
AHCA BOARD MEETING MINUTES

MAY 27, 2020

Wednesday, May 27, 2020, 7:00 – 9:00 PM
Meeting via Zoom Tele/Web conferencing

Board Members present: Thomas Edwards, Sherri Fountain, Steve Hadrill, Ig Justyna, Dennis Stom
Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Meeting Minutes

- ❖ The April 28, 2020 Board of Directors' meeting minutes were approved by the Board contingent upon the incorporation of minor additions/changes suggested by Board members.
- ❖ Need to post minutes from March and April meetings

Financial/Legal

- ❖ Management report
 - State Farm CD (Request to transfer to Alliance Reserve Fund Reserve Fund FBO: AHCA. The Bank has stipulated that the Board needs to sign "Minutes of Directors' Meeting." Signatures required by all Board Members. Sherri will secure signatures and mail to Casa Bella. Must be original.
 - Alliance Bank/April late fee/follow-up with a co-owner has been cleared up.
 - 2nd half dues notice \$365, mailing. The Board unanimously approved maintaining at \$365 for July 1, 2020. Casa Bella will be mailing invoices the first week in June, 2020.
- ❖ Treasurer's report

Balance Sheet: Transfer of State Farm CD to Alliance Reserve fund is underway and expected to be processed in full by July 1, 2020.

Profit and Loss: \$81.61 (envelopes/postage). What is this for? Alex will check into this and get back with us.

Check details: Nothing of note.

Customer Balance Summary: Eight (8) co-owners are still arrears on their dues.
- ❖ Delinquencies, legal fees, and legal action review

Due to COVID-19, the pending foreclosure for one (1) co-owner is held up due to restrictions on foreclosures. There are three (3) cases in collections that are also on hold due to COVID-19.

Alteration/Modification Requests

- ❖ Alteration/modification status report. **No new forms.**
- ❖ AHCA alt mod form review for next door neighbor notification vs. CB form

The new form, as proposed by Steve Hadrill, was approved by a majority of Board members. If the approved form is created by the Arbor Hills Board, it will need to have Arbor Hills at the top of the form. Casa Bella will not reproduce it on their letterhead because it will not conform to their attorney-approved, standard form.

Open Board Issues

- ❖ Sidewalk and ramp repairs homeowners and AHCA.

Sherri reported on negotiated rates with CLI, PCC and Doan Construction and recent contact with the contractors who have been retained to perform repair/replacement work. She has volunteered to assist our co-owners with signing up with PCC and Doan because many co-owners have had difficulty connecting with these contractors to sign up for discount programs. Sherri is preparing a special E-blast notice to all co-owners to advise them of the extended deadlines for signing up for discounts and contacts for signing up for services. Alex will send this out. He and Sherri will ensure those who have not provided email addresses to Casa Bella receive mailed copies via USPS.

- ❖ Crack filling damage at corner of Ashburnam and Ashburnam Court and nearby area in intersection of Ashburnam Road and Ashburnam Court that may have been caused by a patio installation contractor doing work for a nearby resident.

Ig and Sherri followed up with the homeowner at this location and recommended that the homeowner contact the owner of the contracting firm to seek a solution/reparation. It is unclear at this time whether A & R Sealcoating, who is coming within the next few weeks to perform crack-filling throughout Arbor Hills, will just go ahead and take care of the problem. If there are additional charges from A & R to rectify the problem, additional follow-up with the homeowner and his contractor will need to take place.

- ❖ Ashburnam Ct. street sign post replacement.

Alex has spoken with the owner of the street sign replacement company to clear up confusion about the sign. It is supposed to be replaced within the next few weeks.

- ❖ Street crack sealing schedule.

A&R is scheduled to come out on Thursday, 6/4/20 and Friday, 6/5/20 to apply crack filling material per the contract signed in the September 2019. (\$16,800)

- ❖ Street sweeping.

Hopefully CJ's will be able to do this before Wednesday, 6/3/20. If not, we will need to wait at least 2 weeks following crack filling.

- ❖ Status of Nowak and Fraus Engineering and NTH Engineering re: pavement testing services and next steps.

Discussions have already taken place and onsite visits with reps will be scheduled with both engineering firms once COVID-19 restrictions are lifted.

- ❖ Reserve Study status and Paul Conahan, Reserve Associates.

Ig contacted Paul Conahan on May 20, 2020 and advised him that we would like to wait until we've had a chance to meet with reps and review the two (2) additional proposals before we continue discussions.

- ❖ Pond inspection/maintenance update.

Dennis Stom and Ig Justyna recently conducted an inspection of Ponds C, D and H. The drain to the CD Detention Pond Complex was found to be in need of yearly maintenance, which means it needs clearing out (rocks, gunk). Dennis will oversee the effort to clear the exit drain from the CD Detention Pond Complex. The remaining ponds will be inspected sometime this summer or fall.

- ❖ Storm drain basin inspection/cleaning update.

Steve Haddrill and Ig Justyna are planning to conduct inspections on 65 drains throughout the neighborhood (59 curb drains, 3 drains in co-owners' yards, and 3 drains in Kilburn Park).

- ❖ Curb inspection/repair update.

Steve Haddrill and Ig Justyna will conduct this inspection at the same time they inspect the storm drains.

- ❖ Center islands and front entry flower beds mulching.

The Board will purchase mulch and handle this project. Volunteers will be invited to join us. Announce call for volunteers in next newsletter. Continuum is responsible for “spring clean-up” in these areas.

- ❖ Snow plowing turf damage.

Ig Justyna and Steve Haddrill will review and report on progress.

- ❖ Mail box stands & mail box inspection/maintenance.

Sherri will report at next meeting with details from contact she’s made with “DIYLETTERING” company quote. DIY can create the exact box numbers we need for each mailbox. We need to select font and size and request samples (which are not free).

New Topics

- ❖ Excessive lawn and weed growth at Dunwoodie residence and other residences.

Serious discussion about the eyesore created at Dunwoodie. There was discussion about having a volunteer weed-whack or mow the front lawn. Alex was asked about whether violation notices had been sent out. He needed to check on this and get back with us. Sherri will put something in the next newsletter about this issue.

- ❖ Lawn fertilizer on Green Road and AHCA entrance sidewalks.

No notes on this.

- ❖ Budd’s quote for additional snow clearing.

Per Steve, a quote was obtained from Budd’s re: the two (2) park entrance sidewalks and at Earlmoore. At this time, we still need a quote for what it would cost for Budd’s to clear snow from the asphalt sidewalk and controlled sidewalk along Green Road.

Place Holders for tabled Topics

- ❖ City vs. AHCA snow clearing responsibilities on asphalt sidewalk and controlled sidewalk along Green Road.

We still need more information from the City about whether they will take care of snow plowing in these areas. (See item above.) Tabled again until October 2020.

Next Meeting

- ❖ The next Board meeting will be held (virtually) on Thursday, June 25, 2020.