

# The Villas of Northville Hills Condominium Association

## Board of Directors Meeting Minutes

### Thursday, July 9, 2009

**Board Attendees:** Todd Ewers, Terri Klimek, Chuck Lund, Nancy Chu-Meyers, Linda Zaddach

**Additional Attendees:** Paul Aramian, Mike Guido, Linda Martin (Kramer-Triad), Hugh Thomas

Hugh Thomas called the meeting to order at approximately 6:00 p.m. The new Board of Directors spent a few minutes providing the group with a brief introduction and background information prior to electing officers.

#### **Election of Officers:**

Terri Klimek nominated Chuck Lund for President. Linda Zaddach seconded the nomination. Chuck Lund was unanimously elected President.

Chuck Lund nominated Terri Klimek for Vice President. Linda Zaddach seconded the nomination. Terri Klimek was unanimously elected Vice President.

Chuck Lund nominated Nancy Chu-Meyers for Treasurer. Terri Klimek seconded the nomination. Nancy Chu-Meyers was unanimously elected Treasurer.

Chuck Lund nominated Linda Zaddach for Association Secretary. Nancy Chu-Meyers seconded the nomination. Linda Zaddach was unanimously elected Association Secretary.

Nancy Chu-Meyers distributed articles from the Community Associations Institute and indicate the website for this organization had a wealth of useful information. The first article she distributed outlines the roles and responsibilities of community association board members. The second article entitled, "Rights and Responsibilities for Better Communities" outlines the principles for homeowners and community leaders.

#### **Approval of Minutes:**

Hugh Thomas indicated minutes from previous Board Meeting were not available. He indicated he would prepare the minutes and send them to Chuck Lund.

#### **Discussion**

In order to facilitate a smooth transition to the new Board, the previous Board, Paul Aramian, Mike Guido, and Hugh Thomas, provided information on a number of items including the following:

- Board should remember their fiduciary responsibility to the owners and refrain from receiving special services or gifts.

- Discussed need for building, driveway and sidewalk inspections. Board discussed possibility of sending a notice to owners to give them notification and time frame when they can expect inspections to occur. Discussed having a "Villas hat" or some other form of clothing that individual conducting inspection could wear and owners could easily identify.
- Landscape maintenance was discussed with Paul Aramian. Paul indicated he may be stepping down from this responsibility at the end of the year. He would like the Board to identify an individual who would be interested in taking on this responsibility.
- Irrigation system was discussed. It was mentioned that we have yet to find a good irrigation contractor. Nancy Chu-Meyers indicated her husband, Martin Meyers, was working with Jim Reinke, another owner, on the computer system that was developed to run the sprinkling system.
- Contracts with the various contractors performing work at the Villas were discussed. Hugh Thomas indicated he would like to continue to write these contracts. Chuck Lund indicated we would appreciate having Hugh's assistance.
- Association rules were discussed. Hugh Thomas stressed the importance of treating all the owners in a non-discriminatory manner. Linda Martin showed Board a stack of pictures documenting violations around the community. Board agreed to review these pictures at another time.
- Black mulch issue at the Lee residence (44664 Broadmoor Circle N., #41) was discussed. Terri Klimek indicated she spoke to the owner, who indicated she received a variance for the black mulch. Mike Guido suggested that someone on the Board speak to her. The owner may have a variance approval that was signed by the previous Chair of the Landscape Committee.
- Mike Guido advised that Board that his expanding work responsibilities would not allow him to continue oversight of construction issues. He agreed to assist the Board in identifying someone we could hire to handle these issues. He advised the Board that a new door was going to be installed on the Clubhouse and he would review the job after completion to make certain it was installed correctly.
- Ice dam issues were discussed. Mike Guido indicated this was a major problem last year and could result in very costly repairs. Nancy Chu-Meyers shared her experience with the damage caused to her unit from an ice dam last year.

### **Financial Matters**

Linda Martin distributed Accounts Receivable Delinquency Report. Discussion took place regarding the receipt of monthly due payments versus quarterly due payments. Linda Martin also indicated that she would need the names of the individuals who would be the signatories

for the Association. Chuck M. Lund, President, and Nancy L. Chu-Meyers, Treasurer, were unanimously approved as the Association signatories.

Hugh Thomas mentioned the importance of reviewing all invoices before they are paid. He also discussed the need to continue to upkeep units and make necessary repairs. He also pointed out the importance of maintaining funds in the Reserve Account and the need to continue to add funds to that account.

Nancy Chu-Meyers distributed a detailed spreadsheet outlining the Villas financials. She indicated she would be meeting with John Miller, former Treasurer, to obtain the documents he had in his possession and review all the financials.

#### **Variance Requests**

1. The Board discussed the Brennan (44641 Broadmoor Circle N. #141) request to add a green leaf maple behind their deck, at their own expense, to provide added privacy from the pool. The Board unanimously approved the request subject to the standard conditions that the homeowner agrees to pay for any needed relocation and/or repair of sprinklers or utilities. In addition, homeowner agrees to replace the tree, at their own expense, if it dies.
2. The Board discussed the Reynolds (44706 Broadmoor Circle N. #48) request to add a Cherry and River Birch tree. This variance request was previously approved by Hugh Thomas with the standard conditions that the homeowner agrees to pay for any needed relocation and/or repair to the sprinklers or utilities. The homeowner agrees to have the trees planted by Plymouth Nursery. In addition, the homeowner agrees to replace the trees, at their own expense, if either tree dies. The Board had no objections to having the request previously approved.
3. The Board discussed the Thomas (44646 Broadmoor Circle N. #37) request to replace the existing light fixture on the back of their unit with a photocell light fixture. The request was unanimously approved.
4. Variance request submitted by Higgins (44849 Broadmoor Circle S. #96) request to display a concrete pineapple by the front door was tabled until the next Board meeting.
5. Variance request submitted by Spriet (44674 Broadmoor Circle N. #43) request to display a gazing globe, garden dragons, garden fairy and flower pot holder was tabled until the next Board meeting.
6. Linda Martin indicated she received an email from Mike Shih (44927 Broadmoor Circle S. #79) requesting approval to park a 20' recreational vehicle in front of his unit for 3 days. The request was unanimously denied.

Chuck Lund moved that the Board officially recognize and thank Hugh Thomas, Mike Guido and Paul Aramian for their exceptional dedication, diligent work and the outstanding commitment they each provided to the Association. Nancy Chu-Meyers seconded the motion. The Board unanimously approved.

Linda Martin provided Linda Zaddach with code alarm information for the Clubhouse.

**Adjournment and Next Meeting**

The meeting adjourned at approximately 9:00 p.m.

The next Board meeting was scheduled for Tuesday, August 18, 2009 at 6:00 p.m. at the Clubhouse.

Respectfully Submitted:

Linda S. Zaddach, Association Secretary