

# *Pheasant View Homeowners' Association*



Jim Hegarty - President  
TejKiran Sing - Vice-President, Grounds & Maintenance Manager  
Jamie Mitchell - Secretary  
Mark Waldbauer - Treasurer  
Kevin Whitaker - Roadway Manager

Post Office Box 871463 - Canton Michigan 48187

[www.pheasantview.org](http://www.pheasantview.org)

## **ANNUAL MEETING MINUTES**

November 18, 2019

**LOCATION:** Pheasant Run Golf Course Clubhouse

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

**BOARD MEMBERS ABSENT:** None.

**GUESTS ALSO PRESENT:** 26 members of the association present representing lots: 113, 66, 159, 165, 46, 78, 5, 100, 56, 14, 35, 107, 71, 74, 106

**CALL TO ORDER:** 7:11 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 2018 Annual Meeting Minutes, seconded by T. Singh. 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 how they served the neighborhood this year.
- J. Hegarty thanked the Architectural Review committee for their continued work throughout the year.
- This year the Board worked and will continue to work in 2020 to update our C&R's so that we can continue the maintenance and replacement of mailboxes as needed.
- The Board would also like to update the language in the C&R's regarding homeowners landscaping and unsightly conditions.
- Zelmanski, Danner & Fioritto, PLLC, offered a free seminar, which J. Hegarty and M. Waldbauer attended to learn more about updating our Covenants and Restrictions (C&R's). This company offers a service that would take 6-12 months and costs approximately \$7,500. The homeowners must vote on any changes and we must have a majority of the homeowner's approval – this is one of the primary tasks the 2020 Board will be working on.
- The township has a new online renewal process for dog licenses or Dog Park passes. We will post this to FB and send out an email.
- Special thank you to June Waldbauer for updating website, sending out communication.

- ✓ J. Hegarty motioned to approve the President's report, seconded by K. Whitaker. Ayes all present; the motion carried.

#### VICE PRESIDENT'S REPORT:

- T. Singh updated the group on the letters that have been sent to all the homeowners who have trees between their street and sidewalk that needed replacement. If the homeowner has not respond after a second letter from the Board, T. Singh then worked with Canton Township to have visits made to the homes that had still not responded. Lots 143 and 26 have still not replaced the trees. At this point they have until mid-Spring to comply or they will receive a ticket from the Township.
  - We had a list of 12 houses who were sent letters regarding the unsightly conditions of their landscaping. Most homeowners complied. Lot 3 and Lot 134 will receive another letter. This is on hold until spring 2020.
  - T. Singh encouraged people to reach out to the Board if you see an issue in the neighborhood that you think should be addressed. You can reach out to us through the Board email address: [Board@pheasantview.org](mailto:Board@pheasantview.org).
- ✓ J. Hegarty motioned to approve the Vice President's report, seconded by M. Waldbauer. Ayes all present; the motion carried.

#### SECRETARY'S REPORT:

- Thank you - No Report.

#### TREASURER'S REPORT:

- Happy to report that 100% of annual assessments have been collected.
  - M. Waldbauer went through an explanation of the expenses, budget, balance sheet, etc.
  - We have a credit from one lot that has pre-paid the 2020 annual assessment. On the Balance Sheet, this credit shows as a negative "Accounts Receivable" item, as no invoice has yet been created to apply this received payment.
  - Our liability insurance will be due mid-December which is the largest expense still to come this year.
  - An explanation of our involvement with the Pheasant Run Road Maintenance Association (PRRMA, our greatest expense) was given. This expense represents 69% of our budget; a fixed expense set annually by the PRRMA Board.
  - There was a question asked about when assessments are due? M. Waldbauer responded with the date of March 1<sup>st</sup>. A follow up question of will our dues be raised next year was asked. M. Waldbauer responded with, "We will not know until 2020 when the Board sets the amount".
- ✓ J. Hegarty motioned to approve the Treasurer's report, seconded by K. Whitaker. Ayes all present; the motion carried.

#### **DIRECTOR'S and COMMITTEE REPORTS:**

##### ROADWAY MANAGER'S REPORT:

- PRRMA representatives took on a large road project in 2019 but there was no work done on our roads this year. In 2020, there will be some road repairs done in Pheasant View. There were some sidewalks that were scheduled to be fixed in September doing mud-jacking, but this was not done as of yet. Early spring those jobs will be handled first.
- The company who has done the roads has done the sidewalks but we will have two separate companies next year. The work will start around April/May 2020.
- The list of addresses requiring sidewalk repair will posted on our website for homeowners to add comments and review. Including what are the parameters that would be considered and how to talk about the slabs – for example how far from the driveway.
- There was a question posed about fire lane signage. K. Whitaker responded letting people know that multiple [HOA] Boards have decided not to install NO PARKING FIRE LANE signs due to esthetic and financial concerns.

- Oakley Landscaping handled the mowing, landscaping, edging, flowers and sprinkler maintenance this year and the Board was pleased with their service.
- The snow removal company hired in 2018 had equipment and personnel issues. They subcontracted the work to Seasonal Property Management.
- For 2019-2020, the Board contracted with Seasonal Property Management who will come after two (2) inches of snow in our sub and will also salt at the intersections and entrances. The effective dates of contract are November 1, 2019 to March 31, 2020.
- “Seasonal” does not service individual homes – they are only commercial.
- Let us know if they damage your yards – take a photo and let the Board know. They are responsible for damage to yards and mailboxes.
- Question was asked about putting reflectors on the mailbox posts. Kevin will talk to the mailbox company about this possibility and then discuss with the Board.

#### ARCHITECTURAL REVIEW COMMITTEE:

- This committee approves the applications of windows, decks, shutter painting, roofing, etc. If anyone is making changes to the exterior, please send it to the Architecture Review Committee (ARC@pheasantview.org) as we want to ensure that the subdivision looks good to everyone.

#### COMMUNICATION COMMITTEE REPORT:

- If you haven't received the emails, please go to the PheasantView.org website to register.
- Monthly minutes, Treasurer's reports, Covenants and Restrictions, Bylaws and Board contact information are all listed on website.
- Facebook is a good mechanism for sharing information, so if you are so inclined, please “follow” us.

#### **ORDERS OF THE DAY:**

- This is the time of year for the election of new Board members. The two-year terms of office have expired for M. Waldbauer, J. Hegarty and J. Mitchell. J. Mitchell decided not to seek another term. J. Mitchell counted all the ballots and announced that Don Watson, Jim Hegarty, and Mark Waldbauer have been elected to the HOA Board tonight! The Election of Officers will take place at the next Board meeting.
- Meetings are the second Monday of the month, December 9<sup>th</sup> at 7pm hosted at the Township Hall HR Conference Room.

#### **HOMEOWNER NON-AGENDA COMMENTS:**

- None.

**NEXT MEETING DATE:** Monthly Board of director's meetings are the second Monday of each month, 7:00 PM. The next regular meeting is scheduled for Monday, December 9, 2019 at the Canton Township Administration Complex, commencing at 7:00 PM.

**ADJOURNMENT:** J. Hegarty motioned to adjourn the meeting, seconded by J. Mitchell. Ayes all present; the motion carried. The meeting adjourned at 8:34 PM.

Minutes Respectfully Submitted,  
 Jamie Mitchell  
 Secretary – Pheasant View Homeowners' Association