

Arbor Hills Board Meeting Minutes

December 5, 2019

7:00 p.m. – 10:15 p.m.

In attendance at the meeting: Dennis Stom (President); Ig Justyna (Vice President); Sherri Fountain (Secretary); Steve Haddrill (Treasurer); Thomas Edwards (Member at Large). Alex Stankiewicz (Casa Bella Property Management Rep.) was absent. Per our contract, Casa Bella reps. do not participate in December Board meetings.

Minutes prepared by Sherri Fountain, Secretary:

1. Discussion about streamlining and improving communications with Casa Bella Property Management re: items approved by the Board by appointing one (1) point person to convey Board approvals and postings to Casa Bella. It was agreed that Sherri will serve as the point person for this purpose. This will help ensure a sufficient number of votes have been cast by Board members before moving forward to: execute projects; initiate and address investment-related matters (e.g., CD accounts); and post meeting minutes and newsletters, etc. Hopefully, this will help reduce duplication of effort and confusion, ensure accurate record keeping, and enhance efficiency. (Subsequent to the meeting, Sherri called Alex Stankiewicz to let him know about this new plan for notifying Casa Bella of approved Board decisions.) Note: This does not, at any time, preclude Board members from contacting reps at Casa Bella to discuss Board-related issues.
2. It was further agreed that effective January 1, 2020, Dennis Stom, Arbor Hills President, will serve as the point person for signing service and project contracts on behalf of Arbor Hills. Casa Bella will continue to assist with contract administration for agreements related to utilities and standard revolving contracts such as street sweeping, mowing, and snow removal.
3. Discussion about results of the neighborhood inspections that took place in late fall 2019. It was agreed that residents who need to address identified concerns, will receive a letter from Casa Bella in January 2020 notifying them to address concerns by August 31, 2020. (This information was conveyed to residents in the December 5, 2019 newsletter.)
4. Discussion about posting meeting minutes. Sherri will notify Casa Bella to post meeting minutes following Board approval of meeting minutes. Steve will coordinate posting of approved minutes on the Arbor Hills website with the Arbor Hills webmaster.
5. The Board agreed to approve A & R Sealcoating's invoice in the amount of \$6,389.00 for hot mix asphalt repairs (cut, remove, replace at 4 locations) that were performed on November 8, 2019. (Following the meeting, Sherri notified Alex of the Board's approval to pay this bill.)
6. There was discussion about approving the contract for Guardian Tree Experts to remove eight (8) diseased pear trees at the entrance to Arbor Hills (and apply herbicide to the stumps to prevent regrowth) and two (2) leather straps attached to two (2) large red oak trees located in the common area at the back of Ashburnam Circle. The Board agreed that, per the Arborist's recommendation, the tree stumps will not be ground up because the equipment needed to accomplish this would severely damage existing shrubs. Sherri will coordinate final approval of the contract with Alex Stankiewicz and Dennis and confirm the date Guardian plans to do the work. (All of this work was completed on 1/6/2020.)

7. Steve Hadrill delivered the Treasurer's Report:
 - A) There was discussion about several 2020 budget items. (Subsequent to the 12/5/2019 meeting, the Board agreed to meet on 1/16/2020 to finalize the 2020 budget.)
 - B) One issue re: the 2020 budget is related to rolling over funds budgeted for uncompleted/delayed 2019 projects that are now scheduled for completion in 2020. Specifically, there was discussion about the contract with A & R Sealcoating to perform crack filling throughout the neighborhood. The crack filling portion of the contracted work had been scheduled to take place beginning 11/11/2019, but had to be postponed due to heavy snow (approx. 10" - 11") on 11/11/2019. Due to subsequent freezing temperatures and wet weather, the Board approved delaying the crack filling work until late spring/early summer 2020. Therefore, the \$16,800 budgeted in 2019 for crack filling (per the A & R contract) would need to be "transferred" to the Arbor Hills Reserve Account in the 2020 budget. Ig Justyna agreed to research requirements for documenting such a transfer of funds from one budget year to another. There could be tax consequences. Ig later advised the Board via email that reasons for a transfer of this type would need to be documented in detail with an explanation about why money budgeted in one year might need to be used in the following year. (The Board subsequently approved transferring \$16,800 from the 2019 budget to the Arbor Hills Reserve Account for use in 2020 for crack filling. The 2020 budget will include and reference the \$16,800 for crack filling.)
 - C) There was further discussion about the possibility that A & R may increase their rates for crack filling by the work is performed in 2020. Therefore, we need to be prepared for an increase in the original contracted cost (\$16,800) for crack filling. We agreed to add \$1200 in the 2020 budget in anticipation of a price increase for crack filling. Total anticipated cost of crack filling in 2020: \$18,000.
 - D) The Board discussed and agreed that the 2020 budget should also include \$10,000 for anticipated hot mix asphalt pavement repairs that go above and beyond the anticipated cost of \$18,000 needed to cover the cost of crack filling.
 - E) There was discussion about moving forward to close out the "Revere Money Market" account, which currently has a balance of approx. \$225,000 with an annual yield of approx. 1%. Andy Kaczmarczyk at Casa Bella has identified a 23-month Certificate of Deposit (CD) with an interest rate of 2.3% with Michigan Schools & Government Credit Union (MSGCU). Sherri was designated to contact Andy to confirm the Board's approval to establish the new CD Account with MSGCU as long as a rate of 1.9% - 2.3% can be obtained. The Board also approved the establishment of a temporary savings account, if required, but not to exceed \$30,000, to establish the CD account. (Sometimes this is required.) Sherri will confirm with Andy that any monies held in a temporary savings account for this purpose can be transferred back to the Reserve Account within a few weeks of opening the temporary account. (Subsequent to the 12/5/2019 meeting, Andy shared some good news and confirmed that MSGCU requires only a \$5.00 deposit into a savings account to establish a CD account. He reported there would be a delay in setting up the CD account, though, because it would take 2 - 3 weeks for Revere to process the request and cut a check to close out the money market account. The CD account was established with MSGCU on 1/2/2020 in the amount of \$225,278.45 with a maturity date of 12/02/2021 at the rate of 2.3%.)

8. Steve reported that CJ's Street Sweeping should be coming to Arbor Hills to sweep the streets and clear the curbs and drains of leaves. He mentioned that Alex should have scheduled this already. It was agreed that Sherri would follow-up with Alex to get this scheduled. When this is scheduled, Steve will place the yellow plastic message sign at sub entrance to alert residents to remove vehicles from our streets. (The street sweeper came on 12/16/19.)
9. There was also discussion about strongly encouraging residents in an upcoming newsletter to trim tree branches to 8' above street level to accommodate snow plows, garbage trucks, delivery trucks, etc. and reduce the chance of damage to our trees.
10. Various topics were discussed for inclusion in a December 2019 newsletter, such as a reminder that Budd's is authorized to call for towing services and vehicles may be towed if left parked on streets during snow events.
11. A complaint was received about the repaired streetlight on Cromwell. The issue is related to the color of the LED light bulb.
12. The condition of the pavement surrounding a manhole cover located on Buckhorn was discussed along with other concerns about the condition of other paved areas in the neighborhood.
13. There was a brief discussion about the need for an evaluation of the condition of common elements in the spring. Further discussion was tabled until the February Board meeting.
14. It was agreed that our next "Open Board Meeting" would take place in the Media Center/Library at Clague Middle School at 7:00 p.m. on Tuesday, January 28, 2020.
15. Adjournment at approximately 10:15 p.m.

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