #11 – will be repaired free of charge (per warranty) when they're working in the area to avoid a separate boom truck mobilization charge. Alex will add this to the work order. Gasket repair. Vedder can apply flexible silicone to seal the outside of the streetlight heads or cut up removed deflectors that had gaskets on them to prevent bugs from getting in. The deflectors were removed to allow the new 115 watt LED light bulbs to fit. No charge for the boom truck when combined with the warranty repair. Arbor Hills will only be charged for the labor, which is estimated at approximately 3 hours (\$336). Steve will work with Alex to develop wording for the work orders.
- ❖ AHCA Neighborhood Policies, review "Grass" section
10-day notice, Board can arrange for mowing – refer to yard sign policy

New Topics

- ❖ Review mosquito dunk application program
It is time for the second application of mosquito dunks and the Board will be handling this.
- ❖ Inspection of hole and collapsed drain pipe next to solar light pole on Aldwych Circle
Sherri will contact Steve Rojeck, PE at Perimeter Construction to arrange for an inspection and estimate for resolving this problem.

Place Holders for tabled Topics

- ❖ City vs. AHCA snow clearing on asphalt sidewalk and controlled sidewalk along Green Road

Next Meeting

- ❖ July date TBD
Next meeting will be held virtually on Thursday, 7/29/20, at 7:00 p.m.