

Arbor Hills Board Meeting Minutes

January 28, 2020

7:00 p.m. – 10:00 p.m.

This Board meeting, held in the Media Center at Clague Middle School, included open and closed sessions. In attendance at the meeting: Dennis Stom (President); Ig Justyna (Vice President); Sherri Fountain (Secretary); Steve Haddrill (Treasurer); Thomas Edwards (Director at Large); Andy Kaczmarczyk and Alex Stankiewicz (Casa Bella Property Management, Inc.). The initial, open session was devoted to hearing from and responding to several non-Board members who attended the meeting. It was followed by a closed Board meeting that included all Board members and reps from Casa Bella. Minutes prepared by Sherri Fountain.

The following issues and/or items were discussed during the Open Session from 7:00 p.m. – 8:00 p.m. Residents raised concerns and/or reported the following to the Board:

1. A concern was raised about Budd's leaving plowed snow at the end of our driveways. Resident asked whether Budd's would be willing to set up individual contracts to ensure snow is removed/plowed away from individual homeowners' driveway aprons. The resident was advised that individual contracts will need to be negotiated directly between each interested homeowner and Budd's. The Board agreed to follow-up on behalf of AHCA with Budd's again re: placement of plowed snow. Board also discussed leaving some snow on the roads and not plowing down to the asphalt. The consensus was to have Budd's plow down to the asphalt.
2. Street sign on Ashburnam Court, which was broken off and shortened due to past damage, has been stuck back into the ground and is too short. Board will look into fixing this.
3. Residents in attendance were provided with a printed copy of the 2020 Budget. (Copies of the 2020 Budget were also emailed to residents along with the January 2020 newsletter. Paper copies were mailed to residents who do not have computer access.) A question was raised about a 2020 budget item: the income for 2018 vs 2019. The difference is \$680 and is attributable to additional income from collection of penalty fees for late payment of dues and reimbursement of associated attorney fees in 2018.
4. A curb next to the mailboxes on the east side of Buckhorn Court is in disrepair. The Board acknowledged that there are several places within the neighborhood that need attention. These items will be reviewed during the "Reserve Study."
5. A fluttering LED streetlight located near Buckhorn Court has been observed on multiple occasions; however, when it's windy, the light doesn't flutter. There was a brief discussion about the brightness associated with LEDs that have been installed. Some residents like the new lights; others don't. (The fluttering light was discussed with Vedder; they will cover fixing it under warranty if it goes out or flutters continuously.)
6. Everyone present agreed the digital speed monitoring signs that were posted in two (2) places on Kilburn Park Circle were extremely effective. Dennis will reach out to his contact with the City of Ann Arbor to try to get the signs set up again in the future.
7. Question about recent concerns posted on Google Groups and Facebook by a couple of residents about the outcome of the October 24, 2019 annual meeting and rumors circulating about a possible increase in dues. The Board responded with the same information conveyed in the "Special Notice" sent to all co-owners in early December. (All of these concerns were also addressed in the December 2019 and January 2020 newsletters.)
8. Discussion about the length of the Arbor Hills newsletter and whether we need to continue to repeat certain articles issue after issue. Consensus among the residents in attendance was that it would be better to continue to provide more rather than less information. Newer items are always front-end loaded in the newsletter and "repeat" articles referencing AHCA policies generally follow. Residents seem to like having the "repeat" articles included for easy reference and noted that if people don't want to read the old articles, they don't have to. Newer residents, however, need to see this information.

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A Closed Board Meeting followed the Open Meeting on January 28, 2020 from approximately 8:00 a.m. – 10:00 p.m. at Clague Middle School. The following issues were discussed:

1. Andy Kaczmarczyk reported receipt of several excessively high storm water discharge bills (\$4,150.48/year) that are confusing to Casa Bella. Ig clarified that this billing is associated with six (6) separate parcels owned by Arbor Hills. Steve and Ig believe this is simply a clerical error and will contact the City to get it resolved. (The issue was treated with a sense of urgency and resolved with the City by Ig Justyna within a couple of days.) The bills were reduced to \$81.07 and are for *customer service billing*. Arbor Hills only pays customer service billing charges on these six (6) parcels.
2. Discussion about previous practice of attaching the annual budget to the dues invoice for January each year. This is the Board's preference and will be the goal for next year. The 2020 Arbor Hills Budget will be emailed to all residents along with the January 2020 newsletter. Hard copies of the budget will be mailed, along with copies of the newsletter, to those residents who do not have computer access.
3. There was a brief discussion about the Board meeting minutes from the 1/23/20 meeting, which was primarily focused on finalizing the 2020 Budget. These minutes were approved by the Board and will be posted on the Casa Bella and Arbor Hills websites.
4. A question was raised about reporting the transfer of funds from the Revere money market account to the new CD with Michigan Schools and Government Credit Union. Andy Kaczmarczyk clarified that the funds were not reported on the December 2019 Balance Sheet because the Revere account was closed in late December, a check was cut to Casa Bella FBO Arbor Hills, and the account with MSGCU was established on 1/2/20. Essentially, the funds were in transit from late December until early January. This information will be recorded on the January 2020 Balance Sheet.
5. Discussion about a co-owner's request for waiver of late fees and attorney's fees associated with collections efforts in exchange for full payment of dues. Everyone agreed it is each co-owner's responsibility, not the responsibility of AHCA or the management company, to report a move and a change in contact information. It was agreed that it is not the responsibility of the property management company or AHCA to track down a co-owner/absentee landlord who has moved for the purpose of confirming/obtaining up-to-date address/contact information. Alex confirmed, after Casa Bella received 2019 late fee notices that were returned as undeliverable, the co-owner was located through a special online search conducted by our attorney during the collections process. It was noted that the co-owner paid his dues for many years prior to 2018, so he was fully aware that co-owners must pay dues to AHCA. This co-owner did not demonstrate that he had made any concerted effort to contact the Arbor Hills Board to determine how to handle payment of dues after he moved. (The Board's email address is readily available on the Arbor Hills website.) Based on the above, the Board approved having the attorney collect all past dues owed by the co-owner and deny the co-owner's request for waiver of late fees and applicable attorney fees associated with collections on this account.
6. Alex reported that, to the extent possible, Casa Bella has collected past dues associated with the abandoned property that was sold at sheriff's auction in March 2019. Dues have been paid by the new owner for July 2019 and January 2020. Renovation of this home is almost complete and the home will soon be on the market.
7. Alex provided a status report about co-owners who are \$1000+ in arrears on their dues and collections efforts that are currently underway in these cases.
8. A "Request for Modification" for a deck replacement was reviewed, discussed and approved by the Board.

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9. Thomas, Ig and Sherri are scheduled to meet at 1:00 p.m. on Monday, 2/4/20 to conduct a final review of co-owners' sidewalks and sidewalks/ramps for which AHCA is responsible. This inspection will complete the neighborhood inspection begun in the fall of 2019. (The owner of a local concrete leveling company, CLI, also accompanied Tom, Ig and Sherri to review the sidewalks and advise Board members about various repair options and a possible group discount.)
10. Steve Haddrill confirmed that, per previous Board discussions, LEDs will replace high pressure sodium (HPS) lights as they burn out in the future in accordance with the streetlight repair policy (when 3 or more lights are burned out or at least 1 light has been burned out for 4 months). The previous plan to replace HPS lights in various stages has been dropped by the Board. Existing LEDs have leakage issues that resulted from removal of flanges. In addition, in some cases, bugs have gotten inside Phase III streetlights on Dunwoodie where the reflectors had to be removed to make room for LED bulbs. (The bugs have led to a reduction in the brightness of the lights). Steve and Vedder are working on solutions. The plan is to address these issues at the same time Vedder visits us for the next streetlight repair to avoid incurring charges for a separate service call.
11. The Board discussed the upcoming "Reserve Study" and confirmed with Alex that we want the premium, **on-site** study. Several Board members expressed an interest in meeting with the "Reserve Study" consultant in advance to discuss areas of concern. The "Reserve Study" was approved by the Board and the contract for services was signed and given back to Alex at the meeting. Alex will check on the consultant's availability to meet with members of the Board and work with us to confirm a date for the study to be completed this spring.
12. The Board was reminded that **a registered, professional Civil Engineer who specializes in pavement evaluation and engineering will be meeting with the Board on 2/20/20 at 7:00 p.m. at Sherri's house.** He will share information with the Board about various pavement maintenance, restoration, repair and replacement options and estimated costs.
13. The **next closed Board meeting is Tuesday, 2/25/20, 7:00 p.m. at Sherri's house.**