

# **Meeting Minutes**

## **Trails of Loon Lake Homeowner's Association**

Group: Board of Directors

Meeting Purpose: 2<sup>nd</sup> Quarter 2005 Meeting

Open To Public: No

Date: April 12, 2005

Location: Wixom Public Library

Call To Order: 6:30 p.m.

Adjournment: 8:00 p.m.

Attendees: Robert Jordan – President  
Patty Scully – Treasurer  
Mike Lubin - Secretary  
Tom Gross – Director  
Sam Amine – Director

### **1. Meeting Schedule**

The Proposed 2005 / 2006 Board Meeting dates are as follows:

3 <sup>rd</sup> Quarter 2005 Meeting:	Tuesday July 12 <sup>th</sup>
4 <sup>th</sup> Quarter 2005 Meeting:	Tuesday October 11 <sup>th</sup>
1 <sup>st</sup> Quarter 2006 Meeting:	Tuesday January 10 <sup>th</sup>

All Meetings are to be held at the Wixom Public Library and will be called to order @ 6:00 p.m. sharp.

Special Meetings may be scheduled as/if necessary.

Minor Items may arise that require Board voting or approval. These items may be handled via telephone and/or e-mail.

Board Meetings are open only to Board Members but, meeting minutes will be published on the web site.

Meeting schedule was unanimously approved.

## **2. Roles and Responsibilities Clarification**

The purpose of this discussion is to further define the current Board positions and Committees and their associated responsibilities.

### **Board of Directors**

<u>Position</u>	<u>Person</u>	<u>Responsibilities</u>
President	Robert Jordan	Perform all Presidential duties associated with running the Association including, but not limited to, running all meeting and making presentations, organizing Board activities, acting as Liaison between the City and the Association, fielding and responding to Member complaints, etc. Also, assist other Board Members as may be necessary; specifically, the Secretary.
Treasurer	Patty Scully	Perform all Financial duties associated with running the Association including, but not limited to, developing the budget, generating dues invoices, paying bills, collecting fines, balancing the checkbook, etc.
Secretary	Mike Lubin	Perform all Secretarial duties associated With running the Association including, but not limited to, scheduling meetings and sending meeting notices, taking and generating meeting minutes, assisting with mailings such as invoices, keeping the Master Association Records, maintaining the Association Directory, etc.
Director	Tom Gross	Assist the other Board Members as may be necessary.
Director	Sam Amine	Assist the other Board Members as may be necessary.

## **Committees**

<b><u>Committee</u></b>	<b><u>Members</u></b>	<b><u>Responsibilities</u></b>
Maintenance	Tom Gross(Chair)	Perform all tasks associated with general subdivision maintenance including, but not limited to lighting and electrical systems maintenance, fountain maintenance, signage, supervising landscape contractor, letting landscape contracts, sprinkler systems, etc.
Beautification (formerly "Flower") (sub-committee of Maint.)	Terry Bone Willem Boer Bharat Patel Erik Stone Shawn Stephens Lorraine Stephens Eric Kamen	Perform all tasks associated with beautifying the common areas including, but not limited to, purchasing and planting flowers and other planting materials, maintaining the planting beds (or supervising our landscape company in execution of same), conducting trash cleanups in the common areas, etc.
Covenant Enforcement (formerly "Arch. Review")	Robert Jordan(Chair)	Perform all tasks associated with enforcing Association rules and regulations including, but not limited to, fielding complaints, general observation, architectural reviews, assessing and collecting fines, etc.
Social	Sam Amine(Chair) Tonya Amine Willem Boer Lynn Glover Gary Cairo Rick Volansky Marie Volansky	Perform all tasks associated with running Association social events including, but not limited to, planning, budgeting, sending out notices, running the events, soliciting sponsors and donors, inviting special guests, etc.
Web Site	Patty Scully(Chair) Willem Boer Terry Bone	Perform all tasks associated with maintaining the Association Website including, but not limited to, graphic design, posting updates, coordinating with other

committees to insure current is posted, etc.

Newsletter

Mike Lubin(Chair)

Perform all tasks associated with producing the Association Newsletter including, but not limited to, collecting articles from Board Members and other Committees, writing articles on various items as may be appropriate, graphic design, printing, distribution, and assisting the Secretary and other Committees with designing, printing, and distributing mailings.

### **3. Treasurer's Report**

1. Final landscape items need to be set so that the 2005 budget can be completed. A draft budget was discussed.
2. Current checking balance is \$12,950. It is recommended that we have a cash reserve of \$14,250. This is based upon the original calculations by Singh. Based on current projection of 2005 budget and assessment, it may be difficult to reach this goal.
3. We currently have 4 lots that have unpaid assessments for 2003/2004.

Robert needs to confirm these address and then liens will be filed and penalties and interest will be added. We still need to finalize the penalty and interest policy.

4. Financial documents will be posted on the website in lieu of printing hard copies for everyone.
5. 2005 invoices will be distributed per the following:
  - a. Finalize budget: Friday April 22<sup>nd</sup>, 2005
  - b. Mail Invoices: Saturday May 7<sup>th</sup>, 2005
  - c. Payment Due: Friday June 15<sup>th</sup>, 2005
  - d. \$25 late fee assessed: After Wednesday August 17<sup>th</sup>, 2005 and every 30 days thereafter.
6. A warning and fine policy was set for violations of rules and covenants:
  - a. First notice: n/a
  - b. Second notice: warn of fine
  - c. Third notice: \$25
  - d. Fourth notice: \$50
  - e. Fifth + notices: \$500

Fees will be due within 60 days. Unpaid fees become encumbrances on the property and a lien will be placed subject to fees and interest.

#### **4. Secretary's Report**

1. Publishing of the Neighborhood Directory is currently in question as only 40-50% of resident have actually responded. Issue T.B.D.

#### **5. Committee Reports**

##### Newsletter Committee

1. The spring newsletter is underway. All board members and Committee Chair need to forward a piece to Mike L. by Wednesday May 4<sup>th</sup>, 2005. The target publishing date is Tuesday May 31<sup>st</sup>, 2005.
2. We will plan on publishing 2 Newsletters per year. This may change to quarterly if deemed necessary.

##### Covenant Enforcement

1. We still owe the website a write-up for the Committee.
2. Currently, we have 1 deck plan to review.
3. Loose Dogs remain the number one biggest complaint in the subdivision. All members need to pay close attention to determine whose dogs are running free and we need to have strict and swift enforcement of this. Everyone needs to be reminded that this is not only a subdivision rule but also a City Ordinance.
4. Lot **XX** requested permission to install up to 10 new trees, at their expense, in the common area directly behind their lot. Unanimous approval was granted.

##### Web Site

1. Some Committees still owe the website committee pieces on their purpose and activities.
2. As much information as possible will be posted and residents will be encouraged to use this to find information updates, etc. This will save money on mailing and will provide more up to date information faster.

##### Social

1. 2005 event are currently in planning. A full report will be provided A.S.A.P.

##### Maintenance / Beautification

1. Following is a preliminary ground maintenance budget:

<u>Task</u>	<u>Performed By</u>	<u>Cost</u>
Mow & Edge	E & B	\$245 / week
Overall Bed Care	E & B	\$130 / month

Spring & Fall Cleanup	E & B	\$340 each
Fall Cleanup	E & B	\$350
Fertilizing	Tru Green-Chem Lawn	\$ 250 each (5)
Sprinkler System	Tom Gross	\$150 open & close Repairs as needed
Flower Planting	Beautification Committee	\$500
Mulch	T.B.D.	\$4000 (est.)
General Maintenance	Maint. Committee	\$2000 (est.)

2. The areas on Lakeside court that have no sidewalk will be maintained by E & B to 10' back from curb.
3. It has been determined that these sidewalks were not installed due to a consent decree between Singh and Wixom. The Association cannot afford to install these walks, so we will go without.
4. Fountain is still inoperable. Singh will not provide financial assistance to us for this. The Maintenance Committee will do the best that they can in getting up and running at as low a cost as possible.
5. Lakeside Court currently has Ash Trees as their required street tree. As Ash trees as currently banned by the City, the Board has determined that The Skyline Honey Locust will replace the Ash. The Locust is the required tree for the other cul-de-sacs. Replacement procedure is T.B.D.
6. We will make a dead tree survey in the next 2 weeks. As the budget is tight, we will probably take a neighborhood survey to determine priorities for what gets fixed / replaced and on what schedule.
7. Changing light bulbs is currently one of the most time consuming issues.
8. We will begin surveying all of the sign in the subdivision to determine their condition and required repairs. One option being looked at is replacing the bases with an alternate material that will better withstand the abuse from lawn care activities.
9. There are many broken and damaged mailboxes in the subdivision. While technically the individual Lot Owner's responsibility, the Board unanimously agrees that it is our responsibility to assist Lot Owner's with this issue. Unfortunately, the original make has gone out of business. We will attempt to locate replacement parts or to determine what may need to be done in the way of replacing the boxes.

**End of Meeting Minutes**