

Raintree Village

Homeowners Association

MINUTES for the November 12, 2018 7:00pm meeting at Baker Middle School Room 108

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

November – Fall cleanup

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 7:15 pm.
2. **Roll Call:** Directors present: Craig Chamberlain, David Eisenbacher, William Jenuwine
Absent: Stephen Hatfield. Guests: Joe Simbandi, Skip Roselle, Daniel Obayashi, Patricia Graunstadt
3. **Minutes of the October Meeting**
Resolution 2018-11-001 RESOLVED that the Minutes of the 7:00pm Meeting of October 8th, 2018 be approved as submitted/modified and posted on the RVHA website.
Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.
4. **Treasurer's Report**
The September bank statement, reconciliation report, and revised profit and loss report were distributed to board members prior to the meeting.
Resolution 2018-11-002 RESOLVED that the Board receive and file the September 2018 financial reports.
Moved by Craig Chamberlain, Seconded by David Eisenbacher. All voted in favor. Motion passed.
5. **Treasurer's Report**
The October bank statement, reconciliation report, and profit and loss report were distributed to board members prior to the meeting.
Resolution 2018-11-003 RESOLVED that the Board receive and file the October 2018 financial reports.
Moved by Craig Chamberlain, Seconded by David Eisenbacher. All voted in favor. Motion passed.
6. **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 five homeowners owing for more than two years. Review status and action plan.

7. **Halloween Parade and Warming Houses**

Reviewed the promotion and results of the Halloween parade that was held Saturday, October 27th at 2:00pm, and the warming houses the night of Wednesday, October 31st, 2018.

Resolution 2018-11-004 RESOLVED that the Board authorizes the treasurer to pay \$51.00 to Auto-Owners Insurance for a certificate of liability insurance and endorsement naming the City of Troy for the Halloween parade with a fire engine held Saturday, October 27th, 2018.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

Resolution 2018-11-005 RESOLVED that the Board authorizes the treasurer to pay \$179.50 to Middleton Farms for the purchase of 14 gallons of cider and 12 dozen donuts for the Halloween parade and warming houses.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

8. **Reimbursements**

Resolution 2018-11-006 RESOLVED that the Board authorizes reimbursement of \$25.00 to Craig Chamberlain for the City of Troy Special Event Application fee for the Halloween parade with a fire engine held Saturday, October 27th, 2018 upon presentation of the receipt.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

Resolution 2018-11-007 RESOLVED that the Board authorizes reimbursement of \$93.81 to Craig Chamberlain for printing 750 Halloween parade flyers at Office Depot upon presentation of the receipt.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

Resolution 2018-11-008 RESOLVED that the Board authorizes reimbursement of \$15.52 to Craig Chamberlain for the purchase of 250 napkins and 4 packages of 40 disposable cups each (Meijer, \$13.41) and a plastic table cloth (Party City, \$2.12) upon presentation of the receipts.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

Resolution 2018-11-015 RESOLVED that the Board authorizes reimbursement of \$210.16 to David Eisenbacher for the purchase Fence Posts, Rebar Rods for repairing broken fence posts, 50 feet of fencing (all used at Lakeside Commons for repair of the Goose Fence), orange spray paint for marking dead trees and buckthorn, and Lawn Bags for Phragmites removal upon presentation of the receipts.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

9. **Tree Service**

Reviewed the proposals to remove a dead elm tree and clear a brush pile from Forest Commons.

Resolution 2018-11-009 RESOLVED that the board approves the quote for \$580.00 from Gordon's Tree & Shrub to remove one dead elm tree and one brush pile in Forest Commons and authorizes the treasurer to pay the vendor.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

10. **Insurance Renewal**

Discussed and approved renewal of liability insurance.

Resolution 2018-11-010 RESOLVED that the board approves the renewal of the commercial general liability insurance policy with Auto-Owners Insurance Company for the period 1/1/2019 to 1/1/2020 for a total premium of \$3,854.00 including the Paid In Full Discount, and authorizes the treasurer to pay the insurance premium.

Moved by Craig Chamberlain, Seconded by William Jenuwine. All voted in favor. Motion passed.

11. **Snow Removal Contract Renewal**

Discussed and approved renewal of snow removal contract.

Resolution 2018-11-011 RESOLVED that the board approves the contract with MVP Environmental LLC for the winter of 2018-2019, 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.

Moved by Craig Chamberlain, Seconded by David Eisenbacher. All voted in favor. Motion passed.

12. **Association Priorities**

Reviewed the draft of the Association Priorities document distributed at the October meeting.

13. **2018 Budget and Expected Year End**

Reviewed the 2018 budget and expected year end results.

14. **Detention Pond West Bank Erosion Repair**

Reviewed the proposal from Erosion Masters, LLC to restore the west end of the detention pond at Lakeside Park.

Reviewed the budget allocation and discuss any concerns.

Suggested Resolution: RESOLVED that the board accepts the proposal from Erosion Masters, LLC to restore the west end of the detention pond at Lakeside Commons using the Dredgesox technology in 2019, authorizes the president to sign the contract, and authorizes the treasurer to pay the invoices submitted by the vendor.

Resolution 2018-11-012 RESOLVED that RVHA proceed to negotiate with the intention of entering into contract with Erosion Masters LLC for the first 250 feet of pond bank restoration on the west end of the detention pond at Lakeside Commons. The board requests that David Eisenbacher and Craig Chamberlain negotiate in the best interests of RVHA to complete the contract with potential approval of the contract planned for a special meeting by December 6th. Additionally RVHA wants to get pictures and references from past “sox” projects by Erosion Masters LLC in Michigan.

Moved by David Eisenbacher, Seconded by Craig Chamberlain. All voted in favor. Motion passed.

15. **Village Commons Buckthorn Seedling Treatment**

Reviewed the proposal from Niswander Environmental, LLC to provide invasive buckthorn management throughout Village Commons. The proposal is to treat invasive woody shrubs, glossy buckthorn (*Frangula alnus*) and common buckthorn (*Rhamnus catharica*), less than a meter tall, using the foliar herbicide treatment application method at Village Commons in Spring 2019 after the shrubs have leaved out. Review the budget allocation.

Resolution 2018-11-014 RESOLVED that the board accepts the proposal from Niswander Environmental, LLC to treat buckthorn at Village Commons with herbicide in Spring 2019, authorizes the president to sign the contract, and authorizes the treasurer to pay the invoices submitted by the vendor up to \$1,100 as submitted by the vendor.

Moved by Craig Chamberlain, Seconded by David Eisenbacher. All voted in favor. Motion passed.

16. **Bishop/Millay Cul-de-Sac Island**

Review actions taken regarding the cul-de-sac island at Bishop and Millay.

17. **GIS Storm Drain Map**

Discussed the storm water drain map for the Shanahan Drainage District obtained from the City of Troy.

18. **Updating Owner Address of RVHA Private Parks**

Discussed requesting the City of Troy to change the Owner Street Address, Owner City, Owner State and Owner Zip Code of RVHA’s four private parks from 500 W Big Beaver (City Hall) to RVHA’s PO Box.

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

Discussed updates.

20. **Bostick Troy Development**

Discussed updates.

21. **Postal Mail Report**

22. **Voicemail Report**

23. **Email Report**

24. **Website Discussion**

25. **Social Media Discussion**

26. **Commons Areas**

Lakeside Commons

- Consider over-seeding the turf restored after a contractor performed work on the pond inlet headwall.
- Remove phragmites (invasive plant species) established at southeastern corner of pond, otherwise they will fill in the entire pond. Application of herbicide requires a permit. Review efforts to solicit bids for phragmites eradication.
- 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. The goose fence at the eastern end of the pond has not been restored since a contractor performed work on the pond outlet.
- 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, barberry, poison ivy and other invasive and undesirable species – Ongoing project.
- Plant new trees – Ongoing project.
- Form a plan to improve the Stonetree entrance.

Village Commons

- Discuss Fall cleanup plans.
- 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

- Review any concerns.

Entrance medians and cul-de-sac islands

- Discuss replacement of entrance signs.
- Discuss planting and watering flowers at the entrance signs.

27. New Business

Items not on the agenda.

28. 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.

29. Adjournment Meeting was adjourned at 9:19 pm.