

Pheasant View Homeowners' Association

PO Box 871463, Canton, MI 48187

WWW.PHEASANTVIEW.ORG



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

ANNUAL BOARD MEETING MINUTES Monday, November 13, 2023

LOCATION: Canton Township Administration Building, Meeting Room B. 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, D. Watson, T. Singh

BOARD MEMBERS VIRTUALLY PRESENT: None

BOARD MEMBERS ABSENT: None

MEMBERSHIP PRESENT AS REPRESENTED BY LOT NUMBER: 13 people attending representing lots 5, 14, 16, 35, 46, 56, 66, 78, 107, 113. (See the attached meeting sign in sheet.)

MEMBERSHIP PRESENT VIA PROXY: 28. Thirty-seven total members represented.

CALL TO ORDER: K. Whitaker called the meeting to order at 7:01 PM

APPROVAL OF THE AGENDA:

- ✓ *J. Hegarty motioned to approve the November 13, 2023, Agenda. Second by M. Waldbauer. Ayes all present; the motion carried.*

APPROVAL OF THE MINUTES:

- ✓ *D. Watson motioned to approve the November 14, 2022, Annual meeting minutes. Second by Kathy Jahn. Ayes all present; the motion carried.*

ANNOUNCEMENTS: None

OFFICERS' REPORTS

PRESIDENT'S REPORT:

January 2023

- The Board unanimously voted to increase the annual assessment from \$550 to \$600 (9% increase) to cover increased costs of landscaping, irrigation system maintenance, and snow removal. Assessments had been constant since 2020. This would amount to an additional \$8,100 to help cover those increases.

February 2023

- The Welcoming Committee held its inaugural meeting at the end of February.
- By mid-month 41% of the homeowners had already paid their 2023 assessment.

- Due to all the recent road work done in the sub, the Pheasant Run Road Maintenance Association (PRRMA) decided that no additional roadwork would take place in Pheasant View in 2023.

March 2023

- We experienced a significant ice storm requiring several tree removals and branch clean up.
- 94% of the homeowners had paid their 2023 assessments as of the Board meeting date. The Zelle payment option has proven to be much easier for both the homeowner and the Treasurer.

April 2023

- The landscaping company we have used for several years had decided it would no longer support the irrigation system. We elected to contract with Black Diamond Sprinklers, Livonia MI for these services at a significant increase.

May 2023

- The original Pheasant View Facebook page policy was approved by the Board in February of 2017. The existing policy was reviewed, and the Board decided no updates or revisions were required.
- A street lighting proposal was offered by DTE for nine streetlights covering our major intersections. An annual cost of \$13,000 was deemed too expensive and no further action was taken.
- The Board has been dissatisfied with our current third party collection law firm. Zelmanski, Danner & Fioritto (ZDF) is the firm that assisted with the Amended and Restated Declaration of Covenants and Restrictions and they appear to be a great alternative as the need arises.

June 2023

- The subdivision held its annual garage sale June 1-3. Participation was limited and we question whether we would consider supporting a subdivision-wide event in the future.
- After filing a formal dispute with our insurance company, M. Waldbauer was successful in collecting a rebate from Travelers Indemnity for Workers' Compensation insurance.

July 2023

- On July 6th, ten of the HOA owned mailboxes were vandalized. The total cost to repair was \$3,825.
- It was not a requirement for the HOA maintained common area irrigation system to be audited for the Canton Cross Connect Program.
- Significant maintenance (\$1,700) was performed on the irrigation system. Several sprinkling heads and a zone controller/valve were replaced on the berm and entries.

August 2023

- As a result of the mailbox vandalism, the Board considered adding a property damage rider to our existing insurance policy. Due to the increased cost and the considerable number of extraordinary expenses incurred in 2023, it was decided to re-evaluate this in 2024.
- On August 23rd, 5" of rain fell overwhelming the entire storm drainage system. The rain waters quickly receded without any significant damage.

September 2023

- It was brought to our attention that the lighting along Summit Parkway was not operational. This information was forwarded to PRRMA as the lighting responsibility for Summit Parkway falls within their responsibility.

October 2023

- A Board special meeting was held to discuss a solar panel residential roof installation strategy for the subdivision.
 - The snow removal contract was secured for the 2023-2024 snow season.
 - The post office has alerted several homeowners that their curb tree branches are impeding the mail carrier from delivering mail.
 - K. Whitaker thanked the following team:
 - Sunny Singh
 - Jim Hegarty
 - Mark Waldbauer
 - Don Watson (For his 4 years of service as Roadway Manager)
 - June Waldbauer
 - ARC Committee:
 - Jim Hegarty
 - Steve Henson
 - Jamie Mitchell
 - Chris Radzikowski
- ✓ *M. Waldbauer motioned to approve the President's Report. Second by J. Hegarty. Ayes all present; the motion carried.*

VICE PRESIDENT'S REPORT:

- T. Singh provided a summary of his efforts to ensure our C&Rs are followed.
- ✓ *D. Watson motioned to approve the Vice President's Report. Second by J. Hegarty. Ayes all present; the motion carried.*

SECRETARY'S REPORT:

- J. Hegarty provided an update to the structure of the Board monthly meeting minutes. Earlier in the year, M. Waldbauer, K. Whitaker and J. Hegarty attended a Canton Township-hosted meeting designed to review bylaws, Covenants & Restrictions, Board Policies, legal requirements, etc., for HOA's and Condo Associations.
- Canton Township engaged Zelmanski, Danner & Fioritto (ZDF) to address issues and challenges Canton HOA's and Condo associations Board's face. One of the key takeaways from the meeting was the heightened concern for how HOA and Condo Boards handle Personal Identifiable Information (PII) specifically as it relates to foreclosures, late payments, missed assessments, etc.. ZDF recommended that Boards not publish PII for homeowners that are going through foreclosure and/or legal actions that the Board may be pursuing.
- In an abundance of caution, The Board decided that our discussions that focused on legal activity relating to delinquent assessments would be handled after the normal Board meeting and in private. This is known as our **Executive Session**. The Secretary is required to capture the Executive Session meeting minutes, which are not published on our website or made public. The Executive Session meeting minutes are reviewed by the Board, approved by the Board, and stored in our secure and password protected Drop Box folder.
- J. Hegarty completed the review of the documents from Jamie Mitchell (former Secretary) and was able to dispose of several of the documents and dropped off the remaining meeting minutes and legal documents with M. Waldbauer.
- J. Hegarty thanked the Board for the feedback and comments on Board meeting minutes.

- ✓ *M. Waldbauer motioned to approve the Secretary's Report. Second by T. Singh. Ayes all present; the motion carried.*

TREASURER'S REPORT:

- M. Waldbauer shared the balance sheet and budget report with the attendees and suggested they visit the PVHA website, Treasurers Tab, for additional reports and financial information.
- M. Waldbauer shared that we have \$20,401.81 in our checking and savings accounts. This means our carryover into 2024 will be satisfactory and we are in good financial shape.
- M. Waldbauer reviewed the Budget Report and expressed that we were successful in collecting \$120.00 late fee from Lot #41, but noted we were \$600.00 short on our Annual Assessments which was from one homeowner that has not paid their 2023 Assessments.
- M. Waldbauer stated that we were successful in collecting \$790.32 from Lot #156 and Lot #41.
- M. Waldbauer discussed the mailbox vandalism that resulted in \$3,825.00 of expenses that were 350% over budget. The Board discussed adding insurance coverage to cover any future vandalism or mailbox repairs, but decided it was not worth the additional premiums.
- M. Waldbauer shared that we did very well with our water bill this year and are significantly under budget. The past six years, our water bill has been between \$2,300 and \$9,800 per year. The average is about \$5,200 per year.
- M. Waldbauer shared that Lot #25 did not pay their annual assessments from 2022 and 2023. The Board placed a lien on the property about 18 months ago, and then worked with our attorneys to place a judicial foreclosure on the property on May 14, 2023. The homeowner is afforded six (6) months to redeem the property. The senior lienholder (the mortgage company) foreclosed on the property before the conclusion of the redemption period resulting in a Sheriff's sale held September 7, 2023. The property sold for \$336,700.
- Since PVHA is the junior lienholder, the Board was not reimbursed or made whole from the past due assessments and late fees. This is the first property of which the Board has not been able to collect past due assessments and late fees.

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

DIRECTOR and COMMITTEE REPORTS

ROADWAY MANAGER'S REPORT:

- D. Watson shared that for the past two years, Oakley Lawn Service, INC, New Boston MI was our vendor that provided irrigation maintenance and repairs. Since Oakley was not able to provide irrigation maintenance in 2023, the Board selected Black Diamond Sprinklers, Livonia MI as the replacement vendor.
- D. Watson shared that for 2022, Black Diamond performed well and the Board was pleased with the level of service. However, last year was a challenge and their performance was below expectations. Due to this, D. Watson recommended that we do not use Black Diamond in 2024.
- D. Watson shared that we would continue to use the current vendor, Seasonal Property Management, LLC, Allen Park, MI for snow removal and salt applications. The proposal for 2023-2024 is \$6,000 and the Board plans to renew the contract for 2023-2024. The 2023-2024 proposal was \$600 less than 2022-2023.

- ✓ *T. Singh motioned to approve the Roadway Managers Report. Second by M. Waldbauer. Ayes all present; the motion carried.*

ARCHITECTURAL REVIEW COMMITTEE (ARC):

- J. Hegarty thanked the ARC Team of Jamie Mitchell, Chris Radzilowski, and Steve Hensen for their service and contributions this year.
- J. Hegarty provided a short background on the duties of the ARC team.
- J. Hegarty shared that Canton Township modified their building permit process. To expedite the processing of building permits, the township no longer requires HOA approvals in advance. That means that a homeowner can apply for a permit from the Township and proceed with the work without receiving approval from the homeowners' association.
- J. Hegarty, K. Whitaker and M. Waldbauer attended a well-attended Township meeting where the overwhelming feedback from the HOA's and the Condo associations was not favorable. The attendees requested the Township re-evaluate the decision and at least review other alternatives.
- K. Borninski shared that there have been some personnel challenges with the Township, and they are still in the process of evaluating the new process. K. Borninski offered to follow-up and get an update.

SUBDIVISION COMMUNICATION COORDINATOR'S REPORT:

- J. Waldbauer shared that M. Waldbauer has taken on the responsibility of keeping the PVHA website up to date since he attends the meetings and has access to the current information. J. Waldbauer shared that our website is very current and is updated a couple of times per month.
- J. Waldbauer shared that we are still using MailChimp for our email distribution and we are still regularly active on Facebook.
- J. Waldbauer posed the question if we should utilize the MailChimp text option/feature in addition to email? What is the best way to communicate with homeowners? The option was discussed by the Board and the guests and some preferred email and some preferred texts. According to J. Waldbauer, about 20% of our membership will read an email and 80% will read a text message. The Board will have further discussions in 2024.
- J. Waldbauer shared that there was an issue with Facebook this past week. Apparently, some of the posts were not viewable by some of the admins. Some discussion ensued, but it was not clear as to why there was an issue with the posts from PVHA.
- M. Waldbauer shared that our new ***Reinstated and Approved Covenants & Restrictions and Articles of Incorporation*** are on the website and are indexed. Homeowners can now search in the Table of Contents, click on the topic and the system will take you to the right section.
- The average time spent on the PVHA website is 13.4 minutes and most people spend most of their time on our lot map page.

NEW BUSINESS:

- Election summary:
 - A total of 37 votes were cast – 28 votes were online.
 - J. Hegarty received 37 votes.
 - M. Waldbauer received 36 votes.
 - K. Borninski received 34 votes.

- K. Whitaker shared that Board positions will be discussed, and elections will take place at the next Board meeting on Monday, December 11, 2023.

CITIZEN / HOMEOWNER NON-AGENDA COMMENTS:

- J. Eggesfield, Lot #5, shared a concern that the traffic coming from Central Park via Beck into the Crowndale entrance does not stop at the stop sign. Over the years, the Board did evaluate speed bumps and additional signage, but decided that the proposals would have little to no impact on the traffic patterns or speeds.
- G. Eggesfield, Lot #5, asked the Board if we are doing anything with our street signs. D. Watson shared that there was nothing planned for the replacement of street signs. G. Eggesfield was specifically referring to the sign on the North entrance/Crowndale Boulevard. D. Watson will raise the issue at the next PRRMA meeting on December 14, 2023.
- J. Waldbauer asked for an update on the **Welcoming Committee**. K. Whitaker shared that the committee purchased items to give to four (4) new homeowners that moved into the subdivision in the past six (6) months. The committee had very little success in reaching the new homeowners. M. Waldbauer suggested the committee put a letter in their mailbox asking them to contact the committee to set a convenient time for them to receive their gift. The welcoming committee received little response and it has been difficult to engage with new homeowners.

NEXT MEETING DATE: Monday, December 11, 2023 @ 7:00 PM from the Canton Township Administration building, Meeting Room B and via a Zoom conference call.

ADJOURNMENT:

✓ D. Watson motioned to adjourn at 8:52PM. Second by J. Hegarty. Ayes all present; the motion carried.

Minutes Respectfully Submitted,
Jim Hegarty
Secretary – Pheasant View Homeowners' Association