



BHP Board Meeting Agenda 5/15/2024, 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
- ✓ Valencia Hall, Homestead PM

Meeting called to order: 9:08 am and closed at 12:10pm.

Next meeting: Wednesday, June 26, 9am – Noon

Major Agenda Topics:

Topic	5/10 Discussion/Updates/Decisions	Action Items
Financials 	<ul style="list-style-type: none"> • April Financials in process (incl. Feb issues) • Payment issues and accounting changes remain open <ul style="list-style-type: none"> ○ \$9K Homestead issues (Dec. 2024) – still open. ○ \$3K unidentified homeowner payments. • Strongroom no longer used for processing invoices. Pending new app to replace process and provide visibility needed. Manual in the meantime. • 6 homeowners still owe supplemental assessments. <ul style="list-style-type: none"> ○ Valencia to send final notice of intent to place lien if unpaid by 5/31. • Pest control costs have been stopped. • 2023 HOA tax return is still in process. • Auditors engaged to review 2023 financials. 	<ul style="list-style-type: none"> • Phil and Valencia to resolve outstanding payment issues and ensure mgt. company is handing accounting properly. • Phil to pursue DTE consolidated billing. • Valencia to send 6 delinquent homeowners notice of intent to place liens if not paid by 5/31. • Valencia to confirm we have final bill for snow removal. • Joe Zimmer to update the capital plan for the September annual meeting.
Compliance Bylaw and Rules and Regulation Changes Attorney: Kevin Hirzel 	<ul style="list-style-type: none"> • Valencia confirmed there are no outstanding violations or related fines for bylaw/regulation violations. • Preliminary feedback on 5/7 survey provided to board for review. • Minor changes recommended to Maintenance Ownership Responsibilities. 	<ul style="list-style-type: none"> • Sharon to schedule full survey review for June agenda. • Sharon to send updates to Maintenance Responsibilities for formal review before communication.
Signs and More	<ul style="list-style-type: none"> • Revised sign design approved. Order placed. • Final installation schedule TBD. • The final price at \$42.3K, was significantly lower than the original \$70K budget that was later reduced to \$65K. 	

Topic	5/10 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> Some signs will be removed ahead of time. 	
Pavilion	<ul style="list-style-type: none"> Landscaping and staining complete. Solar lights installed. Bridge replacement is scheduled to start on 5/23 and is expected to take a week or two to complete. Schedule communicated to homeowners. 	
Website and Monthly Newsletter	<ul style="list-style-type: none"> Nothing to report. 	<ul style="list-style-type: none"> Sharon to include garbage pickup schedule and handyman recommendations.
Mailbox re-painting	<ul style="list-style-type: none"> J&B will repaint mailboxes over summer. 	
Homestead	<ul style="list-style-type: none"> Concerns continue to be expressed that while intensions are good, Homestead is not yet meeting board expectations for performance. A calendar of activities needs to be developed, using Joe's list and various contract requirements as starters. Monthly extract of work orders/ACC requests needs to be provided to the board. 	<ul style="list-style-type: none"> Valencia to provide calendar and board access to extracted data from website. Valencia needs to load the action items from the last walkthrough
Goose Eggs Removal	<ul style="list-style-type: none"> Geese Egg Removal completed. Further actions discussed to discourage wildlife. 	<ul style="list-style-type: none"> Sharon to continue to discourage feeding the wildfowl in newsletter. Valencia to send violation letter to homeowner(s) feeding wildfowl. Phil - Talk to Stonewater about pursuing goose egg removal next year.
Township HOA Meeting	<ul style="list-style-type: none"> Twp meeting held on May 1st. Joe and Sharon attended. Summary sent offline. June Agenda: Identify topics to be added to the August meeting. 	
Golf Cart	<ul style="list-style-type: none"> Discussed additional considerations associated with purchase of cart, including documentation of sale and future maintenance requirements. 	<ul style="list-style-type: none"> Phil to confirm appropriate accounting and assigned budget line item. Craig to provide the Association with a formal Bill of Sale. Sharon to revise April meeting minutes to reflect a more comprehensive summary of the discussion.
Directory Publication	<ul style="list-style-type: none"> Directory was delivered to homeowners following board meeting. 	

Quick Vendor Updates/Action Items

Vendor	5/10 Discussion/Updates/Decisions	Action Items
MLP	<ul style="list-style-type: none"> Justin has left MLP. Jeff will be our primary contact in 	<ul style="list-style-type: none"> Phil to identify budget line

Vendor	5/10 Discussion/Updates/Decisions	Action Items
(Landscaping, Snow Plowing, Tree Spraying)	<p>the short term.</p> <ul style="list-style-type: none"> Initial spring cleanup complete Offline decision made to purchase mulch in lieu of risking increased maintenance costs; providing massive aesthetic boost through complex. Budget offset by delaying painting of 2 buildings until 2025. Communicated to impacted homeowners. <ul style="list-style-type: none"> An additional \$6000 required to support edging of the beds and dig down two entrance beds. Pruning is scheduled for the first week of June; mulch to directly follow. 	<ul style="list-style-type: none"> item for \$6000 incremental mulch cost.
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 15-21 - wood repair and painting. New: Buildings 22 and 23 removed from list to fund mulch (communication complete). 	<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 expected 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 opening completed. 	<ul style="list-style-type: none"> Craig/Phil to confirm if tree trimming is required.
PLM	<ul style="list-style-type: none"> Fountains installed for the summer (complete) 	<ul style="list-style-type: none"> No action.

Homeowner Specific Issues:

Topic	5/10 Discussion/Updates/Decisions	Action Items
Private Pavilion Painting Request	<ul style="list-style-type: none"> In April, the board denied request to the homeowner to paint the pavilion adjacent to his home as a "limited common element". Craig spoke to the owner and gained understanding. 	<ul style="list-style-type: none"> Closed
Garage Interior Drywall "Water" Damage Request	<ul style="list-style-type: none"> In April, the board denied the homeowner request for interior garage drywall. 	<ul style="list-style-type: none"> Valencia to send the communication to the homeowner.
Arborvitae Replacement Request	<ul style="list-style-type: none"> In April, the board denied the homeowner request for arborvitae replacement between the unit back decks on Blue Heron Ct. Owners have since replaced the arborvitae. 	<ul style="list-style-type: none"> Closed.
Aggressive Dog Complaint	<ul style="list-style-type: none"> April Board decision to send letter to the homeowner to inform them of complaint and owner response received. Communication sent. 	<ul style="list-style-type: none"> Mark and Sharon to talk to homeowner making the complaint.
Prior board denials of stamped/brick walkways	<ul style="list-style-type: none"> Additional walkway found with stamped concrete. The board retracted the recent decision of unapproved walkway and communicated to homeowner. Board Decision Future requests will be considered via ACC requests. 	
Open Work Order Review	<ul style="list-style-type: none"> 18066 BHW Japanese Maple overgrown in front of the balcony. Will be trimmed this year. 18604 BHW - major water damage. Considered owner 	<ul style="list-style-type: none"> Craig and Phil to walk the complex to determine what shrubs/trees need to be

	responsibility. <ul style="list-style-type: none"> • Dead trees on West Island – further review needed. • Arborvitae replacements will be denied until future project. • Shrub/ tree remove/replacements – further review needed. • #6389 – Resp to cap and caulk the porch is homeowners. • Additional replacements needed: 12 boxwoods (4 at north entrance and 8 on west island) – further review needed. • Spray painting needed lights at middle of entrance. • Beach erosion and board replacements. Action now. • Cement and Painting will be handled with vendors as they begin work. • Front caps and lattice – Assign Dan (handyman) to fix. • Homestead directed to work each order with Phil to get him to evaluate required work. Work can then be directed to the appropriate vendor. 	removed/replaced this year. <ul style="list-style-type: none"> • Craig and Joe to work with vendors to replace boards and fix beach erosion. • Craig to work with MacDemo to protect sprinklers when replacing cement.
Future discussion	<ul style="list-style-type: none"> • Future landscape replacement for inclusion in updated capital plan. 	<ul style="list-style-type: none"> • Sharon to schedule following survey results.

Committee Updates (As available):

Topic	5/10 Discussion/Updates/Decisions	Action Items
Welcome	<ul style="list-style-type: none"> • No updates. 	<ul style="list-style-type: none"> • No action.
Social	<ul style="list-style-type: none"> • Food truck and ABC nights listed in newsletter / online. • Golf outing date/location set 	<ul style="list-style-type: none"> • No action.
Beautification	<ul style="list-style-type: none"> • Small budget approved to replace a few plants to the entrances and add to west islands to enhance landscape, installed by committee (in process). • See updates on pavilion 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"> • No update. 	<ul style="list-style-type: none"> • No action.
Capital Projects	<ul style="list-style-type: none"> • See replacement of pavilion bridge above. 	<ul style="list-style-type: none"> • No action.