

**The Villas of Northville Hills Condominium Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, January 5, 2010**

**Board Attendees:** Todd Ewers, Terri Klimek, Chuck Lund, Nancy Chu-Meyers, Linda Zaddach  
**Additional Attendees:** Paul Aramian, Marge Aramian, Robert Bloom, Dorisel Boggs, Pat Brennan, Shannon Brennan, Daria Dozier, Kevin Kidd, Ken Lee, Glenn Legacki, Pat Manno, Gary McLand, Jane Meredith, John Miller, Mary Miller, John Moore, Peter Neill, Joyce Peralta, Jim Reinke, Michelle Sherwood, Jamie Spriet, Hugh Thomas, John Warner, Gary Zaddach

The meeting at the Clubhouse was called to order by Mr. Lund at approximately 6:35p.m. Mr. Lund thanked everyone for coming to the meeting and he explained the agenda information and the format the meeting.

**Approval of the Minutes:**

Mr. Lund asked the Board for a motion to approve the minutes of the December 1, 2009 Board Meeting. Ms. Klimek made a motion to approve the minutes. Ms. Chu-Meyers seconded the motion. The minutes of the December 1, 2009 Board Meeting were unanimously approved.

**Financial Update**

Ms. Chu-Meyers reviewed the current delinquency report with the Board. She was pleased to report that our delinquencies were very low. The Board reviewed the late notices that were sent. The Board unanimously agreed that one of the Co-owners, who was significantly behind in payment, would be referred to our attorney for collection of dues.

The 2010 budget was discussed. There had been many hours spent on reviewing the budget the finding opportunities to save costs while still maintaining the high standards of the community. Ms. Chu-Meyers made a motion to approve the 2010 Budget and keep Association fees at \$846/quarter. Ms. Zaddach seconded the motion. The motion was unanimously approved by the Board. Ms. Chu-Meyers indicated she would contact Ms. Martin to have a notice mailed to the Co-owners regarding this matter.

**Committee Reports**

**Rules Committee**

Ms. Klimek indicated that the Rules Committee had been working very hard over the past four months. She further indicated that she understands this is a very sensitive area. Having said that, she feels the Rules Committee did an excellent job working on this project. She indicated the Committee was prepared to present their recommendations regarding Rules revisions to the Board. The Committee was Chaired by Deb Leo. In addition, Dorisel Boggs, Ken Lee, Pat

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Manno and Jamie Spriet were members of this committee. Ms. Klimek invited Ms. Spriet to present the Rules change recommendations to the Board.

Ms. Spriet indicated that Ms. Leo was out of town and she would be presenting on her behalf. Ms. Spriet explained that their guiding principles throughout this process were to make the rules more reasonable and Owner-friendly, while maintaining the highest integrity and value for our neighbors and our investment. She explained that most of rules remained intact with no to slight modifications. She further indicated that some rules seem to have become precedents within our community. Since these precedents do not appear to have encumbered or degraded our community the members of the committee felt it best to elaborate on them within the rules for better clarity and understanding among the Owners/Residents. Other rules seemed out-dated and were amended or omitted. Some examples of the changes are an elaboration on flags and school team signs, flower pots on decks, porches and near garages, elaboration on approved storm doors, clarity around clubhouse and pool use and amendments to garbage, birdfeeders and front pathway lights.

The Board asked a few questions for clarification. After some brief discussion, Ms. Klimek made a motion for the Board to approve the revised Rules. Ms. Chu-Meyers seconded the motion. The Board unanimously approved the revised Rules.

**Architecture, Maintenance & Security Committee**

Mr. Deacon was out of town and asked Mr. Zaddach to present the Committee report to the Board. He indicated that nine Co-owners are presently serving on this combined Committee and the plan was to increase the size of the committee after the annual meeting.

Mr. Zaddach indicated that the committee plans to recommend to the Board that greater use be made of General Painting and less of Suburban Painting for the 2010 program. The Committee estimates that approximately \$34,000 will be needed for the 2010 Painting Program. In fall 2010 it is recommended that the 2004 Units have the Hardy Board siding painted and the 2006 Units have all the wood and door trim painted. The committee recommendation is to continue with the established painting program.

The painting contractors replaced caulking during the fall painting program. Larry Hein has been asked to check the condition of all flashing and caulk and where the metal bay window roofs meet the brick in the Spring 2010.

The Pools by Poye has a contract through the 2011 season; however, a revised contract needs to be signed at the same price for servicing the pool for the 2010 season. The Committee

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recommends changing the Clubhouse cleaning to every two weeks during the non-pool season and weekly during the pool season. They also recommend eliminating the delivery of mats and air fresheners. This would result in a \$3,000 annual savings. The Committee recommends that we purchase our own mats and air fresheners. A new front door on the Clubhouse including hardware, paint, security hookup and a new touch pad is recommended to be part of the 2010 Budget (quote received for \$2,000).

Mr. Zaddach reported that the Maintenance Program has been progressing very well. Over 200 work orders have been completed with only 2 outstanding. Larry Hein has been working diligently on our work orders and continually receives very positive comments. Larry Hein will be leveling condensing units as required in Spring, 2010. The Committee has a list of companies who can be hired by the Co-owners to clean dryer duct work and vents for lint build up and will put the list in the next Newsletter. Exterminator services are under a yearly contract and the Committee recommended renewing the contract. Power washing and staining of decks by Supreme Deck will take place in April and May and Co-owners will be offered this service as in previous years.

The Committee is monitoring the extensive repair program to the Auburn porch roofs and Vanderbilt units. Toll Brothers has provided Mr. Deacon with a set of construction drawings on each unit. Mr. Deacon has been interfacing with Toll on shared responsibility issues. There is a plan to survey Phase 2 roads and curbs in Spring 2010. Mr. Leo's driveway is being used as a test cast for driveway crack sealing of larger joints. The driveway will be looked at in the Spring to see how the materials stand up.

The Committee has received a response from Toll and the roofers on the warranty questions pursuant to using ice cables. The use of ice cables does not impact the roof warranty. All 14 existing sets of ice cables have been inspected and are operational. Work orders for ice cables that were promised last year have been completed.

The Architectural Group is monitoring the variance requests. Mr. Leiphart is coordinating that process.

The Security Group has completed the outdoor lighting project. The spare bulbs ordered have been reconciled and will be delivered to Co-owners. Toll has agreed to install these fixtures on the models and hopefully all new units. Lighting poles throughout the subdivision will be studied by the Committee. Speed limit signs (25MPH) will be installed in the subdivision, clearer stop signs will be installed at the intersection of Broadmoor North and South and No Soliciting Signs will be installed at both entrances. Investigation was done on the type of poles to be used to support the signs. State code requires that the poles be a breakaway type. Any other type of pole used could make the Association liable to a lawsuit in the event someone is

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injured or killed by a pole that is not a breakaway type. A neighborhood watch program is under study.

**Landscape Committee**

Mr. Legacki informed the Board there are a few outstanding work orders that will be handled in the Spring. A work order has been submitted to remove the putting green. Ornamental grasses planted around 5 utility boxes will be monitored this upcoming year. Mr. Meyers is the Chair of the Irrigation Committee and Mr. Zaddach has agreed to assist him. The landscape scope of work has been completed and submitted to Kramer-Triad. The Committee is now waiting for the bids that are received. Once the bids are received the contractors will be interviewed by the members of the Landscape Committee. The winter holiday decorations have been removed. A 3-5 Year Landscape Plan is being developed.

**Culture and Communication Committee**

Ms. Aramian reported that the Social Committee has developed the list of Social Events 2010. These will be published on the website and in the upcoming Newsletter. Ms. Zaddach reported that there are now instructions on the front page of the website regarding the steps to follow to join the Google Group. She encouraged everyone to sign up for the Google Group and use the website.

**Co-Owner Questions**

Mr. Lund opened up the floor for Co-Owner questions. He asked that the questions be kept to a maximum one and half minutes at length.

Mr. Aramian asked about the 2010 budget for landscape services, the status on the Estates offer to use water at 5 Mile, questioned the amount of the budget reserve and advised that the outdoor light bulb wattage be changed to 40 watt.

Mr. Lund and Ms. Chu-Meyers responded to the questions. Since we do not yet have the bids from the various landscape companies and no decisions have been made on which vendors will receive the contract the 2010 landscape budget is an estimate. Since landscape is the major part of the budget all efforts will be made to reduce costs while still maintaining the high landscape standards the Co-owners expect. The offer by the Estates to tap into their water was just recently received and a group will be put together to pursue this matter. The reserve study that is being used is dated and much has changed since the study was completed. Therefore, an updated study is going to be requested from the same company to make certain we are

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putting adequate funds in our reserve. The Board is aware that the bulb wattage recommended by Brose was not correct and 40 watt should be used as indicated on the light fixtures. In addition, Co-owners who purchased these lights have been or are in the process of being notified.

Mr. Bloom was concerned the high speed of various individuals driving in the subdivision and the two different styles of outdoor lights in the community. Ms. Klimek agreed that she has also noticed that individuals are driving far too fast in the community and the speed limit signs should help with this matter. Mr. Lund agreed that having two different styles of outdoor lights in the community is an issue. When this Board became the Directors this summer, the lighting project was already underway. He agreed this is something the community will need to look at in the future to encourage others to purchase the new lights.

Mr. Miller asked to get more information on the lawsuit that was filed against the Board and wanted to know how much this cost the Association. Mr. Lund responded and confirmed that there had been a lawsuit filed against the Board with the exception of Mr. Ewers. The lawsuit was filed by 12 households, a total of 18 individuals in those households. The individual who filed the lawsuit was advised by the Association attorney that the lawsuit was frivolous and filed in the wrong the court. The lawsuit ended up being dismissed the same day it was filed. Ms. Chu-Meyers indicated that the bill from the attorney for handling this matter had not yet been received.

Ms. Dosier wanted to know if she needed to do anything to get her Auburn roof repaired. Mr. Lund explained that this matter was being handled by Toll and that her unit would be fixed.

Mr. Moore indicated that he and some of his neighbors had been paying part of the expense to have the Austrian pines behind their unit sprayed and wanted to know how this would be handled for the 2010 season. Ms. Chu-Meyers indicated that this matter would be addressed by the Landscape Committee once the landscape contractors are selected for 2010.

Ms. Brennan voiced concerns about all the signs that are planned to put up in the community and questioned the need for Private Property signs. She also expressed concerned that she never received advanced notice that her Auburn roof was going to repaired and a contractor showed up at her home at 7:30 a.m. one morning.

Ms. Klimek indicated that private property/no solicitation signs need to be installed for the protection of everyone in the community. Once these signs are in place we can contact the Northville Police and they ticket any solicitors in the neighborhood. Mr. Lund indicated that the Board was very sensitive to having too many signs posted and assured Ms. Brennan that the

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Board would personally walk through the community to make certain a limited number of signs are posted in the appropriate locations.

Mr. Lund and Mr. Ewers apologized for advanced notice not being given to her regarding her roof repair. Mr. Ewers indicated it was the responsibility of his contractors to provide the Co-owners with advanced notice and he indicated he would speak to them about this matter.

Ms. Peralta questioned the choice of shrubs that were replaced by the Clubhouse and asked if the Board had decided to install shrubs that were less expensive in the community. Mr. Lund explained that the Board has not made a decision to install less expensive shrubs in the community. He indicated the Landscape Committee is working on a 3-5 year landscape plan that would continue to enhance the community and renew our on-going investment in landscaping.

Mr. Brennan requested that the Board post an agenda, documents, minutes and all materials in advance of the Board meetings.

Mr. Lund indicated that given the recent lawsuit filed against the Board that would not be possible. Ms. Klimek told everyone that previously she served on an Association Board in another community for six years and she was never sued and she enjoyed that volunteer experience. She indicated that when the previous Board imploded this summer she was under the impression that she would be filling one of two vacancies. Suddenly, we were told that we were the new Board. We have all since come to learn exactly what transpired to cause the previous Board to implode. Each of us on the Board are volunteering our time. We have the same investment in the community as everyone else. This Board has spent countless hours wrapping its arms around everything involving this community and we feel we have done a good job. To have our neighbors file lawsuit against us has been very disheartening.

Ms. Aramian requested that Bob Dubois be sent a thank you note for putting up the signage for our events. Mr. Lund asked Ms. Zaddach to handle this matter.

Ms. Meredith wanted to know what the plans were for landscaping the front entrances. Mr. Legacki indicated that the plans are to plant a mixture of annuals and perennials at the front entrances so there is color over all four seasons.

Mr. McLand suggested that the Landscape Committee consider planting hemlocks in areas where drainage is an issue because they can tolerate having wet roots. He thanked the Board for doing a great job.

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**Adjournment and Next Meeting**

Mr. Lund had more a motion to adjourn the meeting. Ms. Zaddach made a motion to adjourn the meeting. Ms. Klimek seconded the motion. The meeting was adjourned at approximately 8:20 p.m.

Next Meeting date :  
Tuesday, February 2, 2010  
6:30 p.m. at the Clubhouse

Respectfully submitted:

Linda S. Zaddach, Association Secretary