

Pheasant View Homeowners' Association



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

Post Office Box 871463 - Canton Michigan 48187

www.pheasantview.org

ANNUAL MEETING MINUTES

November 14, 2022

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.

GUESTS ALSO PRESENT: See the attached 2022 Sign Up Sheet

CALL TO ORDER: 7:03 PM

APPROVAL OF THE AGENDA: T. Singh motioned to approve the annual meeting agenda, seconded by D. Watson. Ayes all present; the motion carried.

APPROVAL OF THE MINUTES: J. Hegarty motioned to approve the Nov. 8, 2021, Annual Meeting Minutes seconded by D. Watson. Ayes all present; the motion carried.

ANNOUNCEMENTS: No announcements

OFFICERS' REPORTS:

PRESIDENT'S REPORT:

- K. Whitaker thanked M. Waldbauer and J. Hegarty for completing the updated ***Amended and Restated Declaration of Covenants and Restrictions and Restated Articles of Incorporation***. The documents are approved and have been submitted to the Wayne County Register of Deeds.
- The project took 22 months to complete. The project started in August 2020 and completed the project in May 2022.
- This required multiple Board meetings to review the existing documents, multiple meetings with our attorney, and then two homeowner meetings to review the documents.
- The final part of the project was a door-to-door initiative to obtain signatures and votes.
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- J. Hegarty also thanked J. Waldbauer for her idea to collect votes electronically via an iPad versus hard copies of the ballot. This proved to be a huge time-saver as well as a much more efficient way to count the votes.
- K. Whitaker discussed the issue we had last year with on-line payments and thanked M. Waldbauer for his efforts in organizing, coordinating, and collecting funds from PayPal.
- K. Whitaker thanked M. Waldbauer for his outstanding efforts in managing our delinquent homeowners that do not pay their annual assessments. M. Waldbauer initiates the legal proceedings with our attorneys and our third-party collection agency, ADAC, when homeowners are delinquent on their dues.

- K. Whitaker also thanked M. Waldbauer on his efforts to manage our Workers Compensation which typically ends up with a credit due to M. Waldbauer's diligence in ensuring that the contractors hired by the Board carry workers compensation to protect the association.
 - K. Whitaker thanked D. Watson for his efforts to coordinate landscaping, irrigation, snow removal, salt applications, mailbox maintenance, etc. All these services came in at significant price increases, but D. Watson did his best to minimize the increases and ensure the HOA is getting the best value for our dollars.
 - K. Whitaker thanked D. Watson for serving as our PRRMA representative.
 - K. Whitaker thanked T. Singh for his service and dealing with homeowners that violated our Covenants and Restrictions (C&R's) and potentially Canton Township ordinances. T. Singh sent out quite a few letters to homeowners to ensure they comply with our C&R's.
 - K. Whitaker thanked J. Waldbauer for her services as our website manager, Facebook administrator, and email coordinator. J. Waldbauer was able to update our contact list based on the votes that were cast for the Amendment project. J. Waldbauer was able to automate the vote for our Amendment project and she was even able to add the option for homeowners to vote for Board members on-line. J. Waldbauer also added an FAQ section to our website for recurring questions – especially for homeowners new to the subdivision.
 - K. Whitaker thanked J. Hegarty, J. Mitchell, S. Henson, and C. Radzilowski for their efforts on the Architectural Review Committee (ARC).
 - K. Whitaker updated everyone on the status of the Welcoming Committee. K. Whitaker plans to continue his efforts to get the committee up and running and has enlisted several members of the HOA for their assistance.
- ✓ D. Watson motioned to approve the President's report, seconded by J. Hegarty. Ayes all present; the motion carried.

VICE PRESIDENT'S REPORT:

- T. Singh suggested we send a second reminder to homeowners that still have curb tree violations. There was much discussion about how to address the curb tree issue.
 - The Board agreed to enlist the help of D. Heinze to accompany a Board member and begin a house-to-house campaign to knock on the doors and have a conversation about the curb trees.
 - T. Singh will organize the door-to-door campaign. He will also send six (6) follow-up letters in May 2023.
- ✓ D. Watson motioned to approve the Vice President's report, seconded by M. Waldbauer. Ayes all present; the motion carried.

SECRETARY'S REPORT:

- J. Hegarty thanked the Board for their input and feedback to the meeting minutes throughout the year.
 - J. Hegarty summarized the changes this year to documenting our meeting minutes based on legal advice. J. Hegarty created separate Executive Session meeting minutes this past year to capture any discussion regarding foreclosures, personal information, delinquent homeowners, etc.
 - J. Hegarty provides two meeting documents – one for the normal monthly meeting minutes and one for the Executive Session summaries.
- ✓ D. Watson motioned to approve the Vice President's report, seconded by M. Waldbauer. Ayes all present; the motion carried.

TREASURER'S REPORT:

- M. Waldbauer discussed the association's expenses, budget, and balance sheet.
- As of November 12th, PVHA has \$29,800 in reserves. We were at \$35,500 in 2021.
- The two large expenditures were based on the additional dialogue and work provided by our attorneys at ZDF and added expenses to our third-party collection agency, ADAC. The Board provides an advancement of funds to initiate foreclosures and place liens on properties with unpaid annual assessments. Those funds are typically returned to the HOA.
- M. Waldbauer has placed all the financial summaries and details on our website for any homeowner to review.
- M. Waldbauer shared with the Board that we are only 98.5% collected on 2022 Assessments. We have three (3) homeowners that have elected not to pay, and the Board is taking legal action against those homeowners. The Board is working with our 3rd party collection agencies for those three homes.
- M. Waldbauer expressed some concern over a few expense lines.
 - The Subdivision Communications Coordinator and M. Waldbauer incurred software and website expenses and locked in a very reasonable fee for three (3) years. The impact on the 2022 budget is significant, but the Board will recognize savings in the out years.
 - Landscaping, Snow Removal, etc. has gone up significantly more than the Board had budgeted for. D. Watson did a great job of minimizing the increases, but the increases were significantly more than the 3% the Board had planned.
 - We are over budget with our attorney's ZDF. This was caused from the additional work and correspondence that was required to complete the Amendment project.
 - The largest overage was for the washing and waxing of our Mailboxes. We are 35% over where we were in 2021. The Board made the decision to move forward with the mailboxes to maintain HOA assets.
 - We have budgeted \$500.00 for Recreation but have not spent any of that and since we did not have the Annual Meeting at the Golf Course, we do not plan to spend any of the Recreation budget.
 - We received the Water bills but have not paid them yet. We will be over budget approximately 10%-12%.
- M. Waldbauer fielded questions from G. Eggesfield, Lot 5, and clarified the Accounts Payable, PRRMA payments, and Water Expenses.
- - ✓ T. Singh motioned to approve the Treasurer's report, seconded by D. Watson. Ayes all present; the motion carried.

DIRECTOR'S and COMMITTEE REPORTS:

ROADWAY MANAGER'S REPORT:

- D. Watson shared that PRRMA's big project this year was focused on the sidewalks. PRRMA is evaluating mud jacking, which is the process of raising up sidewalk slabs to ensure they are level. The mud jacking project will likely take place in 2023.
- D. Watson shared that this is our third year with our snow removal company, and it will be the first time they have raised their rates. We absorbed the increase.
- D. Watson shared with the Board that our landscaping company stopped providing irrigation services because they did not have the labor to support the work. D. Watson called eight different irrigation companies to quote the services and selected a new company. Their work is certified for one (1) year. The rates for Oakley also increased in 2022.
- D. Watson expressed his concern over the berm. D. Watson will recommend to the Board that we allocate Budget to the berm. The berm needs attention and has been neglected for several years.

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 maintains a manicured look which in turn contributes to higher home values.
- The ARC consists of J. Hegarty, C. Radzilowski, J. Mitchell and S. Henson.

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).
- J. Waldbauer shared that the big change for this year has been on-line voting. That has proven to be very effective and allows more homeowners to participate in voting.
- J. Waldbauer tries to update Facebook at least once a month. She believes that Facebook may be declining, but it's still one of the effective ways to communicate with our homeowners.
- J. Waldbauer shared that she and K. Whitaker added an FAQ page to our website.

ORDERS OF THE DAY:

- 2022 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. They each received 23 votes. We had five (5) write in candidates, however, four (4) of the five (5) voted for K. Whitaker and T. Singh and they wrote in their own name. Since you could only vote for two (2), it was unclear what their intentions were. We clearly stated in the documents that if you were a write-in candidate, you must attend the Annual Board meeting and none of those folks attended. The Election of Officers will take place at the next Board meeting.
- J. Waldbauer suggested to the Board that we reach out to the five (5) folks that voted to engage them in opportunities to serve with the Board.

HOMEOWNER NON-AGENDA COMMENTS:

- K. Whitaker opened the floor to questions and comments.
- G. Eggesfield inquired about the status of Lot 25. T. Singh shared that the property had several non-conforming tickets from the Canton Building Department.
- The Board is not sure if the home has been sold. The For Sale sign is still displayed in front of the home.
- The current homeowner has not responded to any inquiries from the Board.

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 12, 2022, 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 8:20 PM.

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