
AHCA BOARD MEETING

WEDNESDAY, OCTOBER 28, 2020

Meeting via Zoom conferencing 7:00 p.m. – 9:00 p.m.

Board Members attending: Carla Charlebois, Sherri Fountain, Ig Justyna, Elaine Kennedy, Dennis Stom

Management Representatives: Alex Stankiewicz, Andy Kaczmarczyk, Casa Bella Management

Review and Approval of Previous Meeting Minutes

- ❖ September 30, 2020 meeting minutes (**5 minutes**).

Financial/Legal

- ❖ Casa Bella Management report (**20 minutes**)

- Review of CB/AHCA contract services, YTD performance, and expectations:

Since two (2) new Board members have recently joined the Board, expectations of Casa Bella were revisited and confirmed. There was discussion about the pending expiration of AHCA's 3-year contract with Casa Bella. It was noted that the contract will renew automatically for one (1) year unless AHCA notifies Casa Bella otherwise. Andy Kaczmarczyk confirmed that AHCA can cancel the contract at any time.

Alex confirmed that he will perform bi-monthly on-site inspections and prepare a report of violations for review by the Board; prepare an annual budget for the Board to review and edit; and will collect bids for services at the request of the Board. In addition, the Board asked Alex to recommend common element/neighborhood improvements consistent with aesthetic and infrastructure standards established for Arbor Hills and based on observations of other similar developments: curbs, the vinyl fence, front entrance trees, signage, etc.

Discussion about how much work Board members should personally do versus what we should ask Casa Bella to handle. For example, Board members recently jumped in to cut up and clear a large, downed tree on Ashburnham Road. A few Board members mentioned that they are happy to occasionally assist with helping with outdoor projects on behalf of Arbor Hills (which could save AHCA money). The Board agreed, however, that Casa Bella should be engaged to contact contractors, provide estimates and line up contractors to handle most issues.

Alex confirmed that he generally conducts inspections on the 1st and 3rd Thursday of each month, so if the Board identifies a particular item of concern, we should let him know. Alex's bi-monthly reports will be emailed to the Board.

- Report on follow-up inspections and any existing violations

Alex will follow up on a couple of violations that are already in progress. (These are violations that are separate from violations noted in the inspection/violation notices mailed by Casa Bella to co-owners in early March 2020.) On November 5, a neighborhood-wide inspection will take place to identify unaddressed violations noted in the March 2020 inspection/violation letters. A report of violations will be provided to the Board. A co-owner recently requested an exception to the October 31, 2020 deadline to correct items noted in the March 2020 letter. Alex will respond to the co-owner and let him know that we will be following up after the 11/5/20 inspection.

- ❖ State Farm CD transfer.

Despite best efforts by the Board and Casa Bella, COVID-19 related delays interfered with the timely transfer of AHCA's State Farm CD to AHCA's Alliance Reserve Account. To complicate matters, State Farm Bank closed up its banking operations and transferred AHCA's CD funds to US Bank this summer. To avoid early withdrawal penalty fees (approx. \$3,000), the Board determined it is in our best interest to continue to maintain AHCA's CD account with US Bank until the CD matures in 2022. It was also determined that we will notify US Bank (and Casa Bella has noted) that we will not be renewing this CD when it matures.

❖ **Treasurers report of September financials (15 minutes)**

Elaine raised a question whether Casa Bella is depositing "Reserve" contributions into the Reserve Account on a monthly basis. She noted that this information is not clearly reported in financial documents provided to the Board and is not readily transparent to co-owners. Andy will check with his accounting group and evaluate whether Casa Bella can adjust financial reporting to reflect monthly contributions in a different way. Elaine asked about how Casa Bella is accounting for \$16,800 for crack filling that was carried forward from AHCA's 2019 budget to 2020. The crack filling was originally scheduled for completion in the fall of 2019, but was postponed until spring 2020 due to a heavy snowstorm in early November 2019. Inclement weather prevented completion of crack filling in 2019. This information was footnoted at the bottom of AHCA's 2020 Budget, which was provided to all co-owners in January 2020. It was also recorded in the December 5, 2019 Board of Director Meeting minutes and communicated to co-owners in the December 2019 Arbor Hills Newsletter. Andy confirmed that the \$16,800 was appropriately held over in AHCA's operating account – not the reserve account. It was determined that Andy would find a way to continue to reflect this amount in all monthly financial reports.

❖ **Review of, delinquencies, legal fees, and legal actions (5 minutes)**

Approx. 20+ co-owners are in arrears on their dues. Alex is mailing delinquency letters to those who are in arrears each month.

Alteration/Modification Request

❖ **Alteration/modification submission report (5 minutes)**

The Board approved the Alt/Mod Request for tree removal at a home on Cromwell. Alex will notify the homeowner.

New Topics

❖ **Median tree replacement (10 minutes)**

Background information was provided about the removal of eight (8) diseased pear trees at AHCA's entrance in 2019 and advice we received about waiting at least a year to replant trees. Replanting of trees could then take place in 2021. Certified arborists from Guardian Tree Experts (who removed the trees) and Greenstreet Tree Care advised planting fewer (and hardier) trees in place of the eight (8) trees. Due to poor soil conditions and lack of water supply, we have been advised that it may be better to plant fewer trees -- 2 trees in first median, 3 trees in the second median -- spaced to avoid interference with tree stumps from the removed trees. The Board agreed it would be nice to plant an undetermined amount and type of trees in order to maintain the aesthetics at our entrance. Casa Bella will contact various tree/landscaping companies to get recommendations and estimates for replacing the trees.

❖ **Elsinore parking issues (5 minutes)**

A co-owner raised a concern about difficulty maneuvering around vehicles parked on the roadway in Elsinore Court. Large delivery and garbage trucks have a difficult time navigating through the court and turning around. The roadway is narrow, so it's difficult for co-owners to safely maneuver to get out of their driveways. The Board agreed to draft a letter to be mailed by Casa Bella to ALL co-owners who have an Elsinore Court address.

❖ **Process for Board Member approvals (Added to agenda)**

The Board agreed that draft minutes and newsletters should be reviewed and approved by all Board members before publication. On other matters, such as Alteration/Modification requests, feedback should be solicited from all Board members for up to (1) week. After a week, if at least three (3) Board members have approved a request, then the request will be considered approved. Sherri will continue to email Alex to notify co-owners about decisions made by the Board.

Open Board Issues

- ❖ Mail box renumbering, Stand repairs, front entrance sign (**15 minutes**)

Discussion about mailbox stands that are damaged and/or in disrepair. We have identified a company that can provide replacement number for mailboxes, but before we proceed, Casa Bella will advise the Board about mailbox stand/box replacement options and obtain estimates for Board review. Alex asked Board members to assist with this by sending him pictures of sample mailbox systems. Sherri and Ig will forward pictures and manufacturer's information to Alex about mailbox stands/boxes recently spotted in Northville Township. The Board also discussed various options for repairing/improving AHCA's front entrance sign. Some suggested upgrading/replacing the sign; others for repairing/repainting the existing sign. Alex will provide signage improvement recommendations based on what he's observed at other developments. Alex also requested that the board send pictures of example signs for him to gather estimates. A request for a repair/repainting quote is already in the works, too. Concerns were raised about costs associated with mailbox and front sign replacements.

- ❖ Perimeter Inc. quote for sink hole repair at light pole base on Aldwych (**10 minutes**)

The Board approved hiring Perimeter, LLC to address the sinkhole repair on Aldwych Circle. Perimeter's contract was forwarded to Alex and Dennis for processing. Alex will notify Steve Rojeck, PE, at Perimeter, that AHCA wants Perimeter to obtain necessary permits and perform the work.

- ❖ Pending City response re: boulders displaced by waste/recycle/compost truck at intersection of Ashburnam and access road. Update on brush hogging back access road. (**5 minutes**)

Alex will ask Continuum to provide a quote to place the boulders in the proper location. Alex will also follow up with Continuum to ensure they brush hog the vegetation along the sides of the access road when they come to Arbor Hills to perform fall clean-up.

- ❖ 2020 Budget to YTD actual and Budget for 2021 (**10 minutes**)

The board will need to determine how the \$16,800 in crack filling holdover funds will impact the current 2020 budget. Elaine will email a draft copy of the proposed 2021 Budget to Board members prior to a special budget meeting scheduled for 7:00 p.m. on Wednesday, 11/11/20. The Board agreed to approve the 2021 Budget and provide it to Casa Bella no later than 11/30/20. (It was noted, we hope to have an opportunity to consider feedback from the Reserve Study prior to 11/30/20.) Alex will ensure co-owners will receive copies of the 2021 Budget with their January 1, 2021 dues invoices, which will be mailed by Casa Bella the first week in December.

- ❖ Reserve Study Inventory: **Item for consideration; Changed Items (15 minutes)**

○ Asphalt Seal Coat	233,364 SF	2020→2021*	0.09/SF
○ Concrete Curbs/Partial Replacement	17,466 LF	2023→2025*	\$58/LF
○ Street Asphalt Mill & 1½ Overlay	233,364 SF	2025	\$1.75/SF
○ Pond Dredging	1 Lot	2025	\$25K Lot
○ Pond(s) Inspection/Maintenance	1 Lot	2025	\$25K Lot
○ Light Pole Replacement	40 Units	2030	\$1,700/Unit
○ AHCA Sign at entry	1 Lot	2025→2021*	\$7K Lot
○ Vinyl Fence	808 LF	2030	\$35/LF
○ Mail Box Replacement	200 Units	2027→2021*	\$125/Unit
○ Reserve Study Update	1 Unit	2025	\$2,000/Unit

***These items were discussed and new target dates were agreed upon by all Board members at tonight's meeting. Ig will convey the above information to Paul Conahan, Michigan Reserve Associates, Inc., for inclusion in the AHCA 2020 Reserve Study.**

Place Holders for tabled Topics

- ❖ 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
- ❖ Storm drain cleaning quotes
- ❖ Road testing quote amplifications from SME, N&F, S&S, and G2

Additional Items Discussed

- ❖ **It appears City Parks Department has dumped old mulch from the playground in the area north of pond C.**

Dennis offered to evaluate waste dumped in our wetland/park area between Pond C and Pond D. He will report back to the Board about whether the dumped mulch/clippings present a hazard (to protected wetland or hydrology) or is simply sloppy. (Dennis later reported that the old mulch does not look to pose a problem as long as the City does not habitually use this area as a dumping spot in the future.)

- ❖ **Damaged street sign at corner of Ashburnam Court and Ashburnam Road.**

This sign, which was repaired over the past year, has been re-damaged and is leaning over. Alex will arrange for the sign to be repaired, but is seeking direction about placement of the sign. It was suggested that the sign could be placed farther south of the corner (along Ashburnam Road away from the corner) in order to help avoid repeat damage to the sign. This might, however, create more opportunity for drivers to inadvertently drive over and damage the storm drain at this corner. Therefore, it was suggested that we arrange for a large boulder to be placed at this corner in front of the repaired/new street sign. Alex will re-evaluate the situation during the 11/5/2020 inspection and make a recommendation to the Board. Alex will obtain a quote for a large boulder to be placed at the corner of Ashburnam Circle and Ashburnam Road.

Next Meeting

- ❖ November Meeting Dates - TBD

A special Board meeting will be held (virtually) at 7:00 p.m. on Wednesday, 11/11/20, to discuss and finalize AHCA's 2021 Budget.

Next regular Board meeting is scheduled to be held (virtually) for 7:00 p.m., Wednesday, 11/18/2020.