

Villas of Northville Hills

Board of Directors Meeting Minutes

Tuesday, March 10, 2015

Attendees: Nancy Chu-Meyers, Gary McLand, Gary Zaddach, John Lapenta and AJ Wagner.

The meeting was called to order by Gary McLand at 7:30pm

Agenda – agreed by all in attendance

Approval of Prior Meeting Minutes: Previously approved by all via email

Officer/Liaison Reports

○ **President's Report**

● **BOD reviewed the HOA Contract Matrix prepared by Gary McLand**

1. Decision was made to remove project items and list only on-going contracts.
2. Plan to use bid process for contracts greater than \$5,000 in annual cost.
3. Bid cadence will be used, unless contractor performance requires us to bid out earlier.
4. Our insurance contract was put out for bid in 2014. Auto Owners was selected as our provider of choice based on a premium quote substantially lower than from any other bidder, and also because they were our incumbent provider. Therefore, it was decided to place our insurance coverage on a three year bid cadence with the next full review to be conducted in 2017. In the meantime, Auto Owners will provide annual renewal bids, with the next renewal bid to be received within 30 days prior to the expiration date of 7/31/15. Should the Auto Owners renewal bid include a substantial premium increase, we will then consider accelerating the three year cadence.
5. Pristine Pool's performance will be evaluated at the end of the 2015 season to determine when (what year) this contract will be bid out.

6. Irrigation contract expires in 2015. The plan is to renew for an additional year with Greenlawn in line with the present well irrigation project. Will re-visit the contract cadence in 2016.
7. Landscape contract runs through 2016. We should develop and complete bid specifications by June, 2016 to be included in the July, 2016 Kramer-Triad bid days.
8. Look at changing the mulch type for 2015 and 2016.
9. Snow Removal contract expires at end of 2015 season. Need to review and develop contract specifications at the April, 2015 Board meeting and send to Kramer-Triad for inclusion in the July, 2015 bid days.

- **Toll Brother's Report**

1. The Toll punch list from July 21, 2014 was reviewed.
2. Landscape items are all closed and drainage issues will be dealt with on a case-by-case basis.
3. The remaining open building issue is the gutter systems which are being addressed.
4. The following building items are closed: tuck points, boundary survey, road grades, driveway replacement, concrete defects, Dawson chimney, hot wires and gas pipes.
5. Building items to be addressed on a case-by-case basis: Vanderbilt insulation, foundation cracks and leaks, roof damage due to ice dams and Gladwyn drywall seams.
6. All other items were closed.

- **Treasurer's Report – Nancy Chu-Meyers**

1. January financial results reviewed
2. February financials were not available at this time.
3. The accounting representation letter was reviewed and item 24 was edited to clarify the language.
4. Late fee waiver request was approved.

- **Architectural & Maintenance Report – John Lapenta**

1. Concrete and steps project was approved in 2014 but was delayed until Spring 2015 due to weather conditions.
2. Committee will develop plans on caulking, concrete raising and any additional concrete and step issues deemed urgent as soon as weather permits.

- **Committee Reports**

- Architectural & Maintenance – covered previously
- Landscape – will begin the utility box project in Spring when weather permits.
- Irrigation – well project continuing as planned.
- Welcome – Newcomers coffee Saturday, May 2, 2015 from 9:30 to 11:00am.
- Five Mile Safety – Met with Representative Kurt Heise on 3/9/15. He will set a meeting with County officials (Terry Marecki, Wayne County Commissioner and the Road Commission).
- Social – Happy Hour rescheduled to 3/27/15.
- Survey – no reports
- Rules – no reports.

- **Unfinished Business**

1. Duncan Waste Company – per township we can't opt out of garbage collection with Duncan unless we have an alternative. Continued discussion of the weight of the collection trucks. Not clear what the trucks weigh. This topic is still an ongoing discussion.
2. Satellite dish installation – satellite dish installations at 44725 BCN, 44463 BB and 44998 BCS are complete.

- **New Business**

1. The Board reviewed a letter received from a co-owner concerning a sewage back-up in their unit and the unit next door. A decision was made to monitor the situation to see if there is a continuing problem.

At this point the formal meeting was adjourned and the Board went into Executive Session to discuss confidential matters.