

Pheasant View Homeowners' Association

PO Box 871463, Canton, MI 48187

WWW.PHEASANTVIEW.ORG



Jim Hegarty	- President
Omar Alomary	- Vice President, Grounds & Maintenance Manager
Ralph Gleba	- Secretary
Mark Waldbauer	- Treasurer
Kevin Whitaker	- Roadway Manager

REGULAR BOARD MEETING MINUTES Monday, July 10, 2017

LOCATION: Canton Township Administration Building, HR Conference Room.

BOARD MEMBERS PRESENT: J. Hegarty, R. Gleba, M. Waldbauer, K. Whitaker, O. Alomary

BOARD MEMBERS ABSENT:

GUESTS ALSO PRESENT: Laurie Gleba, Bryan Schwab (lot 130) 46436 Southwick Dr., Kathy Jahn

CALL TO ORDER: J. Hegarty called the meeting to order at 7:02 PM.

APPROVAL OF THE MINUTES:

- ✓ *J. Hegarty motioned to approve the June 2017 meeting minutes as amended, second by R. Gleba. Ayes all present; the motion carried.*

ANNOUNCEMENTS:

CITIZEN / HOMEOWNER NON-AGENDA COMMENTS:

1. J. Hegarty has taken several pictures of the "Storm Sewer" / driveway issue at 46436 Southwick (Lot 130). The township engineer will determine the root cause of the issue (i.e. whether the storm sewer has failed) and thus the associated liability.

OFFICERS' REPORTS

PRESIDENT'S REPORT:

- The Board received an email from Lot 1, (Chuck Patterson – pine tree replacement), he agreed to water new pine tree. The tips of the tree are starting to turn brown, Plymouth Nursery will investigate and will replace if necessary.
- The payment for the Lot 1 tree replacement to Plymouth nursery as been delivered to the Post Office
- ✓ *O. Alomary motioned to approve the President's report, second by R. Gleba. Ayes all present; the motion carried.*

VICE PRESIDENT'S REPORT:

- Lot 22 – They did not pick up certified letter, so we need to send letter via the US Post Office. (M. Waldbauer to send it.)

- Lot 112 – There are very large and dangerous holes around the sprinklers, we need to send a letter to this homeowner.
- Lot 24 – A letter needs to be sent to this homeowner regarding the abandoned vehicle in their driveway.
- Lot 2 – We need to send a letter to this homeowner regarding in-ground pool in their yard
 - ✓ R. Gleba *motioned to approve the Vice President's report, second by J. Hegarty. Ayes all present; the motion carried.*

SECRETARY'S REPORT:

- No report

TREASURER'S REPORT:

- Received an invoice from Independent Lawn Service for irrigation start-up. I questioned the amount and the actual accounting for parts, shop supplies, and labor with Kevin. I was very displeased with their workmanship and excessive billing for product not supplied.
- Contacted and established a new account with ADAC for Ramel Howard. ADAC was not willing to post a new account until I completely re-worked the HOA accounting/invoicing system to allow for proper dates with the annual assessment invoice and aging for finance and interest charge.
- Received notification of workers' compensation coverage cancelation. The audit was not completed and/or filed on time. Notice of premium was not paid. 30 Day grace period had lapsed as of May 1, 2017, and I contacted Bill Springer of Conrad Insurance agency to learn that our underwriter (Liberty Mutual Insurance Co.) had an incorrect mailing address. I never saw any notifications that were mailed. They were mailed to the "Resident Agent" on record from our Articles of Incorporation at 46009 Windridge Lane. This is the former address of the subdivision's first President Kevin Daly. Kevin moved in 2012 from our subdivision. The current owners are Rajbalbir and Raspal Warriach who live at 475 East Canford Park, Canton MI. and are currently renting this property. No one contacted me from the offices of Liberty Mutual, Windridge Lane, or Canford Park.
- Received a notice from the State of Michigan Department of Licensing and Regulatory Affairs of our workers' compensation policy cancelation. They affirmed that as a non-profit corporation, licensed and registered with the State to conduct business within the State, that our insurance company informed them of our workers' compensation liability insurance policy cancelation. We are required to respond in writing regardless of the circumstance for re-instatement with LARA and the State of Michigan before we are to continue conducting business.
- I have been working with Bill Springer and the audit team from Liberty Mutual to file a corrected insurance audit and eventual re-instatement. I am unsure at this date as to our fee for last year but I fear that we forfeited any rebate as our policy was canceled.
- Through many conversations with the audit team, it appears that an increasing amount of information is required to complete our audit process. Company payroll appears to be a primary concern and a clear accounting of our policies, past practices, and current procedures have created some changes in how we must pay contractors and reimburse members within the association.
- June 29, 2017 I was required by Liberty Mutual to forward a written statement outlining and explaining why no payroll has been included in the audit. Documentation required.
- June 29, 2017 I was instructed to inform the Board of the current policies for "volunteer" service on the board and the requirements for reimbursements in lieu of employee payroll. An email was sent to the members of the Board.

- ✓ *J. Hegarty motioned to approve the Treasurer's report, second by R. Gleba. Ayes all present; the motion carried.*

DIRECTOR and COMMITTEE REPORTS

ROADWAY MANAGER'S REPORT:

- ✓ Fairway Pines sidewalk work has started, and Pheasant View is next on the list. If there are sidewalk slabs that have not been marked but need to be replaced, please inform K. Whitaker.
- ✓ Sprinkler system: Independent Lawn Service has not performed the work for which we have been invoiced. K. Whitaker called Independent to complain and was informed that we should be receiving an updated invoice. A new timer was ordered from Amazon and installed for the 3rd cul-de-sac.

ARCHITECTURAL REVIEW COMMITTEE (ARC):

- ✓ Lot 39: exterior paint was approved (matches existing paint)
- ✓ Lot 118: Need request from homeowner for new deck

SUBDIVISION COMMUNICATION COORDINATOR'S REPORT:

ACTION ITEM REVIEW:

OLD BUSINESS:

- Mailboxes: Kevin has laminated the lot map and mailbox pictures for the teams to take with them as they talk with the homeowners. The Board agreed that email responses are acceptable and should they be used for the first phase of the requested approvals. K. Whitaker will work with J. Waldbauer on the email distribution details.
- Boulevard Trees: We started with 13 homes with potential boulevard tree issues. Seven trees have been replaced or have been determined to be acceptable. Lots 23, 81 and 82 have not replied to either of the two emails or the USPS letter. Lot 41, 73 and 148 have all responded, showing a willingness to correct the issue.

NEW BUSINESS:

- None

NEXT MEETING DATE: Regular meeting, Monday, August 14, 2017 Canton Township Administration Complex HR Conference Room – 7:00 PM.

ADJOURNMENT: MOTION:

- ✓ *R. Gleba motioned to adjourn, second by J. Hegarty. Ayes all present; the motion carried.*

The meeting adjourned at 8:21 PM.

Minutes Respectfully Submitted,
Ralph Gleba
Secretary – Pheasant View Homeowners' Association