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## AHCA BOARD MEETING MINUTES NOVEMBER 30, 2022

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Wednesday, November 30, 2022: 6 PM – 8 PM, 3138 Kilburn Park Circle

Board Members in attendance: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna,  
Don Triveline

Management Representative: Emily Whiting, Casa Bella Management

### Review and Approval of Previous Meeting Minutes

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Annual Meeting October 27, 2022, Review/approve meeting minutes (5 min)

The minutes were approved and are ready for posting.

### Financial/Legal/Administrative Overview

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#### Casa Bella Management report

1. **Neighborhood visit report (10 min)**

Emily reported that some items noted during previous inspections have been cleared up. She will be returning to Arbor Hills tomorrow, 12/1/22, to complete an inspection and will follow-up with a report to the Board.

2. **Legal report (5 min)**

Only five (5) co-owners are in arrears and no one has a balance over \$1000. This is a historically low number. No co-owner accounts are in collections at this time.

3. **Financial reports, (10min)**

Financials are in good order. \$40 was recently reimbursed to AHCA's Operating Account for postage that was charged when a mass mailing was inadvertently sent to all AHCA's co-owners. The Board asked about AHCA's CD accounts, interest rates and maturity dates. One CD matures in March 2023. Emily is going to verify current interest rates and maturity dates for all of AHCA's CD accounts. With the recent increase in CD rates, it may be worthwhile to move some of this money.

**Treasurer report: (10 min)**

Everything was found to be in good order. No issues.

### Alteration/Modification Requests

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**Alteration/modification submission/actions: (5 min)**

Casa Bella recently notified a co-owner about the need for submittal of an Alt/Mod Request in conjunction with a Wallside Window replacement project. (Wallside has their own approval process before proceeding with work in site condominium developments. To date, this Alt/Mod Request form has not been submitted by the co-owner.

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## Board Topics

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### **Review / Approve 2023 budget. (10 min)**

Ig clarified a few points on the 2023 Budget. Unless there is an unanticipated "surprise" expense between now and 12/31/22, an additional \$5000 will be available for deposit to the Reserve Account at year-end. The Board unanimously approved the 2023 Budget. Within the next few days, Casa Bella will be mailing homeowner association fee invoices that will due January 1, 2023. This mailing will include an official paper notice of the increase in homeowner association dues from \$365 to \$400 in January as well as a copy of the 2023 Budget.

### **Review / Approve Continuum quote (15 min)**

The Board unanimously accepted and authorized Emily Whiting to sign a \$9,870 contract dated 11/2/2022 with Continuum on behalf of the Board to complete clean-up/restoration in designated pond areas identified in the Washtenaw Engineering report. Continuum plans to complete the clean-up/restoration work in late fall 2022. In addition, Continuum has been asked to create and maintain brush-hogged access paths to our ponds and storm water discharge areas so Board members can more easily survey the ponds for maintenance. The costs associated with having Continuum annually brush-hog access paths will be incorporated in the quotes for the next contract. The Board confirmed that Continuum's standing 3-year contract with AHCA for mowing and front entrance landscaping/maintenance expires on 11/15/2023.

### **Discuss inventory of rental homes. (10 min)**

Emily provided a list of rental properties in Arbor Hills that are registered with Casa Bella. She is going to follow up with a rep from the City of Ann Arbor to corroborate the City's list of rentals with Casa Bella's list. Emily is also going to provide feedback about how other, similar site condominium developments restrict the number of rentals relative to total number of units.

### **Review vinyl fence cleaning quote. (5 min)**

The Board unanimously accepted and approved a bid for \$950 for Today's Construction to power wash AHCA's white vinyl fence (the side facing Green Road). The Board further authorized Emily Whiting to sign the contract for this service. Additional information is needed from Today's Construction about the number of co-owners' spigots they will need to access to do their work. Emily will find out and report back to the Board. Today's will need to access water from co-owners whose homes back up to Green Road, so arrangements will need to be made to get their consent.

### **Discuss vehicle parking at the corner of Kilburn and Ashburnam. (10 min)**

Concerns were raised about pedestrian safety and clear sight lines for drivers at the corner of Kilburn Park Circle and Ashburnam Road. The co-owners who live at that corner frequently park at least one (1) of their cars on the east side of Kilburn Park Circle just north of the intersection of Kilburn Park Circle and Ashburnam Road. It is very difficult to see cars traveling south (out of the sub) on Kilburn Park Circle. Safety concerns were also raised about small children crossing over to Kilburn Park from behind the parked car at the crosswalk. The Board and Emily will conduct research about parking restrictions associated with intersections and crosswalks and follow up with the co-owners at this location. At least one (1) discussion has already taken place between a Board member and the adult parents who live at this location. At that time, a request was made to move the car off of Kilburn Park Circle and to park it on Ashburnam Road -- well back from the intersection of Ashburnam Road and Kilburn Park Circle.

**Discuss approach for tow/not tow during snow plowing. (10 min)**

It's imperative that co-owners and visitors to Arbor Hills remove their vehicles from roadways when snow is in the forecast. The City recently contacted Casa Bella to inquire about AHCA's towing policy. The City was assured that towing is not a common practice in Arbor Hills. The Board confirmed that vehicles parked along Kilburn Park (which is a public park), will not be towed. The Board agreed to step up communications through written notices as well as postings on the yellow sign board about "no parking on streets during snow days."

**Removal/replacement of street trees (10 min)**

A concern has been raised about a buckthorn bush that has been cut and shaped to resemble a tree in front of the home at the corner of Ashburnam Road and Kilburn Park Circle. It was agreed that the tree should be removed and replaced to conform to AHCA's street tree bylaws. Tree replacement guidelines were published in a recent AHCA Newsletter.

**Tabled Topics**

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**Front entrance sign punch list status.**

Ig will procure the necessary items to address the punch list items – paint and screws.

**Meeting**

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**Board Meeting, January 2023, TBD**

The Board agreed to hold meetings on the second Thursday of each month in the New Year. The next Board meeting will take place on January 12, 2023. Location and time TBD. The Board also discussed eliminating a meeting during the summer of 2023. Meetings are not held in December. The Board agreed, as has usually been the case, to schedule ad hoc meetings when the need arises.

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