

**Board of Directors  
Sunflower Village Homes Association**

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

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

**Absent:** Omar Hashwi and Chico Rodriguez

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

**Meeting called to Order by:** Bob Parker at 7:04 p.m.

**HOMEOWNERS - 10 Minutes**

Julie Zimmerman and Annette - Pool incident questions were asked. All were answered. Was provided incident report.

**GENERAL MEETING:**

**APPROVE MINUTES:** **June 15, 2022 Minutes Approved by board per email.**

**Abstain:** Lori Rysdorp

**REPORTS**

**A. President** - Nothing at this time.

**B. General Manager**

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

Gainsborough Rentals Hanford Rentals

\$275.00 3 (2) 9 (4)

\$175.00 0 (0) 1 (0)

Civic Rentals 0 (0) 0 (0)

Hourly Rentals 0 (0) 0 (0)

- The missing key (G-3) has been returned. Apparently it was kept the entire season and passed back and forth between multiple troops. We informed the person returning the key that each troop needs to fill out a separate agreement, provide a deposit, pay the monthly fee, and receive their own key for meetings.

- 6/24 rental: entire deposit kept for not cleaning

- 6/25 rental: \$50 kept for carpet stain

- 7/9 rental: \$200 kept for trash removal and confetti

2. Coming Events:

- August 6-Picnic
- August 17-Board Meeting
- TBD-Staff Appreciation Dinner

### 3. Dues

2022 Dues	2021 Dues
1654 Homeowner's PAID (98.2%)	1658 (98.5%)
6 Payment Plans	2 Payment Plans
3 Liens	6 Liens
4 Lien Warning Letters	---

### 4. Pools

- Swim Lessons Session 1 went very well. We have had positive feedback about the program.
- Session 2 Pretesting took place 6/28 & 6/29
- Swim Lessons Session 2 began Monday, July 11.
- Swim Lessons Session 3 will begin Monday, July 25.
- One incident report filed at Gainsborough from the pool party.
- Children's (ages 6-8) pool party income was \$260.00 (expenses were \$95.57).
- Tween (ages 9-12) pool party is scheduled for Tuesday, 7/19.
- Guest pass income total of \$1874.00 YTD (as of 7/14/22).
- Swim lesson income total of \$8900.00 YTD (as of 7/14/22). 2021 swim lesson income total of \$8200.00 YTD (as of 7/14/22).

### 5. Miscellaneous

- We have received positive feedback from several residents regarding the new email list and the newsletter layout changes.

## C. Maintenance Manager - Ken Zakalowski

### **Weekly check of both clubhouses for problems.**

Replace broken toilet lever in women's shower room at Gainsborough.

### **Daily check of the pool operation and equipment at both pools.**

### **Monthly preventive maintenance completed at both clubhouses.**

Clean and hose off all condensing units for the building A/C at both clubhouses. Large buildup of cottonwood on them.

Weed whack all single trees North of the clubhouse around the commons at Hanford.

Carpets were cleaned at both clubhouses.

We had an umbrella blow up on the roof at Hanford, removed same.

Talk with Susan from CleanCut about edging around signs and landscaping, she will send quotes.

Finally received a quote from CintAs for a replacement fire panel at Hanford. Called two other companies for quotes. Only Metro Alarms responded with a quote. We will select Metro Alarms to replace the panel.

**D. Treasurer – Motion to approve Treasurer Report made by: Pat Mulcahy and Supported by Jeff Barszcz . All in Favor : Motion Carried**

**Please see report on back page.**

**COMMITTEE REPORTS -**

- A. Communications Committee** – Watch Events and Information page for updates about picnic.
  
- B. Social Committee** –Picnic is set with: food trucks, snacks, magician, bounce house, bingo and other games fun for adults and children.
  
- C. Common Grounds Committee-** Look into contract with Clean Cut. Lights on both signs are working.  
Gainsborough: trim landscaping around lights – 4 lights need replacement. Check if porch has a light. Hanford: Side by garage, weeds in the stones. Front plants need trimming.  
Check signs: On Canton Center and Beck inscription can't be seen. Memorial Garden needs work. Will try to get volunteer garden committee to work the Memorial Garden.
  
- D. Roads Committee** –Work on Subdivision has started on North side. This is progress from the Road Committee and Township working together.
  
- E. Finance Committee-** Will try to make quarterly meetings.

**September Board Meeting will be at the Gainsborough Clubhouse.**

**ADJOURN: Meeting adjourned 8:30p.m. Motion made by: Barbara Carson,**

**Supported by: Lori Rysdorp. All in Favor: Motion Carried**

<b>INCOME</b>	<b>22 BUDGET</b>	<b>Q1 22 ACT</b>	<b>04/22 ACT</b>	<b>05/22 ACT</b>	<b>06/22 ACT</b>	<b>YTD TOTALS</b>
Dues	<b>546,975</b>	<b>519,561</b>	14,264	4,176	4,759	<b>542,759</b>
Clubhouse Rentals	<b>28,500</b>	<b>6,175</b>	2,885	3,350	3,325	<b>15,735</b>
Events	<b>100</b>	-	-	-	-	-
Pools	<b>12,500</b>	-	-	7,443	2,647	<b>10,090</b>
Newsletter Advertising	<b>1,800</b>	-	540	1,242	836	<b>2,618</b>
Other Income	<b>8,000</b>	<b>3,335</b>	2,310	950	1,333	<b>7,928</b>
Payment Plan Fee	<b>200</b>	<b>60</b>	12	42	42	<b>156</b>
Reimbursed Legal Fees	<b>10,800</b>	<b>2,776</b>	-	-	-	<b>2,776</b>
<b>TOTAL INCOME</b>	<b>608,875</b>	<b>531,907</b>	<b>20,011</b>	<b>17,202</b>	<b>12,943</b>	<b>582,062</b>

<b>EXPENSES</b>	<b>22 BUDGET</b>	<b>Q1 22 ACT</b>	<b>04/22 ACT</b>	<b>05/22 ACT</b>	<b>06/22 ACT</b>	<b>YTD TOTALS</b>
Events	<b>10,000</b>	<b>150</b>	-	-	625	<b>775</b>
Newsletter	<b>5,000</b>	<b>1,472</b>	-	862	709	<b>3,043</b>
Office Operations	<b>14,000</b>	<b>3,247</b>	712	910	895	<b>5,764</b>
Clubhouse Operations	<b>12,000</b>	<b>2,311</b>	697	1,261	1,161	<b>5,431</b>
Club Equipment	<b>500</b>	-	-	-	-	-
Repair & Maintenance	<b>14,000</b>	<b>4,294</b>	3,451	1,432	238	<b>9,414</b>
Tools	<b>1,000</b>	-	-	-	-	-
Utilities	<b>27,500</b>	<b>3,895</b>	1,200	1,631	3,450	<b>10,176</b>
Commons Area	<b>80,000</b>	<b>489</b>	17,719	6,462	16,945	<b>41,616</b>
Snow Removal	<b>55,000</b>	<b>31,663</b>	1,788	-	-	<b>33,450</b>
Pool Operations	<b>9,000</b>	-	1,645	3,248	1,439	<b>6,332</b>

Pool Maintenance	6,000	-	-	12,530	100	12,630
Pool Equipment	1,000	-	6	-	-	6
Pool Chemicals	11,000	-	-	3,594	4,972	8,565
Pool Parties	-	-	-	-	-	-
Wages-Office, Pools, & Maint.	168,000	9,590	5,865	6,793	18,851	41,099
Payroll Taxes	15,000	955	1,320	1,039	2,861	6,175
Payroll Services	4,100	1,049	410	460	520	2,439
Mileage	500	64	6	167	69	306
Cell Phones	660	155	60	60	60	335
Federal Income Tax	2,000	-	-	-	-	-
MI Annual Report	20	-	-	-	-	-
Property Tax	200	-	-	-	-	-
Professional Fees	33,250	8,155	1,072	2,457	33	11,717
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	(268)	48	-	485	265
Bad Debt	300	-	-	-	-	-
Reconciliation Discrepancies	-	(1)	-	14	-	13
<b>TOTAL EXPENSES</b>	<b>608,875</b>	<b>66,562</b>	<b>45,999</b>	<b>59,004</b>	<b>53,411</b>	<b>224,977</b>

**INCOME - EXPENSE**      -      465,344      (25,989)      (41,802)      (40,469)      357,086

