

# *Pheasant View Homeowners' Association*

PO Box 871463, Canton, MI 48187

[WWW.PHEASANTVIEW.ORG](http://WWW.PHEASANTVIEW.ORG)



Kevin Whitaker - President  
TejKiran Singh (Sunny) - Vice President, Grounds & Maintenance Manager  
Jim Hegarty - Secretary  
Mark Waldbauer - Treasurer  
Don Watson - Roadway Manager

## **REGULAR BOARD MEETING MINUTES Monday, February 14, 2022**

**LOCATION:** Each member at home, meeting via “Zoom” video conference, open and available to the membership. Zoom link is posted on the PVHA Facebook Page.

**BOARD MEMBERS PRESENT:** J. Hegarty, M. Waldbauer, K. Whitaker, D. Watson, T. Singh

**BOARD MEMBERS ABSENT:** none

**GUESTS ALSO PRESENT:** K. Jahn, Lot #14

**CALL TO ORDER:** K. Whitaker called the meeting to order at 7:03 PM

### **APPROVAL OF THE MINUTES:**

- ✓ *K. Whitaker motioned to approve the January 10, 2022, Board of Directors meeting minutes. Second by M. Waldbauer. Ayes all present; the motion carried.*

**ANNOUNCEMENTS:** None

**CITIZEN / HOMEOWNER NON-AGENDA COMMENTS:** None

### **OFFICERS' REPORTS**

#### **PRESIDENT'S REPORT:**

- K. Whitaker plans to have a preliminary meeting with the **Welcoming Committee**, consisting of K. Whitaker, T. Singh, J. Waldbauer and D. Heinze, and will reach out to homeowners that have volunteered to participate in the Welcoming Committee before the next regularly scheduled Board meeting.
- ✓ *M. Waldbauer motioned to approve the President's Report. Second by D. Watson. Ayes all present; the motion carried*

#### **VICE PRESIDENT'S REPORT:**

- T. Singh reached out to Anne Marie Graham-Houdak, Canton Township Supervisor to follow-up with Ms. Graham-Houdak for any updates from Canton Township on 1844 Crowndale Lane.
- The homeowner is not responding to inquiries from the PVHA Board or Canton Township. However, the homeowner is up to date on the property taxes.
- Canton Township has agreed to alert the PVHA Board when/if the homeowner responds.
- ✓ *K. Whitaker motioned to approve the Vice President's Report. Second by D. Watson. Ayes all board members present; the motion carried.*

### **SECRETARY'S REPORT:**

- M. Waldbauer provided a summary of the on-line and ballot voting.
- The Board has called for a special meeting of the Association for February 28, 2022. Notices and mailings have been sent out to homeowners per our bylaws.
- The sole purpose of the Special Meeting will be to collect ballots from the Owners on the amendment project. No other Association business will be discussed or entertained by the Board of Directors at the Special Meeting.
- The Board will be prepared to answer any questions from the homeowners.
- The Board will also encourage homeowners to vote YES on the amendment project.
- T. Singh suggested the Board create a short video to post on our Facebook page. This would be another form of communication that may get the attention of the homeowners. J. Hegarty agreed to create a video for our Facebook page.
- J. Hegarty will provide an amendment summary to post on our Facebook page as well as send out via Mailchimp.
- M. Waldbauer responded to a homeowner that had a question on the mailboxes. The homeowner was satisfied with our response.
  - ✓ *K. Whitaker motioned to approve the President's Report. Second by M. Waldbauer. Ayes all present; the motion carried.*

### **TREASURER'S REPORT:**

Following are activities completed by M. Waldbauer:

- M. Waldbauer reviewed the financial documents and explained the negative variance of \$131.74 due to the posting of the PRRMA invoice.
- PayPal continues to be a challenge for the Treasurer to deal with. We will continue to accept PayPal payments for 2022, but we will likely not support PayPal for 2023's assessment.
- Zelle may be an option for 2023 annual assessments.
- Completed and filed IRS form 1120H income tax filing for 2021
- Completed and filed our workers compensation online audit for fiscal year 2021.
- Assessed finance charge for lot 156 and forwarded ledger and comments to ADAC.
- Created invoice for second mailbox repair and mailed invoice.
- Check post office box daily.
- Check ballot box occasionally.
- Post paper ballots on WIX active database webpage as ballots are received.
- Spent half of a day calculating and resetting proper PayPal charges on website upon learning of the new rates.
- Spent another half a day with online chat and telephone call to PayPal agent to release funds. I submitted IRS form 1120-H, original articles of incorporation, covenants and restrictions, 2021 LARA filing of licensed corporation in Michigan, DTE statement and checking statement from January at their request.
- PayPal is to review and get back to us with confirmation of an active business account within seven calendar days.
- Sent letter to ZDF regarding improper accounting and billing.
- Put the signs out!
- Office Supplies and Water fees were lower than expected, but the QuickBooks expense was higher than anticipated. QuickBooks has shifted to a subscription model, and we will have to renew every three years. The current fee is \$400 for a three-year subscription and is the most economical way to purchase the software. QuickBooks also provides ADAC with exactly what they need to manage our overdue fees for homeowners that are delinquent with annual assessments.
- M. Waldbauer invoiced the homeowner at Lot #101, 1897 Stonebridge Way, for the mailbox repairs from December 4, 2021.

- M. Waldbauer continues to work with ADAC to recover the 2021 Annual Assessment fees for Lot #156, 1424 Crowndale Lane.
  - ✓ *K. Whitaker motioned to approve the Treasurer's Report. Second by J. Hegarty. Ayes all board members present; the motion carried.*

## **DIRECTOR and COMMITTEE REPORTS**

### **ROADWAY MANAGER'S REPORT:**

- D. Watson will begin requesting landscaping quotes for this spring/summer. D. Watson will include weed whacking on the berm as part of the landscaping services contract.
- Next PRRMA is scheduled for the week of February 14, 2022.
- Sidewalks are priority number one on the PRRMA list of improvements.

### **ARCHITECTURAL REVIEW COMMITTEE (ARC):**

- Nothing to report.

### **SUBDIVISION COMMUNICATION COORDINATOR'S REPORT:**

- J. Waldbauer will send out a Mailchimp email and update our Facebook page on February 20, 2022.
- The updates will include a reminder that Annual Assessments are due, an amendment update, a reminder that the Special Meeting will be held on February 28, 2022, and an update on the Welcoming Committee.

### **OLD BUSINESS:**

- Nothing to report.

### **NEW BUSINESS:**

- Discussed the plan for the Special meeting on February 28, 2022.
- We will encourage members to vote YES on the amendment project and will also request they vote on-line.

**NEXT MEETING DATE:** Monday, March 14, 2022 @ 7:00 PM via a Zoom conference call.

### **ADJOURNMENT:**

✓ *K. Whitaker motioned to adjourn at 8:21 PM. Second by M. Waldbauer. Ayes all present; the motion carried.*

Minutes respectfully submitted,  
Jim Hegarty - Secretary