



## BHP Board Meeting Agenda 2/14/2024, 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
- ✓ Mark Nelson Board, Member at Large (remote)
- ✓ Valencia Hall, Homestead PM
- ✓ Autumn Williams, Homestead Senior Property Manager

**Meeting called to order: 9:10am and closed at 11:40am.**

**Next meeting:** April 9, 2023, 9am – Noon.

### Major Agenda Topics:

Topic	2/14 Discussion/Updates/Decisions	Action Items
<b>Financials</b>  	<ul style="list-style-type: none"> <li>• 2023 financials re-run, minor issues remain open.</li> <li>• 2024 Financials:               <ul style="list-style-type: none"> <li>○ January financials ran \$7K over budget, primarily due to unexpected carryover costs from 2023. Minor issues remain open.</li> <li>○ HOA account has \$275K in reserves. 10% of monthly dues are being added to the reserve to maintain balances required by by-laws.</li> <li>○ Significant progress collecting delinquent HOA dues/assessments, with only 3 Co-owners outstanding.</li> </ul> </li> <li>• <b>Board Decision:</b> HOA late fees will be applied immediately following delinquency and written warning will be sent at 90 days.</li> <li>• <b>Board Decision:</b></li> <li>• <b>2024 supplemental assessment set at \$3900,</b> required in two, equal installments in April and August.               <ul style="list-style-type: none"> <li>○ \$604.7K capital funds required to support replacement of remaining driveways and common parking/mail pads, new street signs, gazebo landscaping, and replacement of gazebo bridge. Several reductions have been</li> </ul> </li> </ul>	<p><b>Phi and Valencia</b> I to resolve remaining issues including Homestead duplicate payments, DTE payments and pest control costs.</p> <p><b>Valencia</b> to initiate 2023 HOA tax return.</p> <p><b>Phil</b> to pursue audit services for 2023 financials.</p> <p><b>Valencia</b> to send out 2024 supplemental assessment notification before end Feb.</p>

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	<p>taken in budgets to reduce expenditure to this level.</p> <ul style="list-style-type: none"> <li>○ \$50K to be taken from reserves to reduce the required 2024 assessment by \$300.</li> <li>○ Communication to be sent to Co-owners by end of February.</li> </ul> <ul style="list-style-type: none"> <li>● 2023 Audit and Tax Return to be initiated.</li> </ul>	
<p><b>Compliance Bylaw and Rules and Regulation Changes</b> Attorney: Kevin Hirzel</p> 	<ul style="list-style-type: none"> <li>● Co-owner audit/communication regarding non-compliance with deck furniture on decks seems to have had little effect. A second walkthrough is planned for later this month.</li> <li>● Valencia working with Wayne County on ways to provide vehicle enforcement with speed limits and stop signs. Update planned for April.</li> <li>● <b>Board Discussion:</b> Significant discussion on recommended changes to Bylaws and Rules/Regs, methods to gain Co-owner input in prep, and ways to gain electronic approval in lieu of September annual meeting vote. Discussions to continue in April.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Autumn</b> to send sample collection policy letter (Closed 2/14).</li> <li>● <b>Valencia</b> to conduct follow-up and provide status of inventory of non-compliance situations, including status of fine collection in April.</li> <li>● <b>Sharon</b> to provide safety monthly reminders in newsletter.</li> </ul>
<p><b>Signs and More</b></p> 	<ul style="list-style-type: none"> <li>● Recommendations for design finalized.</li> <li>● Northville Twp being consulted to ensure best practice on sign usage (in process).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sharon</b> to work with beautification committee and Twp. to finalize recommendation in February and finalize by April board meeting.</li> </ul>
<p><b>Gazebo Landscape (Terrafirma)</b></p>	<ul style="list-style-type: none"> <li>● Board provided offline email approval to award gazebo landscape work to Terrafirma for \$16K, following Beautification Committee recommendation (1/26).</li> <li>● Contract signed by Homestead on 2/14 (after mtg).</li> <li>● 1/3 down payment check will be delivered to Terrafirma</li> <li>● Final landscape design meeting on March 5<sup>th</sup></li> <li>● Plan to complete installation by no later than 5/15.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Valencia</b> to arrange disposal of wood tables at gazebo.</li> </ul>
<p><b>Gazebo Bridge</b></p>	<ul style="list-style-type: none"> <li>● <b>Board Decision:</b> Replace gazebo bridge instead of trying to salvage existing bridge.</li> <li>● Price reduced from \$60K to \$40K, based on efforts by Capital Budget committee.</li> </ul>	
<p><b>Directory Publication</b></p>	<ul style="list-style-type: none"> <li>● Homestead received multiple updates from Co-owners for contact info based on questionnaire.</li> <li>● Final input file due to Cathedral Publishing 2/15 for 3/15 commitment to publish.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Valencia</b> to send final input to Cathedral for printing.</li> </ul>
<p><b>Website and Monthly Newsletter</b></p>	<ul style="list-style-type: none"> <li>● Co-owner feedback on the newsletter has been good as shared with the board.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sharon</b> to make website updates/enhancements to be updated, as time permits.</li> </ul>
<p><b>Volunteer Spring Cleanup Recommendation</b></p>	<ul style="list-style-type: none"> <li>● Rejected due to lack of Co-owner availability to lead; rely on normal contracted services in the spring.</li> </ul>	
<p><b>Request to recommend contractors to Co-</b></p>	<ul style="list-style-type: none"> <li>● Co-owner recommendations for contractors will not be formally recommended by the board.</li> <li>● The board can recommend seeking contractors</li> </ul>	

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owners	through Homestead, when approached.	
Mailbox re-painting	<ul style="list-style-type: none"> <li>• A contractor is needed for the spring to repaint the mailboxes since there is significant peeling.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Craig</b> to seek a painting plan.</li> </ul>
Unapproved work completed	<ul style="list-style-type: none"> <li>• The decision was made to reject Co-owner request for a porch step replacement, made AFTER work was completed. Decision due to a design that was not in compliance with current complex aesthetics.</li> <li>• Homestead noted that Co-owner was provided a copy of the by-laws, at his request, prior to the work commencing.</li> <li>• The board did agree to work with the Co-owner on an acceptable replacement to meet needs as stated in the request, with the understanding that demolition of unapproved work will be at Co-owner expense.</li> <li>• Replacement to be scheduled with mid-year driveway replacement project.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to update the pending architectural request and formally notify the Co-owner.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Discussion was held around Co-owner complaints about a lack of speed and traffic sign compliance.</li> <li>• The board will not pursue individual complaints but will continue efforts to improve overall compliance within the complex.</li> </ul>	
Homestead	<ul style="list-style-type: none"> <li>• Escalation contact info update on newsletter and website (complete)</li> <li>• Status of Board expectations: <ul style="list-style-type: none"> <li>○ Board notification of signed contracts (in place)</li> <li>○ Calendar of activities by end of March.</li> <li>○ Extract of work orders and modification requests by 10th of each month to Sharon</li> <li>○ Prompt updates on work orders must be in place for spring activity.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to ensure ongoing compliance to board expectations as discussed.</li> </ul>
Goose Eggs and Potential roundup	<ul style="list-style-type: none"> <li>• Need a contract for harvesting goose eggs and determine whether a roundup is legal this year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Valencia</b> to pursue contract (s).</li> <li>• <b>Sharon</b> to add reminder not to feed the wildfowl in newsletter.</li> </ul>

### Quick Vendor Updates/Action Items

Vendor	2/14 Discussion/Updates/Decisions	Action Items
MLP	<ul style="list-style-type: none"> <li>• Three scopes of work contracted for 2024: <ul style="list-style-type: none"> <li>○ Landscaping</li> <li>○ Snow plowing</li> <li>○ Tree spraying for all trees throughout complex.</li> </ul> </li> <li>• Hydrangeas to be cut in spring (vs Jan/Feb)</li> <li>• Snow removal update in January newsletter (complete)</li> </ul>	
MIG annual subscription (Nov)	<ul style="list-style-type: none"> <li>• Dave MacCarreall (MIG) will attend April board meeting to provide insurance summary and address board questions.</li> <li>• Discussion item: Board fiduciary liability coverage.</li> </ul>	
J&B	<ul style="list-style-type: none"> <li>• Signed contract by Homestead 1/17/24.</li> </ul>	

Vendor	2/14 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> <li>Painting planned to start in May: <ul style="list-style-type: none"> <li>Buildings 10-14 - painting only</li> <li>Buildings 15-23 - wood repair and painting.</li> </ul> </li> </ul>	
<b>MacDemo</b>	<ul style="list-style-type: none"> <li>Signed estimate 1/25 by Homestead.</li> <li>47 remaining driveway and walks, and all parking and mailbox pads planned July, 2024 start.</li> </ul>	
<b>T&amp;T</b>	<ul style="list-style-type: none"> <li>Contracts completed for sprinkler services and 2024 tree trimming last October.</li> </ul>	<ul style="list-style-type: none"> <li><b>Craig</b> to finalize T&amp;T gazebo sprinkler cost after 3/5 meeting with Terraforma.</li> <li><b>Valencia</b> to create a contract for T&amp;T signature.</li> </ul>
<b>Hayward Bros. Holiday Decorations</b>	<ul style="list-style-type: none"> <li>Contract signed by Homestead on 1/26/24 for next year.</li> </ul>	
<b>PLM</b>	<ul style="list-style-type: none"> <li>Contract in place for fountains to be re-installed in spring.</li> </ul>	

### Committee Updates (As available):

Topic	1/17 Discussion/Updates/Decisions	Action Items
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Volunteer interest in helping the Welcome committee (product help needed)</li> </ul>	.
<b>Social</b>	<ul style="list-style-type: none"> <li>New food truck schedule finalized.</li> <li>Socialization committee update in February newsletter.</li> </ul>	
<b>Beautification</b>	<ul style="list-style-type: none"> <li>See updates on gazebo landscape and signs, above.</li> </ul>	
<b>Compliance</b>	<ul style="list-style-type: none"> <li>See Compliance related discussion above for 2024 planned changes.</li> </ul>	
<b>Lake</b>	<ul style="list-style-type: none"> <li>Lake levels up!</li> <li>Board approved starting up the pumps and pulling out the boat in April.</li> <li>Awareness provided to board about Stonewater plans for a new well. No actions required.</li> </ul>	<ul style="list-style-type: none"> <li><b>Joe D.</b> to discuss potential need to control snapping turtles with committee.</li> </ul>
<b>Capital Projects</b>	<ul style="list-style-type: none"> <li>See replacement of gazebo bridge above.</li> <li>No short-term actions at this time.</li> </ul>	