

**Board of Directors
Sunflower Village Homes Association**

**GENERAL BOARD MEETING
Wednesday, August 17, 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, Jeff Barszcz, Lori Rysdorp, Barbara Carson, Omar Hashwi and Chico Rodriguez

Absent: Mary Waxer-Leto and Patrick Mulcahy

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

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

HOMEOWNERS - 10 Minutes – 8 Homeowners attended

Adam Burton - discussion about Boy Scout Charter –requested copies of lawsuit

Jim Hingst – About 4-5 dead trees by sidewalk behind sign off Canton Center Rd.

Ron Robichaud – Questions asked about budget and attorney fees. Answers were given.

Rich Downing – Questioned budget and made accusation against the Board of Directors.

Financial Report is on website and in minutes.

APPROVE MINUTES: July 20, 2022 Minutes Approved by board per email.

Abstain: Omar Hashwi and Chico Rodriguez

REPORTS

A. President - Nothing at this time.

B. General Manager

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

Gainsborough Rentals Hanford Rentals

\$275.00 1 (1) 3 (7)

\$175.00 0 (0) 1 (0)

Civic Rentals 0 (2) 0 (0)

Hourly Rentals 0 (0) 0 (0)

- We have spoken to two different Girl Scout leaders about the agreement changes. They have given us tentative dates, but have not yet made payment or signed an agreement.
- 7/16 rental: \$100 kept for spot cleaning (tables/kitchen floor)
- 7/17 rental: \$100 kept for spot cleaning (vacuuming/sweeping/mopping)
- 7/29 rental: \$320 kept for trash, confetti, carpet
- 8/7 rental: \$120 kept for carpet cleaning

2. Coming Events:

- September 15 thru 17-Garage Sale
- September 21-Board Meeting at Gainsborough Clubhouse

Approved 9/21/22

3.	Dues	
	<u>2022 Dues</u>	<u>2021 Dues</u>
	1660 Homeowner's PAID (98.5%)	1660 (98.5%)
	2 Payment Plans	1 Payment Plan
	3 Liens + 2 Liens sent to attorney	6 Liens

4. Pools
- Swim Lessons Session 3 ended Friday, August 5.
 - Two discipline reports filed at Gainsborough on 7/14/22 and 7/19/22 (same child—upset about not being allowed entry to the pool).
 - Tween (ages 9-12) pool party income was \$360.00 (expenses were \$146.42).
 - Guest pass income total of \$2595.00 YTD (as of 8/9/22). 2021 guest pass income total \$1265.00 (as of 8/9/21).
 - Swim lesson income total of \$9230.00 YTD (as of 8/9/22). 2021 swim lesson income total of \$9080.00 YTD (as of 8/9/21).
 - The 2023 Pool Managers will be Emma W. and Jalen H.

C. Maintenance Manager - Ken Zakalowski

Weekly check of both clubhouses for problems.

Daily check of the pool operations and equipment at both pools.

Monthly preventive maintenance completed at both clubhouses.

Bridge to the Tonda school has bad and rotting planks in different areas, the school was notified, and a work order was issued to their maintenance dept.

Check the creek behind Briargate, there was a complaint about tall grass and weeds. Cleancut can't get any closer to the creek by mowing or they will lose equipment. The creek is in the county easement.

We received a failure report from the Canton Fire Department, Nicole Hamilton was out on Aug 4-2022 to inspect the facilities. Our stove/ovens are not in compliance with commercial equipment code. We need to install a type 1 hood over the stoves. The cords were removed from the stoves until a hood can be installed.

Also, the Fire dept was missing the CintAs report for Gainsborough from last year. I've called CintAs about same and they will forward the report to them.

Gainsborough:

Had to replace the chlorine supply line from the chemical pump to the pool return line.

Replace one umbrella and toss out a broken one at Gainsborough.

Checked landscape lighting, found multiple bulbs loose in the fixtures. Reset all bulbs in all the fixtures.

The patio lights are on a switch by the door to the patio, also they're on a photocell. All of them work.

Hanford:

Replaced 1 light bulb in men's restroom over the toilet at Hanford.

We are waiting for the new fire panel to replace the failing one at Hanford, as soon as it's in Metro Alarms will schedule an installation date.

Stage the needed equipment and supplies for picnic in the garage. Clean up garage after the picnic, put everything away.

Replace gasket seat set in third men's leaking shower valve, causing mold to form on walls and floor. Clean walls and floor with bleach and water.

Fill all soap dispensers in the shower rooms.

A lot of time was spent on the two incidents that happened at the Hanford pool.

Weed whip trees around the common areas, starting from west side of the clubhouse around to the east side and front of clubhouse.

Arts tree service removed a tree that had fallen over the sidewalk on Warren Rd east of Beck Rd

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

Please see report on back page.

COMMITTEE REPORTS -

- A. **Communications Committee** – **Thank you to** : Picnic sponsors and volunteers in Newsletter. A survey about picnic will be setup soon and sent out.

- B. **Social Committee** – Picnic was enjoyed by all. Learned many things to build on. Survey will help. Would like to purchase 2 Super Coolers, and Picnic signs. {Letters to residents so signs can be placed on property.} Did purchase 2 tents, making a planning binder, while adding to/changing old binder.

- C. **Common Grounds Committee**- Will be meeting soon. Checking on trees behind sign on Canton Center by sidewalk. Trees and flower beds at Warren and Beck. Gainsborough landscape lighting to be checked at night.

- D. **Roads Committee** –Work on Subdivision has started on North side. This is progress from the Road Committee and Township working together. Township is also working on sidewalks. Please call Wayne County if road work needs to be done on your street.

Board Meeting Wednesday September 21, 2022 will be at the Gainsborough Clubhouse.

Approved 9/21/22

**ADJOURN: Meeting adjourned 7:59 p.m. Motion made by: Chico Rodriguez,
Supported by: Barbara Carson. All in Favor: Motion Carried**

INCOME	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	Q1 22 ACT	04/22 ACT	05/22 ACT	06/22 ACT	Q2 22 ACT	07/22 ACT	YTD TOTAL	Variance	% of BGT	Notes
Dues	546,975	196,976	135,940	186,645	519,561	14,264	4,176	4,759	23,198	1,749	544,508	(2,467)	100%	Shortfall will likely need to be covered.
Clubhouse Rentals	28,500	800	1,625	3,750	6,175	2,885	3,350	3,675	9,910	1,500	17,585	(10,915)	62%	
Events	100	-	-	-	-	-	-	-	-	-	-	(100)	0%	\$100 budgeted for Pool Parties- Income in Pools
Pools	12,500	-	-	-	-	-	7,443	2,647	10,090	2,058	12,148	(352)	97%	
Newsletter Advertising	1,800	-	-	-	-	540	1,242	836	2,618	70	2,688	888	149%	
Other Income	8,000	-	-	3,335	3,335	2,310	950	1,296	4,556	315	8,206	206	103%	
Payment Plan Fee	200	-	-	60	60	12	42	42	96	27	183	(17)	92%	
Reimbursed Legal Fees	10,800	-	-	2,776	2,776	-	-	-	-	-	2,776	(8,024)	26%	Shortfall will likely need to be covered.
Misc. Income	-	-	-	-	-	-	-	37	37	2	40	40		
TOTAL INCOME	608,875	197,776	137,565	196,566	531,907	20,011	17,202	13,293	50,506	5,721	588,134	(20,781)		

EXPENSES	22 BUDGET	01/22 ACT	02/22 ACT	03/22 ACT	Q1 22 ACT	04/22 ACT	05/22 ACT	06/22 ACT	Q2 22 ACT	07/22 ACT	YTD TOTAL	Variance	% of BGT	Notes
Events	10,000	150	-	-	150	-	-	625	625	1,560	2,335	7,665	23%	
Newsletter	5,000	736	-	736	1,472	-	862	709	1,571	-	3,043	1,957	61%	
Office Operations	14,000	1,495	715	1,037	3,247	712	910	895	2,517	1,667	7,432	6,568	53%	
Clubhouse Operations	12,000	917	697	697	2,311	697	1,193	1,086	2,977	1,606	6,894	5,106	57%	
Club Equipment	500	-	-	-	-	-	-	-	-	-	-	500	0%	
Repair & Maintenance	14,000	1,331	424	2,539	4,294	3,451	1,432	238	5,121	284	9,698	4,302	69%	GNSBH Repairs. We need to monitor for potential overages
Tools	1,000	-	-	-	-	-	-	-	-	-	-	1,000	0%	
Utilities	27,500	1,277	1,310	1,308	3,895	1,200	1,631	3,450	6,281	2,811	12,987	14,513	47%	
Commons Area	80,000	-	255	234	489	17,719	6,462	16,945	41,126	8,294	49,910	30,090	62%	
Snow Removal	55,000	1,030	4,659	25,974	31,663	1,788	-	-	1,788	-	33,450	21,550	61%	Seasonal and variable (weather)
Pool Operations	9,000	-	-	-	-	1,645	3,248	1,439	6,332	508	6,840	2,160	76%	
Pool Maintenance	6,000	-	-	-	-	-	12,530	100	12,630	-	12,630	(6,630)	44%	10K - Concrete Work to be moved to Reserve
Pool Equipment	1,000	-	-	-	-	6	-	-	6	303	309	691	31%	
Pool Chemicals	11,000	-	-	-	-	-	3,594	4,972	8,565	1,751	10,316	684	94%	
Pool Parties	-	-	-	-	-	-	-	-	-	242	242	(242)	0%	
Wages-Office, Pools, & Maint.	168,000	3,024	3,126	3,440	9,590	5,865	6,793	18,851	31,509	29,426	70,524	97,476	42%	
Payroll Taxes	15,000	301	311	342	955	1,320	1,039	2,861	5,221	4,485	10,660	4,340	71%	
Payroll Services	4,100	517	252	280	1,049	410	460	520	1,390	620	3,059	1,041	75%	Watch - Costs increase with Lifeguards
Mileage	500	-	-	64	64	6	167	69	242	108	413	87	83%	Watch - Costs increase with Lifeguards
Cell Phones	660	45	45	65	155	60	60	60	180	60	395	265	60%	
Time Clock Expenses	-	-	-	-	-	-	68	75	143	75	219	(219)		
Federal Income Tax	2,000	-	-	-	-	-	-	-	-	-	-	2,000	0%	
MI Annual Report	20	-	-	-	-	-	-	-	-	-	-	20	0%	
Property Tax	200	-	-	-	-	-	-	-	-	-	-	200	0%	
Professional Fees	33,250	30	7,390	736	8,155	1,072	2,457	33	3,562	463	12,179	21,071	37%	Watch - Legal fees exceed 50% of its budget.
Lein Fees	-	-	(325)	-	(325)	-	-	-	-	-	(325)	325	0%	
Insurance	18,000	-	-	-	-	-	16,083	-	16,083	-	16,083	1,917	89%	Savings
Reserve Contribution	99,900	-	-	-	-	-	-	-	-	-	-	99,900	0%	
Road Fund Contribution	20,095	-	-	-	-	10,000	-	-	10,000	-	10,000	10,095	50%	
Misc. Expense	400	(334)	-	-	(334)	-	-	-	-	-	(334)	734	-83%	

Unreimbursed Bank Fees	450	-	57	(325)	(268)	48	-	485	533	2	267	183	59%
Bad Debt	300	-	-	-	-	-	-	-	-	-	-	300	0%
Reconciliation Discrepancies	-	(1)	-	-	(1)	-	14	-	14	11	24	(24)	0%
TOTAL EXPENSES	608,875	10,519	18,915	37,128	66,562	45,999	59,004	53,411	158,414	54,275	279,252	329,623	

INCOME - EXPENSE - 187,257 118,650 159,438 465,344 (25,989) (41,802) (40,119) (107,909) (48,554) 357,436