

**Board of Directors
Sunflower Village Homes Association**

**GENERAL BOARD MEETING
Wednesday, June 15, 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, Khalil Kandah, Melissa Lichtman, Pam Turek, Mary Waxer-Leto, Omar Hashwi, Jeff Barszcz, Barbara Carson, Chico Rodriguez and Patrick Mulcahy

Absent: Lori Rysdorp

Also Present: Jennifer Lewis (Office Manager) and Ken Zakalowski (Maintenance Manager)

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

HOMEOWNERS - 10 Minutes
Nate Rebeck

GENERAL MEETING:

APPROVE MINUTES: May 18, 2022 Approved by board per email.

Abstain: Khalil Kandah and Pat Mulcahy

REPORTS

A. President

Jennifer Lewis is in full as the Association Office Manager.
Issue at pool has been handled.

B. General Manage

1. Rentals for June (numbers in parenthesis are 2021 figures for comparison)
Gainsborough Rentals Hanford Rentals

\$275.00 3 (1) 9 (5)

\$175.00 0 (0) 0 (0)

Civic Rentals 4 (2) 1 (0)

Hourly Rentals 0 (0) 0 (0)

- Cub Scouts and Girl Scouts are currently meeting at Gainsborough. We are missing a key (G-3). We will send a letter to all scouts about key and contracts for upcoming school year.
- 6/4/22 rental: full security deposit applied due to not cleaning the clubhouse
- Pom has decided not to continue utilizing the clubhouse due to spacing issues.

2. Coming Events:

- July 12 Children's Pool Party
- July 19 Children's Pool Party
- July 20 Board Meeting
- July 25 Final swim session begins

3. Dues

2022 Dues	2021 Dues
1645 Homeowner's PAID (97.7%)	1644 (97.7%)
10 Payment Plans	6 Payment Plans
2 Liens	7 Liens
	5 Lien Warning Letters

4. Pools

- New pool summer hours (Mon.-Fri. 1-9, Sat. & Sun. 12-9, 4th of July 11-9)
- Swim lesson pretesting took place 6/7 & 6/8
- One incident report filed at Gainsborough due to an intoxicated adult who was asked to leave the premises.
- Guest pass income total of \$366.00 (as of 6/7/22).
- Swim lesson income total of \$7560.00 (as of 6/7/22). 2021 swim lesson income total of \$6480.00 (as of 6/8/22).

5. July/August newsletters should be hitting homes the weekend of 6/25 & 6/26.

C. Maintenance Manager - Ken Zakalowski

Gainsborough:

- Check clubhouse for problems weekly.
- Check pool operation daily.
- We had a chlorine leak at the chemical pump that feeds chlorine to the pool. I was called in on Saturday because of a substantial chlorine smell when the door to the basement was opened. The pump tube was leaking inside the pump housing, then onto the floor contributing to the smell. I replaced the roller assembly and installed a new pump tube into the pump and restarted the system. I flushed the floor with water to remove any chlorine lingering in the room. Also opened the exterior doors to ventilate the building.
- Take a weekly water samples to Leslie's Pool to check pool water chemical balance. Purchase any needed chemicals and add to the pool to correct the pool water balance.
- Replace broken gate closer on the entrance gate to the pool.
- Repair/straighten the bottom of the fence around the pool to try and keep the ducks out of the area.
- Cut/trim trees and weeds from behind Gainsborough to the back commons area, also trim around fence area of the pickleball court.
- Service the upstairs vacuum, replaced the belt and bag in the vacuum.
- Completed work on basement wall repairs.
- Monthly preventive maintenance completed.

Hanford:

- Check clubhouse weekly for problems.
- Check pool operation daily.
- American Sprinkler replaced to solenoids, one on zone 7, and one on zone 5, that were not working.
- Remount west parking lot camera to the eave on the garage.
- Service both vacuum cleaners, remove blockage in one unit and replaced the belt and bag in same. Replace the bag in the second machine.
- Weed whip trees in front of the clubhouse, and on the east side of the parking lot. Also weed whip outside and inside tennis court, also cut back grass growing inside and remove ten bags of lawn debris.
- Monthly maintenance was completed.
- Wayne County Health Inspector came on Monday the 13th to inspect all the pools. Everything except the spalling concrete around the kiddie pool passed. I explained to him again the problems we are having with finding contractors who will even come out to give a quote on the project. The inspector noted it on his report for work to begin in September or have it done by next spring. (Fence needs to be removed to fix concrete)

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

Will be watching certain accounts.

Please see report on back page.

E. Newsletter – Waiting for Ad about picnic. Watch: Sunflower Village Events & Information

COMMITTEE REPORTS -

- A. Communications Committee** – Events and Information page is being looked it more. Facebook is working well with likes and shares.
- B. Social Committee** –Picnic is coming along. 3 food trucks, snacks, magician, bounce house, other games and fun for adults and children
- C. Common Grounds Committee-** Bushes and trees need trimming by Hanford creek and Weathersfield Way creek.
Check signs: On Canton Center and Beck inscription can't be seen.
- D. Roads Committee** – Work is pushed back about 3 weeks due to construction on Canton Center and Beck Roads. Been fixing some pot holes.
- E. Finance Committee-** Will try to make them quarterly.

OLD BUSINESS-

Township is looking into bike lanes. They are doing a study on the crosswalk at Hanford and Gallery for the school children walking to Tonda.

NEW BUSINESS –

Will be asking Township about a button light at Burgundy and Warren.

Proposal for Newsletter to be sent to homes 4 times a year. Will be voted on next month,

ADJOURN: Meeting adjourned 8:00p.m. Motion made by: Mary Waxer-Leto.

Supported by: Barbara Carson. All in Favor: Motion Carried

INCOME	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	04/22 ACT	05/22 ACT	YTD TOTALS
Dues	546,975	196,976	135,940	186,970	14,264	4,501	538,650
Clubhouse Rentals	28,500	800	1,625	3,750	2,885	3,350	12,410
Events	100	-	-	-	-	-	-
Pools	12,500	-	-	-	-	7,443	7,443
Newsletter Advertising	1,800	-	-	-	540	1,242	1,782
Other Income	8,000	-	-	3,335	2,310	1,055	6,700
Payment Plan Fee	200	-	-	60	12	42	114
Reimbursed Legal Fees	10,800	-	-	2,776	-	-	2,776
TOTAL INCOME	608,875	197,776	137,565	196,891	20,011	17,632	569,875

EXPENSES	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	04/22 ACT	05/22 ACT	YTD TOTALS
Events	10,000	150	-	-	-	-	150
Newsletter	5,000	736	-	736	-	862	2,334
Office Operations	14,000	1,495	715	1,263	856	1,091	5,420
Clubhouse Operations	12,000	917	697	697	697	1,193	4,202
Club Equipment	500	-	-	-	-	-	-
Repair & Maintenance	14,000	1,331	424	2,539	3,451	1,432	9,177
Tools	1,000	-	-	-	-	-	-
Utilities	27,500	1,277	1,310	1,064	1,056	1,518	6,225
Commons Area	80,000	-	255	253	17,719	6,463	24,690
Snow Removal	55,000	1,030	4,659	25,974	1,788	-	33,450
Pool Operations	9,000	-	-	-	1,645	3,248	4,893
Pool Maintenance	6,000	-	-	-	-	12,530	12,530
Pool Equipment	1,000	-	-	-	6	-	6
Pool Chemicals	11,000	-	-	-	-	3,594	3,594

Pool Parties	-	-	-	-	-	-	-
Wages-Office, Pools, & Maint.	168,000	3,024	3,126	3,440	5,865	6,793	22,248
Payroll Taxes	15,000	301	311	342	1,320	1,039	3,314
Payroll Services	4,100	517	252	280	410	460	1,919
Mileage	500	-	.	64	6	167	237
Cell Phones	660	45	45	65	60	60	275
Federal Income Tax	2,000	-	-	-	-	-	-
MI Annual Report	20	-	-	-	-	-	-
Property Tax	200	-	-	-	-	-	-
Professional Fees	33,250	30	7,390	736	1,072	2,457	11,684
Lien Fees	-	-	(325)	-	-	-	(325)
Insurance	18,000	-	-	-	-	16,083	16,083
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)	-	-	-	14	13
TOTAL EXPENSES	608,875	10,519	18,915	37,128	45,999	59,004	171,566

INCOME - EXPENSE - **187,257** **118,650** **159,763** **(25,989)** **(41,372)** **398,309**