

Pheasant View Homeowners' Association



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

Post Office Box 871463 - Canton Michigan 48187
www.pheasantview.org

ANNUAL MEETING MINUTES

November 9, 2020

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, T. Singh, M. Waldbauer, K. Whitaker, D. Watson

BOARD MEMBERS ABSENT: None.

MEMBERSHIP PRESENT AS REPRESENTED BY LOT NUMBER: 8 persons attending representing lots 5, 10, 14, 31, 67, 50, 74, 113. See the attached 2020 Sign Up Sheet.

CALL TO ORDER: 7:04 PM

APPROVAL OF THE AGENDA: J. Hegarty motioned to approve the annual meeting agenda, seconded by M. Waldbauer. Ayes all present; the motion carried.

APPROVAL OF THE MINUTES: J. Hegarty motioned to approve the 2019 **AMENDED** Annual Meeting Minutes (Within the Vice President Report changing lot from 143 to 148), seconded by M. Waldbauer. Ayes all present; the motion carried.

ANNOUNCEMENTS: No announcements

OFFICERS' REPORTS:

PRESIDENT'S REPORT:

- J. Hegarty completed an introduction of all the Board members, shared his appreciation to the Board for their work throughout the year, and went into detail listing their responsibilities and how they served the neighborhood this year. In addition, June Waldbauer was recognized for maintaining / updating the PVHA website and also for managing all mass communications.
- J. Hegarty thanked the Architectural Review committee for their continued work throughout the year.
- Zelmanski, Danner & Fioritto, PLLC (ZDF) has been engaged to update our Bylaws and Covenants and Restrictions. This will be a project that will run between six and twelve months. The project was officially kicked off in August of 2020. The 2020 budget reflects the \$8,000 fee for this service. Our original governing documents have been provided to ZDF for review and we anticipate their initial draft by the end of November. The complete ZDF project workflow was presented to the Board and homeowners.

- ✓ M. Waldbauer motioned to approve the President's report, seconded by D. Watson. Ayes all present; the motion carried.

VICE PRESIDENT'S REPORT:

- Lot #148 remains in violation of the Canton ordinance requiring three curb trees. T. Singh has issued multiple letters to the old and new owners of the home. Due to the new homeowner not taking action, T. Singh has contacted Canton Township alerting them of the violation. Lot #1 has now replaced their tree and is no longer in violation.
- ✓ J. Hegarty motioned to approve the Vice President's report, seconded by D. Watson. Ayes all present; the motion carried.

SECRETARY'S REPORT:

- No Report

TREASURER'S REPORT:

- M. Waldbauer shared the standard financial documentation with emphasis on the balance sheet, the 2020 budget report to date, and expense pie chart.
- As of November 9th, the association has \$24,390 in available cash.
- The process of collecting fees and interest on the underpaid 2020 assessment for Lot #25 was explained. 100% of the 2020 annual assessments has been collected from the 162 homeowners.
- Water was identified as an expense that the Board struggles to budget correctly. Cul-da-sac #1 received a flawed final water bill of \$1,750.21. M. Waldbauer questioned the Township Water Department to learn about a mis-read meter. The amount was corrected to be \$104.28.
- ✓ J. Hegarty motioned to approve the Treasurer's report, seconded by T. Singh. Ayes all present; the motion carried.

DIRECTOR'S and COMMITTEE REPORTS:

ROADWAY MANAGER'S REPORT:

- Seasonal Property Management was once again selected for subdivision snow removal for the 2020/2021 season. There was no increase from the 2019/2020 season (\$5,750 annual flat fee).
- The Pheasant Run Roadway Maintenance Association (PRRMA) is requesting a 10% rate increase for 2021 (\$5,300 annualized impact to us. The PVHA board will decide in the 2021 budget review if this increase warrants an adjustment to the 2021 annual assessment.
- We experienced minimal road work in 2020. For 2021 we should have a significant increase in roadwork sidewalk repair. The sidewalks will be evaluated by Spaulding DeDecker (PRRMA preferred Engineering Firm). Homeowners raised concerns over sidewalk trip hazards and low spots that accumulate rain. D. Watson will continue to raise these issues to PRRMA.

ARCHITECTURAL REVIEW COMMITTEE:

- This committee approves applications for the replacement of windows, decks, exterior painting, roofing, etc. If anyone is planning to make changes to the exterior, please send an application to the Architecture Review Committee (ARC@pheasantview.org) as we want to ensure that the subdivision maintains a manicured look which in turn contributes to higher home values.

COMMUNICATION COMMITTEE REPORT:

- J. Waldbauer continues to do a great job of managing Facebook (social media), Wix (website), Zoom (video/audio meetings), Mail Chimp (bulk email), and GoDaddy (email server).

ORDERS OF THE DAY:

- 2020 Board Member Elections: The two-year terms of office have expired for K. Whitaker and T. Singh. Both committed to running for another term and both were re-elected with no other write in votes. The Election of Officers will take place at the next Board meeting.

HOMEOWNER NON-AGENDA COMMENTS:

- A question was raised regarding expenses for 2021 and whether we have sufficient reserves to cover. M. Waldbauer commented that with our current cash position minus our anticipated expenses remaining for this year, we should be on track. The Board will review the 2021 budget in January and potential line item adjustments will be made where necessary.

NEXT MEETING DATE: Monthly Board of Director's meetings are the second Monday of each month. The next regular meeting is scheduled for Monday, December 14, 2020 and will be held via a Zoom conference call commencing at 7:00 PM.

ADJOURNMENT: J. Hegarty motioned to adjourn the meeting, seconded by D. Watson. Ayes all present; the motion carried. The meeting adjourned at 8:41 PM.

Minutes Respectfully Submitted,
Kevin Whitaker
Secretary – Pheasant View Homeowners' Association

Pheasant View Homeowners Association

Annual Meeting Attendance Sheet

November 9, 2020

	NAME (ONE PERSON PER LINE PLEASE)	ADDRESS	LOT NUMBER
1	<u>Jim Hegarty</u>	<u>47061 Overhill Lane</u>	<u>66</u>
2	<u>TejKiran Singh</u>	<u>2161 Stonebridge Way</u>	<u>56</u>
3	<u>Mark Waldbauer</u>	<u>1753 Stonebridge Way</u>	<u>113</u>
4	<u>Don Watson</u>	<u>2024 Stonebridge Way</u>	<u>78</u>
5	<u>Kevin Whitaker</u>	<u>2130 Stonebridge Way</u>	<u>46</u>
6	<u>June Waldbauer</u>	<u>1753 Stonebridge Way</u>	<u>113</u>
7	<u>Kathie Jahn</u>	<u>1818 Stonebridge Way</u>	<u>14</u>
8	<u>Gary Egglesfield</u>	<u>1760 Crowndale Lane</u>	<u>5</u>
9	<u>Kaushik Doshi</u>	<u>1722 Stonebridge Way</u>	<u>10</u>
10	<u>Arnie Oliveria</u>	<u>46153 Windridge Lane</u>	<u>50</u>
11	<u>Ben & Diane Langer</u>	<u>1934 Stonebridge Way</u>	<u>74</u>
12	<u>Kevin Harrington</u>	<u>45961 Windridge Lane</u>	<u>31</u>
13	<u>Syed & Wafa Yusuf</u>	<u>46939 Overhill Lane</u>	<u>67</u>
14	<u></u>	<u></u>	<u></u>
15	<u></u>	<u></u>	<u></u>
16	<u></u>	<u></u>	<u></u>
17	<u></u>	<u></u>	<u></u>
18	<u></u>	<u></u>	<u></u>
19	<u></u>	<u></u>	<u></u>