
AHCA BOARD MEETING MINUTES

JULY 29, 2020

Tuesday, July 29, 2020, 7:00 – 9:00 PM
Meeting via Zoom Tele/Web conferencing

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

Review and Approval of Meeting Minutes

- ❖ Review/ approve BOD meeting minutes of June 25, 2020

Board agreed to review and provide feedback to Sherri by August 2, 2020. The June 25, 2020 meeting minutes will be approved contingent upon incorporation of suggested edits/additional information. (The minutes were approved via email in early August by the Board.)

Financial/Legal

- ❖ Management report

- State Farm CD, status of “Minutes of Directors Meeting” signature form

Due to COVID-19, AHCA’s money held in the State Farm CD has not been transferred yet to the AHCA Alliance Reserve Account. Casa Bella has made repeated attempts to contact State Farm to initiate the transfer. The “Minutes of Directors Meeting” form, which confirms the Board’s authorization to transfer the money from State Farm to the AHCA Alliance Reserve Account, was recently mailed via USPS to State Farm. Alex Stankiewicz will follow-up on this with Andy Kaczmarczyk about this.

- Casa Bella Property Management report on inspections and existing violations

Alex Stankiewicz drove through and inspected Arbor Hills on Thursday, 7/23/20, and identified approx. 20 co-owners’ homes with lawns that need to be mowed (primarily on Dunwoodie and Kilburn Park Circle). These co-owners will receive a 1st Violation Notice from Casa Bella alerting them that they need to maintain their lawns (no fines). About a month ago, several co-owners received 1st Violation Notices from Casa Bella about the need to remove yard signs from their yards. (These notices were sent out following publication of an article in the June 2020 Arbor Hills Newsletter reminding everyone about our bylaws related to yard signs). Most co-owners removed their yard signs; however 1 - 2 did not and Casa Bella will be sending 2nd Violation Notices to them. (A 2nd Violation Notice carries a \$25.00 fine.) Alex also identified a few co-owners who have recently posted yard signs. He will send 1st Violation Notices to them.

- ❖ Treasurers report

The profit and loss statement and various expenditures were reviewed and discussed. A year-to-date (YTD) expenditure column has been added to the P&L statement by Casa Bella at the request of the Board. Everything appears to be in order, but clarification was sought on the following items:

- Street sweeping charges equal \$900 in 2020, which is about double what has been budgeted for 2020. (It appears there was a carryover charge of \$450 from late fall street sweeping performed in 2019.) CJ’s
- The water bill is a little higher than normal. (This probably reflects a recent City of Ann Arbor H2O rate increase.)
- Snow removal expenditures in 2020 equal \$9,000, which seems high considering the 2020 budget for this item is only \$11,000. (The actual contracted amount is \$11,250.) This needs further investigation and clarification. It was noted that the budgeted amount for salting is an additional \$2,000.

❖ Review of delinquencies, legal fees, and legal actions

Legal action is pending on one (1) home in Arbor Hills. Our attorney is monitoring the situation and will take appropriate steps to follow up with the co-owner once the federal government's COVID-19-related restrictions on evictions and foreclosures are lifted. The Board voted unanimously to continue with long-established legal steps to collect money from delinquent co-owners. Several co-owners are delinquent in paying their July 1, 2020 dues (\$365.00) and will be notified by Casa Bella of fines due for late payment in early August.

Alteration/Modification Requests

❖ Alteration/modification submission report

Several alt/mod requests have been submitted to the Board since our June 25, 2020 Board Meeting (deck/patio replacement and/or installation, window replacement, awning installation over back deck, etc.) The Board has approved all of these submittals.

❖ AHCA Alt/Mod Form updated/approved for posting to AHCA and Casa Bella websites

The updated AHCA Alteration/Modification Form was approved by the Board during our June Board meeting. It has been approved for uploading to the Arbor Hills website and Casa Bella website for the benefit of AHCA co-owners. Ig Justyna will ensure that this takes place.

Open Board Issues

❖ Update on Sidewalk/Ramp Repair Program:

Phase I, Concrete Leveling, was completed June 29, 2020 through 7/2/2020, by Concrete Leveling, Inc. (CLI). Approximately 100 sidewalk slabs and ramps were leveled on behalf of approximately 40 co-owners who opted to take advantage of the discount program with CLI (\$45/slab). Ten (10) sidewalks and two (2) ramps were leveled on behalf of AHCA. Only one (1) co-owner did not sign up for the discount program. CLI returned to Arbor Hills on 7/22/20 for a final visit to complete ramp leveling on behalf of AHCA and address last-minute leveling requests from about five (5) co-owners who decided to sign up for their services. They did a great job!

Phase II, Concrete Saw-Cutting, is scheduled for completion the week of August 3, 2020 by Precision Concrete Cutting (PCC). Approximately 25 – 30 co-owners' sidewalk slabs will be saw-cut at a discounted rate of \$59 per sidewalk slab **“edge.”** As of 7/29/20, all affected co-owners' opted to sign up for PCC's discount program and have paid in advance, as requested by PCC, for their services. The Board also previously approved \$1,416.00 for PCC to perform saw cutting on curbs and ramp sections located in common areas throughout the neighborhood. This amount may change slightly depending on conditions encountered in the field the day of service.

Phase III, Replacement, is scheduled for completion in mid-August by Doan Construction. Approximately 5 co-owners have signed up to have approximately 10-12 severely cracked slabs replaced by Doan at a discounted rate of \$12.00 per square foot. AHCA has contracted with Doan for six (6) slab replacements along Ashburnam Road.

Phase IV, Caulking/Sealing, is scheduled for completion sometime in August by CLI. Rates will vary depending on the length of the amount of caulk/sealant required at each location. Most of these repairs are anticipated to cost from \$35 - \$45.

❖ Street crack filling inspection and rework status, pending return of A&R

Crack filling throughout Arbor Hills was completed during the first week in June. In early July, Ig met onsite with Rocky, President of A&R, to review sections of crack filling that need additional attention and reworking. Rocky agreed to send a crew back out to Arbor Hills to complete this work. Ig will follow up with Rocky to find out when the crew plans to return.

❖ Storm drain, Curb, Mail boxes & stands report

Steve Haddrill and Ig completed a survey and measured the depth of “muck” in all of AHCA's storm drains in June. They also evaluated curbs, mailboxes and mailbox stands. Steve will forward a pdf file containing the results of the findings to Ig for finalization. The Board will consider the findings and discuss a course of action at the next Board meeting.

- ❖ Mail boxes renumbering (“DIY Lettering” quote)
 Sherri has collected preliminary information from “DIY Lettering” about replacing the numbers on our mailboxes. Many are curled or faded. Thomas Edwards will follow up with “DIY Lettering” for samples of mailbox lettering and find out more about costs.
- ❖ Center islands and entry flower beds mulching - set schedule
 Dennis will explore having Home Depot deliver mulch for the front beds and will assemble a team of volunteers to help spread it.
- ❖ Review mosquito dunk application program
 Two (2) rounds of dunk applications have taken place this season. Dennis recently completed application of the dunks in targeted areas. Another application will occur in mid-August and, again, approximately 30 days later. The Board approved the purchase of dunks for the next two applications (approx. \$250.00/200). Steve Haddrill ordered them tonight.
- ❖ Perimeter quote for repair at light pole base/open hole on Aldwych Circle next to solar light
 Sherri will arrange an onsite meeting with Perimeter Construction before our August Board meeting to review options for repairing the light pole base and underlying drain on Aldwych Circle. Ig will join the meeting.
- ❖ Review pavement testing and evaluation proposals from SME, Nowak and Fraus, Soils and Structures and G2 and identify next steps
 Ig prepared and circulated a spreadsheet and a decision matrix summarizing the four (4) proposals the Board received over the past few months from pavement engineering consultants. These proposals outline methods and estimated costs for testing and evaluation of the condition of AHCA’s pavements. The proposals also provide information and estimated costs about alternatives for maintaining, rehabbing, resurfacing and/or replacing our pavements and targeted curbs and project management-related costs. The Board agreed to read all of the engineering proposals and Ig’s information in detail and be prepared to discuss AHCA’s pavements at a special meeting focused solely on this topic. This virtual meeting is scheduled for 7:00 p.m. on Thursday, August 6, 2020.

New Topics

- ❖ Ashburnam Road “Slow Down Children Playing” sign partially obscured by vegetation.
 Volunteers from the Board will trim this vegetation.
- ❖ Pond B (Pump House) rocky spillway from first to second pond needs maintenance
 Dennis and Ig agreed that clearing the spillway will require at least two (2) men. Dennis will put together a team to handle this sometime in September or October (after mosquitos and bugs retire for the winter).
- ❖ Proliferation of weeds growing at the joint of the asphalt and curb aprons
 In the past, Steve Haddrill has volunteered to spray the weeds growing along pavement and curb aprons throughout Arbor Hills. The Board agreed tonight that this approach is no longer sustainable and stronger, longer lasting treatments are needed. The Board discussed hiring a company to eliminate these weeds in the interest of preserving and preventing cracks in our roadways, curbs and ramps. Our crack filling contractor recommended that we hire a firm to do this 2 times per year. Thomas will contact a firm for a quote.
- ❖ Street light poles at various locations have been engulfed with yard tree branches
 Ig will formally inventory those trees that are engulfing light poles.
- ❖ Vegetation is encroaching on the Access Road. A 3-foot buffer has not been maintained
 Alex Stankiewicz will follow up with Continuum to find out if they can brush hog these areas sometime late this fall (after summer vegetation has died off) and will obtain an estimate. The Board discussed having Continuum perform this work while they are in Arbor Hills to complete final, fall clean-up work/leaf pick up.
- ❖ Budget for 2021, prepare for Annual Meeting
 Ig recommended that we set a target date to begin preparing the budget for 2021.

- ❖ 2020 Annual Meeting, how to hold meeting, voting, and etc. due to COVID

Clague Middle School will not allow rentals this year due to COVID-19. There was discussion about the possibility of holding a virtual meeting via Zoom. The Board will further explore options and seek guidance from Casa Bella.

Place Holders for tabled Topics

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

Next Meeting

- ❖ August date TBD – Next (virtual) Board meeting scheduled for 7:00 p.m., Wednesday, 8/26/20.