



May 28, 2018

To: Board Members, Members at Large

From: Jeff Duperon, Secretary, Cumberland Woods HOA

Subject: Meeting Minutes, from 5/22/18 Transition Meeting, 7:00 PM

Attendees: Jeff Duperon, Ron Konicov, Matt Pearson, Dave Schaefer, Chris Oakley, and AC Talwar.

**Meeting Items:**

1. Call to Order at 7:02 PM and meeting close at approx. 8:19 PM.
2. President's Position:
  - a. Discussed enforcement procedure, logging and tracking, and 1<sup>st</sup> thru 4<sup>th</sup> notices.
  - b. 2 properties currently in enforcement. Many more are intended.
3. Vice-President's Position:
  - a. Discussed Mail Box Program: We have pole and 6 mailboxes in storage unit and John Baran is selected to do the work.
  - b. Discussed Grass/Snow Removal: No Decision on if going to competitively bid this year. Consensus was to notify Garden Solutions, the provider, that there were missed removal several times in smaller cul-de-sacs.
  - c. Discussed Storage Locker: On Crooks Rd and M-59, behind McDonalds. Matt has Key.
  - d. Discussed Block Party: In good shape with Mala Pearson – they have enough committee members a present. Will be in August, on a Saturday.
  - e. Discussed Lighting Project: Intention is to support lighting for bus stops in Association. Elementary are picked after sun-up, High School is at lighted Entrance, Leaves 2 Middle School Stops. A full proposal will be drafted, including request to Avondale school for moving bus stops if necessary, then approach residents in the area to discuss proposals.
4. Treasurer's Position:
  - a. Discussed changes in information for liens – there are 4 liens on 3 properties. The one property with two liens total 295 + 175 = 470 total.



- b. The new board agreed to engage Polly Fernandez for another 3 months, then he will take over all the detailed work as Treasure. The current contract will be sent to AC, so he can modify it for the next contract period. Polly may have invoice due to her that needs Treasurer sign off so she can pay herself. AC will check with Polly on engagement and open invoice. Ron discussed that he was not so sure Polly was still interested.
  - c. Discussed New PO box – AC will ask Polly physical address for it.
  - d. Discussed budget change – will correct for liens info and add Polly's contract costs into admin budget.
  - e. AC will work with Polly over the 3 months to learn the details.
  - f. Jeff will manage getting signature authority with the bank with AC. Will Meet at 4:00 PM on Thursday, 4/30/18 at BoA on Rochester Rd in Rochester Hills.
  - g. Discussed that current/out-going board will not pay 2018/19 dues. New board members will. All new board will pay 2019/29 dues and be reimbursed after serving a year.
5. Secretary's Position:
- a. Discussed duties: interface with webmaster, meeting minutes, meeting agendas and reminders, and working to insure it is worked out with specific board members that they will be responsible for general items that come in from the web master.
  - b. Webmaster often gets complaints or notification of issues through general email address than passes them on to all board members by email.
  - c. Chris will establish next meeting date, time, and location and will notify all board members. Jeff suggested putting the year's meeting dates, times, and locations, in each of the meeting minutes. Meetings are every 2 months, typically on the 'first Monday of the Month'-type pattern.
6. Director's Position:
- a. Discussed enforcement in general and on 2 properties that have violation enforcement in process. Dave will take over enforcement responsibility from Ron.
7. New Business:
- a. Sprinklers are operational, but not turned on yet due to precipitation.



- b. Discussed damaged mailbox on property located at 720 Elmwood (AC's property). AC witnessed homeowner from 726 Elmwood hit the mailbox himself. Homeowner at 726 Elmwood will be charged with the cost to correct damage.
- c. Discussed that Cumberland Woods HOA has liability cost for entire storm-water system that is owned by Cumberland Woods, not just the retention pond. City is working on funding and solution as a whole. 75% of all storm water systems in RH are privately owned, not owned or maintained by the city. Homeowner is responsible for system that is within homeowner's property – not HOA or City.

By Jeff Duperon, 5/28/18, *Jeff Duperon*