

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

REGULAR BOARD MEETING MINUTES Monday, January 10, 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, M. Waldbauer, K. Whitaker, D. Watson

BOARD MEMBERS ABSENT: T. Singh

GUESTS ALSO PRESENT: none

CALL TO ORDER: K. Whitaker called the meeting to order at 7:00 PM

APPROVAL OF THE MINUTES:

- ✓ *K. Whitaker motioned to approve the December 13, 2021 Board of Directors meeting minutes. Second by D. Watson. Ayes all present; the motion carried.*

ANNOUNCEMENTS: None

CITIZEN / HOMEOWNER NON-AGENDA COMMENTS: None

OFFICERS' REPORTS

PRESIDENT'S REPORT:

- J. Hegarty sent the updated documents (***Letter to Owners, Amended and Restated Declaration of Covenants and Restrictions – Revised sections only*** and ***Notice of Special Membership Meeting***) to Tracy at ZDF for her review and feedback. Tracy will finalize the documents and email to the Board by Wednesday, January 12th.
- The next step in the process will be to assemble the Amendment materials and the Annual Assessment materials and combine into one mailing to save on postage costs. M. Waldbauer estimated it will cost \$878.00 to mail the entire packet to all homeowners. This includes the 1st Class postage, Large Mailing Envelopes and Printing costs. The Board will meet on January 24th at 7pm to assemble the packets. The Amendment materials and Annual Assessment materials should be sent to the printers no later than January 17th.
- The Board was encouraged to test out the link sent by J. Waldbauer to ensure the PVHA.org voting page is working and has no issues. The link has not been activated yet.
- The packet should reach homeowners by January 28th.
- J. Hegarty investigated the SCOUT program, which is a Wayne County program that works with the Ring network of cameras and devices to enhance neighborhood security. J. Hegarty reached out to Canton Township for their input, and they were not familiar with the program and had no recommendations – one way or the other. J. Hegarty also visited the Wayne

County Sheriff website to get more information and actually called the number, but was not able to reach anyone. J. Hegarty will continue to try and get a response from Wayne County Sheriff, but it does not look promising. encouraging.

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

VICE PRESIDENT'S REPORT:

- T. Singh was not able to attend the meeting, so the following summary is provided by J. Hegarty
- J. Hegarty and T. Singh met with Anne Marie Graham-Houdak, Canton Township Supervisor and Joseph Hawver, Canton Township Deputy Supervisor on December 22, 2021, regarding Lot #25 (1844 Crowndale Lane).
- T. Singh and J. Hegarty provided an update and history on the property to the Canton Township officials.
- T. Singh and J. Hegarty explained the Board's efforts during the past year to encourage the homeowner to remove the Pod in the driveway, cut the grass, improve the landscaping, address the multiple vehicles in the driveway with flat tires, etc. The Board has received many complaints from homeowners regarding the distressed property. The homeowner has not responded to the letters, emails and phone calls.
- The Board has also engaged the Canton Township Ordinance Officer and she has placed more than a dozen Ordinance Violation and Stop Work on the entry door to the garage. Those notices have not been addressed.
- T. Singh and J. Hegarty requested assistance from Canton Township to address the unsightly conditions for Lot #25 (1844 Crowndale Lane).
 - ✓ *M. Waldbauer motioned to approve the Vice President's Report. Second by D. Watson. Ayes all board members present; the motion carried.*

SECRETARY'S REPORT:

- K. Whitaker to schedule a Zoom call within the next couple of weeks with the Welcoming Committee Advisory Board (T. Singh, J. Waldbauer, D. Heinze, and K. Whitaker) to discuss next steps.
 - ✓ *J. Hegarty motioned to approve the Secretary's Report. Second by D. Watson. Ayes all board members present; the motion carried.*

TREASURER'S REPORT:

- M. Waldbauer reviewed the Treasurer's financial documents for 2021.
- Office Supplies and Water charges were lower than expected, but the Administrative; Software line item expense was higher than anticipated. QuickBooks has shifted to an online subscription model but we continue to use the desktop version which requires renewal every three years. Current pricing is \$402.79 for a three-year subscription which remains the most economical way to purchase the software. QuickBooks provides ADAC with exactly what is required to manage our uncollected assessments, fines & fees from homeowners that are delinquent.
- M. Waldbauer invoiced the homeowner at Lot #101, 1897 Stonebridge Way, in the amount of \$556.00 for the mailbox repairs from December 4, 2021.
- M. Waldbauer continues to work with ADAC to recover the 2021 Annual Assessment fees for Lot #156, 1424 Crowndale Lane. Current amount to be collected by ADAC is \$1,755.31 with \$698.86 coming to the HOA.
- The workers' compensation annual audit is to be completed by January 31.
 - ✓ *K. Whitaker motioned to approve the Treasurer's Report. Second by J. Hegarty. Ayes all board members present; the motion carried.*

DIRECTOR and COMMITTEE REPORTS

ROADWAY MANAGER'S REPORT:

- The PRRMA monthly meeting has been moved to Thursday, January 13, 2022.
- D. Watson will begin requesting landscaping quotes for this spring/summer. D. Watson will include weed whacking on the berm as part of the landscaping services contract.

ARCHITECTURAL REVIEW COMMITTEE (ARC):

- Nothing to report.

SUBDIVISION COMMUNICATION COORDINATOR'S REPORT:

- Nothing to report

OLD BUSINESS:

- Nothing to report.

NEW BUSINESS:

- Reviewed the **2022 Annual Budget**.
- For many of the line items, M. Waldbauer increase each of the line items by 3% - assuming normal inflation and cost of living increases.
- M. Waldbauer estimated \$880 to print and mail the Amendment documents and the Annual Assessment documents. Since J. Waldbauer was able to find a great printer that will print the package, versus going to Kinkos, we will realize a \$1,258 savings.
- The Board removed the budget line for **Little Libraries** – a savings of \$600.
- The Board added \$1,000 to address landscaping issues with the Beck along Beck Road. The \$1,000 was a transferred from the mailbox maintenance budget line.
- PRRMA is not increasing the assessments for FY-2022.
- Our Budgeted Expenses are \$1,874 over our Budgeted income for 2022. This will leave the HOA with a \$13,477 carry over into 2023.
- After much discussion, the Board agreed to not increase the Annual Assessment and leave it unchanged at \$550.00 for fiscal year 2022.
 - ✓ *M. Waldbauer motioned to approve the 2022 Annual Budget. Second by J. Hegarty. Ayes all board members present; the 2022 Budget was approved.*

NEXT MEETING DATE: Monday, February 14, 2022 @ 7:00 PM via a Zoom conference call.

ADJOURNMENT:

- ✓ *K. Whitaker motioned to adjourn at 8:28 PM. Second by M. Waldbauer. Ayes all present; the motion carried.*

Minutes respectfully submitted,
Jim Hegarty - Secretary