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# AHCA BOARD MEETING MINUTES

## SEPTEMBER 30, 2020

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Wednesday, September 30, 2020: 7:00 PM – 9:45 PM  
Meeting via Zoom Tele/Web conferencing

Board Members to attend: Carla Charlebois, Sherri Fountain, Ig Justyna, Elaine Kennedy, Dennis Stom  
Management Representative: Alex Stankiewicz, Casa Bella Management

### Review and Approval of Meeting Minutes

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- ❖ BOD meeting minutes: All previous minutes are approved and posted to Casa Bella & AHCA sites.

### Financial/Legal

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- ❖ Casa Bella Management report
  - State Farm CD transfer to Alliance Bank status

Andy Kaczmarczyk is still having great difficulty connecting with someone at St. Farm to initiate the transfer of AHCA CD funds held with State Farm to AHCA's Alliance Reserve Fund. Alex stated that Andy has the contact information for this account. Alex will follow up with Andy and email the Board with an update on October 1, 2020.
  - Report on follow-up inspections and any existing violations

Alex confirmed that AHCA's contract with Casa Bella calls for bi-monthly inspections; however, only one (1) inspection was performed in September. A question was raised about whether AHCA should get a discount since Casa Bella did not perform this inspection. There was also discussion about Casa Bella not obtaining quotes for contracted work in Arbor Hills. Alex stated that when Casa Bella was originally retained by AHCA, he was instructed by a former Board member to let Board members handle setting up arrangements with contractors. These instructions have been rescinded. Sherri mentioned, in defense of Casa Bella, that she had previously spoken with Alex about her desire to negotiate discounts directly with various sidewalk contractors. She was meeting face-to-face, on-site with them and, because she knew them, was in a good position to negotiate discounted rates on behalf of AHCA and our co-owners. She stated that it more efficient to make her own appointments with sidewalk contractors rather than using a third party (Casa Bella) to set these up. Local weather conditions and last-minute cancellations/rescheduling of services also came into play. The Board agreed that Casa Bella should take the lead in getting quotes in the future.
  - Observed that two (2) homes on Dunwoodie store waste & recycling bins outside 24/7

Some Board members have observed several homes in violation re: waste and recycling bins. Sherri will place yellow notice board at entrance week of 10/5/20 to remind everyone to properly store their bins out of sight.
- ❖ Treasurer's report for August financials

Elaine Kennedy, who recently joined the Board and will be serving as Treasurer, has reviewed 2018, 2019 and 2020 budgets and raised a question about why there was a \$79,000 deposit to reserves in 2018. Ig confirmed that only \$49,000 from AHCA went to reserves and \$30,000 went to reserves from a check received from Comcast. Approximately \$20,000 was spent in 2018 on pond maintenance. Elaine asked about what happened to the amount that should have gone into reserves in August 2020. It's missing. Alex said he is unsure and will follow up with accounting staff at Casa Bella about the August 2020 reserve deposit. A question was raised about Administrative Fees and whether these are fees paid to Casa Bella for certain items such as a percentage of legal fees associated with collections. This raised a question about exactly how much money AHCA is paying to Casa Bella. Cold patching needs to be moved to asphalt/pavement category in the budget. Discussion about where "bad debt write-off" should appear in financial statements. Alex confirmed that the way in which Casa Bella is recording "bad debt write-off" is consistent with how other associations record bad debt write-offs and noted that Casa Bella's CPA prefers it that way. Reserve Study cost of

\$860 was confirmed. There was a questions about \$16,800 held over from 2019 for crack filling (postponed due to bad weather and completed and paid for in the spring of 2020.) Ig confirmed that the \$16,800 is not money attributable to 2020 – it is a carryover from the 2019 budget. Casa Bella needs to clarify why this shows up on 2020's profit and loss statement. Alex will investigate this.

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

There are still 15 people who are delinquent with paying AHCA's dues. Fines that were charged to two (2) co-owners' accounts for sign violations will be removed from the two (2) accounts. The signs were recently removed. An invoice for sidewalk replacement work (necessitated by the severity of the trip hazard at this location), has been sent to a co-owner. No response. A co-owner on Bayswater, who was previously notified to remove trees and vegetation from around a street light post and to trim a low-hanging street tree, has not responded to an initial notice sent by Casa Bella. Alex will follow up on this.

## Alteration/Modification Requests

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❖ Alteration/modification submission report

We believe one (1) is pending, but nothing new at this time.

## Open Board Issues

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❖ Update sidewalk caulking stage repair.

Neighborhood-wide caulking/sealing services on sidewalks and ramps were completed by Concrete Leveling, Inc. (CLI) on Tuesday, 9/29/20. This wraps up our 4-phase sidewalk repair/replacement program.

❖ Billing of co-owner on Aldwych for ramp section replacement

Casa Bella sent invoice 8/26/20. No response yet from the co-owner.

❖ Disposition of Storm drain cleaning and curb repairs

Ig and Steve Haddrill evaluated all of the drains a few months ago with instrumentation. Ig recommends deferment of this work until 2021 and the Board agreed. There is a request for investigation of French drain on Dunwoodie. Ig will follow up on this.

❖ Mail box renumbering, numbers sourced and estimate and sample obtained. Stand repair, two estimates obtained

Discussion about various alternatives. Ig has obtained two (2) quotes from contractors to do the repair/replacement/painting work. The estimates are under \$10,000 (including placing new numbers. The Board is very interested in obtaining more detailed information and estimates for completing mailbox stand repairs/replacements/repainting/renumbering. The Board approved ordering numbers for the mailboxes. Ig will take care of this.

❖ Perimeter Inc. quote for sink hole repair at light pole base on Aldwych

The Board is waiting for an estimate from Perimeter LLC. Sherri recently followed up and learned that Perimeter had to order drawings from the City of Ann Arbor before proceeding with preparation of scope of work and estimate. If the proposed amount of the repair is acceptable to the Board, Ig will coordinate the anticipated excavation and repair work with Perimeter.

❖ Street light poles at various locations encroached by yard tree branches

Alex will send out violation letters to those co-owners previously identified by Ig.

❖ Repeat item: Vegetation encroaching the Access Road, 3 foot buffer not maintained, Alex-Continuum

Alex has contacted Continuum to request removal (through brush hogging) of vegetation encroaching on the back access road. The anticipated cost is approximately \$200 - \$250. Continuum will perform this work when they come to Arbor Hills to perform fall cleanup activities. Alex said this clean-up is normally scheduled to take place in late October.

❖ 2020 Budget to YTD actual and Budget for 2021

A separate meeting will probably need to be scheduled to finalize the 2021 budget. General agreement with this.

- ❖ 2020 Annual Meeting, delayed until further notice due to COVID

Everyone is in agreement with this.

- ❖ Road testing quote amplifications from SME, Nowak and Fraus, Soils and Structures and G-2 Consulting Group

Board members debated whether it is in our best interest and worth the cost to hire a pavement engineering firm to test our pavements and develop a long-term pavement management program for Arbor Hills. Ultimately, the Board decided to table hiring a pavement engineering firm and to advise Paul Conahan, Michigan Reserve Associates, to insert mill and overlay as a placeholder in the "Reserve Study."

## New Topics

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- ❖ Displacement of boulders by waste/recycle/compost truck at intersection of Ashburnam and access road.

Ig has contacted the City to request moving the boulders back into place. He was advised that the City will address this in the future. Ig will remain on top of this.

- ❖ BOD action, if any, for one co-owner's tree overhanging another co-owner's roof on Ashburnam

Various approaches for assisting these co-owners in resolving this issue were discussed by the Board. It is hoped the two (2) households will work this out between themselves. It was agreed that the Board will not intervene at this time.

- ❖ Street crack sealing damage by contractors performing driveway removal and replacement.

No further action will be taken at this time.

- ❖ Appointment of Elaine Kennedy and Carla Charlebois to BOD and officer positions

Elaine Kennedy has been appointed by the Board and will serve in the capacity of Treasurer (replacing Steve Haddrill who resigned from the Board). Carla Charlebois has been appointed by the Board and will serve as Member at Large (replacing Thomas Edwards who resigned from the Board).

## Place Holders for tabled Topics

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- ❖ City vs. AHCA snow clearing asphalt sidewalk and controlled sidewalk along Green Road
- ❖ Mulching of center islands and entry flower beds tabled until spring/summer 2021

## Next Meeting

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- ❖ October date TBD

The next regular Board meeting will take place (virtually) at 7:00 p.m. on October 28, 2020. There was discussion about the need for an additional meeting to discuss and finalize the 2021 Budget between now and October 28.