

**Board of Directors
Sunflower Village Homes Association**

**GENERAL BOARD MEETING
Wednesday, January 19, 2022 AT 7:00 PM**

Members: Pres. Bob Parker, Vice Pres. Khalil Kandah, Treas. Melissa Lichtman, Sec. Pam Turek, Dir. Barbara Carson, Dir. Jeff Barszcz, Dir. Patrick Mulcahy, and Dir. Mary Waxer-Leto

Present: Bob Parker, Khalil Kandah, Melissa Lichtman, Pam Turek, Barbara Carson, Pat Mulcahy and Mary Waxer-Leto

Absent: Jeff Barszcz

Also Present: Office absent

Meeting called to Order by: Bob Parker at 7:02 p.m.

HOMEOWNERS: 7 Attending

Andy Kramer – Presented a Tax and Accounting Service for the Board and Office to consider.

Omar Hashwi - New resident he came to meet the Board and ask about joining

Eric McGuigan - Came to meet the Board and ask about joining.

Lori Rysdorp - Wanted to check out a meeting and ask about joining the Board.

Francisco Rodrigues - Attended meeting and asked about joining the Board.

Rich and Peg Downing - Rich addressed the board and community members regarding a legal issue. Gave Board a rivet gun used for the street signs.

GENERAL MEETING:

APPROVE MINUTES: December 8, 2021 Board Meeting Minutes. Motion made by: Pat Mulcahy Supported by: Barbara Carson, All in favor: Motion Passed

Abstain: Pam Turek

REPORTS

A. President – Nothing at this time

B. General Manage – Please Read - Full report was not presented.

1. Rentals for January (numbers in parentheses are 2013 figures for comparison)

Gainsborough:

\$275 rentals - 0

Scout troops - 11

Hanford:

\$275 rentals - 2

Civic rentals - 0

2. Coming Events:

January 27, February 24, March 24, April 28, May 19 – Book Club

January 11, February 8 – Game Night, Hanford Clubhouse
April 9 – Egg Hunt – coordinated by our Girl Scout Troops that use the Gainsborough Clubhouse
May 12-14 – Spring Garage Sale
May 28 – Pools Open at Noon
June 20 – August 5– Swim Lessons
August 6 – Picnic
September 15-17 – Fall Garage Sale

The 2022 Sunflower Calendar has been provided to all board members. Please review this carefully and let the office know if there are any changes to dates/events. This calendar will be printed in the next newsletter

3. 2022 Dues Payments:

518 homeowners (30.8%) have paid their 2022 dues as of week one (compared to 533 (31.7%) last year at the same time. 12 homeowners have asked for a payment plan and four homeowners are still making payments from attorney payment plans.

4. Keys:

For the security of the buildings, we are no longer issuing keys to board members, and are keeping a very careful track of all keys. If you have an assigned set of keys, please do not have copies of keys made or exchange keys with someone else.

5. Association Staff – As you are aware, the office has been operating with only one person on staff since early September. The office is meant to operate with two people on staff, and shouldering the work load of a second person has been challenging. I have had to prioritize the work load in order to meet mandated deadlines, which means somethings which normally would have been completed by now has been delayed. Thank you for your understanding and cooperation until a replacement for Dorothy can be hired.

6. Association Files

To maintain the integrity of the Association's files, we request that Board Members do not go through file cabinets looking for what you may need. If you need something, ask me and I will get it to you as soon as I am able. Note that with only one person in the office, requests may take a lot longer than usual. Thank you for understanding the necessity of this request.

7. Board Members file folders and name plaques:

Please leave your file folder in the file case and your name plaque in the box at the end of each Board Meeting so it will be available for us to use for the next month.

8. Snow removal and Lawn Care concerns

The Contractors have both requested that all snow removal issues or Lawn Care issues be handled through the Sunflower office. Board members are asked not to call the contractor directly or give individual residents our contractor's phone numbers. All contacts should be made through the Association's Office personnel and not by individuals. The contractors appreciate dealing with only a few individuals rather than having numerous Board Members or homeowners calling.

9. Board Handbook:

All Board Members were given a handbook to use as a resource guide (you received this the first year you were on the Board). The Handbook contains Sunflower's policies, the Code of Conduct, our Articles of Incorporation, Bylaws, Rules and Regulations and other helpful information. As we begin the New Year, it is recommended that everyone read through the information again to refresh your memory of the workings of the Association.

The Board phone list will be updated after this evening's meeting. Regarding the phone list – please do not give Dorothy, Beth or Ken's personal phone numbers out to residents who call you. Encourage the resident to call the Office and leave a message. I check the answering machine regularly and will return their call promptly. Renters are provided with a contact number if they encounter an issue so there is no need for any renter to contact a member of the board. If someone does need us immediately (i.e. there's a problem on Sunflower property), please take their message and then you may call us with the details. We will then follow-up with the appropriate party. Once our phone number is given out, people feel they have the right to call us at all hours of the day or night. Please help us keep Sunflower Business at the Office so we can have our own family time at home.

10. Christmas Light Contest:

Judging took place on Saturday, December 18 between 6 and 9 PM. Since the judges were families with minor children, the names of the judges will not be released.

The following families were the winners:

1st Place - \$50 gift card to Target

North of Warren – Corden Family – 47295 Bartlett

South of Warren – Brasseur Family – 47295 Marshall

2nd Place - \$25 gift card to Target

North of Warren – Brydges Family – 7526 Embassy

South of Warren – Wendt Family – 6682 Edgewood

Honorable Mention (Sunflower Pool Guest Pass)

Basel Family – 6424 Lambeth

11. All three pool licenses have been approved by the State of Michigan for this summer.

12. Residents are reminded that they are not to attempt or make any repairs or enhancements to association property. If there is maintenance work required, advise the office and the office staff will contact the appropriate party.

C. Maintenance Manager

Work Completed at Hanford Clubhouse:

- Walk through the clubhouse on Mondays after weekend rentals to check for problems.
- Meet with Wayne to remove large branch blocking the west side sidewalk on Weathersfield at the culvert.
- Completed monthly preventive maintenance for Dec. and Jan. at both clubhouses.

- Checked on downed trees blocking the creek behind Marshall and North of Hanford. Notified Wayne County to report the problem, don't know when it will be taken care of.
- Removed Christmas tree from meeting area and vacuum same area. Put all decorations and tree into storage.

Work completed at Gainsborough Clubhouse:

- Check building for problems after rental, stacked extra chairs in storage closet.
- Cleared area where Horton Plumbing will be working in the basement.
- Horton Plumbing completed installation of the backflow preventer into the fire sprinkler line.
- Hydro Corp was notified about the installation and will reschedule an inspection.
- Shovel and salt walks.
- Removed Christmas trees and decorations from meeting areas and put into storage. Vacuum areas where trees stood.

Two street signs were knocked down during snowstorm, 1 on Brunswick Dr. and Canton Center Rd., and 1 on Holmes Dr and Canton Center Rd. Wayne County was notified about both signs. Also removed The Sunflower Toppers from downed signs.

A streetlight pole was also knocked down on Holmes Dr, Detroit Edison was notified that the pole was down with wires exposed.

The street sign on Homles Dr. is back up and Edison has replaced the light pole.

Sign at Warren & Beck:

Vivid Landscape Lighting sent a technician out to look at the problems we are having with the lighting system that was installed. They replaced the solar controller and battery. The technician hooked everything back up but few days later the lights were not working again at night. Informed Vivid about the issue again, a technician came out and determined that the solar panels needed to be replace. The panels are on order and will be installed when they arrive.

Started calling electrical contractors to get quotes on replacing the service panel in the Hanford pump room. The panel is showing over heating problems behind the breakers, breakers failing and melted bus bar insulators. So far, we are looking at 2 to 3 weeks to get estimates on the work.

D. Treasurer – Will be working with office.

E. Newsletter – Is in the works

COMMITTEE REPORTS -

A. Communications Committee

Nothing at this time.

B. Social Committee

February 8 – Game Night – Hanford Clubhouse

C. Common Grounds Committee

Nothing at this time.

D. Roads Committee

Township will be notifying us in a couple of weeks.

E. Snow Removal

Nothing at this time.

OLD BUSINESS

NEW BUSINESS

**ADJOURN: Meeting adjourned at about 7:35 p.m. Motion made by: Barbara Carson,
Supported by: Mary Waxer-Leto. All in Favor: Motion Carried**