
AHCA BOARD MEETING MINUTES

SEPTEMBER 23, 2021

Thursday, September 23, 2021: 7:00 – 9:00 PM - Meeting via web 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

- ❖ June 24, 2021; July 29 2021; August 24, 2021- **Board meeting minutes approved and posted**

Financial/Legal/Administrative

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

Co-owners who still have not address inspection/violation concerns, were asked to contact Alex if they had extenuating circumstances (e.g., COVID-related issues) that prevent them from addressing issues noted in the March 2020, February 2021 and August 2021 letters sent to them by Casa Bella. The Board approved having Alex mail fine notices to those co-owners who have not responded to Alex (or the Board) since early August. Casa Bella has agreed (per Andy Kacmarczyk) that these co-owners will not pay penalty fees on top of fines and that they will have 15 days to file appeals with Casa Bella if they disagree with the inspections/fines.
 - Legal report (5 min)

Nothing new to report.
 - Financial reports, CD update

The Board requested email confirmation from Alex re: the current status of AHCA's CD and Money Market Reserve Accounts. The Board stressed that we need to make sure all records maintained by Casa Bella are in excellent order well before the October 28, 2021 Annual Meeting.
- ❖ Treasurer's report (15 min)

Alex to provide detailed breakout of the amount currently shown in the Alliance Operating Fund.
- ❖ 2022 budget (15 min)

Carla and Ig presented a preliminary, DRAFT budget for 2022. This budget must be finalized in time for inclusion with the homeowners' dues invoices that will be mailed to co-owners in early December. There was general discussion among Board members about the addition of a couple of new budget items: "PE Inspection of Structural Elements" (e.g., stormwater drains during rainy season; perforated risers; pond inlets and outlets; emergency spillways -- \$2000 added to 2022 Budget); "Road Repairs/Road Study" (for core sampling/testing by a professional engineering firm prior to anticipated mill and overlay of streets in Arbor Hills -- \$15,000 added to 2022 Budget). Savings realized in 2021 (approx. \$16,500) will be transferred to "Reserves" for use on the repaving and other, long-term infrastructure repairs/replacements. These savings resulted from cancellation of crack filling (based on the recommendation of industry experts once they were told we plan to have the streets repaved in 2023-2024). Additional savings were realized because labor was performed by volunteer Board members – pond maintenance; watering trees at front entrance; pothole repairs; street sign repairs/relocation; fence repairs; weeding and tree trimming.

Alteration/Modification Requests

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

No new requests.

New Topics

- ❖ NA

Open Board Issues

- ❖ Common area behind 3227 Kilburn and 3232 Buckhorn needs the ground water and sump water spillway vegetation cleared (5 min)
Volunteers from the Board will clear these areas by the end of October.
- ❖ Evaluation of common area trees behind 3220 Aldwych (5 min)
Reps from three (3) tree companies were consulted and provided bids (\$450, \$575, \$600) for the removal of two (2) trees in the common area behind 3220 Aldwych. The Board was advised that these trees do not pose a threat to property – that over time the trees would fall naturally in place and do no harm. Therefore, the Board will notify the co-owner who lives nearby that the association will not pay to remove the trees.
- ❖ Mail box and stand repair/replacement. Need updated bid from Restoration (5 min)
Clarification was requested from Restoration Construction, the firm hired to repair and repaint AHCA's mailbox stands, re: whether the estimate for painting was comprehensive. Alex will follow up. (Subsequent to the meeting, Restoration provided updated estimates for repainting the mailbox stands. The work is scheduled to begin on Tuesday, 10/26/21. Payment for these services (\$9,000), assuming the work is satisfactory, will be made before 12/31/21 and expensed in Budget Year 2021. It is referenced as such in the summary of Budget 2021 expenditures.)
- ❖ Street sign bracket for Dunwoodie Court backordered delivery Oct 1 – Oct 10 (1 min)
Once the bracket arrives, Ig will relocate/install the Dunwoodie Court street sign to the street light pole at the corner.
- ❖ Front entrance sign punch list for Huron Sign (5 min)
Alex to follow up again with Huron Sign Company. The Board is frustrated by the lack of response by sign company rep, Jim Anderson.
- ❖ Pond A riser needs clearing (5 min)
Volunteers from the Board will clear this area before the end of October.
- ❖ Discuss topics for next newsletter (15 min)
Sherri shared ideas for AHCA's October Newsletter. Primary focus will be on the upcoming Annual Meeting and election of officers; noise ordinance; roadway safety (children on bikes and scooters, drivers slowing down, stopping at intersections, staying in lane throughout sub but especially at top of Kilburn Park Circle); lawn courtesy (stay off grass and landscaping at front entrance near bus stop) and cleanup of doggy do.
- ❖ Planning for October annual meeting (30 min)
After considering bids for holding the Annual Meeting and elections virtually, the Board decided it was not worth the money (several thousand dollars) and would be difficult to coordinate with 200 households (including approx. 30 absentee landlords). The Board believes our co-owners would prefer an in-person opportunity to meet. The meeting will be held in the driveway/front yard of Tom Edwards' house located at 3353 Cromwell. Sherri will contact rental companies to arrange for rental chairs and a shelter to cover Tom's driveway. Registration will begin at 6:00 p.m. The business portion of the meeting and election of officers will begin at 6:30 p.m.

Place Holders for tabled Topics

- ❖ Road testing from SME, N&F, S&S, and G2. No budget in 2021.
Under consideration for expenditure in the draft Budget for 2022.

Next Meeting

- ❖ Annual Meeting October date and time: TBD
Scheduled for Thursday, October 28, 2021 at Thomas Edwards' house, 3353 Cromwell Road.
6:00 p.m. – 6:30 p.m. Registration/sign-in 6:30 p.m. – 7:30 p.m. Meeting & Election