

Raintree Village Homeowners Association

MINUTES for the December 11, 2023, 7:00pm meeting (online meeting using Microsoft 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. **Call to Order:** 7:02 pm

2. **Roll Call:** Present: David Eisenbacher, X, James McGinty X, John Robertson X, William Jenuwine X

Guests: Craig Chamberlain

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

3. **Minutes from the November 13th, 2023, regular meeting:**

Resolution 2023-12-001: RESOLVED that the Minutes of the 7:00pm Meeting of November 13th, 2023, be approved as submitted [or modified] and posted on the RVHA website.

Moved by: David Eisenbacher, Seconded by: John Robertson, Vote Yeas: 4 Nays: 0 Abstain: 0

4. **Treasurer's Report**

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

Resolution 2023-12-002: RESOLVED that the RVHA Board received copies of and filed the November 2023 financial reports.:

Moved by: John Robertson, Seconded by: David Eisenbacher, Vote Yeas: 4 Nays: 0 Abstain: 0

5. **Annual Assessment Collection Status Update**

Collection efforts have resulted in over 99.5% paid for 2023. 806 homes are up to date on payments, 3 properties owe \$1, 1 property owes more than \$1.

6. **Financial Review**

Tom McMillin of Michigan Community CPA has responded to an email inquiring about engaging to prepare RVHA's 2023 financial statements and review report.

Resolution 2023-12-003: 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 2023 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: William Jenuwine Vote Yeas: 4 Nays: 0 Abstain: 0

7. **Insurance Renewal**

Discuss and approve renewal of liability insurance.

Resolution 2023-12-004: RESOLVED that the RVHA board approves the renewal of the commercial general liability insurance policy with Auto-Owners Insurance Company for the period 1/1/2024 to 1/1/2025 for a total premium of **\$4,526.00** including the Paid In Full Discount and authorizes the treasurer to pay the insurance premium.

Moved by: James McGinty Seconded by: David Eisenbacher Vote Yeas: 4 Nays: 0 Abstain: 0

8. **Printing and mailing of the 2024 RVHA dues statements and annual report**

Lasercom has been requested to provide a quote for the same services they provided in 2023. The quote for 2024 is \$403.38 for postage and \$550 for production of the newsletter.

Resolution 2023-12-005: RESOLVED that RVHA authorizes payment of up to \$960 to Lasercom for printing and postage on the 2024 newsletter and account statements.

Moved by: James McGinty Seconded by: William Jenuwine Vote Yeas: 4 Nays: 0 Abstain: 0

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

The annual renewal of the domain registration for RVHA.org is due on 5th February 2024.

Resolution 2023-12-006: RESOLVED that RVHA will reimburse William Jenuwine up to \$20.00 for the renewal of the RVHA.org domain name registration upon presentation of the receipt.

Moved by: David Eisenbacher Seconded by: William Jenuwine Vote Yeas: 4 Nays: 0 Abstain: 0

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

The annual renewal of the Post Office Box for RVHA is due on 31st January 2024.

Resolution 2023-12-007: RESOLVED that RVHA authorizes payment of \$156 to the Postal Service for renewal of box 99033 for 2024.

Moved by: David Eisenbacher Seconded by: James McGinty Vote Yeas: 4 Nays: 0 Abstain: 0

11. **Postal Mail Report**

Review any postal mail.

12. **Email Report**

Review any email.

13. **Voicemail Report**

Review any calls.

14. **Website Discussion**

Review anything to modify on the website.

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

Review any postings.

16. **Important Dates in 2023:**

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

April — Spraying for Buckthorn

Late April / May — Spring commons area cleanup/work day (pull Garlic Mustard and Buckthorn, chip dead wood)

March/April/May — Canadian Goose fence repairs and nest searching

May 6 — prep/paint subdivision entrance signs

May 14 — Place signs for subdivision garage sale

May 19-20 — Subdivision garage sale, collect signs at end of day on Sat. May 20

Late May — Arborist tour and walk of the forests to inspect tree healthy, invasive species, general upkeep of the forests (Lakeside and Forest)

June 17 — Second spring commons cleanup day at Forest Commons to chip branches. Flyers to the neighbors on 13-June-2023.

July — Phragmites patrol at the pond

Sept — Contract review with Jim McCauley

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

November 13 — Draft budget

November 13 — Snow removal contract

November 19 — Fall cleanup/work day at Village Commons and/or Forest Commons

December 11 — annual meeting with election of officers, approval of 2024 budget

17. 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. (After additional pond bank restoration is completed.)
- Watch for phragmites growth (invasive plant species) that were 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. No further growth during 2023.)
- Repair and maintain the goose fence. An intact goose fence discourages geese from nesting and residing for the season. Goose fence work completed on 29-April-2023 with many holes fixed, one 50' section replaced, and 9 fence posts fixed.
- Fill holes left by the construction equipment parallel to the benches.
- Quote next section of bank stabilization.
- Removing buckthorn around the pond for a second time.
- Move the flashing light to the middle of the pond.
- Plant trees.
- Stump grinding. (rent or hire someone?)

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 was on 4-June-2023) Buckthorn spraying contacts: Niswander Environmental 810-225-0539 (past spraying), LaPlantes. (2,000-3000 small Buckthorn were pulled in November 2023.)
- Cut down pine trees behind 3630 Wakefield.

Abbey Commons to do list:

- Trash Can Replacement due to hole from animal trying to get into the can.
- Sign re-painting.

Forest Commons to do list:

- Finish cutting the large, downed branches in the south end of the park. Will need to rent a chipper for disposal of the smaller branches during spring cleanup.
- 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. Entire path covered with chips in May 2023.
- Remove buckthorn, garlic mustard, Vinca minor (creeping myrtle) and other invasive and undesirable species – Ongoing project. (Last Garlic Mustard removal was on 4-June-2023)
- Sign re-painting.
- Arborist tour? (10 years since last time)

Entrance medians and cul-de-sac islands

- ~~Border for the planters surrounding the signs. This will hopefully keep the signposts from being weed wacked and keep grass out of plantings.~~

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

ARTICLE IV

Section I. 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:

Resolution 2023-12-008: Resolved that Craig Chamberlain is nominated to the Raintree Village Board of Directors for a term of Three (3) years, expiring December 31, 2026.

Vote for the Board of Directors by all Raintree Village homeowners in attendance or that have nominated a proxy in writing.

B. Nomination of Raintree Village Homeowners Association Officers:

Resolution 2022-12-009: Resolved that David Eisenbacher, be nominated President, Craig Chamberlain be nominated as Vice President, William Jenuwine be nominated as Treasurer, Jim McGinty be nominated as Secretary.

Vote for the Officers by all Raintree Village homeowners in attendance or that have nominated a proxy in writing.

19. **2024 Budget and Expected Year End Results**

Review the 2024 budget and expected year end results.

Resolution 2023-12-010: RESOLVED that RVHA adopts the budget as presented/modified with an increase to the annual assessment by \$1 for a total of \$33 per year. This budget is to be included along with the 2023 financial statement mailing.

Moved by: David Eisenbacher Seconded by: John Robertson Vote Yeas: 5 Nays: 0 Abstain: 0

20. **Trash Can Repair Supplies Reimbursement**

Reimbursement of \$8.47 to John Robertson for supplies used for repair of the trash can in Abbey Commons.

Resolution 2023-12-011: RESOLVED that \$8.47 be reimbursed to John Roberson. A copy of the receipt for the supplies has already been emailed to the Board of Directors.

Moved by: Craig Chamberlain, Seconded by: James McGinty, Vote Yeas: 5 Nays: 0 Abstain: 0

21. **Next Meeting**

The next regularly scheduled monthly meeting is Monday January 8th, 2024, at 7:00pm. There is an open invitation for all Raintree Village homeowners to attend. The meeting will be online with Microsoft Teams. Arrangements will be made for people without a computer or internet access.

22. **Adjournment:** 9:12pm