
AHCA BOARD MEETING MINUTES AUGUST 26, 2020

Wednesday, August 26, 2020: 7:00 PM – 9:45 PM

Meeting via Zoom Tele/Web conferencing

Board Members to attend: Thomas Edwards, Sherri Fountain, Ig Justyna, Dennis Stom

Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Meeting Minutes

- ❖ Review/ approve BOD meeting minutes of July 29, 2020 and disposition of June 25, 2020 minutes

The July 29, 2020 minutes are still being finalized. June 25, 2020 meeting minutes were approved via email. Sherri will arrange for these minutes to be posted.

- ❖ May 27, 2020 meeting minutes were approved for posting, but were not posted.

These minutes were previously submitted by Sherri for posting. Sherri will re-send them to Ig and Alex at Casa Bella for posting.

Financial/Legal

- ❖ Management report

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

Alex will hand-deliver a State Farm form to Sherri on 8/27/20 for signature by Dennis Stom (president) and Sherri Fountain (secretary). Once processed, State Farm will release AHCA's State Farm CD account funds to Casa Bella for deposit to AHCA's Alliance Reserve Fund.

- Casa Bella report on follow-up inspections and any existing violations

The Board discussed recent yard sign violations. A couple of co-owners still have not removed yard signs. Dennis will personally follow up with these co-owners.

- CB report regarding street sweeping billing

Alex confirmed that the recent June bill from CJ Sweep was accurate. Street sweeping took place with the “big sweeper” on June 2, 2020 – immediately prior to A & R's crack filling work. CJ Sweep's “small sweeper” came to finish the job on July 2, 2020. We were only charged once for these two (2) visits. We are current with our billing and payments with CJ Sweep.

- ❖ Treasurer's report

Review of Financials: Ig asked about information on the Check Detail. There was \$150.17 charged to AHCA twice in the month of July – once on 7/2/20 and again on 7/31/20 for Hazard Liability Umbrella Insurance. Alex confirmed that these two (2) payments occurred within the same month because payments are due every 30 days. We should not be charged again in August.

Sherri raised a question about how AHCA's 2020 budget lines up with actual YTD expenditures. Are we on target to stay within our budget? How much money is anticipated to go to Reserve by the end of 2020? Alex will prepare a report to address these questions and send it to the Board by approx. 9/11/20.

- ❖ Review of, delinquencies, legal fees, and legal actions

One co-owner, whose AHCA account is significantly in arrears, recently responded to Casa Bella's attorney to reconcile his account. Alex assured us that late-payment violation fees and attorney fees for collections-related expenses associated with this co-owner's account will be included in the settlement of the account. Once the co-owner pays the balance due, all but the August fees will be reimbursed to Arbor Hills. Alex also reported that several co-owners still haven't paid their July 2020 dues (\$365). In keeping with long-term, established practice, Casa Bella has charged these co-owners one (1) late fee (\$25.00) at this point.

Alteration/Modification Requests

- ❖ Alteration/modification submission report

Solar panel installation request.

Original request was submitted on a Casa Bella Alt/Mod form. The Board has requested completion of the Arbor Hills Alt/Mod form for this project to ensure next door neighbors are notified about this pending project. The Board will wait until the new form is submitted before making a decision about the Alt/Mod request. (It was later determined and communicated by Ig Justyna that the co-owner would also be asked to submit a copy of a City of Ann Arbor permit unique to the installation of solar panel systems. This was communicated to the co-owner.)

- ❖ AHCA alt mod form updated/approved posted to AHCA web site. Referenced on CB site?

Alex will make sure the AHCA Alt/Mod form is referenced and accessible to registered Arbor Hills co-owners on Casa Bella's website.

Open Board Issues

- ❖ Sidewalk repairs moved to replacement stage. All residents complied with leveling and saw cutting notices.

Doan Construction is scheduled to complete sidewalk and other concrete "replacement" work on Thursday, 8/27/20 or Friday, 8/28/20 (weather permitting). Caulking/Sealing is tentatively scheduled for completion by Concrete Leveling, Inc. (CLI) within a couple of weeks of Doan completing its work. Doan's concrete replacement work must be completed before CLI can perform caulking/sealing.

- ❖ Storm drain, Curb, Mail boxes & stands report, need hard copies from Steve Hadrill, Ig

Ig will contact Steve to obtain hard copies of inspection reports from Steve Hadrill.

- ❖ Mail boxes renumbering (DIY lettering quote), Thomas

Sherri has been in touch with Joy Bocanegra at Do It Yourself (DYI) Lettering (1-800-550-3883) to discuss options for obtaining adhesive numbers for our mailboxes. The numbers can be prepared by DYI in 4-number sequences that match our street addresses. Sherri will pass along information to Thomas Edwards about DYI, so he can follow-up to obtain samples for the Board to consider.

September mosquito dunk application, Ig & Dennis

Due to extremely dry conditions over the past several weeks, the Board voted to skip applying mosquito dunks for the remainder of this year.

- ❖ Perimeter Construction quote for sinkhole repair at light pole base on Aldwych, Sherri

Steve Rojeck, PE, Perimeter Construction, is scheduled to meet with Sherri and Ig on Wednesday, 9/2/20 at 11:00 a.m. to inspect the sinkhole next to the solar light pole on the east side of Aldwych Circle. Mr. Rojeck will advise us and provide an estimate to address the sinkhole problem.

- ❖ Ashburnam Road street sign: "Slow Down Children Playing" obscured by vegetation

Dennis and Ig will take additional action to clear this vegetation.

- ❖ Pond B (Pump House) rocky spillway from first to second pond and riser need maintenance

Vegetation, debris and rocks need to be cleared. Ig and Dennis agreed to handle this.

- ❖ Road weed treatment by TruGreen, 8/25/20
Treatment took place on Tuesday, 8/25/20. Thomas wants to double check on effectiveness of the treatment and whether all roadway weeds and border weeds along access road were addressed before we pay the bill. Alex and Tom will coordinate paying TruGreen's bill.
- ❖ Street light poles at various locations encroached by yard tree branches
Bayswater (Pole #12) – Alex sent an initial violation letter and requested a response within 10 days. To date, he has not heard from the co-owner.
- ❖ Vegetation encroaching the Access Road, 3-foot buffer has not been maintained, Alex-Continuum
At Thomas' direction, TruGreen sprayed about 1-foot of vegetation on either side of the access road. Alex will contact Continuum and arrange for us to obtain an estimate for bush hogging/clearing a 3-foot buffer on both sides of the back access road.
- ❖ Budget for 2021, prepare for Annual Meeting
Ig Justyna will prepare a draft of 2021 Budget. Goal is to finalize a draft by mid-September for Board review prior to our September meeting.
- ❖ 2020 Annual Meeting, how to hold meeting, voting, and etc. due to COVID
The Board recently sought guidance from Casa Bella Property Management and our attorney about how to plan for our annual meeting. We were advised that Casa Bella's other clients are postponing their annual meetings due to contagion concerns associated with COVID-19 and the Governor's executive order restricting social gatherings. The Board explored the possibility of holding our annual meeting on a virtual basis; Casa Bella's attorney stated that this is not permissible. Therefore, the AHCA Board voted to postpone the October 2020 annual meeting until further notice, in hopes that the meeting can be held safely (and soon) at a later date.
- ❖ Pavement testing/evaluation quotes from SME, Nowak & Fraus, Soils & Structures and G-2 -- August 6, 2020 BOD meeting inconclusive
COVID-19 has led to delays in connecting with firms who can assist Arbor Hills with paving-related testing/evaluation and recommendations for maintenance, repair, rehab, replacement. The Board held a special meeting on August 6, 2020 for the sole purpose of reviewing and discussing four (4) pavement testing/evaluation proposals received from the four (4) firms listed above. (A fifth firm was also consulted and had previously agreed to provide a proposal to the Board, but later dropped out.) There were numerous questions raised about the remaining four (4) firms' array of services offered and estimated costs. There is a concern about comparing each firm's services and estimated costs for services. Sherri and Ig will follow up with Pavement Engineers from the four (4) firms to ask questions and get clarification about various items and costs outlined in the proposals and report back to the Board. The Board has also requested copies of sample reports and sample maintenance/rehab/replacement plans prepared for similar clients/projects from each of the four (4) companies. This additional information will be reviewed and discussed before the Board proceeds with next steps.

New Topics

- ❖ Board member resignation and Board roles
Steve Haddrill, who had been serving as AHCA's Treasurer, resigned from the Board in late July. The Board will prepare and share a list of potential candidates (via email) to appoint to the vacant Director position.

Place Holders for tabled Topics

- ❖ City vs. AHCA snow clearing on asphalt sidewalk and controlled sidewalk along Green Road
- ❖ Mulching for center islands and entry flower beds has been tabled until spring/early summer 2021.

Next Meeting

- ❖ September date TBD
The Board originally agreed to meet (virtually) on Wednesday, 9/23/20 at 7:00 p.m. This date was later changed to Wednesday, 9/30/20 at 7:00 p.m.