

Pheasant View Homeowners' Association

PO Box 871463, Canton, MI 48187

WWW.PHEASANTVIEW.ORG



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

REGULAR BOARD MEETING MINUTES Monday, January 8, 2024

LOCATION: Canton Township Administration Building, Meeting Room E. The Board meeting is also open and available to the membership via "Zoom" video conference. Zoom link is posted on the PVHA Facebook Page.

BOARD MEMBERS PRESENT: M. Waldbauer, J. Hegarty, K. Whitaker, K. Borninski

BOARD MEMBERS VIRTUALLY PRESENT: T. Singh

BOARD MEMBERS ABSENT: None

GUESTS ALSO PRESENT: None

CALL TO ORDER: J. Hegarty called the meeting to order at 6:34 PM

APPROVAL OF AGENDA:

- ✓ *M. Waldbauer motioned to approve the agenda with Orders of the Day (presentation & approval of 2024 Budget) Second by K. Whitaker. Ayes all present; the motion carried.*

APPROVAL OF THE MINUTES:

- ✓ *J. Hegarty motioned to approve the December 11, 2023, Board of Directors meeting minutes. Second by K. Whitaker. Ayes all present; the motion carried.*

ANNOUNCEMENTS: None

CITIZEN / HOMEOWNER NON-AGENDA COMMENTS: None

OFFICERS' REPORTS

PRESIDENT'S REPORT:

- J. Hegarty mentioned the invoice & email from Hirzel Law received by K. Whitaker. PVHA should keep in mind these costs for future reference. Any answered phone call to Hirzel will result in a charge.
- K. Borninski inquired about any statewide organizations for homeowners' associations that may help with legal questions.
- K. Borninski suggested looking at the township's solar ordinance as PVHA investigates energy policies & she can forward the ordinance to the board.
- J. Hegarty submitted the energy policy meeting minutes for Board review.
- J. Hegarty will continue to put out the subdivision meeting signs before board meetings.
- Lot #1 mailbox: K. Whitaker contacted Jay. He thinks it will cost approximately \$100 for the

service call since Jay may be able to reuse some of the parts. T. Singh will inform the board when mailbox repair is complete.

- Summit Parkway Lighting: still no fix. The contractor (Van Buren Electric) cannot find the break. The next PRRMA meeting is tomorrow (Jan. 9), and K. Whitaker requested this and our street signs to be back on the agenda. Solar may be a possibility in the future.
- PVHA Annual Meeting in November: The date changed to the third Monday in November due to scheduling conflicts. J. Hegarty suggested that the board consider a different venue based on the budget and homeowner interest.

✓ *M. Waldbauer motioned to approve the President's Report. Second by K. Whitaker. Ayes all present; the motion carried.*

VICE PRESIDENT'S REPORT:

- J. Hegarty asked about the green tarp with debris at 1921 Stonebridge Way. T. Singh will follow up with the homeowner.
- T. Singh & K. Whitaker will follow up on the mail delivery issue due to low tree branches over the roads in the spring.

✓ *K. Whitaker motioned to approve the Vice President's Report. Second by K. Borninski. Ayes all present; the motion carried.*

SECRETARY'S REPORT:

- Nothing to report, K. Borninski is thankful for the other board members' welcome.
- J. Hegarty gave some pointers on how to manage minutes.

✓ *J. Hegarty motioned to approve the Secretary's Report. Second by K. Whitaker. Ayes all present; the motion carried.*

TREASURER'S REPORT:

- Orders of the Day (presentation of proposed 2024 Budget) at the end of the agenda.
- K. Whitaker had a question regarding our Tailored Liability Insurance coverage. If we desire to insure our mailboxes, we will need to cancel the renewed policy and write a new one.
- K. Borninski inquired about the number of water & electrical meters covering the common areas.

✓ *T. Singh motioned to approve the Treasurer's Report. Second by K. Borninski. Ayes all present; the motion carried.*

DIRECTOR and COMMITTEE REPORTS

ROADWAY MANAGER'S REPORT:

- K. Whitaker attended December 2023 PRRMA meeting. The next PRRMA meeting is tomorrow (Jan. 9).
- At the Dec. 2023 PRRMA meeting, it was mentioned to the Fairways & Fairway Pines Subdivisions that sidewalk maintenance along Canton Center and Cherry Hill Roads was not the responsibility of PRRMA. Based on the feedback from PRRMA, it seems that the sidewalks along Beck Road would be the responsibility of PVHA to repair.
- Tim Kljun would like Roadway Managers to give him the specifics of which homes need sidewalk repairs. K. Whitaker will be walking our subdivision to gather this data and would welcome others to participate with him.
- Deborah Dooley is supposed to add street signs and lights to the agenda for the next PRRMA meeting. K. Whitaker spoke with Jay (mailboxes) about street sign options because of weathering to current signs.

- K. Whitaker has the contact information for Kyle of Seasonal Property Management, LLC for snow removal. He will be contacting Kyle.
 - K. Whitaker will follow up on email (Ron Radzilowski) about the hanging street sign on the north end Stonebridge Way Ct.
 - PRRMA assessments will stay the same for 2024.
 - K. Borninski gave an update on the Traffic Control Plan that had been previously approved by the township board (Nov. 9, 2010). Traffic Control Plan approval is required to enforce traffic laws in PVHA, but the record of the approval had been misplaced at the township. After researching, Canton Public Safety has acknowledged that they have the necessary approvals to enforce traffic law in the subdivision.
- ✓ *M. Waldbauer motioned to approve the Roadway Manager's Report. Second by T. Singh. Ayes all present; the motion carried.*

ARCHITECTURAL REVIEW COMMITTEE (ARC):

- J. Hegarty reported that there was one inquiry from a homeowner, just wondering if they needed ARC approval for something and the answer was yes.

SUBDIVISION COMMUNICATION COORDINATOR'S REPORT:

- Nothing to report.

OLD BUSINESS:

- None

NEW BUSINESS:

Orders of the Day: Proposed 2024 Budget

- M. Waldbauer submitted the proposed 2024 Budget to the Board.
- Income: The proposed budget does not ask for an increase in assessments (\$600), and M. Waldbauer is not budgeting for uncollectable amounts.
- Expenses:
 - QuickBooks expires in May & the online version will be the only option so M. Waldbauer will be researching other options.
 - Zoom renewal is coming up as well as the two major mailings for the year.
- Capital Outlay:
 - Annual meeting—Do we want to provide snacks?
 - Holiday Decorations—K. Whitaker does not think we will need any new ones, so suggested budgeting \$100 instead of \$175.
 - The Welcoming Committee staying at \$50.
- Insurance Expenses:
 - K. Whitaker suggested adding property coverage and will follow up on this by email.
- Landscaping and Groundskeeping:
 - M. Waldbauer used the average inflation rate when budgeting—4.5%.
 - Currently there is no contractor for irrigation.
 - Irrigation budget was changed to \$1,500, extra from this line went to berm landscape line item.
- PRRMA/Property Management:
 - PHVA has not been notified of any changes, the minimum notice is 30 days.
 - Hirzel Law budgeted at \$750 currently.
 - Mailboxes—maintenance only, last year's budget amount plus 4.5%.
- Social/Recreation:
 - The possibility of a block party or other social event was discussed.

- It was decided to keep money in this line item.
 - Taxes: PVHA has not received a tax bill.
 - Electricity: Budgeted for a rate increase of 3%.
 - Water:
 - Water usage is more difficult to budget for due to weather.
 - There was a discussion on what to do on the berm by Beck Road. There will need to be landscaping and tree maintenance this year.
 - Carryover from 2023 was roughly \$17,000.
- ✓ *J. Hegarty motioned to add Commercial Property Premium to the insurance policy at a cost of \$132 and to add to the 2024 Budget. Second by K. Borninski. Ayes all by email; the motion carried.*
 - ✓ *J. Hegarty motioned to approve the amended 2024 Budget Second by K. Whitaker. Ayes all by email; the motion carried.*

NEXT MEETING DATE: Monday, Feb 12, 2024 @ 7:00 PM from the Canton Township Administration building, Meeting Room E and via a Zoom conference call.

ADJOURNMENT:

- ✓ *J. Hegarty motioned to adjourn at 7:39 PM. Second by M. Waldbauer. Ayes all present; the motion carried.*

Minutes Respectfully Submitted,
 Kate Borninski
 Secretary – Pheasant View Homeowners' Association