



BHP Board Meeting Minutes 11/29/23


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 (remote)
- ✓ Valencia Hall, Homestead PM, w/Lisa and Jill

Meeting called to order at 6:43pm. Meeting closed at 9:10pm.




Major Agenda Topics: 




General Topics:

Topic	11/29 Discussion/Updates/Decisions	Action Items
Financials Review 	<ul style="list-style-type: none"> • Homestead provided October Report on 11/15. • Phil presented draft 2024 Draft Budget, based on Finance committee input. <ul style="list-style-type: none"> ○ Comment made that some actuals still need to be reconciled to 2023 budget • Board Decisions to minimize 2024 budget increases from 2023: <ul style="list-style-type: none"> ○ Painting remains as 2024/2025 initiative. ○ Driveways will be completed in 2024; pads and mailboxes in 2025. ○ Retention of reserves retained. • Board approved the 2024 budget. • Board approved a \$50 monthly HOA increase beginning in January to cover increased costs for insurance and landscape maintenance. • Board approved elimination of payment coupons, Homestead to support checks with unit numbers listed. • Board requires the budget to be mailed to homeowners by 12/1 for 1/1 increase effective date, referencing: <ul style="list-style-type: none"> ○ Increased monthly dues. ○ Significant cost containment efforts taken in 2023 to minimize increase. ○ Elimination of payment coupons ○ Expected change in 2024 special assessments coming by March 1. • Capital budget will be finalized by February 2024 	<ul style="list-style-type: none"> • Phil to update the budget based on decisions made in meeting (emailed out on 11/30/23) • Phil reconcile actuals to budget. working with Mo at Homestead. • Valencia to mail out hardcopy of 2024 budget to co-owners by Dec 1st; board to approve associated communication. • Valencia to reach out to homeowners with dues in arear and implement late fees as defined in bylaws. • Phil to send out person that has not had check clear to Valencia for follow-up.

Topic	11/29 Discussion/Updates/Decisions	Action Items
	special assessments decision, effective April 1 st .	
Homeowner specific garage issue 	<ul style="list-style-type: none"> • Discussion held about the specific issue and the impact to general maintenance roles and responsibilities. • Board recommends that homeowner submit maintenance requests for the sprinkler head and drainage issues to be fixed by the association, internal fixes by homeowner. • Board decision to continue bylaw general practice: If internal issues can be determined to be caused by external factors, then bylaws will allow for \$500 payment to fix internal issues. 	<ul style="list-style-type: none"> • Sharon to discuss decisions by board with homeowner and will provide handyman option.
Directory Publication	<ul style="list-style-type: none"> • K. Price has made all updates to the Directory. • Board will review one last draft. • Homestead to send out by 1/15. 	<ul style="list-style-type: none"> • Valencia to send out directory for one last board review and send out by 1/15/24.
New Board Lawyer	<ul style="list-style-type: none"> • Board accepted Mark's recommendation to retain Kevin Hirzel to support bylaw changes. • Board accepted attorney recommendation to pursue selective amendments to the bylaws which reduces cost to \$2K vs \$7K. 	<ul style="list-style-type: none"> • Phil to reduce legal line item in budget. • Mark to set up meeting in new year to initiate changes to both Rules and Regulations and bylaws.
Website and Newsletter	<ul style="list-style-type: none"> • Monthly newsletter now in place. Next issue is scheduled for January. • Website updates/enhancements to be pursued in January. 	<ul style="list-style-type: none"> • No action items.
New Board Meeting Schedule	<ul style="list-style-type: none"> • Board Decision to move monthly meetings from 6:30pm to 9am-Noon on 3rd Wednesday of each month. • Next meeting January 17th, 9-12 noon. • Sharon to set up future meetings to be held at C. Lee's home. • Mark to provide Zoom meeting 	<ul style="list-style-type: none"> • Sharon to schedule future meetings based on decision.

Meeting Minutes - Vendor Specific Updates/Action Items

Vendor	11/29 Discussion/Updates/Decisions	Action Items
Landscape Bid 	<ul style="list-style-type: none"> • 4 bids reviewed in meeting. • Board decision to award 3-year contract to MLP: <ul style="list-style-type: none"> ○ Lowest cost bid. ○ Highest non-financial ranking due to satisfactory past performance (strengthened over last year) and strong working relationship 	<ul style="list-style-type: none"> • Valencia to award the bid to MLP and finalize the contract.
MLP Snow Removal PO 	<ul style="list-style-type: none"> • Reviewed proposed snow removal pricing that includes a 10% increase of base pricing (due to rising labor costs) for services measuring less than 35 inches. Seasonal charge for increments remains consistent. • Board decision to give MLP this work for 3 years, based on their equipment and past experience with them. 	<ul style="list-style-type: none"> • Valencia to finalize PO with MLP for next 3 years.
TBD 	<ul style="list-style-type: none"> • Capital project team continues to explore bids for new roads and curbs. • 2025+ timing makes this a lower priority. 	<ul style="list-style-type: none"> • Board discussion in February.

Vendor	11/29 Discussion/Updates/Decisions	Action Items
WOW 	<ul style="list-style-type: none"> • Board decision not to pursue signing a WOW Revenue Sharing proposal following review of benefits vs commitments. • Current easement agreement will continue year over year. • CLOSED. 	<ul style="list-style-type: none"> • Valencia to notify WOW and confirm continuance of existing agreement. (Completed. 11/29/23)
Signs and More (Capital) 	<ul style="list-style-type: none"> • Board agreement to “not to exceed” contract of \$70K. • Board agreement to include in 2024 capital projects budget and resulting special assessment costs. • Beautification Committee to make the final design decision. 	<ul style="list-style-type: none"> • Phil to update budget. • Sharon to discuss final design decision with Beautification Committee.
Michigan Insurance Group (New) Exp 10/15? 	<ul style="list-style-type: none"> • Board decision: Retain Farmers insurance with current \$10K deductible. • Agreed to set up educational meeting on insurance cost drivers with Dave MacCarreall (MIG) in January. 	<ul style="list-style-type: none"> • Valencia to process policy with MIG. • Craig to set up meeting with MIG for January 17: 1 hour between 9-12. • Sharon to add bylaws to BHP website.
LandArc	<ul style="list-style-type: none"> • Pending status of boxed material review. 	<ul style="list-style-type: none"> • Valencia needs to complete the review of boxed materials
Homestead	<ul style="list-style-type: none"> • No specific topics for discussion. 	<ul style="list-style-type: none"> • Valencia to provide a monthly report of maintenance requests and modification requests to Sharon (Year to date extract is acceptable)
J&B	<ul style="list-style-type: none"> • Board approved J&B contract for 2024/2025 painting AND wood siding repair. 	<ul style="list-style-type: none"> • Valencia to process 2024/2025 contract. • Phil to update budget based on annual cost split. • Craig will call J&B to notify then of contract award.
MacDemo	<ul style="list-style-type: none"> • Board Decision: Board Decision: Hill flooding between buildings 136 and 137 cannot be resolved with 2024 budget. Joe agreed to explore options on his building to reduce the erosion going forward, assuming cost is not prohibitive. • Board Decision: Driveways will be completed in 2024 and parking pads and mailbox pads will be replaced in 2025. Contract to be finalized to match. • MacDemo cleaned out the site around the gazebo. • Beautification Committee requesting bids for gazebo landscape in 2024. 	<ul style="list-style-type: none"> • Craig/Capital Committee to finalize contracting based on split year objectives. • Valencia to finalize the contract. • Joe D. will consider repairs to his building’s gutter and downspout to reduce future erosion.
Deck Detail	<ul style="list-style-type: none"> • Work completed (Closed) 	<ul style="list-style-type: none"> • No further action.
Sunrize	<ul style="list-style-type: none"> • Preparing for contract termination. 	<ul style="list-style-type: none"> • Homestead to pay final invoice and terminate contract.
T&T	<ul style="list-style-type: none"> • 2023 tree trimming quote in progress. • Fixed quote in process for 2023, 2024-2026 sprinkler services with termination language and annual head checks. • 2024 sprinklers for gazebo to be contracted. 	<ul style="list-style-type: none"> • Valencia and Mark to finalize language for multi-year contracting of these activities. • Valencia to finalize contracts.
MLP	<ul style="list-style-type: none"> • Last yard waste pickup completed. • Last hard cut and fall cleanup in progress. 	<ul style="list-style-type: none"> • No further action.

Vendor	11/29 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> • Dec/Jan –hydrangeas to be cut. 	
Waste Mgt	<ul style="list-style-type: none"> • Confirmed there is an auto-renewal contract in place. 	<ul style="list-style-type: none"> • Closed. No further action.
Holiday Decorations	<ul style="list-style-type: none"> • Installation on 11/27. 	<ul style="list-style-type: none"> • Closed. No further action.
DTE	<ul style="list-style-type: none"> • Confirmed it was transitioned from LandArc. 	<ul style="list-style-type: none"> • Closed. No further action
PLM	<ul style="list-style-type: none"> • Fountains removed for winter. 	<ul style="list-style-type: none"> • Closed. No further action

Committee Updates (As available):

Topic	11/29 Discussion/Updates/Decisions	Action Items
Volunteer Engagement	<ul style="list-style-type: none"> • Committee list updated. • Committees_Considered Filled: <ul style="list-style-type: none"> ✓ Social ✓ Beautification ✓ Finance ✓ Capital Projects ✓ Website/Communication (Sue Gubing) ✓ Aid Brigade • Team members still required; 2nd request in Nov. Newsletter: <ul style="list-style-type: none"> • Welcome (product help needed) • Compliance – Bylaws, Rules & Regulations. Mark/ Joe/Sharon 	<ul style="list-style-type: none"> • . No action items.
Social	<ul style="list-style-type: none"> • Genetti’s Christmas party is Tuesday, 12/5. • 50+ attendees (65 room max) 	<ul style="list-style-type: none"> • No action items
Beautification	<ul style="list-style-type: none"> • Provided oversight for gazebo grounds cleanup. • Bids for 2024 landscaping in process. 	<ul style="list-style-type: none"> • Sharon to bring back 2024 gazebo landscaping proposals in Jan/Feb.
Compliance	<ul style="list-style-type: none"> • Board position on Compliance Committee: Without further volunteers, Mark, Sharon, and Joe will develop recommended changes and seek communication methods to ensure adequate homeowner engagement/input. • Layman language required bylaws to support Homestead in managing requests. • Homestead will do walkarounds to look at homeowner offences for violations. Leverage lien processes, as necessary. 	<ul style="list-style-type: none"> • Mark to provide laymen language on current bylaws in 2023 to provide to Homestead. • Compliance Committee to update rules and regulations, and bylaw changes in 2024.
Lake	<ul style="list-style-type: none"> • Lake status provided stating water ecosystem quality is good and perception that proactive initiatives are working to keep the environment healthy. 	<ul style="list-style-type: none"> • No action items.

Miscellaneous Open Action Items

Topic	Owner	Status	Action
Resident communication required that landscape planting will only be replaced spring and fall.	Valencia	Open	<ul style="list-style-type: none"> • Valencia to homeowner as requests are made (Closed) • Valencia /Jill to update maintenance requests to communicate spring (May/June) and fall schedule.
Elections and newsletters –Eliminate mailings; move to email	Craig	Open	<ul style="list-style-type: none"> • Sharon to include in bylaw discussion in 2024.
Deck Replacement Standards (Jan Topic) Board needs to reconfirm standards and then document and publish.	Sharon	Open	<ul style="list-style-type: none"> • Sharon to review Joe’s prior Board materials for set standards. • Homestead to deny current request to use Harvest Gold and use Tiki Torch as alternative (closed)
Maintenance & Arch. Review Requests	Craig/ Valencia	Open	<ul style="list-style-type: none"> • Craig to establish weekly maintenance review /approval meetings as staffing improves. • Valencia to provide monthly metrics for newsletter

Closed Action Items

Topic	Owner	Status	Action
Landfill Expansion Homeowner Concerns	Sharon	Closed	<ul style="list-style-type: none"> • Sharon communicated to homeowner and added to newsletter
Concrete Porch payments	Joe A	Closed	<ul style="list-style-type: none"> • Owner paid for porch cap. Mac Demo will put in new walkway next year.
Chimney Repair	Valencia	Closed	<ul style="list-style-type: none"> • Contracted. Work being scheduled.
Next Annual Meeting: Tuesday, 9/17/24	Sharon	Closed	<ul style="list-style-type: none"> • Keeping here til I figure out how to add to website calendar.
Maintenance Request RE: External main breakers from October Board Meeting.	Craig/ Sharon	Closed	<ul style="list-style-type: none"> • Craig informed owner of plan. • Sharon updated homeowners in Nov, 2023 newsletter.
Waste Management Schedule including holiday schedule.	Sharon	Closed	<ul style="list-style-type: none"> • Added to next newsletter (closed)