

Raintree Village Homeowners Association

MINUTES for the December 12, 2022, 7:00pm meeting (online meeting using Teams).

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)

1. Important Dates in 2022:

January — newsletter printing and assembly
January — annual newsletter and assessment mailing
January — 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
April 15 — IRS Form 1120-H filing deadline
Late April / May — Spring commons area cleanup/work day (pull Garlic Mustard and Buckthorn, chip dead wood)
May 15 — Place signs for subdivision garage sale
May 20-21 — Subdivision garage sale, collect signs at end of day on Sat. May 21
June — Contract review with Jim McCauley
August — Troy School District meeting room reservation for 2022 (If the Covid-19 restrictions have been lifted.)
October 1 — State of Michigan Nonprofit Corporation Information Update filing deadline
November 14 — Draft budget
November 14 — Snow removal contract
November 19 — Fall cleanup/work day at Village Commons and/or Forest Commons
December 12 — annual meeting with election of officers, approval of 2023 budget

2. Call to Order: 7:09pm

3. Roll Call: David Eisenbacher _X_, William Jenuwine _X_, James McGinty _X_, John Robertson _X_ Guests: Craig Chamberlain, Jim McCauley _____

RVHA needs 5 more directors (total of 9 directors) and more volunteers.

4. Minutes from the November 14th, 2022 regular meeting:

Resolution 2022-12-001: RESOLVED that the Minutes of the 7:00pm Meeting of November 14th 2022, be approved as submitted/modified and posted on the RVHA website.

Moved by: Jim McGinty, Seconded by: William Jenuwine, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

5. Jim McCauley (Bobcat Lawn Service) discussion of the RVHA commons areas

2022 went well except for the long term maintenance items that need to be addressed.

3-year plan proposal will be drafted by Jim McCauley:

Forest Commons & Village Commons: Entrance tree pruning.

Abbey Commons & Lakeside Commons: Cut down 5 dead pine trees. Repair goose fence. Re-mulch swing sets. Soil restoration. Tree pruning.

Islands: Tree pruning.

6. Treasurer's Report

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

Resolution 2022-12-002: RESOLVED that the Board receive and file the November 2022 financial reports.
Moved by: David Eisenbacher, Seconded by: John Robertson, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

7. **Annual Assessment Collection Status Update.** Collection efforts have resulted in over 99% paid for 2022 (only 9 of 810 properties are outstanding).

8. **Financial Review**

Tom McMillin of Michigan Community CPA has responded to an email inquiring about engaging to prepare RVHA's 2022 financial statements and review report.

Resolution 2022-12-003: RESOLVED that the President and/or Treasurer are authorized to enter into contract with Michigan Community CPA per the engagement letter for a review of the 2022 financial records and tax return for 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: David Eisenbacher, Seconded by: James McGinty, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

9. **Renewal of the RVHA.org Domain Registration**

The annual renewal of the domain registration for RVHA.org is due on 5th February 2023.

Resolution 2022-12-004: RESOLVED that RVHA will reimburse William Jenuwine \$16.17 for the renewal of the RVHA.org domain name registration upon presentation of the receipt.

Moved by: James McGinty, Seconded by: David Eisenbacher, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

10. **Renewal of the RVHA.org Website Hosting**

The annual renewal of the website hosting for RVHA.org is due to futurequest.net on 9th January 2023.

Resolution 2022-12-005: RESOLVED that RVHA will reimburse William Jenuwine \$95.40 for the renewal of the RVHA.org hosting upon presentation of the receipt from futurequest.net.

Moved by: David Eisenbacher, Seconded by: James McGinty, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

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

The annual renewal of the Post Office Box for RVHA is due on 31st January 2023.

Resolution 2022-12-006: RESOLVED that RVHA authorizes payment of \$156 to the Postal Service for renewal of box 99033 for 2023.

Moved by: David Eisenbacher, Seconded by: William Jenuwine, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

12. **Insurance Renewal**

Discuss and vote on renewal of liability insurance.

Resolution 2022-12-007: RESOLVED that the RVHA board approves the renewal of the commercial general liability insurance policy with Auto-Owners Insurance Company for the period 1/1/2023 to 1/1/2024 for a total premium of \$4,442.00 including the Paid-In-Full Discount and authorizes the treasurer to pay the insurance premium.

Moved by: James McGinty, Seconded by: William Jenuwine, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

13. **Printing and mailing of the 2023 RVHA dues statements and annual report**

Lasercom has been requested to provide a quote for the same services they provided in 2022.

Resolution 2022-12-008: RESOLVED that RVHA authorizes payment of up to \$940 to Lasercom for printing and postage on the 2023 newsletter and account statements.

Moved by: David Eisenbacher, Seconded by: James McGinty, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

14. **Removal of the two perimeter trees in Village Commons that are a concern to the adjacent homeowners**

Review the quotes from 5 tree companies that were emailed to the board members by William Jenuwine.

Resolution 2022-12-009: RESOLVED that RVHA accepts the bid from Metro Detroit Tree and authorizes the treasurer to pay up to \$3,000.00 for removal of the Mulberry and Maple Trees within Village Commons behind the house at 1394 Glenwood Dr.

Moved by: John Robertson, Seconded by: James McGinty, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

15. **Postal Mail Report**

Reviewed any postal mail.

16. **Voicemail Report**

Reviewed any calls.

17. **Email Report**

Reviewed any email.

18. **Website Discussion**

Reviewed anything to modify on the website.

19. **Social Media (Next Door)**

Reviewed any postings.

20. **Commons Areas**

Lakeside Commons to do list:

- Review the letter that William Jenuwine drafted. Decide on actions regarding encroachments by homeowners around park. Send letters to all adjacent homeowners. Document any intrusions with aerial photos from city of Troy GIS and items encroaching.
- Restoring the soil and turf that was damaged by the contractor that performed pond bank restoration on the west end.
- 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. (Last removal was September 4, 2022.)
- 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. (This will be a planned Boy Scout project for 2023 by Thomas Angell!)
- Repair and maintain the goose fence. An intact goose fence discourages geese from nesting and residing for the season.
- Fill holes left by the construction equipment parallel to the benches.
- Low hanging branches (mark with spray paint) from the trees and a dead pinetree (mark with spray paint).
- Quote next section of bank stabilization.

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. (Last Garlic Mustard removal on 12-June-2022) Need to contract for Buckthorn spraying in summer 2022– Niswander Environmental 810-225-0539 did the spraying last time, LaPlantes has a spraying license.

Abbey Commons to do list:

Branch broken near the end of the entrance sidewalk.

Forest Commons to do list:

- Finish cutting the large, downed branches in the south end of the park. Cut firewood is available. Will need to rent a chipper for disposal of the smaller branches.
- 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. Chips were placed on half of the path in August 2022.
- Remove buckthorn, garlic mustard, Vinca minor (creeping myrtle) and other invasive and undesirable species – Ongoing project. (Last Garlic Mustard removal on 12-June-2022)

Entrance medians and cul-de-sac islands

- Entrance signs for North Lake Drive and Raintree Drive entrances.
- Bishop entrance island was cleaned for the accumulated leaves and trash.

21. **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:

Vote for the Board of Directors by all Raintree Village homeowners in attendance.

Resolution 2022-12-010: Resolved that David Eisenbacher, William Jenuwine, and John Robertson are nominated to the Raintree Village Board of Directors for a term of 3 years from January 1, 2023 and ending December 31, 2025.

Moved by: James McGinty Seconded by: Willian Jenuwine Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

B. Nomination of Raintree Village Homeowners Association officers:

Vote for the Officers by all Raintree Village homeowners in attendance.

Resolution 2022-12-011: Resolved that David Eisenbacher, be nominated President, John Robertson be nominated as Vice President, William Jenuwine be nominated as Treasurer, James McGinty be nominated as Secretary for the term of January 1, 2023 to December 31, 2023.

Moved by: : James McGinty Seconded by: John Robertson Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

22. **2023 Budget and Expected Year End Results**

Review the 2023 budget and expected year end results.

Resolution 2022-12-012: RESOLVED that RVHA adopts the budget as presented with an increase to the annual assessment by \$1 for a total of \$32 per year. This budget is to be included along with the 2023 statement mailings.

Moved by: John Robertson, Seconded by: James McGinty, Vote Yeas: 4 Nays: 0 Abstain: 0. Motion Passed.

23. **New Business**

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

24. **Next Meeting**

The next regularly scheduled monthly meeting is Monday January 9th, 2023, at 7:00pm. Due to the continued Covid-19 concerns the meeting will be online with Teams. There is an open invitation for all Raintree Village homeowners to attend.

25. **Adjournment:** 9:22pm

DJE