

Raintree Village

Homeowners Association

Minutes for the December 3, 2018 7:00pm special meeting at Panera Bread in Troy on Big Beaver

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 23rd, 1973)

Important Dates in 2018 and 2019

December – engage CPA for 2018 financial statements and review report
December 10 – annual meeting with election of officers
January – Auto-Owners Insurance full payment due for Paid In Full Discount
January – purchase postage stamps for annual mailing before postal rate increase
January – annual newsletter and assessment mailing
January 2 – submit financial records to CPA for review
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

1. **Call to Order** President Craig Chamberlain called the meeting to order at 7:17pm.
2. **Roll Call:** Directors present: Craig Chamberlain, David Eisenbacher, Stephen Hatfield, Bill Jenuwine.
Guests: - All of the other wonderful patrons of Panera that were within earshot.
3. **Detention Pond West Bank Erosion Repair**
Review the latest proposal from Erosion Masters, LLC to restore the west end of the detention pond at Lakeside Park.
Review the budget allocation and discuss any concerns.
Discuss responses to reference contacts.
Resolution 2018-12-001 RESOLVED that the board accepts the agreement from Erosion Masters, LLC dated 11/5/2018 and received 11/30/2018 to restore the eroded bank at the west end of the detention pond at Lakeside Park using the Dredgesox technology in 2019 for a total cost of \$20,000.00 with an immediate payment of \$10,000.00 and the balance due upon completion, authorizes the president to sign the agreement, and authorizes the treasurer to pay the invoices submitted by the vendor.
Moved by David Eisenbacher, seconded by Bill Jenuwine. All voted in favor. Motion passed.
4. **New Business**
Items not on the agenda. Any RVHA member or guest may speak.
5. **Next Meeting**
The next regularly-scheduled monthly meeting, including the annual meeting with election of officers, is Monday December 10th, 2018 at 7:00pm in Baker Middle School room 108.
6. **Adjournment**
Meeting was adjourned at 7:49pm.

Raintree Village

Homeowners Association

Minutes for the December 10, 2018 7:00pm meeting and annual election at Baker Middle School

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 23rd, 1973)

Important Dates in 2018 and 2019

December – engage CPA for 2018 financial statements and review report
December – renew fertilizer and weed control contract
January – Auto-Owners Insurance full payment due for Paid In Full Discount
January – purchase postage stamps for annual mailing before postal rate increase
January – annual newsletter and assessment mailing
January 2 – submit financial records to CPA for review
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 – Spring cleanup
May 17 and 18 – subdivision garage sale
October 1 – State of Michigan Nonprofit Corporation Information Update filing deadline
October or November – Fall cleanup
December 9 – annual meeting with election of officers

1. **Call to Order** President Craig Chamberlain called the meeting to order at 7:07pm.
2. **Roll Call:** Directors present: Craig Chamberlain, Stephen Hatfield, Bill Jenuwine. Directors not present: David Eisenbacher.
Guests: - Brian and Carrie Dodoro
3. **Minutes of the November Meeting**
Resolution 2018-12-002: RESOLVED that the Minutes of the 7:00pm Meeting of November 12th, 2018 be approved as submitted/modified and posted on the RVHA website.
Moved by Craig Chamberlain, seconded by Steve Hatfield. All voted in favor. Motion passed.
4. **Minutes of the December Special Meeting**
Resolution 2018-12-003: RESOLVED that the Minutes of the 7:00pm Special Meeting of December 3rd, 2018 at Panera Bread on Big Beaver Rd in Troy be approved as submitted/modified and posted on the RVHA website.
Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.
5. **Treasurer's Report**
The November bank statement, reconciliation report, and profit and loss report were distributed to board members prior to the meeting.
Resolution 2018-12-004: RESOLVED that the Board receive and file the November 2018 financial reports.
Moved by Craig Chamberlain, seconded by Steve Hatfield. All voted in favor. Motion passed.

6. **Amended 2017 Financial Statements and Review Report**

Resolution 2018-12-005: RESOLVED that the Board accepts the 2017 Financial Statements and Review Report by Michigan Community CPA as amended by them on December 8, 2018.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

7. **Annual Assessment Collection Status**

The annual newsletter and statements were mailed April 26th. The payment deadline was May 31st. RVHA is 98% collected for 2018 and 99% collected for 2017 and years prior. There are four homeowners owing more than \$1.00 for 2018, no homeowners owing for two years, and three homeowners owing for more than two years. Review status and action plan.

8. **Reimbursements:**

Resolution 2018-12-006: RESOLVED that the Board authorizes reimbursement of \$80.55 to Craig Chamberlain for the purchase of one HP 85A toner cartridge upon presentation of the receipt.

Moved by Steve Hatfield, seconded by Bill Jenuwine. All voted in favor. Motion passed.

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

Discussed updates.

10. **Bostick Troy Development**

Discussed updates.

11. **Postal Mail Report**

Received holiday season contribution solicitation from Clinton River Watershed Council.

12. **Voicemail Report**

A homeowner reported a coyote on her porch trying to get to her cat.

13. **Email Report**

A homeowner reported a coyote sighting in the Baker Middle School woods behind her house. Another homeowner reported numerous violations of the association's restrictions on the parking of inoperative vehicles.

14. **Website Discussion**

15. **Social Media Discussion**

Coyote notice posted on Facebook and Nextdoor.

16. **Commons Areas**

Lakeside Commons

- Restoration of the eroded west end of the pond bank by Erosion Masters, LLC will occur in Spring 2019.
- Consider leveling the ground and seeding after a contractor performed work on the pond outlet.
- Remove phragmites (invasive plant species) established at southeastern corner of pond, otherwise they will fill the entire pond within ten years. Application of herbicide requires a permit. Review plans for treatment.
- 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 and maintain the goose fence. An intact goose fence discourages geese from nesting and residing for the season.
- 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 under the swing set and install a fill retention border.
- Sand/stain/seal or replace benches.

Forest Commons

- Remove buckthorn, garlic mustard, barberry, poison ivy and other invasive and undesirable species – Ongoing project.
- Plant new trees – Ongoing project.
- Form a plan for improving the Stonetree entrance.

Village Commons

- Need to contact a homeowner regarding encroachment at northeast corner.
- Remove buckthorn, garlic mustard, Vinca minor (creeping myrtle) and other invasive and undesirable species – Ongoing project.
- Plant new trees – Ongoing project.

Abbey Commons

- Reviewed any concerns.

Entrance medians and cul-de-sac islands

- Solicit bids from landscape companies to maintain the Bishop/Millay cul-de-sac island.
- Discussed replacement of entrance signs.
- The grass between the sidewalk and John R Rd at the North Lake Dr entrance needs to be re-sodded.
- Discussed planting and watering flowers at the entrance signs.

17. Annual Meeting – Election of Directors and Officers

Vote for board members:

Stephen Hatfield resigns from the board and as secretary. Carrie Dodoro nominates herself to be a board member.

Resolution 2018-12-018: RESOLVED that David Eisenbacher, Craig Chamberlain, Bill Jenuwine, and Carrie Dodoro be nominated as board members for 2019.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

Resolution 2018-12-019: RESOLVED to nominate Craig Chamberlain as president. David Eisenbacher as vice president, and Bill Jenuwine as treasurer for 2019.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

18. Expense Account Names

Reviewed the names of the expense accounts in RVHA's QuickBooks records and decided that no name changes should be made at this time.

19. Financial Review

Resolution 2018-12-007: RESOLVED that the Board approves an engagement letter with Michigan Community CPA to prepare the 2018 Financial Statements and Review Report, authorizes the president to sign the engagement letter and the management representation letter, and authorizes the treasurer to pay up to \$750.00 upon acceptance of the completed report and receipt of the invoice.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

20. Fertilizer and Weed Control Contract Renewal

Discussed renewal of contract with TruGreen for fertilizer and weed control for 2019. For 2018 RVHA had 3 lawn service (fertilizer and weed control) applications and 1 grub control application for a total of \$1,469.73 including a prepayment discount. TruGreen recommends adding a fourth lawn service application. The cost for 3 applications and 1 grub control in 2019 is \$1,560.64, or \$1,513.82 with a 3% prepayment discount.

Resolution 2018-12-008: RESOLVED that the Board approves a fertilizer and weed control contract with TruGreen for 3 lawn service applications and 1 grub control application in 2019 for \$1,513.82 including a 3% prepayment discount, and authorizes the treasurer to pay TruGreen in full in January.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

21. **Clinton River Watershed Council Membership Renewal**

The pond at Lakeside Commons is an in-line wet detention basin of the Shanahan Drain and is part of the Clinton River Watershed. Membership in the Clinton River Watershed Council provides access to additional resources to RVHA for maintenance of the pond.

Resolution 2018-12-009: RESOLVED that the Board authorizes a payment of \$100.00 to the Clinton River Watershed Council in January to renew membership for the year 2019 at the River Steward level.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

22. **Association Priorities**

A statement of the priorities for RVHA was drafted and comments received at the November meeting.

23. **2019 Budget**

Reviewed the proposed 2019 budget, which includes an increase in the annual assessment from \$27.00 to \$28.00.

Resolution 2018-12-011: RESOLVED that the Board approves the 2019 budget as submitted.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

24. **Recurring Expenses Authorization**

Resolution 2018-12-012: RESOLVED that all of the 2019 Raintree Village Homeowners Association bills for budgeted items including and limited to lawn cutting, snow removal, PO box, meeting room rental, voicemail, and website and email domain and hosting are approved for payment by the treasurer.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

25. **Purchase of Postage Stamps**

Resolution 2018-12-013: RESOLVED that the board authorizes the purchase in January of 1000 Forever postage stamps at a cost of \$500.00 plus shipping/handling fees prior to the rate increase on January 27, 2019. See <https://www.stamps.com/usps/postage-rate-increase/>.

Moved by Craig Chamberlain, seconded by Carrie Dodoro. All voted in favor. Motion passed.

26. **2019 Assessment Statement and Newsletter Production and Mailing**

Resolution 2018-12-014: RESOLVED that the board approves an expense of up to \$800.00 for printing and assembling the 2019 assessment statements and newsletter to be mailed by January 15, 2019.

Moved by Craig Chamberlain, seconded by Carrie Dodoro. All voted in favor. Motion passed.

27. **2019 Annual Assessment Due Date**

Resolution 2018-12-015: RESOLVED that the board approves a due date of February 28, 2019 for the 2019 assessment.

Moved by Craig Chamberlain, seconded by Bill Jenuwine. All voted in favor. Motion passed.

28. **Events Calendar**

Resolution 2018-12-016: RESOLVED that the board publishes the following dates for association events in 2019:

May 17 and 18 – subdivision garage sale (historically the weekend before Memorial Day)

August (tentative) – ice cream social

October 19 or 20 – Halloween parade

Moved by Craig Chamberlain, seconded by Carrie Dodoro. All voted in favor. Motion passed.

29. **Savings Account**

Resolution 2018-12-017: RESOLVED that the board authorizes the treasurer to open an interest-accruing TCF Performance Savings account at TCF Bank, with the president, vice-president and treasurer as account signatories, and authorizes the treasurer to transfer funds between the existing TCF Bank checking account and the savings account while maintaining an average monthly balance of at least \$5,000.00 in the checking account to avoid a monthly maintenance fee.

Moved by Craig Chamberlain, seconded by Carrie Dodoro. All voted in favor. Motion passed.

30. **New Business**

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

31. **Next Meeting**

The next regularly-scheduled monthly meeting is Monday January 14th, 2018 at 7:00pm in Baker Middle School room 108.

32. **Adjournment**

Meeting was adjourned at 9:47pm.