

BHP Board Meeting Agenda

04/09/2024, 9am

(standard meeting cadence: 3rd Wednesday of month, 9am-Noon)

Board Attendance

- ✓ Craig Lee, Board President
- ✓ Joe D’Avanzo Board, Vice President
- ✓ Phil Dennis, Board Treasurer
- ✓ Sharon Garbarz, Board Secretary
- Mark Nelson Board, Member at Large (absent)
- ✓ Valencia Hall, Homestead PM
- Autumn Williams, Homestead Senior Property Manager (absent)
- ✓ Joe Zimmer (Capital Committee)
- ✓ Edy Buckle (Capital Committee)





Meeting called to order: 9:03am and closed at 11:30am

Next meeting: Wednesday, May 15, 9am – Noon

Major Agenda Topics:

Topic	04/09 Discussion/Updates/Decisions	Action Items
Insurance	<ul style="list-style-type: none"> • Dave MacCarreall (MIG) was a special guest at the board meeting, and he provided a summary of the unique qualities of multi-dwelling complexes for board edification. • Dave agreed to provide an offline summary of insurance considerations for co-owners to ensure their property has comprehensive coverage, over and above the coverage provided by the association (complete 4/11). • Dave confirmed there is negligible coverage impact to changing the deductible from \$10K to \$25K. • Dave reviewed our bylaws for potential changes for consideration (completed post meeting, 4/10) 	<ul style="list-style-type: none"> • Sharon to incorporate Dave’s comments in newsletter for homeowner and in potential bylaw changes for the association.
Financials 	<ul style="list-style-type: none"> • 2022 Tax Statement provided to Board. • 2023 taxes in progress. • Phil presented February Financials <ul style="list-style-type: none"> ○ There are still outstanding payment and accounting changes that must be made. A complete list was sent to Valencia following the meeting. ○ March financials will follow corrections. ○ Open - \$9K Homestead issues hasn’t been 	<ul style="list-style-type: none"> • Phil and Valencia to resolve remaining issues including Homestead duplicate payments, DTE payments and pest control costs. • Phil to pursue consolidated billing with DTE. • Valencia to initiate 2023 HOA tax return.

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	<p>corrected (December 2024)</p> <ul style="list-style-type: none"> ○ Request to have pay more invoices through Strongroom for visibility. ● Valencia provides a 4/1 supplemental assessment status that said there were 12 unpaid fees with no February HOA payment arrears. ● Valencia was provided instructions from the board to stop payment on all pest control invoices. ● Sharon reported that the 10-year capital plan and 2024 supplemental assessments communications were added to BHP website for reference and the capital plan is also included in welcome baskets. Valencia was asked to ensure that Homestead also communicates this for all new purchases. ● Board Decision: Update the capital plan for the September meeting. 	<ul style="list-style-type: none"> ● Phil to pursue audit services for 2023 financials. ● Joe Zimmer to update the capital plan for the September annual meeting to better reflect the planned spend, as of this time.
<p>Compliance Bylaw and Rules and Regulation Changes Attorney: Kevin Hirzel</p> 	<ul style="list-style-type: none"> ● Valencia stated there are no outstanding fines for bylaw/regulation violations. ● Weekly compliance walkthroughs – 2 hours, 2 x week to start walking through. Track violations. ● Northville Twp. is now periodically driving through the complex to provide a presence to deter vehicle violations. ● Sharon’s questionnaire will be finalized to gain early input on support from co-owners. An additional question will be asked to get general interest in future capital improvements. 	<ul style="list-style-type: none"> ● Valencia to conduct follow-up and provide status of inventory of non-compliance situations, including status of fine collection in May. ● Sharon to send out questionnaire to homeowners. ● Sharon to provide safety monthly reminders in the newsletter.
<p>Signs and More</p> 	<ul style="list-style-type: none"> ● Signs ordered. The final price came in at \$42.3K which is significantly lower than the original \$70K budget that was later reduced to \$65K. ● Tentative final count/placement week of 4/22. ● Signs that won’t be replaced will be removed ahead of time. ● Old map signs will be offered up to residents should they want them. ● May install TBD. 	
<p>Gazebo</p>	<ul style="list-style-type: none"> ● Landscaping is expected to start 4/16, weather permitting, and will be completed before the end of the month. ● Solar lights were ordered for the gazebo and could be used for the bridge too if they are successful. ● Gazebo power washing 4/22. Staining will be scheduled after that. ● Bridge replacement yet to be scheduled. Currently pending final drawings and permit. 	<ul style="list-style-type: none"> ● Valencia to arrange disposal of wood tables at gazebo.
<p>Directory Publication</p>	<ul style="list-style-type: none"> ● Status: Directory publishing/ mailing (Valencia). must be out by end of May or the board will print internally. 	
<p>Website and Monthly</p>	<ul style="list-style-type: none"> ● Updates to add assessment paperwork and 	

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Newsletter	summer gazebo events to the calendar page.	
Mailbox re-painting	<ul style="list-style-type: none"> • J&B will repaint the mailboxes during the period they are contracted to paint homes. 	
Homestead	<ul style="list-style-type: none"> • Status of Board expectations: <ul style="list-style-type: none"> ○ Board notification of signed contracts (closed) ○ Calendar of activities by end of March. ○ Extract of work orders and modification requests by 10th of each month to Sharon ○ Updates on work orders must be in place for spring activity. ○ Provide access to trackers to Sharon so that she can pull extracts for reporting until Homestead is ready to pull monthly metrics. 	<ul style="list-style-type: none"> • Valencia to ensure ongoing compliance to board expectations, as discussed. • Valencia to provide Sharon with access to extract data from website.
Goose Eggs and Potential roundup	<ul style="list-style-type: none"> • Geese Nest/Egg Removal has two scheduled dates of 4/13/2024 and 4/27/2024. 	<ul style="list-style-type: none"> • Sharon to add reminder not to feed the wildfowl in newsletter and for people to consider their own pest control.
Township HOA Meeting	<ul style="list-style-type: none"> • Twp meeting to be held on May 1st. Craig and Sharon will attend for BHP. • Agenda includes Township Community Update (Supervisor Abbo), Sharing Forum, and Select Subject for Fall HOA Forum 	
Golf Cart	<ul style="list-style-type: none"> • Decision made to purchase this 2nd hand cart for hauling and doing small cleanups. 	

Homeowner Specific Issues:

Private Gazebo Painting Request	<ul style="list-style-type: none"> • Request: Association painting of the gazebo that is adjacent to his home • Board Decision: Denied request to co-owner since it is considered a private gazebo (“limited common element” and is the responsibility of the co-owner to maintain based on the bylaws. • The gazebo will be inspected to determine all repairs that are needed for the gazebo to ensure it is being properly maintained. • Homestead will send out a communication to the homeowner confirming their responsibilities for both painting and general repairs. 	<ul style="list-style-type: none"> • Craig and Joe will expect the private gazebo to determine the extent of repairs needed to be used in a communication from Homestead. • Valencia to send the communication to the homeowner.
Garage Interior Drywall “Water” Damage Request	<ul style="list-style-type: none"> • Request: Co-owner requesting association repair for interior garage drywall, claiming it was association responsibility due to external damage. • Board Decision: Denied. The board confirmed there is NO visible water damage and the co-owner should be responsible for repairs. 	<ul style="list-style-type: none"> • Valencia to send the communication to the homeowner.
Arborvitae Replacement Request	<ul style="list-style-type: none"> • Request: Arborvitae replacement between the unit back decks on Blue Heron Ct • Board Decision: Denied. Arborvitae were cut down at homeowner request with the understanding they would replace. • There is no 2024 budget for this type of activity. 	

	The capital plan will be considering broad arborvitae replacement in a future year.	
Aggressive Dog	<ul style="list-style-type: none"> • Issue: Neighbor complaint about an aggressive dog in the complex; no direct knowledge or police reports filed, only an old report from a prior home. • Board decision: Send a letter to the homeowner to inform them that a complaint has been made along with a reminder to keep the pet on a leash and away from other homeowners. 	<ul style="list-style-type: none"> • Valencia to send a notice to the homeowner as stated.
Unapproved work completed	<ul style="list-style-type: none"> • Issue: Additional walkway found to have stamped concrete. 	<ul style="list-style-type: none"> • Sharon to schedule for next board meeting
Future discussion	<ul style="list-style-type: none"> • Issue: Need to discuss future landscape replacement for inclusion in updated capital plan. 	<ul style="list-style-type: none"> • Sharon to schedule for next board meeting

Quick Vendor Updates/Action Items

Vendor	2/14 Discussion/Updates/Decisions	Action Items
MLP (Landscaping, Snow Plowing, Tree Spraying)	<ul style="list-style-type: none"> • Hydrangeas need to be cut this spring. 	
J&B (Painting)	<ul style="list-style-type: none"> • Painting contract (1/17/24) in place for May start: <ul style="list-style-type: none"> ○ Buildings 10-14 - painting only ○ Buildings 15-23 - wood repair and painting. 	<ul style="list-style-type: none"> • No action.
MacDemo (Cement paving)	<ul style="list-style-type: none"> • 47 remaining driveway and walks, and parking and mailbox pads contracted for July 2024 start. • Driveway pitting/salt. Warranty walkthrough. • Last year's rebate for smaller landscape. 	<ul style="list-style-type: none"> • Sharon to schedule for next board meeting
T&T (Sprinklers/Tree trim)	<ul style="list-style-type: none"> • Sprinkler services open and closing • Tree trimming 	<ul style="list-style-type: none"> • No action.
PLM	<ul style="list-style-type: none"> • Fountains installed for the summer. 	<ul style="list-style-type: none"> • No action.

Committee Updates (As available):

Topic	4/9 Discussion/Updates/Decisions	Action Items
Welcome	<ul style="list-style-type: none"> • Ann King joins the Welcome Committee. 	<ul style="list-style-type: none"> • No action.
Social	<ul style="list-style-type: none"> • New food truck schedule finalized. • Socialization committee added to website. • Music will be provided at 6/19 ABC night (Dave and Diane Bomzer) 	<ul style="list-style-type: none"> • No action.
Beautification	<ul style="list-style-type: none"> • See updates on gazebo landscape and signs, above. 	<ul style="list-style-type: none"> • No action.
Compliance	<ul style="list-style-type: none"> • See Compliance related discussion above for 2024 planned changes. 	<ul style="list-style-type: none"> • No action.
Lake	<ul style="list-style-type: none"> • Water level a bit low. • There is a turtle trap to capture the largest. 	<ul style="list-style-type: none"> • No action.
Capital Projects	<ul style="list-style-type: none"> • See replacement of gazebo bridge above. • No short-term actions, at this time. 	<ul style="list-style-type: none"> • No action.