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## AHCA BOARD MEETING MINUTES

### JANUARY 22, 2025

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Wednesday, January 22, 2025: 6:00 PM – 8:00 PM

Board Members to attend: Carla Charlebois, Thomas Edwards, Sherri Fountain, Ig Justyna, Don Trivelino

Management Representative: Jeremy Whiting, Casa Bella Management.

#### Approval of Previous Meeting Minutes

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- ❖ Board Meeting Minutes: none pending approval.
- ❖ Financial/Legal/Administrative Overview
- ❖ Casa Bella Management report
  - Neighborhood inspection reports (10 min)

Jeremy performed an inspection today, 1/22/2025. Numerous homes were found to have algae/mold. The Board and Jeremy will perform a general, neighborhood-wide inspection on February 27 (prior to our next Board meeting). It was agreed that notifications about this issue would be delayed until the completion of a thorough inspection in February that will address items that need attention during warmer weather. In addition, Jeremy will send warning letters **now** to two (2) co-owners who have not removed heavy ice on their sidewalks.

In addition, Jeremy observed ice on the back stretch of the road on Elsinore. He will notify Budd's right away to salt this section of roadway.
  - Legal report (5 min)

Legal information is kept in a separate, confidential Executive Summary of this meeting to protect the privacy of co-owners.
  - Financial reports, CD status, review report of EOY expenditures vs YTD budget (5 min)

Carla cited several issues related to the financial reports and whether AHCA stayed within budget in 2024. There is a question about the timing and payment of invoices submitted by Washtenaw Engineering; they advise the Board on the stormwater system/pond maintenance issues. It appears Washtenaw Engineering's initial evaluation, which cost \$750, was double charged to AHCA in early 2024. (It is believed the \$750 invoice was already paid in 2023). Subsequent inspections, which were scheduled to take place 4 times during 2024, should be charged \$300 each. There is also a question about how many inspections took place in 2024. Bottom line: Jeremy is going to contact Washtenaw Engineering to confirm what services have been provided and how much has been charged and paid for services rendered.

AHCA will need to pay approximately \$2000 in income tax on interest received on the CDs in which Reserve funds are invested. AHCA earned about \$15,000 in CD interest in 2024. We should budget for income taxes in the future.

The Board discussed reallocating some of the 2024 budgeted funds to cover unexpected expenses. Despite this adjustment, it was confirmed that we were within \$100 of the 2024 budget. Since a few dollars needed to be shifted to address various costs, AHCA remained within \$100 of the 2024 budget. Jeremy celebrated this as a success!
- ❖ Treasurer report: (10 min)

Carla reviewed last year's expenditures against line-item budgets for 2025. The Board reviewed various ways to save money. The DTE expenses increased more than expected in 2024 and are probably under-budgeted for 2025 based on recent cost trends. There's not much we can control about this. Our lawn and snow contract should be scrutinized. Over the past several years, we have experienced fewer and fewer major snowstorms. Would it be feasible for Washtenaw Engineering to perform and charge us for two (2) pond inspections each year instead of four (4)?

  - P&L, Balance Sheet, Check Register, Accounts in Arrears, CDs.

Carla led the discussion on these reports. (See items discussed above.)

- Discussion and review of Reserve funds invested in CDs. Jeremy is going to reconfirm all of the following information, so the Board is well prepared to make decisions about re-investing CDs early this spring:
- Flagstar Bank- 7 months 4.4% maturing 7-11-25 ~\$132,462
- Huntington Bank- 5 months 4.34% maturing 5-18-25 ~\$129,669
- Community Financial- 13 months @ 4.5% maturing 5-29-25 ~\$132,431
- MSGCU - 9 months 5.07%, matures on 05-16-25, approx. \$247,883
- Community Financial- 9 months ; 5.25% maturing, 9-2-25 ~\$131,527

### Alteration/Modification Requests

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#### ❖ Submission/actions: (5 min)

There is nothing new pending. The Board met tonight in person with co-owners who requested an in-person meeting to appeal against a recent Alt/Mod decision.

### Board Topics

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#### ❖ Structure encroachment into wetlands will be published in the January newsletter to deter other similar situations. (5 min)

Additional topics for the newsletter include: 1) Neighborhood-wide property, sidewalk, and tree inspections; 2) Requirement to keep pets on leashes at all times and to pick up dog poop wherever it is deposited in Arbor Hills; 3) Courtesy to neighbors – staying out of their yards and ensuring dogs' poop is properly picked up and disposed; 4) January HOA fees deadline; 5) Clearing snow and ice from sidewalks.

#### ❖ Discuss broken and leaning tree near Elsinore home and wetland. (5 min)

Mother Nature has resolved this issue. The tree has fallen on its own within the common area behind the co-owners' home.

#### ❖ Discuss Continuum quotes for mulching and curb weed treatment. (5 min)

Common entrance - \$1000; Common entrance and island beds \$2185; Weed control \$2000.

On behalf of the Board, Jeremy will go back to Continuum to negotiate for mulching the three (3) front beds and two (2) median beds for a combined total of \$2000. Ig and Carla will perform weed control again this year with a leftover weed control solution.

#### ❖ Review co-owner missing street tree replacement communication, timing, and responses.

Three (3) co-owners still have not complied with requests to replace street trees. (Details are in the Executive Summary.) Jeremy will confirm when these co-owners last received notifications. (5 min)

#### ❖ Discuss the walkthrough of the 2025 Reserve Study during the week of March 24. Paul Conahan, Michigan Reserve Associates. (5 min)

Jeremy has confirmed that this on-site meeting and neighborhood walk-through is scheduled for 9:00 am on Monday, 3/24/2025 (weather permitting).

#### ❖ Discuss adding a streetlight and Vedder quote for Elsinore. (5 min)

Ig obtained a quote from Vedder Electric for adding a new streetlight on Elsinore. The estimated cost is \$9,000. This is not in the 2025 budget. Due to time constraints, this topic was tabled until the next meeting.

#### ❖ Review options/estimates for street asphalt repair. (5 min) Tabled until next meeting.

#### ❖ Discuss spring street sweeping. Was fall sweeping completed? (5 min)

Request for mid-April 2025. There's a question about whether AHCA has already been charged for street sweeping that should have taken place in late fall 2024 but didn't. Jeremy will verify that we have not already been charged.

General neighborhood inspection in late February. The next meeting is on 2/27/25 at 1:00 p.m.

#### ❖ Discuss and set a date for a neighborhood inspection with CB. (5 min)

A general, neighborhood-wide inspection has been scheduled for 1:00 pm on 2/27/25 in advance of our next Board meeting.

#### ❖ Discuss speed control committee and quotes for speed signage. (5 min)

Sherri will contact the head of the committee for an update on progress/status and report back to the Board.

- ❖ Discuss possible safety concerns near the culvert on Ashburnam. Adding a guardrail or sign. (5 min)

Jeremy will contact Today's Construction and obtain an estimate for constructing a guardrail/fence around the open culvert. In the meantime, the Board and Jeremy will evaluate this area during the 2/27/25 walk-through.

- ❖ Discuss the appointment of a replacement Board member due to resignation. CB to report on queries to attendees of the annual meeting. (5 min)

### Tabled Topics

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- ❖ Discuss sidewalk and ramp repairs (trip hazard review). Tour with CCI.

Schedule for early spring 2025, shortly after the neighborhood-wide general inspection scheduled for February 27, 2025

### Upcoming Meetings

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- ❖ Thursday, February 27, 2025, 6:00 pm – Sherri's House
- ❖ Annual, neighborhood-wide inspection – Board members and Jeremy Whiting – February 27, 2025, 1:00 pm – 6:00 pm.