

**Board of Directors
Sunflower Village Homes Association**

**GENERAL BOARD MEETING
Wednesday, May 18, 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, Dir. Omar Hashwi, Dir. Lori Rysdorp and Dir. Chico Rodriguez

Present: Bob Parker, Melissa Lichtman, Pam Turek, Mary Waxer-Leto, Omar Hashwi, Jeff Barszcz, Barbara Carson, Lori Rysdorp and Chico Rodriguez

Absent: Khalil Kandah and Pat Mulcahy

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

Meeting called to Order by: Bob Parker at 7:01 p.m.

HOMEOWNERS - 10 Minutes
None present

GENERAL MEETING:

**APPROVE MINUTES: April 20, 2022 Board Meeting: Motion made by: Omar Hashwi.
Supported by: Jeff Barszcz. All in Favor Motion Carried**

Abstain:

REPORTS

A. President – Welcome to Chico.

Newsletter was discussed and said how nice it looks.

B. General Manager's Report

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

	Gainsborough Rentals	Hanford Rentals
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\$275.00	2 (0)	2 (0)
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\$175.00	0 (0)	0 (0)
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Civic Rentals	7 (0)	2 (0)
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Hourly Rentals	1 (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:**

- June 15 Board Meeting
- June 20 Swim Lessons Begin

3. **Dues**

2022 Dues	2021 Dues
1630 Homeowner's PAID (96.8%)	1631 (96.9%)
11 Payment Plans	12 Payment Plans
2 Liens	7 Liens
6 Lien Warning Letters (6/7 if unpaid)	5 Lien Warning Letters

Final late fee added 5/1. Notices mailed 5/1.

4. **Pools**

- Lifeguard orientation
- Swim lessons
- Pool clean-up
- Recertification & In Service dates

5. Newsletters should have hit resident's homes by 5/13. It was posted on the website 5/10, along with a delay notice on our Facebook page with the website link.

C. Maintenance Manager - Ken Zakalowski

American Sprinkler came out on 4-20 to start up **both clubhouses** lawn sprinkler systems. They replaced some broken rotors and stationary spray heads. They also determined where the valve boxes are for two zones that are not working. They will be back out on 5-27 to replace the bad valves.

Horton Plumbing came out to test all backflow preventers at **both clubhouses** per township requirements.

Clearwater Pools opened all the pools on 5-4-22, pools are in pretty good shape, chemical balancing for the pools is ongoing. Wayne is vacuuming daily.

Take pool water samples from **all pools** to Leslie's Pool for analysis, purchased required chemicals to balance pools.

Concrete leveling has been completed around the main pools and deck areas. We still need to have many slabs of concrete replaced. We will look at the fall for replacement of same as finding contractors to work on small projects is difficult.

Work on the basement wall at **Gainsborough**. Replace damp and rotten wood behind the drywall. Cleaned moldy areas with bleach/water mixture, put out fans to dry the area completely. Install new rigid insulation and re-drywalled area, mudding and sanding the same.

Hartford & Ratliff Co. was out to service both pool heaters, all safeties were tested, and heaters were put in operation to heat the pools.

Plugged to rod holes under stairs at **Gainsborough clubhouse** that were leaking during rainstorms. Ordered TRX swell plugs, installed same and sealed with hydraulic cement.

Deliver newsletters to area reps.

Monthly preventive maintenance completed

D. Treasurer – Motion to approve Treasurer Report made by: Barbara Carson and Supported by Omar Hashwi . All in Favor : Motion Carried

Please see report on back page.

E. Newsletter – Advertisements needed.

COMMITTEE REPORTS -

A. Communications Committee – Events and Information more is being added. Facebook is working well with likes and shares. Committee will work on Newsletter with office.

B. Social Committee – Need a form letter from resident to place signage on property advertising Garage sale. Garage Sale went well. Picnic meeting: May 25, 2022. Thank You banner.

C. Common Grounds Committee- Omar to co-chair. Looking good for now.

D. Roads Committee – Moving forward with Township. Some work to start end of May, first week of June.

E. Finance Committee- Will try to make them quarterly.

NEW BUSINESS –

Pom Team rental – Questions to be asked before vote.

Resident asking about children crossing Hanford for school it is a safety factor. The Township and school will be questioned about crossing guards and speed bumps.

A question about bike lanes was also asked, where to put them.

Rental Agreements- Motion made by: Melissa Lichtman to deposit the security deposits from Civic rentals at time of reserving clubhouse. Supported by Chico Rodriguez. All in Favor: Motion Carried.

ADJOURN: Meeting adjourned 9:07 p.m. Motion made by: Barbara Carson. Supported by: Omar Hashwi. All in Favor: Motion Carried

INCOME	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	04/22 ACT	YTD TOTALS
Dues	546,975	196,976	135,940	186,970	14,264	534,149
Clubhouse Rentals	28,500	800	1,625	3,750	2,885	9,060
Events	100	-	-	-	-	-
Pools	12,500	-	-	-	-	-
Newsletter Advertising	1,800	-	-	-	540	540
Other Income	8,000	-	-	3,335	2,310	5,645
Payment Plan Fee	200	-	-	60	12	72
Reimbursed Legal Fees	10,800	-	-	2,776	-	2,776
TOTAL INCOME	608,875	197,776	137,565	196,891	20,011	552,242

EXPENSES	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	04/22 ACT	YTD TOTALS
Events	10,000	150	-	-	-	150
Newsletter	5,000	736	-	736	-	1,472
Office Operations	14,000	1,495	715	1,147	856	4,212
Clubhouse Operations	12,000	917	697	697	697	3,009
Club Equipment	500	-	-	-	-	-
Repair & Maintenance	14,000	1,331	424	2,539	3,451	7,745
Tools	1,000	-	-	-	-	-
Utilities	27,500	1,277	1,310	1,064	1,056	4,707
Commons Area	80,000	-	255	253	17,719	18,227
Snow Removal	55,000	1,030	4,659	25,974	1,788	33,450
Pool Operations	9,000	-	-	-	1,645	1,645
Pool Maintenance	6,000	-	-	-	-	-
Pool Equipment	1,000	-	-	-	6	6
Pool Chemicals	11,000	-	-	-	-	-

Pool Parties	-	-	-	-	-	-
Wages-Office, Pools, & Maint.	168,000	3,024	3,126	3,440	5,865	15,455
Payroll Taxes	15,000	301	311	342	1,320	2,275
Payroll Services	4,100	517	252	280	410	1,459
Mileage	500	-	.	64	6	70
Cell Phones	660	45	45	65	60	215
Federal Income Tax	2,000	-	-	-	-	-
MI Annual Report	20	-	-	-	-	-
Property Tax	200	-	-	-	-	-
Professional Fees	33,250	30	7,390	736	1,072	9,227
Lien Fees	-	-	(325)	-	-	(325)
Insurance	18,000	-	-	-	-	-
Reserve Contribution	99,900	-	-	-	-	-
Road Fund Contribution	20,095	-	-	-	10,000	10,000
Misc. Expense	400	(334)	-	-	-	(334)
Unreimbursed Bank Fees	450	-	57	(325)	48	(220)
Bad Debt	300	-	-	-	-	-
Reconciliation Discrepancies	-	(1)	-	-	-	(1)
TOTAL EXPENSES	608,875	10,519	18,915	37,012	45,999	112,446

* Currently Reflected in Reser

INCOME - EXPENSE - **187,257** **118,650** **159,879** **(25,989)** **305,906**