

# The Villas of Northville Hills Condominium Association

## Board of Directors Meeting Minutes

### Tuesday, August 18, 2009

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

**Board Absent:** Todd Ewers

**Additional Attendees:** Paul Aramian, Marge Aramian, Kerry Deacon, Glenn Legacki, Paula Lund, Jim Reinke, Hugh Thomas, Gary Zaddach

Chuck Lund called the meeting to order at approximately 6:08 p.m. at the Villas Clubhouse. He welcomed those in attendance and introduced the Board members. He explained that this Board meeting and all future Board meetings would be run in a parliamentary style.

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

Chuck Lund asked the Board for a motion to approve the minutes of the July 9, 2009 Board Meeting. Terri Klimek moved to approve the minutes. The approval was seconded by Linda Zaddach. The minutes of the July 9, 2009 Board Meeting were unanimously approved.

#### **Discussion**

Chuck Lund distributed the results of the Co-Owner Survey. He indicated that given we are an appointed Board it was important for us to get feedback from the co-owners. He reviewed the survey results and indicated he received a 31% response rate (28% is considered a valid sampling set). As a result of the survey, the Board has identified a direction in regard to co-owner values and how to prioritize future investments. (See attached survey for additional details.)

#### **Financial Summary**

Nancy Chu-Meyers reviewed the Financial Summary. Chuck Lund requested that the Minutes note that up until this year a significant amount of volunteer time was used to handle many items at the Villas resulting in a monetary savings to the Association. Given that many previous volunteers would be not be able to continue to volunteer their time we will need to account for that in next year's budget.

The insurance policy discount that was previously received by taking out a \$25,000 insurance policy on a minor living in the Association was discussed. The Board unanimously agreed that this practice would not be continued.

#### **Variance Requests**

Terri Klimek reviewed the variance requests with the Board.

1. The Board discussed the Leidal (44634 Broadmoor Circle N, #36) request to install a wrought iron railing on stairs leading to front door. The item would remain pending until the co-owner provides Board with more information (i.e. product they wish to use, etc.)

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2. The Board reviewed the Stamp (44875 Broadmoor Circle South, #91) request to have a film crew conduct a film shoot at their home from September 22, 2009 through September 24, 2009. Chuck made a motion to deny the request given that spot lights, equipment, etc. would cause a major disturbance to the co-owners. Nancy Chu-Meyers seconded the motion. The Board unanimously denied the request.
3. The Board reviewed the Tariq (44872 Broadmoor Circle S., #105 ) request to erect a tent in the Commons. The request was unanimously denied.
4. The Board reviewed the Kelly (44586 Broadmoor Circle N., #28) request to install a satellite dish. The Board approved the request with condition that the Board approve the location of the dish. Chuck Lund indicated he would contact the co-owner.

### **Committee Reports**

#### **Rules**

Terri Klimek indicated that Linda Martin has agreed to assist her and eight volunteers on reviewing the Association Rules. A meeting would be scheduled with the group in the near future.

#### **Landscape and Grounds**

Paul Aramian informed the Board there have been numerous problems with Brickman. There were multiple examples of Brickman not fulfilling the conditions of their contract. The Board tabled the discussion and referred it to the Landscape and Grounds Committee for further review of the situation.

#### **Irrigation**

Jim Reinke updated the Board on the irrigation system. He indicated that the Township had requested that we water every other day; however, we were watering every day. Given the amount of water currently being used he projected we would be over budget by \$10,000 to \$20,000. He suggested the Board approve a fake rock covering to be placed over the irrigation pipe at 5 Mile and Sheldon. The cost would be approximately \$175. The Board unanimously approved the expenditure. He discussed the Optimization Study that had been done and indicated we are over budget on repairs. Further, he reported there are electrical problems with the irrigation system and we should consider rewiring the system. A comprehensive plan would need to be developed for this project and taken to the Landscape Committee. He also informed the Board that the well that was drilled previously was still open and that it would need to be closed. The approximate cost to close it would be \$250.

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### **Architectural, Maintenance and Security**

Kerry Deacon gave the Board a flowchart outlining the responsibilities of the Architectural, Maintenance and Security Committee. (See attachment #2.) He indicated that all the contractors that we use must be insured. He noted that Kramer-Triad checks on this us; however, we need to have insurance certificates on file. All future bids submitted by contractors must include their insurance. He discussed unit painting and indicated all the Gladwyne bays are currently being checked. He noted that Toll did not install the correct wood around the Gladwyne bay windows and much of the wood will need to be replaced before painting takes place. He will be obtaining bids for painting since the next painting project should start in October. With regard to the lighting project he indicated the lights are being installed as they arrive from the supplier.

### **Culture and Communication**

Linda Zaddach informed the Board that she is working to find someone to develop a web site for the Association with the goal of having the site up by the end of the year. She also indicated another newsletter would go out the end of September or beginning of October and the last newsletter for 2009 would go out in early December.

Marge Aramian updated the group on the activities of the Social Committee and indicated the group would be meeting soon to plan the activities for the remainder of the year. Chuck Lund thanked Marge and the members of the Social Committee for all their hard work and noted that Happy Hours were very popular and the Tapas Party was a wonderful event. Linda Zaddach indicated that based upon the results of the co-owner survey, that the Social Committee would be planning events with little or no use of Association funds.

### **Comments from Co-Owners**

Chuck Lund opened the meeting for questions or comments from the co-owners attending the meeting.

Hugh Thomas indicated it would cost \$21,000 to implement the recommendations in the Optimization Study. Given that there would only be a water savings of 10-14%, it does not appear to be cost effective. He further indicated we should get a second opinion regarding the wiring problems with the irrigation system. If major issues are discovered and since Toll installed the system, there would be legal precedence to go to Toll to repair the system.

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**Adjournment and Next Meeting**

Terri Klimek made a motion to adjourn. Chuck Lund seconded the motion. The meeting adjourned at approximately 8:15 p.m.

The next Board meeting was scheduled for Thursday, October 1, 2009 at 6:00 p.m. at the Clubhouse.

Respectfully Submitted:

Linda S. Zaddach, Association Secretary

Attachments:

1. The Villas of Northville Hills Condominium Association Co-Owner Values Assessment  
August 18, 2009
2. Architectural, Maintenance & Security Flowchart