

**Arbor Hills Board Meeting Minutes  
(Held Virtually due to COVID-19)  
March 24, 2020  
7:00 p.m. – 10:00 p.m.**

In attendance: Dennis Stom (President); Ig Justyna (Vice President); Sherri Fountain (Secretary); Steve Hadrill (Treasurer). Absent: Thomas Edwards (Director at Large) and Alex Stankiewicz (Casa Bella). Minutes prepared by Sherri Fountain.

**Management and Treasurer's Report**

1. The meeting minutes for the February 27, 2020 Board meeting were discussed and approved (with suggested additions/changes).

**Financial and Legal Update**

1. The AHCA Balance Sheet was reviewed. The Board decided to leave the balance of \$91,311.41 in Operating Expense to cover crack filling (which will take place later this spring or summer), and other expenses. (Sherri reported that she recently placed a call and left a voicemail message with A&R Sealcoating to reconfirm AHCA's contractual agreement for crack filling this spring/summer.) The Board approved a transfer of the fund balance in the State Farm CD (\$73,588.75) that matures on May 1, 2020 to the AHCA's Alliance Reserve Account. Until things settle down following the COVID-19 situation, the money will remain in the Alliance Reserve Account. (CD interest rates are extremely low right now.)
2. The AHCA Check Detail Sheet was reviewed. A question was raised about a refund that had been made to a co-owner in the amount of \$365. Alex confirmed the refund is appropriate. A question was raised about a \$73.80 charge from Casa Bella for copies. Alex will check into this. In addition, the Board agreed and advised Alex to forego making paper copies of Board meeting materials in the future. This should save the association some money.
3. The Profit and Loss Statement was discussed. Spot pothole repairs were discussed. Some have already been completed. The Board approved the purchase of additional cold patch if needed. Ig Justyna will handle this as the need arises. Dennis may be available to help.
4. The Customer Balance Summary was reviewed. Steve raised an issue about a co-owner who had attempted to pay his dues online, without success. Alex will look into this.
5. Legal issues were discussed. A total of 11 co-owners are currently in arrears. A co-owner who had been significantly in arrears has paid his bill in full. In addition, one (1) co-owner still owes close to more than \$1000 in past dues and penalty fees. Alex will continue to monitor this account for potential collections. A third co-owner, who has been contacted on multiple occasions by AHCA's attorney to pay a bill that is in excess of \$2000 (and who has not responded), was notified by our attorney that a lien was being placed on his home several months ago. Still no response. Foreclosure action was pending when COVID-19 hit. Due to COVID-19, the federal government has forbidden foreclosures for the 90-day period from approx. mid-March through mid-June. Therefore, the pending foreclosure is on hold. The Board agreed, although reluctantly, to have our attorney proceed with foreclosure once the federal ban is lifted.

**Alteration/Modification Requests**

1. There are no new alt/mod requests to consider at this time.
2. A question was raised about whether AHCA should revert back to the "old" version of the "Alteration/Modification Request" form (which encourages communication with next door neighbors when work at a co-owner's property might impinge on or potentially damage a neighboring co-owner's property). Everyone was in general agreement that notifying a neighbor is the polite thing to do, but there remains a question about whether the Board should require neighbors' signed authorization on the alt/mod request form before work commences. Steve will forward the old version of the form to everyone for further review and consideration by the Board. For now, the issue has been tabled.

## Open Management Issues

1. The Board approved funding the replacement of the damaged/shortened street sign post at Court. Estimated cost: \$150 + installation. Alex will follow-up with the contractor to arrange for the sign replacement.
2. Ig Justyna confirmed that the AHCA website documents/committee listings have been updated/corrected.
3. The Board discussed the status of the City vs AHCA snow clearing responsibilities on the sidewalk along Green Road. During the most recent snowfall, the lighted crosswalk on Green Road was cleared on both sides of Green Road by the City. The City clears only one side of the asphalt sidewalk (opposite Arbor Hills). Budd's typically clears the asphalt sidewalk adjacent to the Arbor Hills fence line. Since additional snowfall this winter is not likely, further discussion/follow-up on this issue was tabled until we see what the City does next winter.
4. The Board agreed that, in addition to the proposal obtained from SME's Pavement Engineering team, it would be prudent to obtain another estimate for pavement evaluation services. Since our last meeting, Sherri obtained a referral from Andy Kaczmarczyk from Casa Bella for another engineering consultant: Nowak & Fraus, Civil Engineers, 28 W. Adams, Ste. 210, Detroit, MI 48226. Sherri and Ig were scheduled to accompany Chad Findlay, PE, PS from Nowak and Fraus on an on-site "walk-through" on March 24, 2020. It was cancelled due to government-mandated work restrictions associated with COVID-19. Sherri will also contact NTH Engineers to inquire about pavement-related services they can provide. Their services are in better alignment with SME's pavement evaluation and design services.

## New and Open Topics

1. Ig and Sherri recently met on-site with Paul Conahan, Reserve Associates, to review various components of the "Reserve Study." Paul is waiting for the results of the engineering firms' input before completing his final report. Ig reported on the following items that included in the Reserve Study inventory. Items in red indicate eliminations.

• Concrete Curbs/Partial Replacement	17,466 LF	2021 (Changed to 2023)	\$58/LF
• Asphalt Mill & 1-1/2" Overlay Sidewalk	6.927 SF	2026	\$2.25/SF
(Eliminated -- This is the City of Ann Arbor's responsibility.)			
• Asphalt Mill & 1-1/2" Overlay Streets	233,364 SF	2022 (Subject to change)	\$1.75/SF
(Not a foregone conclusion that this is the recommended method for pavement repair/replacement per Jason Schwartzenberger, PE, VP Pavement Services, SME			
• Open item: Pavement/Road Study – Initial Testing and Evaluation (SME Estimate)			\$20,000
• Asphalt Seal Coat	233,364 SF	2016	0.09/SF
(Eliminated – This will not be done, so no reserve funding is needed for this.)			
• Pond Dredging	1 Lot	2020 (Move to 2025?)	\$25K/Lot
(Ponds C & D – not dredged in a while)			
• Pond Inspection/Maintenance	1 Lot	2020 (Moved to 2025)	\$25K/Lot
(Supposed to be inspected annually. Has been done by Board members.)			
• Light Pole Replacement/Painting	40 Units	2025 (Moved to 2030)	\$1,700/Unit

(Approximately \$6,000 when last painted in 2018)

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|---|-----------|----------------------|--------------|
| • AHCA Sign at Entrance   | 1 Lot     | 2020 (Moved to 2025) | \$7K Lot     |
| • Vinyl Fence   | 808 LF    | 2030                 | \$35/LF      |
| • Mailbox Replacement<br>(Some stands are damaged/rusted and may need repair/repainting. Boxes may need new numbers.) | 200 Units | 2025 – 2027          | \$125/Unit   |
| • Reserve Study Update  | 1 Unit    | 2020-2025            | \$2,000/Unit |
| • Storm Drain catch basin clean/replace<br>(Possible new item)  | ??        | ??                   | ??           |
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2. There was a brief discussion about AHCA’s responsibility for maintaining designated ramps in common areas. AHCA also has responsibility for maintaining/repairing curbs (in accordance with City and ADA guidelines) to ensure smooth transitions exist between curb edges and ramps. Ig is going to develop a diagram to delineate AHCA-funded and co-owners’ ramp repairs that need to be completed this summer. Homeowners have responsibility for maintaining ramps that are adjacent to their property envelope.
  3. Sherri reported that there are 32 rentals in Arbor Hills at this time.
  4. Co-owners’ **general** concerns/complaints that relate to the recent “Special Notice” mailings to co-owners (re: items needing repair at co-owners’ properties) will be handled by Alex Stankiewicz on behalf of the Board. More complicated or questionable issues will be forwarded to and addressed by the Board.
  5. The Board and Alex discussed the possibility of holding our next meeting on Tuesday, 4/28, or Thursday, 4/30. (It was later determined the meeting would take place, virtually, at 7:00 p.m. on Tuesday, 4/28.) Dennis will set up the method for connecting that night.