

# Arbor Hills Condominium Association Board Meeting Minutes – 11/5/2019

**Date:** Tuesday, November 5, 2019

**Location:** 3138 Kilburn Park Circle

Board Members:		Present	Absent
President:	Dennis Stom	x	
Vice President:	David Wang		X
Treasurer:	Steve Haddrill	x	
Secretary:	Thomas Edwards	x	
Member at Large	Sherri Fountain	x	
Casa Bella Mgmt. Pres.:	Alex Stankiewicz	x	

## Agenda

- I. Call to Order & Roll Call: Andy Kaczmarczyk, President of Casa Bella, also attended and provided advice to Board members at this meeting.
- II. Approval of Minutes:
  - a. Minutes from the October 24 annual meeting were submitted for review. Approved with minor changes.
- III. Management Report
  - a. There was discussion about the 10/24/19 annual meeting and where we go from here:
    - i. A quorum (which was not achieved at the 10/24/19 meeting) is preferred for holding elections and conducting annual business (e.g., year in review, proposed initiatives, budget items, annual dues, etc.). The Board and representatives from Casa Bella Management Company discussed the idea of rescheduling the meeting and attempting to achieve quorum at the second meeting.
    - ii. Since the 10/24/19 meeting, Andy Kaczmarczyk, President of Casa Bella Property Management, advised the Board it is not unusual for neighborhood associations to experience low turnout at annual meetings. He told us it is common, and acceptable, in these cases for existing Board members to remain in place and have their terms of office extended until the next annual meeting (in October 2020). In addition, if someone resigns from the Board, the remaining Board members may appoint someone to fill the vacancy. In view of costs associated with rescheduling the 10/24/2019 annual meeting (approximately \$500 for room rental and printing/mailing costs) and the fact that we can't guarantee achievement of a quorum the second time around, the Board decided to move forward to appoint the following Board members to serve Arbor Hills for the coming year: Dennis Stom and Thomas Edwards will continue to serve until the next annual meeting in October 2020. Steve Haddrill and Sherri Fountain, whose terms are not scheduled to end until October 2020, will also remain on the Board.
    - iii. David Wang, whose term of office expired in October 2019 has given verbal

indications that his work and home responsibilities prevent him from continuing on the Board. The Board will contact David to confirm his intent to resign.

- i. Upon receipt of David Wang's resignation, the Board will appoint a volunteer to fill the vacancy left by him. This person will serve through October 2020.
  - ii. In October 2020, the entire board will be up for re-election.
- a. The recent quarterly water bill is very high, (\$1000 Plus?). This is a mistake on the part of the city water department. The association should only be required to pay a small service fee. Andy will investigate this issue and request a correction.
  - b. There was a brief discussion about the recent establishment of two (2) CD accounts on behalf of Arbor Hills at the rate of 2.2% at Community Financial Credit Union (CFCU) in Plymouth, MI (1 in the amount of \$120,000 for 13 months; 1 in the amount of \$120,000 for 29 months). Andy Kaczmarczyk will follow-up with Brian Morris, Asst. Manager at CFCU, to transfer \$30,000 deposited into a temporary savings account at CFCU for the purpose of qualifying Arbor Hills for the highest possible rate of return on the CDs back to the Arbor Hills Reserve Account (~\$29,000) and Operating Account (~\$1,000). A nominal amount of money must remain in the savings account at CFCU (~\$5.00). Andy agreed to take care of these transfers within the next couple of weeks.

#### IV. Treasury Report

- a. Balance sheet and Profit & Loss sheets as of November 4, 2019 were discussed.
- b. No issues to report.

#### V. Old Business

- a. Pavement repairs:
  - i. Pot hole and severely cracked pavement repairs are complete
  - ii. Crack filling is scheduled for the week of November 11, 2019, weather permitting, per Rocky at A&R Sealcoating.
  - iii. Residents will alerted about upcoming crack filling via an email blast from Casa Bella and by posting info. on the yellow sign at our entrance.
- b. Street light upgrade: Options for 2020
  - i. Replace HPS bulbs as they burn out
  - ii. An issue has been identified with the Phase 3 lights that were replaced with LED lights. Bugs are finding their way into the fixtures, which blocks the light.
    1. The deflectors were removed to accommodate the LED bulbs
    2. A possible remedy is to caulk the fixtures to help keep bugs out
    3. Replace heads: contact Matt at Vedder Electric for advice.
- c. The results of the tree evaluation conducted by the certified arborist from Guardian Tree Experts were discussed. The Board took the following action after reviewing the arborist's recommendations:
  - i. The Board approved the full removal (cut down to ground level, but no stump removal) of the eight (8) pear trees on the Kilburn Boulevard. Cost \$600
  - ii. The Board approved the removal of two (2) leather straps wrapped around the trunks of two (2) oak trees located in the common area next to 3472 Ashburnam Circle. Cost \$100.

- iii. The Board determined it would not be necessary to trim dead branches located at the top of one of the red oaks that are hanging over the property line at 3472 Ashburnam Circle.
    - 1. The arborist advised that the branches are small and appear to be lightweight and do not pose a hazard to property. If the owner wants to remove the branches, at his expense, the Board will support this.
  - iv. The Board determined it is not the responsibility of Arbor Hills Homeowners' Association to trim buckthorn branches or brush located slightly over and/or behind the rear fence at 3219 Kilburn Park Circle. If the homeowner wants to remove the buckthorn branches or brush, at her expense, the Board will support this.
  - v. Emails will be sent to the homeowners explaining the arborist's recommendations and Board's decisions.
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- c. Landscaping bids from Continuum Landscaping were reviewed and the Board took the following action:
    - i. Approved mowing contract addendum for the ponds B and H
      - 1. \$ 1400.00
    - ii. Declined mulching services (bid for \$3100)
      - 1. The Board will purchase mulch and substitute with a DIY solution
      - 2. Enlist volunteers for this project
    - iii. Declined the bid for fertilizing the junipers on the entrance boulevard
      - 1. Save \$450.00
  - d. Budget revisions for 2020
    - i. A "Reserve Study" (typically done on a 5-year cycle) is needed in 2020:
      - 1. Enlist Michigan Reserve Association to access all common elements
      - 2. To be done in the spring: budget \$850.00
      - 3. Also budget an engineering assessment of the cost of road replacement
      - 4. Will the city help pay some of the cost?