

# Raintree Village

## Homeowners Association

AGENDA for the December 18, 2017 7:00pm meeting and annual election at Panera Bread on Big Beaver

This meeting is rescheduled from 12/11/2017 due to not attaining a quorum.

### Mission

The purpose of the Raintree Village Homeowners Association is to promote the recreation, health, safety and welfare of the residents of the Raintree Village subdivision, and in particular to collect assessments for the operation, maintenance, management and improvement of the common area. (Articles of Incorporation, Article II, May 23<sup>rd</sup>, 1973)

### Important Dates in 2018

January 2 – submit financial records to CPA for review  
January – Auto-Owners Insurance full payment due for Paid In Full Discount  
January 31 – USPS PO Box 99033 renewal payment due  
January 31 – IRS Forms 1096 and 1099-MISC filing deadline  
February 5 – website domain and hosting renewal payment due  
April 15 – IRS Form 1120-H filing deadline  
April – annual newsletter and assessment mailing  
April – Spring cleanup  
May 18 and 19 – subdivision garage sale  
October 1 – State of Michigan Nonprofit Corporation Information Update filing deadline  
October – Fall cleanup  
December 10 – annual meeting with election of officers

1. **Call to Order** \_\_\_\_\_

2. **Roll Call:** Craig Chamberlain \_\_\_\_, David Eisenbacher \_\_\_\_, Steve Hatfield \_\_\_\_, Bill Jenuwine \_\_\_\_  
RVHA needs 5 more directors (total of 9 directors) and more volunteers.

3. **Minutes of the November Meeting**

Suggested Resolution: RESOLVED that the Minutes of the 7:00pm Meeting of November 13<sup>th</sup>, 2017 be approved as modified and posted on the RVHA website.

**Resolution 2017-12-001**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_ Nays: \_\_\_\_\_

4. **Treasurer's Report**

The November bank statement, reconciliation report, and profit and loss report were distributed to board members prior to the meeting.

Suggested Resolution: RESOLVED that the Board receive and file the financial reports.

**Resolution 2017-12-002**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_ Nays: \_\_\_\_\_

5. **Filing of IRS Forms 1096 and 1099-MISC**

Confirm filing of IRS Forms 1096 and 1099-MISC.

6. **Dues Collection Status**

As of 12/18/2017, 95% of RVHA property owners have paid the 2017 assessment. Discuss response rate for 2017 annual assessment and collections actions.

7. **Reimbursements**

Suggested Resolution: RESOLVED that the Board authorizes reimbursement of \$7.40 to Craig Chamberlain for the purchase

of PVC gauntlet gloves used in applying concentrated Roundup during removal of buckthorn from the parks, upon presentation of the receipt.

**Resolution 2017-12-003**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**8. Financial Review**

Discuss selection of CPA to prepare 2017 financial statements and review report.

**9. Raintree Village on the Park Status**

Discuss latest information about development schedule, letter of agreement between RVHA and Raintree Village on the Park Condominium, Raintree Village on the Park Condominium Association master deed language, and quote for pond repair work arranged by Mondrian Properties.

**10. Attorney Retainer**

Suggested Resolution: RESOLVED that the Board authorizes an additional \$3,000.00 for Legal Services provided by Joseph W. Colaianne of Clark Hill PLC, for a total authorization of \$9,000.00.

**Resolution 2017-12-004**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**11. Postal Mail Report**

Review.

**12. Voicemail Report**

Review. One call received regarding snow plowing on street.

**13. Email Report**

Review.

**14. Website Discussion**

**15. Social Media Discussion**

**16. Commons Areas**

**Lakeside Commons**

- Discuss public hearing comment by RVHA president at 11/20/2018 City of Troy Council meeting regarding 10/28/2017 buckthorn removal project with Baker Middle School sixth grade students.
- Discuss bank restoration work at headwall and outlet to be performed by Mondrian Properties and RVHA plans for additional bank restoration.
- Repair swings.
- Discuss quotes for application of Flight Control by TruGreen around pond to deter migratory and nesting geese. The quote is \$1,711.05 per application on three sides (western drop zone, north side, south side stopping at adjacent grass field) or \$1,890.00 per application completely around pond. TruGreen offers 6 applications and says that most customers do 4.
- Discuss Clinton River Watershed Council membership.
- Remove phragmites (invasive plant species) established at southeastern corner of pond, and monitor cut buckthorn around the pond – Ongoing project.
- Form a plan to promote natural vegetation around the perimeter of the pond. Establishing a vegetated buffer with native grasses that have larger root systems will help to slow down runoff and provide protection. Planting native woody shrubs at the edge of the pond will help secure the banks. A buffer with taller vegetation will deter geese from coming up on the lawn. Native grasses can be aesthetically pleasing especially with some wildflowers in the mix. Plan needs to be coordinated with pond bank restoration work.
- Until the natural vegetation protective buffer is established, repair the goose fence. An intact goose fence discourages geese from residing.
- Consider planting new trees to replace removed trees after bank restoration work in that area is completed. Planting needs to be coordinated with bank restoration work.

- Place additional woodchip fill and fill retention border to be added under swing set.
- Sand/stain/seal or replace benches.

**Forest Commons**

- Remove buckthorn, garlic mustard and other invasive species – Ongoing project.

**Village Commons**

- Review the repair of the entrance sign after damage by County Tree LLC during removal of buckthorn trees.
- Discuss possibility of compensation from County Tree LLC for damage to entrance sign.
- Discuss dates for Spring cleanup (garlic mustard pull) and Fall cleanup (buckthorn removal). Earth Day is Sunday 4/22/2018.
- Remove buckthorn, garlic mustard, ivy and other invasive species. Buckthorn will in time completely overtake all other vegetation if unchecked – Ongoing project.

**Abbey Commons**

- Review the repair of the entrance sign.

**Entrance medians and cul-de-sac islands**

- Discuss results of Gordon’s Tree and Shrub to lower the height of the burning bushes on the cul-de-sac islands at Twain Ct, Knox Ct, and Raintree Dr.
- Discuss recurring issue of cars driving onto cul-de-sac island at Bishop and Millay and email from Kurt Bovensiep, City of Troy Public Works Director.
- Discuss the possibility of replacing one or more entrance signs. A quote to dig, pour a foundation, build a brick wall with a dimensional logo similar to the one for Hidden Forest at Wattles Rd and Mesa Dr is \$8,500.00 to \$9,500.00.
- Buckthorn observed at Bishop Dr entrance. Arrange contact with homeowner.

**17. Annual Meeting – Election of Officers**

Accept nominations for officers and vote for officers.

**18. Insurance Renewal**

Discuss and approve renewal of liability insurance.

Suggested Resolution: RESOLVED that the board approves the renewal of the commercial general liability insurance policy with Auto-Owners Insurance Company for the period 1/1/2018 to 1/1/2019 for a total premium of \$3,988.00 including the Paid In Full Discount, and authorizes the treasurer to pay the insurance premium.

**Resolution 2017-12-005**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**19. Fertilizer and Weed Control Renewal**

Discuss and approve renewal of contract with TruGreen for fertilizer and weed control. For 2017 we had 3 lawn service applications and 1 grub control application. For 2018 TruGreen proposes 4 lawn service applications and 1 grub control application for a total of \$1,851.90. Without the fourth lawn service application the total is \$1,515.19. These totals are \$1,796.34 and \$1,469.73, respectively, with the 3% prepayment discount.

Suggested Resolution: RESOLVED that the board approves a fertilizer and weed control contract with TruGreen for 3 lawn service applications and 1 grub control application in 2018 for \$1,469.73 including a 3% prepayment discount, and authorizes the treasurer to pay TruGreen in full.

**Resolution 2017-12-006**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

**20. Snow Removal Contract Renewal**

Suggested Resolution: RESOLVED that the board approves the contract with MVP Environmental LLC for the winter of 2017-2018, authorizes the president to sign the contract, and authorizes the treasurer to pay the invoices submitted by MVP for snow removal from the sidewalk on the east side of Sherwood Dr in front of Lakeside Commons.

**Resolution 2017-12-007**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

21. **2018 Budget**

Review and make necessary adjustments to proposed 2018 budget and vote for approval. The proposed budget includes an increase in the annual assessment from \$26.00 to \$27.00.

Suggested Resolution: RESOLVED that the 2018 budget be approved as submitted/modified.

**Resolution 2017-12-008**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

22. **Recurring Expenses Authorization**

Suggested Resolution: RESOLVED that all of the 2018 Raintree Village Homeowners Association bills for budgeted items including and limited to lawn cutting, fertilizer and weed control, geese control, snow removal, PO box, meeting room rental, voicemail, and website and email domain and hosting are approved for payment by the treasurer.

**Resolution 2017-12-009**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

23. **Change of Annual Assessment Invoicing Date**

In recent years, the annual newsletter and assessment invoice have been mailed in March, April, May or June. The invoice item for the annual assessment is labeled similar to “2018 Dues (Jan 1 – Dec 31 2018)” but the invoice date has been coordinated to match as closely as possible the expected mailing date. The shifting invoice date has confused some homeowners, and complicates the treasurer’s work when responding to a status request in the new year prior to the invoice date.

Suggested Resolution: RESOLVED that the invoice date of the annual assessment for each year be moved to January 1<sup>st</sup> of that year, and the payment due date continue to be set according to the date of the actual mailing of the statements.

**Resolution 2017-12-010**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

24. **Purchase of Postage Stamps**

Suggested Resolution: RESOLVED that the board authorizes the purchase of 860 Forever postage stamps for a cost of \$421.40 prior to the possible price increase on 1/21/2018.

**Resolution 2017-12-011**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

25. **Change of Meeting Night**

Discuss changing the meeting night from the second Monday of each month, excluding July and August.

26. **New Business**

Items not on the agenda. Any RVHA member or guest may speak.

27. **Next Meeting**

The next regularly-scheduled monthly meeting is Monday January 8<sup>th</sup>, 2017 at 7:00pm in Baker Middle School room 108.

28. **Adjournment** \_\_\_\_\_