

# Arbor Hills Condominium Association

## Board Meeting Minutes

### Open Session: November 12, 2014

**Board Members Present:** Carla Charlebois, Elaine Kennedy, Zhenlin Liu, Collin Ross

**Board Member Absent:** Elena Levin

**Management Company Representative:** Karin Witting

**Homeowners Present:** Brian Charnetski, Gabe Cherem, Candida Justyna, Ig Justyna, Steven Turner

- I. Call to Order: The meeting was called to order at 7pm
- II. Work Orders
  - a. **Street Sweeping:** The fall street sweeping is scheduled for Thursday, November 20<sup>th</sup>. This is somewhat weather-dependent, and so may need to be rescheduled if the weather is not suitable on that day.
  - b. **Mailbox Stands:** It was noted that many of the mailbox stands are in need of painting and other maintenance. The possibility of soliciting volunteer efforts on this project was discussed.
  - c. **Street Light Poles:** A project to inspect and paint street light poles as needed was discussed.
- III. General Neighborhood Items
  - a. **Snow Removal:** The new snow removal contractor, Holiday Outdoor Services, was discussed. Snow removal parameters remain the same as last year.
  - b. **Homeowner Account Credits:** It was pointed out that a number of homeowners are due credits on their accounts, due to an erroneous application of late fees by YPM. These homeowners will be informed of the credits, and an explanation of the late fee policy will be included in the next newsletter.
  - c. **Group Discounts:** The possibility of negotiating group discounts on home maintenance services, as part of a proactive approach to home maintenance within the neighborhood, was discussed. Volunteers will be solicited for a committee to work on this topic.
  - d. **Flower Bed Maintenance:** Volunteers will be solicited to help maintain and improve the flower beds and plantings in the parks and common areas on a regular basis.
  - e. **Neighborhood Contact Information:** The need to improve the Association's ability to communicate with homeowners electronically was

discussed. The Board will solicit updated email contact information from all homeowners, as well as encouraging additional membership in the neighborhood Facebook and Google groups.

- f. **Meeting Location for 2015:** Possible alternative locations for open Board meetings were discussed.

#### IV. Road Maintenance

- a. **Crack Sealing:** The possibility of carrying out asphalt crack sealing work yet this year was discussed. It may not be possible to have this done in 2014, due to the weather.
- b. **Cold Patch for Potholes:** A plan to carry out cold patching of developing potholes in a few road areas was discussed. Based on quotes received, it is expected that this work will cost about \$350. This work is planned for completion in 2014.
- c. **Road Engineering Consult:** A plan to consult with a road engineer, to advise on major road maintenance decisions in 2015 and beyond, was discussed. It was pointed out that a homeowner who is a road engineer by profession provided recommendations to the Board years ago; these recommendations will be shared with the current Board.

#### V. Pond Maintenance Project

- a. **Project Status, Scope, and Schedule:** An update on the current status of the project was provided. The scope of the project has recently been revised, based on the results of a meeting with the consulting engineer from Atwell. The revised scope reduces the amount of material to be removed from the ponds and emphasizes brush removal at all ponds.
- b. **Lockhaven Pond:** A suggestion to add the Lockhaven Green Pond to the project scope was discussed.

#### VI. Open Discussion

- a. **Financial Report:** The current year-to-date financial report was reviewed. It was noted that some items currently listed as operating expenses may be moved to the reserve account as appropriate.
- b. **Financial Review Opt-Out:** The possibility of opting out of the annual financial review called for in the recent revision to the Michigan Condominium Act was discussed. The general consensus was that it would likely not be desirable to pursue an opt-out for 2015.
- c. **US-23 Berm:** A suggestion to pursue installation of a larger berm along the US-23 boundary of the neighborhood was discussed.
- d. **Phase 3 Street Lighting:** It was noted that the street lighting in Phase 3 is staying on too long after sunrise. The sensor may be in need of maintenance.

#### VII. Adjournment: The meeting was adjourned at 8pm.