



BHP Board Meeting 10/18/2023

(Standard meeting: 3rd Wednesday of Month, 6:30pm)

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
- ✓ Joe Zimmer, Past Board President
- ✓ Ed Buckle – Capital Committee

Meeting called to order at 6:45pm. Meeting closed at 10:11pm.

Next Meeting: Wednesday, November 29th at 6:30pm, at Craig’s house. This meeting has been adjusted due to the Thanksgiving holiday.

Meeting Minutes

Topic	10/18 Discussion/Updates/Decisions	Action Items
September Financials Review	<ul style="list-style-type: none"> • Key Roles: <ul style="list-style-type: none"> • Phil Dennis - Board Treasurer and Budget Lead • Don Johnson - Budget Backup • Amanda Palmer - Homestead Financial Lead • Phil presented draft 2024 Draft Budget based on information transitioned from LandArc and prior board. • LandArc transitioned financials to Homestead on 10/9. • Built budget based on Sept, 2023 actuals. • Homestead will share operating budget draft monthly. • Financials last audited by CPA in June, 2023. • Discussion held on 2023 cost savings due to board engagement (e.g. gazebo, lower contracting rates). • 2024 Budget Goals <ul style="list-style-type: none"> • Pull ahead remaining building painting if reserve funding is available. • Ensure sufficient retention of reserves for future use/unexpected expenses. • Adjust future capital forecast, as needed. • Intent to be ready for review week of 10/23 • November board approval, required for 2024 budget. • Year-end mailout due to residents. 	<ul style="list-style-type: none"> • Sharon to send LandArc financial transfer email to Phil/Valencia (done) • Phil to gain ongoing commitment for Finance Committee members (done), get Homestead’s calendar for submitting financials. • Phil will present in November board meeting, and finalize by 12/1. • Board to mail out hardcopy of 2024 budget to co-owners by year end. • Sharon to highlight cost savings in future communications.
Holiday Decorations	<ul style="list-style-type: none"> • Contract received for holiday decorations, similar to what was approved prior year. 	<ul style="list-style-type: none"> • Valencia to send out final contract for Board approval, week of 10/23.

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	<ul style="list-style-type: none"> • Installation planned for 10/27. 	
Directory Updates	<ul style="list-style-type: none"> • Kathi Price has been leading the updates to the Homeowner directory. • Include list of new board members. • Perform a quick audit with Homestead information. • May consider other options to Cathedral Press vendor for printing only. 	<ul style="list-style-type: none"> • Valencia to mail out current homeowner list for updates (done) • Valencia to see if she is aware of other printing sources. • Sharon to follow up with Kathi on status/support for mailout. • Board to mail hardcopy directory with budget by year end.
New Board Lawyer Needed	<ul style="list-style-type: none"> • Mark spoke with his contacts and will vet a new lawyer to support bylaw changes and occasional needs. 	<ul style="list-style-type: none"> • Mark to provide an update in November Board meeting.
Website and Newsletter Updates	<ul style="list-style-type: none"> • Sharon took over ownership this past month and will manage going forward. Will pursue backup. • Standard content agreed to in meeting. • Decision not to include contact info on website. • Will attempt to add board-only site for working and internal documents. • Intent to post to web site w/email notification or link. • Intent to use website more frequently in the future, with directing to Homestead, as appropriate. • Intent to extend the user roles to include all Homestead submitted primary and secondary emails to broaden communications. • First newsletter desired by end of Oct. (stretch goal). 	<ul style="list-style-type: none"> • Sharon to make initial website changes in October, including user roles and contacts. • Sharon to draft newsletter week of 10/23 for reviews with intention to mail out in October (stretch goal!)
Block Captain Role in the Future	<ul style="list-style-type: none"> • Decision made not to continue the practice of Block Captains due to past lack of use/misuse. • Continue to point residents to the Homestead web site for all support. 	<ul style="list-style-type: none"> • Sharon to remind residents of Aid Brigade to the communications.
Committee Volunteer Engagement	<ul style="list-style-type: none"> • Committee list updated to reflect reduced needs, Board Liaisons, and previously volunteered names. • Engagement to be solicited to fill open slots. • Committees required: <ul style="list-style-type: none"> • Social • Welcome Committee (merge with Social??) • Beautification (prev. Vision) – Community Property focused. • Compliance – Bylaws, Rules & Regulations • Finance - No volunteers required. • Capital Projects - No volunteers required. • Lake • Website/Communication • Aid Brigade • Committees eliminated: <ul style="list-style-type: none"> • Landscape/Lawn • Paint Oversight • Snow Removal 	<ul style="list-style-type: none"> • Sharon to update Committee list. • Sharon to request volunteers in website and newsletter communications.
Compliance	<ul style="list-style-type: none"> • Mark will lead this committee once in place. 	<ul style="list-style-type: none"> • Mark to provide laymen language on

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Committee Updates (Rules and Regulations/ Bylaws/ and Roles and Responsibility)	<ul style="list-style-type: none"> • Layman language required now for current bylaws to support Homestead in managing requests. • Pursue Committee for recommendations to update these documents to better represent current condo standards, community needs and desires. <ul style="list-style-type: none"> • Board will approve Rules & Regulations • Co-owners will approve Bylaw changes. • Update Roles and Responsibilities first, making changes if within current Bylaws. • Discuss pest control, internal condo maintenance. • Consider elimination of hardcopy mailouts /move to email with language changes 	<p>current bylaws in 2023 to help Homestead triage homeowner requests.</p> <ul style="list-style-type: none"> • Homestead will do walkarounds to look at homeowner offences for violations. Leverage lien processes, as necessary. • Committee to prioritize changes to Rules and Regulations and R&R's if within bylaws. • Committee to update bylaw changes in 2024.
Maintenance Request Related Discussion (External main breakers)	<ul style="list-style-type: none"> • Recently, a homeowner alerted the board about a potential safety hazard associated with the inability to turn off the 150-amp main breakers outside his building. While repairing this breaker, the maintenance vendor suggested there <i>could</i> be similar situations and suggested homeowners may want to check their breakers. While there is no indication that the problem is prevalent, the board will send out an informational notice in the next newsletter letting homeowners know they may want to test their breaker on a regular basis, and if fixes are required, they will be a homeowner responsibility and cost. 	<ul style="list-style-type: none"> • Craig to inform homeowner of the plan (done) • Sharon to include in November newsletter.
Lake Committee:	<ul style="list-style-type: none"> • Questions addressed from the Lake Committee on lawn fertilizer applications re: impact to the lake. • Board re-iterated that recent lake study stated there was little to no impact on the quality of the water. • Committee recommendation to store the HOA boat behind the shed was discussed and had been approved via email prior to the meeting. 	<ul style="list-style-type: none"> • Joe D. will respond to the Committee in their next meeting.
Deck Replacement Standards	<ul style="list-style-type: none"> • Board needs to reconfirm standards and then document and publish. 	<ul style="list-style-type: none"> • Sharon will look through Joe's prior Board materials for set standards. • Homestead to deny current request to use Harvest Gold and suggest Tiki Torch as alternative.
Zimmer Issue List	<ul style="list-style-type: none"> • 2022-23 Board Issues 3-14-23 document was used for the purpose of LandArc contract closure. 	<ul style="list-style-type: none"> • Joe Z will update Homestead with any outstanding issues to be addressed.
Maintenance & Architecture Review Requests	<ul style="list-style-type: none"> • To move maintenance request approvals along more quickly and at a lower cost, Craig, Homestead, and vendor will review/approve all standard requests weekly for immediate action. • Board voting will only be required for those without clear Association responsibilities. 	<ul style="list-style-type: none"> • Craig to establish weekly maintenance review /approval meetings.
Landfill Expansion Homeowner Concerns	<ul style="list-style-type: none"> • D. Bomzer, homeowner, offered to lead meeting on this local community issue in her own home. • Board decision not on engage officially on these local community issues but we could communicate out a 	<ul style="list-style-type: none"> • Sharon to communicate to Diane with Board message (done).

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	publicly held meeting in our newsletter/website.	

Meeting Minutes - Vendor Specific Updates/Action Items

Vendor	10/18 Discussion/Updates/Decisions	Action Items
LandArc	<ul style="list-style-type: none"> On 10/9, LandArc provided final financial and account ledgers. Boxes with required documentation was delivered the week of 10/16. Final invoices paid at end August. Contract Closed. 	<ul style="list-style-type: none"> Valencia to conduct a review of all boxed materials for useful materials and open items for tracking, if necessary.
Homestead	<ul style="list-style-type: none"> Received money from LandArc and vendors are being paid in normal cycles. Board reconfirmed that there were no contractual implications with past PM resignation since all duties were assumed by Valencia Hall. All onboarding complete and initial perception of performance has been good. 	<ul style="list-style-type: none"> No actions.
J&B	<ul style="list-style-type: none"> Painting is complete for this year. Contract for 2024 pending. 	<ul style="list-style-type: none"> Joe Z and Craig - to provide detailed reconciliation of painting progress and costs to Phil (budget) and Valencia (contracting). Valencia to finalize 2024 contract.
MacDemo	<ul style="list-style-type: none"> 2023 driveways are complete. 2024 Contract is pending for 38 more driveways, and mailbox and parking pads. Confirmed plan to clean out the site around the gazebo in 2023 with intention request bids for landscape enhancements in 2024. Planned for 2nd week Nov. Hill flooding between buildings 136 and 137 where boulders/hill is eroding could be fixed by MacDemo. 	<ul style="list-style-type: none"> Valencia to finalize 2024 driveway contract. Edy and Joe Z (Capital) will manage this contract ongoing. Valencia to finalize 2023 gazebo site demo contract. Sharon will include the gazebo landscaping in the Visions Committee charter. Sharon will add the hill flooding to the next board agenda.
Deck Detail	<ul style="list-style-type: none"> Check for partial payment cleared. Final permits for pavilion and deck are expected on 10/20. Power washing also planned for week of 10/23. 	<ul style="list-style-type: none"> Joe Z and Craig will approve final invoicing once work is complete and cost numbers are validated for Homestead to pay.
Sunrize	<ul style="list-style-type: none"> Preparing for contract termination 	<ul style="list-style-type: none"> Homestead to pay final invoice payments and terminate contract.
T&T	<ul style="list-style-type: none"> Sprinkler maintenance and system closing starting this month. 2023 tree trimming quote in progress. On 10/9, bid received for 2024-2026 sprinklers maintenance. Board request accepted to add annual head check for leaks, with repairs made at startup. Quote in process to gain fixed pricing for 2023 fall, 2024-2026 services with termination language. 	<ul style="list-style-type: none"> Valencia and Mark to finalize appropriate contract language for multi-year contracting. Valencia to finalize three-year contract. Valencia to finalize quote for 2023 tree trimming. Valencia to bid out 2024 tree trimming.

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MLP	<ul style="list-style-type: none"> • Shrub trimming starting in south sections, week of 10/23. • Fall maintenance is also upcoming. • 	<ul style="list-style-type: none"> • Valencia to confirm that we are no longer paying for a 3rd shrub trimming. • Valencia to confirm that we are no longer paying for yard waste in their contract since it was removed in June, 2022. Duplicate with Waste Mgt.
Advance Waste Mgt	<ul style="list-style-type: none"> • Need to confirm we have an ongoing contract in place (auto renewal). • Reminder that Waste Mgt picks up yard waste every other Wed and recyclables on Friday. 	<ul style="list-style-type: none"> • Valencia will look in the LandArc boxes for contract confirmation.
Signs and More	<ul style="list-style-type: none"> • Need to finalize contract for signs replacement throughout community in 2024. • Gold version being proofed and quoted this week. 	<ul style="list-style-type: none"> • Craig and Joe Z will present proposal in November Board meeting. • Craig and Joe Z to manage as a 2024 Capital project.
Michigan Insurance Group (New) Exp 10/15?	<ul style="list-style-type: none"> • Insurance auto renewed with State Farm. • Cost comparison in progress. • Board agreed to provide request from several insurance companies to receive financials and reserve study to provide best pricing. 	<ul style="list-style-type: none"> • Joe to provide Reserve Study to Valencia (done) • Valencia to provide cost comparison to Board in November meeting.
DTE	<ul style="list-style-type: none"> • Concern if payment was transitioned from LandArc. 	<ul style="list-style-type: none"> • Valencia to confirm DTE payment is being made.
New Contracts	<ul style="list-style-type: none"> • New bid in process for landscape maintenance and snow removal. • Few responders due to size of job. • Will find 2 prior responses to solicit interest. • Will consider ala carte services to be split out. • Will consider splitting contractors, if needed. 	<ul style="list-style-type: none"> • Craig to provide prior bids to Valencia. • Valencia to finalize the responses before the November board meeting. • Craig to bring for vote in November board meeting.
PLM	<ul style="list-style-type: none"> • Will remove the fountains for the winter on week of 10/23. 	<ul style="list-style-type: none"> • No action.

Miscellaneous Action Items from 10/29 Informal Meeting.

Topic	Owner	Status	Action
Create a new board text group for internal board communications	Phil	Closed	
Board member contact info updated for the New Sign contract communications	Joe D	Closed	
Provide board with portal access	Valencia	Closed	
Provide Committee List and Engagement list	Valencia	Closed	
Notify residents not to use bhpbod email for work orders (previously used for website calendar). Auto email reply added stating no response, going forward.	Sharon	Closed	<ul style="list-style-type: none"> • Sharon will manage email address deletion, when no longer needed.
Resident communication required that landscape planting will only be replaced spring and fall.	Valencia	Open	<ul style="list-style-type: none"> • Valencia will notify homeowner as requests are made. • Valencia to supply a list of homeowners requesting replacements.