

# Raintree Village

## Homeowners Association

**Minutes** for the December 9, 2020 7:00pm meeting (online meeting on WebEx).

### **Purpose and Mission**

The Raintree Village Homeowners Association (RVHA) in Troy, Michigan is a Michigan Domestic Nonprofit Corporation. The specific purposes for which the Corporation is formed are to provide for maintenance, preservation and control of the residence Lots and Common Area within [Raintree Village Subdivisions numbers 1, 2 and 3] and to promote the health, safety and welfare of the residents... (from the RVHA Articles of Incorporation, Article II, amended March 27, 1975)

### **Important Dates in 2021:**

January – newsletter printing and assembly

January – annual newsletter and assessment mailing

January 2 – submit financial records to CPA for review

January 9 – website domain and hosting renewal payment due

January 31 – USPS PO Box 99033 renewal payment due

January 31 – IRS Forms 1096 and 1099-MISC filing deadline

Late April / May – Spring commons area cleanup/work day (If the Covid-19 restrictions have been lifted.)

April 15 – IRS Form 1120-H filing deadline

May 10 – place signs for subdivision garage sale (If the Covid-19 restrictions have been lifted.)

May 14, 15 – subdivision garage sale, collect signs at end of day on Sat. May 15

August – Troy School District meeting room reservation for 2022 (If the Covid-19 restrictions have been lifted.)

November – Fall commons area cleanup/work day (If the Covid-19 restrictions have been lifted.)

October 1 – State of Michigan Nonprofit Corporation Information Update filing deadline

December 13 – annual meeting with election of officers

### **1. Call to Order 7:01pm**

**2. Roll Call:** Brian Dodoro here, Carrie Dodoro here, David Eisenbacher here, William Jenuwine here, John Robertson here. RVHA needs 4 more directors (total of 9 directors) and more volunteers. 1 guest Craig Chamberline.

### **3. Minutes from the November 9, 2020 regular meeting:**

Resolution: RESOLVED that the Minutes of the 7:00pm Meeting of November 9th, 2020 be approved as submitted/modified and posted on the RVHA website.

**Resolution 2020-12-001:**RESOLVED that the Minutes of the 7:00pm Meeting of November 9th, 2020 be approved as submitted/modified and posted on the RVHA website.

Moved by: CD Seconded by:BD Vote Yeas:5 Nays: 0

### **4. Treasurer's Report**

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

Resolution: RESOLVED that the Board receive and file the November 2020 financial reports.

**Resolution 2020-12-002**RESOLVED that the Board receive and file the November 2020 financial reports

Moved by:DE Seconded by: BD Vote Yeas: 5 Nays: 0.

**5. Annual Assessment Collection Status Update for 2020.** Outstanding collection efforts have resulted in a 96.9% for 2020, 99.4% for 2019, 99.9% for 2018, and 100% for 2017 and older.

### **6. Financial Review**

Tom McMillin of Michigan Community CPA has responded to an email inquiring about engaging to prepare RVHA's 2020 financial statements and review report.

**Resolution 2020-12-003:**RESOLVED that the President and/or Treasurer be authorized to enter into contract with Michigan Community CPA per the engagement letter for a review of the 2020 financial records and tax returns for of Raintree Village Homeowners Association at a cost of \$800. Any cost increases or overruns will need to be approved in an additional resolution.

Moved by: DE Seconded by: BD Vote Yeas:5 Nays: 0

7. **Renewal of the RVHA.org Domain**

The annual renewal of the domain name registration for RVHA.org is due on 5<sup>th</sup> February 2021.

**Resolution 2020-12-004:** RESOLVED that RVHA will reimburse William Jenuwine \$16.17 for the renewal of the RVHA.org domain name upon presentation of the receipt.

Moved by:DE Seconded by: JR Vote Yeas: 5 Nays: 0

8. **Renewal of the RVHA.org Website**

The annual renewal of the website hosting for RVHA.org is due to futurequest.net on 9<sup>th</sup> January 2021.

**Resolution 2020-12-005:** RESOLVED that RVHA will reimburse William Jenuwine \$95.40 for the renewal of the RVHA.org hosting upon presentation of the receipt.

Moved by: DE Seconded by: BJ Vote Yeas: 5Nays: 0

9. **Renewal of the RVHA Post Office Box**

The annual renewal of the Post Office Box for RVHA is due on 31<sup>st</sup> January 2021.

**Resolution 2020-12-006:** RESOLVED that RVHA authorizes payment of \$92 to the Postal Service for renewal of box 99033 for 2021.

Moved by: BJ Seconded by: BD Vote Yeas: 5 Nays: 0

10. **Insurance Renewal**

Discuss and approve renewal of liability insurance.

**Resolution 2020-12-007:** RESOLVED that the board approves the renewal of the commercial general liability insurance policy with Auto-Owners Insurance Company for the period 1/1/2021 to 1/1/2022 for a total premium of **\$4,220.00** including the Paid In Full Discount and authorizes the treasurer to pay the insurance premium.

Moved by: DE Seconded by: BD Vote Yeas: 5 Nays: 0

11. **Printing and mailing of the 2021 RVHA dues statements and annual report**

Lasercom has been requested to provide a quote for the same services they provided in 2020.

**Resolution 2020-12-008:** RESOLVED that RVHA authorizes payment of up to \$975.00 to Lasercom for printing and postage on the 2021 newsletter and account statements.

Moved by: CD Seconded by: BD Vote Yeas: 5 Nays:0

12. **Postal Mail Report**

Review any postal mail. Received 3 checks and a phone bill.

13. **Voicemail Report**

14. **Email Report**

15. **Website Discussion**

Review anything to modify on the website. None

16. **Social Media (Facebook/Next Door)**

Review any postings. none

17. **Commons Areas**

**Lakeside Commons to do list:**

- Decide on actions regarding encroachments by homeowners around park. Document intrusions & send letters.
- Restoring the soil and turf that was damaged by the contractor that performed pond bank restoration on the west end.
- Discuss and plan for plantings on the restored bank.
- Remove phragmites (invasive plant species) established at the southeastern corner of the pond. If not continually managed, they will fill the entire pond within ten years. Application of herbicide requires a permit. Review results of management actions. (Last removal was in August 2020.)
- Review tree health (Arborist) and consider planting new trees.

- 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.
- 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.
- Repair/replace the volleyball posts.
- 12/20/2020 meeting planned for 3:00 to note encroachments, check trees.

**Village Commons to do list:**

- Decide on action regarding encroachments by homeowners around the park. Document intrusions & send letters.
- Form a plan to create a path and spread wood chips on the path. (Gordon Tree service said he would deliver at no charge.)
- Remove buckthorn, garlic mustard, Vinca minor (creeping myrtle) and other invasive and undesirable species – Ongoing project.
- Plant new trees – Ongoing project. (Trevor Eisenbacher’s Eagle Scout project for 2021.)

**Abbey Commons to do list:**

- Delayed to Summer 2022 - Solicit a second quote for thinning honey locust trees and trimming dead branches.

**Forest Commons to do list:**

- Decide on action regarding encroachments by homeowners around the park. Document intrusions & send letters.
- Form a plan to re-establish the diagonal path with wood chips.
- Remove garlic mustard, barberry, poison ivy, buckthorn, and other invasive and undesirable species – Ongoing project.

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

- The grass between the sidewalk and John R Rd at the North Lake Dr entrance needs to be re-sodded.

18. **Annual Elections of Directors and Officers.** These are the applicable sections of the Bylaws that apply to the election:

ARTICLE IV

Section 1. Number. The affairs of this Association shall be managed by a Board of nine (9) Directors, who need not be members of the Association.

Section 2. Term of Office. At the first annual meeting the members shall elect three directors for a term of one year, and three directors for a term of two years and at annual meetings thereafter the members shall elect three directors for a term of three years.

ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a President and Vice-President, who shall at all times be members of the Board of Directors, a Secretary and a Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each Annual Meeting of the members and shall be by majority vote of the directors.

Section 3. Term. The Officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified herein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment of the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

President

(a) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

Vice President

(b) The Vice President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

Secretary

(c) The Secretary shall record the votes and keep the Minutes of all Meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Treasurer

(d) The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors provided however, that a resolution of the Board of Directors shall not be necessary for disbursement made in the ordinary course of business conducted within the limits of a budget adopted by the Board; shall sign all checks and promissory notes of the Association; provided same shall also be signed by the President or Vice President; keep proper books of account, cause an annual audit of the Association books to be made by a Certified Public Accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement at its regular annual meeting, and deliver a copy of each to the members.

A: Nomination of Raintree Village Homeowners Association Directors:

Suggested Resolution: Resolved that , \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ are nominated to the Raintree Village Board of Directors for a term of \_\_\_ years.

Vote for the Board of Directors by all Raintree Village homeowners. **Resolution 2020-12-009:**

B. Nomination of Raintree Village Homeowners Association officers:

**Resolution 2020-12-010:** Resolved that David Eisenbacher, be nominated President, John Robertson be nominated as Vice President, William Jenuwine be nominated as Treasurer, Carrie Dodoro be nominated as Secretary, for one year from December 14, 2020 until next annual meeting.

19. **2021 Budget and Expected Year End Results**

Review the 2021 budget and expected year end results.

**Resolution 2020-12-011:** RESOLVED that RVHA adopts the budget as presented/modified with an increase to the annual assessment by \$1 for a total of \$30 per year. This budget is to be included along with the 2021 statement mailings and 2020 financial results.

Moved by: DE Seconded by: CD Vote Yeas: 4Nays: 0 John R stepped away from the meeting.

20. **New Business**

Investigate a new fence for lakeside commons between pond and new development. Any RVHA member or guest may speak.

21. **Next Meeting**

The next regularly scheduled monthly meeting is Monday January 11<sup>th</sup>, 2021 at 7:00pm. Due to the continued Covid-19 restrictions the meeting will be online with WebEx.

22. **Adjournment** 9:31pm