

**Board of Directors  
Sunflower Village Homes Association**

**GENERAL BOARD MEETING  
Wednesday, APRIL 20, 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, Dir. Mary Waxer-Leto, Omar Hashwi, and Lori Rysdorp

**Present:** Bob Parker, Khalil Kandah, Melissa Lichtman, Pam Turek, Pat Mulcahy, Mary Waxer-Leto, Omar Hashwi, Jeff Barszcz, Barbara Carson and Lori Rysdorp

**Absent:**

**Also Present:** Jennifer Lewis (Office Manager), Elizabeth Miller (Asst. Manager) and Ken Zakalowski (Maintenance Manager)

**Meeting called to Order by:** Bob Parker at 7:00 p.m.

**HOMEOWNERS - 10 Minutes**

Ed Ringler – Thanked Bob Parker and Ken Zakalowski for resolving the storm sewer issue. Cold patch was done on Swanmere Street.

**GENERAL MEETING:**

**APPROVE MINUTES: March 16, 2022 Board Meeting Minutes. Minutes approved by Email,**

**Abstain:** Jeff Barszcz, Barbara Carson and Lori Rysdorp

**REPORTS**

**A. President** – Welcome to Liz Miller (Asst. Manager). Thank you to Barbara Carson for all the help in the office.

**B. General Manager**

**1. Rentals for April (numbers in parenthesis are 2021 figures for comparison)**

	<b>Gainsborough Rentals</b>	<b>Hanford Rentals</b>
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\$275.00	5 (0)	6 (0)
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\$175.00	0 (0)	2 (0)
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Civic Rentals	6 (0)	1 (0)
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Hourly Rentals	0 (0)	0 (0)
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Cub Scouts and one Daisy Troop are currently meeting at Gainsborough. We are missing a key (G-3) and trash has not been taken out. Bob and Ken will make inquiries about the key

**2. Coming Events:**

- May 11 Swim Lesson Sign-up
- May 12-14 Neighborhood Garage Sale
- May 18 Board Meeting
- May 28 Pools Open

### 3. **Dues**

2022 Dues    2021 Dues

1611 Homeowner's PAID (95.6%)    1605 (94.2%)

16 Payment Plans    12 Payment Plans

2 Liens 6 Liens

6 Lien Warning Letters (6/7 if unpaid)    3 Lien Warning Letters

Notices with the second late fee added were sent out on March 31. Third late fee notice will go out Thursday, April 28.

### 4. **Pools**

- 18 Returning Guards from last season
- 3 new candidates—second interview 4/20/22
- Meeting with Swim Lesson Coordinator—second meeting 5/3 before swim lesson sign-up
- 2022 Orientation scheduled 5/6
- Pool Operator Certification sometime in May/June

### 5. **Directory will be delayed due to prioritizing dues and pools.**

## **C. Maintenance Manager**

### **Work Completed at Hanford Clubhouse:**

- Walk through the clubhouse on Mondays to check for problems.
- Completed monthly preventive maintenance for April at both clubhouses.
- Bratcher electric replaced the service panel in the pump room.
- Open tennis court, install the net.
- Removed pool covers from both pools so that contractors can inspect concrete deck around pools, reinstall both covers after inspections. Added chlorine to both pools before covers were re-installed.
- Horton plumbing was out to jet the storm drain in the commons behind Swanmere. They broke up a lot of tree roots in both directions at the catch basin. They also broke up blockages in the lines where they enter the catch basin, and down at the next catch basin in line. A lot of debris was flushed out of the lines.
- Wired in a new start/stop push button switch for the kiddie pool pump motor starter. Removed the toggle switch, which was unsafe because it would allow the pump to restart after a power failure.

### **Work completed at Gainsborough Clubhouse:**

- Check the clubhouse on Mondays for problems.
- Found one toilet plugged in the women's restroom. Use a plunger on the toilet to unplug same.
- Open pickleball courts, installed net, cleaned up debris on the court.
- Remove pool cover on west end of pool for contractor inspection, added chlorine to pool before cover was re-attached. Re-attach cover after inspections.

- Replaced basketball nets, ordered a new basketball rim, old one has broken net attachment points. Received new rim, will install when it warms up a bit.
- Replace tank gasket on leaking toilet in men's upstairs restroom.
- Removed some of the North wall paneling & drywall in the basement, looking for water leaks causing the wet carpeting. Found a couple of areas that need resealing. The drywall was damp and moldy on the backside, the bottom plate holding the studs is wet and moldy and some of the studs are wet and not attached to the 2x2 bottom plate. The whole lower half of the North wall will need to be replaced.

#### **Hanford Fire Panel:**

Called CintAs fire protection service for an update on a quote to replace the panel. Talked with Michael and we should receive some communications from Alexa regarding a quote for panel replacement.

#### **Gainsborough Basement:**

I had Horton Plumbing come out and snake the drain into the sump pit. This line had a blockage about 5 feet into the line. This blockage was probably causing the water leaks in the north wall of the basement and the floor leak near the basement stairs. I will keep an eye on these areas to confirm this.

#### **Pool Decks:**

We sent in the paperwork for Michigan Concrete Solutions to get in their schedule to lift the concrete around the pools.

I called Gire Cement on the 18th, talked with Omar Giraldo, he was supposed to call me on the 19th in the morning to schedule a time to look at our pool deck concrete problems. As of 12:30pm on the 19th he hasn't called.

- D. Treasurer** – Reserve account was asked about.

**Motion to approve Treasurer Report made by: Barbara Carson and Supported by Patrick Mulcahy. All in Favor : Motion Carried**

- E. Newsletter** – Working on it now. Ask for volunteers for the Picnic.

#### **COMMITTEE REPORTS -**

- A. Communications Committee** - Mary and Lori are updating the website and Facebook. Need to update website to newer/easier navigation. Omar will be helping.

- B. Social Committee** – Easter Egg hunt was a success. Great turn out. 180 gift bags were used and could have used more. Bullhorn is needed back.

**Motion made by : Melissa Lichtman to cover the Girls Scouts \$120.20 for the filled Easter bags and eggs at the Easter hunt. Supported by: Jeff Barszcz . All in Favor: Motion Carried.**

**Working on picnic:** tents, tables and chairs have been ordered. Fire Department and Police Department will attend. Trying for different Team Mascots. Will see about getting Foodtrucks. Asking Township about equipment we might be able to use/rent.

- C. Common Grounds Committee-** Grass at Gainsborough is weeds, needs attention, it is fertilized, but has not been watered. Suggestion made to rototill and seed.
- D. Roads Committee –** Moving forward with Township. There are about 27/28 places in sub for 2022-2023 road work. Only 2 spots left at Township for the 2024-2025 road work.
- E. Finance Committee-** Bob will be scheduling a committee meeting. Will try to make them quarterly.

**OLD BUSINESS**

**NEW BUSINESS** – Office is researching Credit Card payment for Dues. Time card updated.

**ADJOURN: Meeting adjourned 8:22 p.m. Motion made by: Omar Hashwi, Supported by: Barbara Carson. All in Favor: Motion Carried**