

**Villas at Northville Hills  
Board of Directors Meeting  
September 10, 2011**

**Board Attendees:** D. Boggs, K. Deacon, J. Miller, L. Zaddach

**Board (Absent with Notice):** J. Spriet

**Additional Attendees:** M. Aramian, P. Aramian, J. Calloway, M. Dozier, S. Ellison, T. Kirkland, P. Korian, R. Kugler, J. Leiphart, J. Moore, J. Place, J. Reinke, S. Robinson, H. Thomas, G. Zaddach

The meeting of the Board of Directors at the Clubhouse was called to order by Mr. Deacon at approximately 10:00 a.m.

Mr. Deacon thanked Mr. Boggs for agreeing to serve as a Director (replacing T. Ewers) until the next Annual Meeting in May 2012. He also recognized and thanked Todd Ewers from Toll Brothers for his cooperation and assistance to the community. Mr. Deacon also advised the Board that Ms. Spriet would not be at the meeting due to a family emergency.

**Approval of the Minutes:**

Mr. Deacon asked for a motion to approve the minutes of the April 16, 2011 Board Meeting. Mr. Miller made motion to approve the minutes. Mr. Boggs seconded the motion. The minutes of the April 16, 2011 Board Meeting were unanimously approved.

Mr. Deacon asked for a motion to approve the minutes of Special Meetings held on May 17, 2011, June 13, 2011 and July 12, 2011. Mr. Miller made a motion to approve all the Special Meeting minutes. Mr. Boggs seconded the motion. The Special Meeting minutes were unanimously approved.

**Approval of Contracts:**

Mr. Deacon asked for a motion to approve the Fall Painting Contract with Suburban Paint in the amount of \$45,000. Ms. Zaddach made a motion to approve the painting contract. Mr. Miller seconded the motion. The painting contract was unanimously approved.

Mr. Deacon asked for a motion to approve the Snow Removal Contract with Greenlawn in the amount of \$62,500. Mr. Miller made a motion to approve the snow removal contract. Mr. Deacon seconded the motion. The snow removal contract was unanimously approved.

**Report from the President:**

Mr. Deacon reported that curb and gutter repair and black top in Phase 2 would start in mid-October. He also reviewed the 2011-12 Association Board Initiatives, the Board of Directors Organizational Structure, and the Committee Organization structure and indicated that Mr. Boggs agreed to be the Board Liaison to review and rewrite the Association By-Laws and

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remove any reference to Toll Brothers from the current By-Laws. Mr. Deacon noted that a 2/3 majority vote would be required to approve any By-Law changes. Mr. Deacon also indicated that Mr. Reinke agreed to assist Mr. Kirkland with irrigation issues.

Mr. Deacon further reported that Toll Brothers agreed to extend the Statute of Limitations until March 31, 2012. He further indicated that the golf course was being sold again and that the golf course deed requires it to remain a golf course, permanently.

**Financial Report**

Mr. Miller indicated that all financial information is posted on the Villas website. He reported that work has been started on the 2012 budget.

**Committee Reports**

**Architecture and Maintenance**

Mr. Deacon reported Mr. Leiphart and Mr. Servinsky continue to serve as Co-Chairs of the Committee.

Mr. Deacon indicated that a Villas Punch List has been established with 25 major items required from Toll before they leave in Spring 2012. The first meeting with Toll and the Township was held in late May 2011 and good progress is being made on the various items on the Villas Punch List. Mr. Deacon further reported that, per an agreement with the Northville Township, a repairs procedure has been established prior to the release of Toll's bond.

Co-owners of Vanderbilt units have been notified and work is being done in those units to alleviate cold bedrooms. Toll has two buildings, B29 and B20, under construction with the last building, B1, to be started in October 2011 with a Spring 2012 completion.

To date, over 120 work orders have been completed with Mr. Greg Gardner handling the majority of the work and Imperial Maintenance handling special work orders.

Concrete lifting was recently completed on 75 units, driveways, steps and sidewalks. Toll has replaced 10 porch steps and 5 driveways. The Fall Painting Program will start in mid-September and should be completed by the end of October. An information letter will be mailed to Co-owners where units are scheduled for painting.

The Committee is developing costs to install ice cables in the gutters of front porches facing east. The pool has been closed for the season and the tennis courts will close in early October.

### **Irrigation Committee**

Mr. Kirkland indicated Master Sprinkler is leading the way and continually working on improving the watering system. Mr. Reinke has joined the committee to assist with the set-up and layout of a new operational plan.

This is the second year Master Sprinkler has worked on the system. This has been a difficult year due to the many problems caused by Toll cutting many of the irrigation lines. Over 200 Rain Bird rotor heads have been installed with pressure regulation at a savings of \$5.00 per head. These new heads cover approximately 25% of the Villas property.

### **Alternate Water Source Committee**

Mr. Reinke made a report on the Alternate Water Source Committee's work. He indicated that the committee has done significant research and is fairly confident that well drilling could result in water being found, which could result in a significant water savings (approximately 22%). He asked the Board to approve the expense to drill the well and test the water (\$4,657). Mr. Boggs made a motion to approve the well drilling and water testing expenditure. Ms. Zaddach seconded the motion. The motion was unanimously approved.

### **Landscape and Grounds Committee**

Mr. Zaddach reported that he had been meeting with Brian Fraser from Greenlawn every two weeks to review current work orders and discuss any issues that required resolution.

He reported that lawn remediation would begin the middle of September consisting of split-seeding and sod installation depending on the severity of lawn damage. Tree and shrub replacement would start in mid-September. Mr. Harris and Mr. Kirkland went to the landscape nursery and selected the replacement trees.

Mr. Zaddach further indicated that he and Brian Fraser would be conducting a thorough investigation of the Villas property to determine the overall state of the landscaping and grounds and identify issues that need to be addressed both short and long-term. He indicated that a plan for landscaping around the utility boxes would be developed and presented to the Board for future budgeting.

Fall clean-up will start in late October and the final clean-up will be completed before the first snowfall.

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The snow contract with Studio Scape has been cancelled due to poor performance. The contract was bid out and two bids were received. Greenlawn was the lowest bidder. Mr. Place has agreed to oversee snow removal. As part of the contract, Greenlawn will be providing a dedicated crew for snow removal, new equipment and they will use large snow blowers to remove the snow. The Committee has high expectations for a major improvement in snow removal this upcoming season.

Mr. Zaddach also reported on a number of items pursuant to the Clubhouse/Pool. There have been on-going plumbing issues with the toilets in the Clubhouse and they will be replaced at the end of September with commercial grade toilets. The Comcast television remote has been taken from the Clubhouse a few weeks ago and the Board will need to decide if it will be replaced. The pool is closed for the season and Pools by Poye is currently evaluating the condition of the pool and the repairs that must be completed. The report from Pools by Poye will be presented to the Board.

**Rules and Security Committee**

Mr. Robinson reported on the change of rules recommended by the Rules and Security Committee for use of the Exercise Room in the Clubhouse. These changes are the result of young children using the equipment. He asked for the Board to approve the changes. Mr. Miller made a motion to approve the recommended changes. Mr. Boggs seconded the motion. The motion was unanimously approved.

Mr. Leiphart was asked to show the Board the awning material and style selected from Marygrove Awning for deck awnings to be added to the revised Rules. In addition a picture of the deck awning for each style of Villa in the community was presented. An approved Alteration/Modification request would be required before any Co-owner could install the awning. All awnings would be the same color, material and style and only Marygrove Awning could be used. Mr. Miller made a motion to approve the awning. Ms. Zaddach seconded the motion. The motion was unanimously approved.

Mr. Leiphart also presented the composite deck material that was selected by Mr. Leiphart and Mr. Servinsky after extensive research. An approved Alteration/Modification request would be required before any Co-owner could replace their wood deck with a composite deck. Mr. Deacon made a motion to approve the composite deck material. Mr. Boggs seconded the motion. The motion was unanimously approved.

### **Communication and Outreach**

Ms. Zaddach reported the Villas website is updated, as needed, with information for the Co-owners. She indicated that all approved meeting minutes would be posted on the site.

She also reported that a Canned Food Drive would be conducted again this year to help the local Salvation Army refill their food pantry. Canned food items could be dropped off until November 18, 2011 at the Clubhouse and will be delivered to the Salvation Army in Plymouth.

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

Ms. Zaddach reported that a Holiday Party would be planned for December and details would be distributed when the final date had been determined.

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

A discussion took place with the Board and the Co-owners.

The meeting adjourned at approximately 11:45 a.m. The date of the next Board meeting is December 3, 2011 at 10:00 a.m. in the Clubhouse.

Respectfully submitted,

Linda S. Zaddach  
Secretary, Villas Board