



## BHP Board Meeting Minutes 8/28/2024, 9am

(standard meeting cadence: 3<sup>rd</sup> 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
- ✓ Stacey Sherrille, Compass
- ✓ Michael Taig, Compass
  
- x Mark Nelson Board, Member at Large (Planned Absence)




**Meeting called to order: 9:06am and closed at 11:10am.**




### Upcoming Meetings:

- **Annual Meeting Prep Planning:** Wednesday, September 11th 9am, Lee House
- **Annual Meeting:** Tuesday, September 17<sup>th</sup>, 7pm at Northville Township Hall.
- **October Board Meeting:** Propose move to October 23<sup>rd</sup>, 9am. No September board meeting planned unless needed following Annual meeting. Good.

### Major Agenda Topics:

Topic	8/28 Discussion/Updates/Decisions	Action Items
<b>July Financials</b>  	<ul style="list-style-type: none"> <li>• July financials reviewed. Operating balance \$493.3K; Reserve \$321.0K; Capital remaining \$24.6K.</li> <li>• Minor management company transition adjustments will be reconciled for August financials.</li> <li>• Stacey confirmed that all April Supplemental assessments have been paid along with some pre-payments of October assessments. Updates will be provided as it gets closer to the 10/1 due date.</li> <li>• Compass will process insurance claim funds to Operating budget.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Compass/Phil</b> to pursue DTE consolidated billing.</li> <li>• <b>Stacey</b> to provide bank account access to Phil to provide real-time view only and account transfer.</li> <li>• <b>Stacey</b> to provide August financials by the 6<sup>th</sup> of Sept.</li> <li>• <b>Sharon</b> to upload 2023 tax statement (received)</li> <li>• <b>Sharon</b> to provide Stacey access to our website (done)</li> <li>• <b>Board</b> to update the capital plan estimates for the January communication.</li> </ul>
<b>10-Year Plan Update</b>	Craig provided planning update: <ul style="list-style-type: none"> <li>• <b>2025</b> landscape beautification improvements including tree trimming to preserve siding, lawn improvements, dock staining, mailbox fronts, and arborvitaes (Count:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sharon</b> to update Annual Meeting deck with high level plan.</li> </ul>

Topic	8/28 Discussion/Updates/Decisions	Action Items
	<p>475)/tree trimming, grass.</p> <ul style="list-style-type: none"> <li>• <b>2026 and beyond</b> to include streets and curbs, more sprinkler work, with roofs to follow streets.</li> <li>• 2025 assessment expected to be similar to 2024.</li> <li>• Roofs (installed 2002-6) status planned for discussion in October meeting.</li> </ul>	
<p><b>September Annual Meeting Prep</b></p> 	<ul style="list-style-type: none"> <li>• Invite sent out August 14<sup>th</sup> via mail and email.</li> <li>• As of 8/27, two board nomination forms have been submitted. Third expected by next week.</li> <li>• Bylaw pre-read went out via email and US mail on 21<sup>st</sup>.</li> <li>• Note: Phil is unable to attend Annual Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sharon</b> to lead presentation material creation</li> <li>• <b>Stacey</b> to lead logistics.</li> <li>• <b>Board</b> to finalize presentation and logistics on September 11<sup>th</sup>, 9am.</li> <li>• <b>Stacy</b> to review bylaws for need to inform mortgages of proposed bylaw changes with option to oppose.</li> </ul>
<p><b>Compliance Bylaw and Rules and Regulation Changes</b> Attorney: Kevin Hirzel</p> 	<ul style="list-style-type: none"> <li>• Following the Annual Meeting, Board will finalize vote collection process and documents revisions.</li> <li>• The following list is prep for a detailed discussion in October on changes to Rules and Regs. Starting list: <ul style="list-style-type: none"> <li>○ Maintenance Ownership Responsibilities updates</li> <li>○ Rules/Regulations updates to include: <ul style="list-style-type: none"> <li>▪ Replace references to Metro with Compass</li> <li>▪ Lack of adherence to existing rules and regulations along with intent to enforce</li> <li>▪ Signs, Beaches not cleared at night,</li> <li>▪ Chairs and toys left on beaches</li> <li>▪ Things attached to the buildings</li> <li>▪ Cars parked overnight</li> <li>▪ Natural gas line inspections for grills</li> <li>▪ Pets on the beach and grass areas near pavilion.</li> <li>▪ Trash canister requirement.</li> <li>▪ Light bulbs, types of lights and placement</li> <li>▪ Additional changes from earlier discussions.</li> <li>▪ Sprinkler system check prior to decks, landscape changes, concrete at homeowner expense with checkpoint (add to mod request)</li> </ul> </li> <li>○ Once Rules and Regs have been updated, an enforcement plan will be finalized with Compass, including expectations that Co-Owners will maintain those structures within their responsibility such as rotted decks and windows that must be fixed.</li> <li>○ Discussion held about the need for co-owners to be financially responsible for damage/changes needed to sprinklers and landscapes as a result of an ACC request. The ACC process will be updated to include a checkpoint for this step.</li> <li>○ The issue of moving furniture inside for the winter will be dealt with on a separate timeline if the Bylaw proposed change is approved.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sharon</b> to plan for October discussion including Board member pre-read and proposed mockup of known changes.</li> <li>• <b>Stacey</b> to update ACC request to include a checkpoint for sprinklers and landscape changes that must be finance by Co-Owner.</li> </ul>

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<b>Compass Transition and Status</b> 	<ul style="list-style-type: none"> <li>Transition complete; all account ledgers, balances transferred to Compass.</li> <li>Board made request for access to requests, violations, etc.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to add newsletter reminder to send requests through Compass vs going direct to Board members.</li> <li><b>Stacey</b> to provide Board access to homeowner requests.</li> <li><b>Stacey</b> will provide Sharon a new directory list monthly.</li> </ul>
<b>East Platform Deck Decision</b> 	<ul style="list-style-type: none"> <li>East platform was torn down for safety reasons since it was not cost effective to repair it. Homeowners notified prior to teardown.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to add October agenda topic on whether to replace the structure.</li> </ul>
<b>Signs and More</b> 	<ul style="list-style-type: none"> <li>Signs installed. Feedback has been positive.</li> <li>2025 discussion to be held on whether additional signs may be needed based on homeowner behaviors (e.g. fire lane signs, private property, swim at your risk).</li> </ul>	<ul style="list-style-type: none"> <li><b>Sharon</b> to add reminder to newsletter to park on pads and be considerate of need for a fire lane.</li> <li><b>Craig</b> to walk the roads to determine best street side for fire lane.</li> <li><b>Sharon</b> to add October agenda topic on fire lane designations and potential need for more signs.</li> </ul>

**Special Projects / Vendor Specific Updates:**

Vendor	8/28 Discussion/Updates/Decisions	Action Items
<b>MLP</b> (Landscaping, Snow Plowing, Tree Spraying)	<ul style="list-style-type: none"> <li>Taylor has left. Sebastian has become primary contact. Additional contacts: Jeff, or Dave (Owner)</li> <li>Mulching, shrub removal/replacement complete</li> <li>Bush trimming planned for September 3rd. Homeowners must mark landscape if no trimming is desired.</li> <li>MLP warned about continued burning of lawns during rock weeding process. Meeting to be scheduled.</li> </ul>	
<b>J&amp;B</b> (Painting)	<ul style="list-style-type: none"> <li>Wood repair complete and 2 buildings remain for painting.</li> <li>Individuals that caused paint spills has been replaced.</li> <li>Additional siding replacement will drive extra cost.</li> <li>Vendor may replace siding this fall with payment in 2025.</li> <li>Vendor has indicated significant price increase for buildings in 2025.</li> </ul>	<ul style="list-style-type: none"> <li><b>Craig</b> to ask Joe Zimmer to look at the cylinders of mailbox package boxes (done).</li> <li><b>Phil</b> to plan for 2025 budget increase for painting.</li> </ul>
<b>MacDemo</b> (Cement paving)	<ul style="list-style-type: none"> <li>Progress will be through Building 1 at the end of this week. 9 remain on Bluffs (47 total in 2025)</li> <li>Inventory conducted to designate which parking pads need replacement, driving cost reduction.</li> <li>Questionable if all pads can be completed this year, pending weather.</li> </ul>	

Vendor	8/28 Discussion/Updates/Decisions	Action Items
PPM Landscaping	<ul style="list-style-type: none"> <li>• Tree trimming completed. Results favorable.</li> <li>• PPM may be willing to start in winter to get a head start and keep staff busy.</li> </ul>	
Major League Gutter Cleanup Contract	<ul style="list-style-type: none"> <li>• 3-year contract signed to automatically clean gutters throughout complex, in spring and fall.</li> <li>• Bluffs were already cleaned as a part of this contract in response to multiple maintenance requests.</li> <li>• Issues in between can be handled at no extra vendor charge via a maintenance request.</li> <li>• Vendor can identify gutter problems during cleanup and forward to Compass for maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Sharon to provide update in newsletter.</li> </ul>

**Homeowner Specific Issues:**

Topic	8/28 Discussion/Updates/Decisions	Action Items
New BHP W Homeowner Maintenance issues from July meeting	<ul style="list-style-type: none"> <li>• Craig conducted walkthrough with homeowner and reached agreement on all issues <b>(Closed)</b></li> </ul>	
Open Work Order Discussions	<ul style="list-style-type: none"> <li>• Beach erosion (6) projects in process.</li> <li>• Tree branch fallen on Stonewater driveway: payment pending invoice.</li> <li>• Maintenance team will paint the fronts of mailboxes.</li> </ul>	<ul style="list-style-type: none"> <li>• Craig following up with homeowner was reimbursed during the transition period.</li> </ul>
July Work Order Status	<ul style="list-style-type: none"> <li>• Vendor management under control post transition. Maintenance requests standards: 21 assigned, 11 cancelled, 15 completed, 7 new, 3 scheduled, 5 waiting.</li> <li>• All Homestead requests were loaded.</li> </ul>	
NEW: Trex Dock ACC Request	<ul style="list-style-type: none"> <li>• Discuss ACC request to replace existing dock with Trex and update related standards if pursued. Official decision. Will decide on a stain color.</li> <li>• Board confirmed that Tiki Torch will remain the standard dock color for Trex replacements. Approaches may be widened up to 36". Any requests to replace the docks will require neighbor approval also.</li> </ul>	<ul style="list-style-type: none"> <li>• Stacey will communicate board standards to the homeowner prior to requesting board approvals.</li> <li>• Sharon will include docks in Rules/Regulation standards.</li> </ul>
NEW: Conservation Easement for Tax Reduction	<ul style="list-style-type: none"> <li>• Homeowner Proposal to consider conservation easements applied to undeveloped land for tax relief which requires converting to native plants instead of mown grass.</li> <li>• <b>Board Decision:</b> There is no interest in pursuing this.</li> </ul>	<ul style="list-style-type: none"> <li>• Sharon/Craig to write a response.</li> </ul>
Mailbox Painting	<ul style="list-style-type: none"> <li>• Only the front of mailboxes will be painted since peeling issues appear isolated to this area. This will save significant dollars over previously quoted prices.</li> <li>• The general maintenance team will be given this smaller job instead of J&amp;B.</li> </ul>	<ul style="list-style-type: none"> <li>• Craig will followup with Compass on getting a quote for mailbox front painting.</li> </ul>

**Committee Updates (As available):**

Topic	5/10 Discussion/Updates/Decisions	Action Items
Welcome	<ul style="list-style-type: none"> <li>• No updates.</li> </ul>	

Topic	5/10 Discussion/Updates/Decisions	Action Items
<b>Social</b>	<ul style="list-style-type: none"> <li>• Genetti's Christmas party: 12/3, 6:00 pm for \$29.95 per person.</li> <li>• Golf outing communication going out this week.</li> <li>• Meeting to be held eve of 28<sup>th</sup> on new social committee ideas.</li> </ul>	
<b>Beautification</b>	<ul style="list-style-type: none"> <li>• Dock stain – future approved color still to be determined</li> </ul>	
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• See above.</li> </ul>	
<b>Lake</b>	<ul style="list-style-type: none"> <li>• Board met with PLM. Lake is healthy.</li> <li>• Tested for e coli (results pending).</li> <li>• Conformed no additional are treatments needed for aesthetics.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Joe</b> to get results of e coli test.</li> </ul>
<b>Capital Projects</b>	<ul style="list-style-type: none"> <li>• Craig will lead along with Capital Committee.</li> </ul>	

**Miscellaneous Quick Updates:**

Topic	8/28 Discussion/Updates/Decisions	Action Items
<b>Website and Monthly Newsletter</b>	<ul style="list-style-type: none"> <li>• Reminder of September Annual meeting.</li> <li>• Signs and gutter cleaning updates</li> <li>• Safety reminder to stop at stop signs near exits.</li> </ul>	
<b>Goose Eggs Removal</b>		<ul style="list-style-type: none"> <li>• <b>Phil</b> - Talk to Stonewater re: goose egg removal next year.</li> </ul>
<b>Township HOA Mtg</b>	<ul style="list-style-type: none"> <li>• Confirm if anyone will attend August meeting on 28th .</li> </ul>	