

The Villas at Northville Hills Condominium Association  
Board of Directors Meeting Minutes  
Saturday, September 18, 2010

**Board Attendees:** Kerry Deacon, Todd Ewers, John Miller, Jamie Spriet, Linda Zaddach  
**Additional Attendees:** Marge Aramian, Paul Aramian, Tom Fant, Cheryl Holmberg, Paul Holmberg, Ray Kugler, Mary Miller, Jim Reinke, Steve Robinson, Hugh Thomas, Gary Zaddach

The meeting at the Clubhouse was called to order by Mr. Deacon at approximately 10:00 a.m. Mr. Deacon thanked everyone for coming to the meeting and he explained the agenda information and format for the meeting.

**Approval of the Minutes**

Mr. Deacon asked the Board for a motion to approve the minutes of the June 26, 2010 meeting of the Board of Directors. Mr. Miller made a motion to approve the minutes. Mr. Deacon seconded the motion. The minutes of the June 26, 2010 Board Meeting were unanimously approved.

**Financial Update**

Mr. Miller reviewed the budget with the Board. Mr. Miller had provided the Board with the updated Reserve Study and each Board member had an opportunity to review the updated Study prior to the meeting. He asked if there were any questions regarding the updated Reserve Study. Given there were none, he asked for a motion to accept and approve the updated Reserve Study. Mr. Deacon made a motion to accept the updated Reserve Study. Ms. Spriet seconded the motion. The updated Reserve Study was unanimously approved.

Mr. Miller asked Mr. Fant to give the Board information on the extensive study that had been conducted by the members of the Financial Advisory Committee. Mr. Fant provided the Board with a comparison of all the comparable condominium associations in the area. He also indicated that the Committee had several spirited meetings on the budget and dues. After extensive analysis both Mr. Miller and the members of the Financial Advisory Committee, felt it would be necessary to increase monthly dues from \$282 per unit to \$325 per unit in order to meet next year's budget and adequately fund the Reserve.

Mr. Deacon asked for a motion to move forward with a monthly dues increase of \$325 per month effective January, 2011. Mr. Miller moved that the \$325 per month increase be approved. Ms. Spriet seconded the motion. The motion was unanimously approved.

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Mr. Miller indicated that Kramer-Triad will inform the Co-owners of the increase and include the detailed comparison information prepared by the members of the Financial Advisory Committee.

### **Committee Reports**

#### **Architecture and Maintenance Committee**

Mr. Deacon indicated that Mr. Servinsky and Mr. Leiphart have agreed to be Co-Chairs of this committee. Presently, there are 6 members on the committee and Mr. Guido is assisting with warranty inspections of newer units.

A Work Order procedure has been developed with Kramer-Triad. Mr. Deacon indicated that over 145 work orders have been completed this year to-date and 8 are being worked on. An updated Maintenance Matrix Chart is posted on the web site which shows both the Association and Co-owner responsibilities.

Mr. Deacon informed the Board that a revised Statute of Limitations letter has been received from Toll granting the Association an extension until August 11, 2011. He indicated this letter would be posted on the web site. The roofing ridge vent corrective work was completed in mid-August. Vanderbilt attic inspections were completed and Toll will start to complete corrective measures shortly. Deck inspections were completed and 40 co-owners were sent letters indicating that their decks must be re-stained. The Fall 2010 painting program has started with Suburban Paint working on this project. It has been determined that number of units needed backfilling around the rear of the units and this work was recently completed by Greenlawn.

The Committee is continuing its work with Mr. Ewers on outstanding warranty issues. Mr. Ewers indicated that mailboxes were on order and should be installed by the end of September. A program has been developed with Toll to correct various brick and tuck pointing issues. The Committee has received a complete set of civil drawings from the Township for Phases 1 and 2. There are plans to survey the roads, curbs, sidewalks and driveways and then develop an action plan. Co-owners are reminded that moving trucks and pods on driveways are prohibited.

Mr. Deacon indicated that Roberta at Kramer-Triad is handling Work Orders for the Association. Co-owners are reminded to call repair request into Kramer-Triad rather than calling a Board member.

#### **Irrigation Committee**

Mr. Deacon indicated that Mr. Kirkland is overseeing Irrigation and he has done an excellent job of this with strong support from Master Sprinkler.

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The system has been down multiple times due to the control wiring being cut or damaged by Toll construction sub-contractors. In addition a lightning strike to the outside control box adjacent to the Clubhouse caused damage to the system. Also, the watering restrictions imposed by the Township have often hindered the watering operations.

The following steps have been taken to upgrade the irrigation sprinkler system. The system control has been changed from dial-up to Ethernet control. The rain control gauge has been upgraded to a more efficient unit. The master control box has been moved from outside to the basement of the Clubhouse with a laptop computer workstation area. The multi-pull firing decoders are being replaced with single firing units to achieve greater operational control and accuracy at the various zones. The wiring lug nut connectors are being replaced with special connectors that are designed to operate within water at the various zone control stations.

Mr. Deacon indicated that the Board was recently advised via email that a Co-Owner has been manually turning on various zone control valves to water the lawn. The lawn and irrigation system are part of the Association's "Common Ground" and Co-Owners may not turn on the irrigation valves as this could cause damage to the system. He recommended to the Board that any Co-owner caught turning on the sprinkler control valves be sent a courtesy letter to stop doing this or a fine will be imposed.

The Alternate Water Source Study is ongoing and various parties made a report to the Board recently on their progress to-date. Using this possible source of water will require approval of various authorities including the DNR and the Township. A civil and engineering design will need to be developed. In addition, there will need to be a commitment to the Villas from the Estates to use their well at will. Meetings are planned over the next weeks to continue to move forward with this initiative.

**Landscape and Grounds Committee**

Mr. Zaddach indicated that the Landscape and Grounds Committee met on September 9, 2010 and addressed a number of issues.

He indicated that the Committee looked at various alternatives for the willows and the Committee recommends the removal of the two willows near the pool to be replaced with five pines. Three pines would be in the northeast corner of the pool and two pines west of the pool. He asked the Board to make a decision on this request. Mr. Miller moved that the Board approve this recommendation. Ms. Zaddach seconded the motion. The Board unanimously approved the request to remove the two willows and replace them with pines.

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Mr. Zaddach indicated that sink hole remediation was reviewed. The Committee felt that since the mowing season was nearly finished this project could be delayed until the Spring, 2011. Dormant shrub pruning was discussed and it was recommended this be handled in next year's budget, if funds are available. Tree inspection (root girdling and uncut straps) and the application of mulch to stressed trees were discussed. The committee recommends that both of these actions be approved. The Committee felt it would be better to take a proactive approach and save the stressed trees versus incurring the cost to replace the trees.

The Committee indicated that Greenlawn would include juniper trimming as part of the final Fall trim. Mr. Zaddach indicated that he and members of his Committee would meet with Greenlawn to give them direction on how the shrubs should be trimmed.

The landscape material around the utility boxes was discussed. The Committee recommends that one or two utility boxes be re-landscaped to see what would work best to cover these utility boxes. It would need to be plant material that the deer do not like because the deer are currently eating the shrubs around the utility boxes.

The Fall Mum Planting Program is moving forward with the mums to be delivered and planted on September 24. Co-owners purchased 75 mum plants which will be available for pick-up on September 24.

The tree placement and lawn remediation program will start the week of September 20. The problems with the irrigation system, the Township watering restrictions and the extremely hot weather has taken a toll on the lawn in numerous areas throughout the subdivision.

Mr. Zaddach concluded his report by informing the Board that the Committee will be reviewing the quotes that were recently received for landscape, fertilization and snow removal and would make a recommendation to the Board.

The Board thanked Mr. Zaddach and the members of the Landscape and Grounds Committee for all of their work.

**Rules and Security Committee**

Mr. Robinson reported the Rules and Security Committee has been hard at work installing outdoor lights for the Co-owners participating in the recent Lighting Project. He reported that 100 units now have the new outdoor garage lights.

Ms. Spriet indicated that a Variance Request had been received from 44730 BCN to have a statue placed in the bed by the front porch. The Landscape Committee reviewed the

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request and recommended that the statue be placed on the Co-owner's deck or in the bed behind the unit. Ms. Spriet moved that the Board approve the recommendation made by the Landscape Committee. Ms. Zaddach seconded the motion. The motion was unanimously approved.

### **Communication and Outreach**

Ms. Zaddach reported that the website was recently enhanced. Mr. Fant was thanked for taking a picture of the Villas entrance with the new landscaping. The picture he took is now posted on the website. In addition, there are now links on the front page of the website, so that it is easier for Co-owners to submit a work order, complete a variance request or send an email directly to the Board.

### **Hospitality, Social and Special Events**

Ms. Zaddach reported that a Wine Tasting was held in the Clubhouse on September 17. There was a charge of \$15pp to attend this event and a great evening was had by all who attended. Future events include a Beer Tasting on October 22, a Halloween Party for the children living in the Villas and grandchildren of Co-owners on October 30 at the Toll Model, an outing to the Detroit Lions Game on November 7, a Private Holiday Shopping Event at the Home Interior Warehouse on November 11, a Holiday Celebration with Santa for the Children and Grandchildren on December 5 and a Holiday Celebration for the Adults on December 11.

### **Co-owner Comments and Questions**

Ms. Aramain made a request that the entrance signs only be allowed to remain up for 5 days prior to any event and that all fliers placed on mailboxes be removed if they are not picked up within 5 days. The Board agreed that fliers could be removed after 5 days of being placed on mailboxes. The Board concurred that the signs at the entrances staying up for more than 5 days was not an issue. It was noted that all the subdivisions in the area use entrance signs to remind Co-owners of upcoming events.

Mr. Reinke pointed out that the stressed grass was a result of soil and fertilization issues in addition to the irrigation problems. The Board indicated that the grass remediation would be starting shortly.

Mr. Holmberg questioned why the website no longer had a Google Group. Ms. Zaddach indicated that fewer than 10 percent of the Co-owners were using this feature of the website and the Board decided it would enhance the website so that it would be easier for the majority of the Co-owners to contact the Board, submit a work order or apply for a variance request.

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Mr. Kugler wanted to know when the willow behind his unit would be removed. Mr. Deacon indicated the willow is more than likely not on the Villas property and the survey planned for the near future would give us more information.

Mr. Thomas complimented the Board for taking the actions necessary to increase the monthly dues. He asked the Board about deep root feeding and felt it should be done. Mr. Miller indicated that the deep root feeding had been done. Mr. Thomas indicated that the paint outside the window of his loft was peeling again. He indicated that he wanted a small gutter installed in this area to prevent this from happening. Mr. Thomas was advised to call a work order request into Kramer-Triad.

Mr. Fant indicated that the painters were painting the seals around the garage doors. Mr. Deacon indicated they should not be painted. He also indicated the Co-owners should make certain they only use WD40 on their garage door tracks.

Mr. Kugler indicated that the stop signs outside his unit were not effective and should be removed. Mr. Deacon indicated that the Board approved the stop signs and that they would remain in place.

**Adjournment and Next Meeting**

Mr. Deacon adjourned the meeting at approximately 11:30 a.m. The next Board Meeting is scheduled for Saturday, October 30, 2010 at 10:00 a.m. at the Clubhouse.

Respectfully submitted,

Linda S. Zaddach  
Association Secretary