

**Sunflower Village Homeowners Association
General Session Meeting Minutes
Wednesday, May 17, 2023
Hanford Clubhouse @ 7 p.m.**

A. Call to Order - Melissa Lichtman, President
Melissa Lichtman called the meeting to order at 7:00 p.m.

B. Roll Call / Board Member Attendance - Lori Rysdorp, Secretary

Jeff Barszcz	Present ▾
Richard Downing	Absent ▾
Omar Hashwi	Present ▾
Kahlil Kandah	Present ▾
Melissa Lichtman	Present ▾
Ann McGowan	Present ▾
Bill Muse	Present ▾
Chico Rodriguez	Present ▾
Lori Rysdorp	Present ▾
Pam Turek	Absent ▾
Mary Waxer-Leto	Present ▾

- a. SVHA employees present are as follows: Shawn xxx and Carol xxx
- b. Homeowner attendees: Bob Parker and Sandy Letade

C. Homeowners Questions/Comments - 10 minutes
None at the time.

D. Approval of Minutes

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
Approve 4-19-23 General Session Minutes	Vote	Board	Members voted online on May 15-16, 2023.

Members voted electronically as follows:

Jeff Barszcz	Yes ▾
Richard Downing (did not attend the meeting)	No ▾
Omar Hashwi	Yes ▾

Kahlil Kandah (did not attend the meeting)	Abstain ▾
Melissa Lichtman	Yes ▾
Ann McGowan	Yes ▾
Bill Muse	Yes ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾
Pam Turek	Yes ▾
Mary Waxer-Leto (voted at May 17, 2023, General Meeting to Accept)	Yes ▾

Timestamp	Your Name	Please vote on the motion to accept, deny, or abstain the motion for the approval of the April 19, 2023 General Meeting Session Minutes.
5/15/2023 12:17:28	Lori Rysdorp	Accept
5/15/2023 12:42:02	F. Chico Rodriguez	Accept
5/15/2023 13:23:06	khalil kandah	Abstain
5/15/2023 14:33:35	Richard Downing	Deny
5/15/2023 14:36:19	Omar Hashwi	Accept
5/15/2023 15:57:04	Pamela Turek	Accept
5/15/2023 16:41:13	Wilson "Bill" Muse	Accept
5/16/2023 16:49:51	Melissa Lichtman	Accept
5/16/2023 20:49:19	Jeff Barszcz	Accept

- President's Report - Melissa Lichtman

- Pool Challenges

Pools are open. The coping stone at the Hanford Pool has been replaced, however, the block of cement that is adjacent to it needs to be repoured. The railing in the Hanford Pool needs to be replaced as it is not long enough for the length of the steps (this can be an insurance issue if not addressed). What happened is the last time the pool had marcite applied, the steps became too thick, so the pool on the bottom step is too close in height to the next step upwards, so when you place the step handrail is placed in one hole, it cannot be placed easily into the accompanying hole without significant force. The shorter step handle was able to be placed last year. Unfortunately, this issue was not discovered until after the pools were filled for the Summer 2023 Season, therefore, the plan is to go with the short railing for this season and replace the proper railing when the pools are closed for the Season.

At this time the pools are opened, holes are fixed and the pools are filled.

- At the time the Gainsborough Pool was filling it was discovered a filter developed a leak. Aquatics was called back out to address the situation

which ended up being a loose O-Ring that was tightened, repairing the leak.

- Filters at both pools needed repairs and the Hanford filter needs the Sand replaced. We currently have a quote to fix the filters which will cost approximately \$4,500.
 - Went to fire up the boilers for both pools. Boilers at both pools did not work. We again had to call a contractor to complete repairs. Discussion with our previous Maintenance Manager indicated this is an issue we also had to address in 2022. We are unsure if this will remain an ongoing issue, possibly due to the age of the boilers. We expect the cost to exceed the \$700 cost of last year's repair.
 - The health department visited for a health inspection which we passed.
 - Melissa spoke with the inspector and made him aware that we will be replacing the cement around the pool in the fall following the close of the pool season. He asked that we seal the joints in the cement to avoid trip hazards and discourage weed growth as the use of chemicals to deter weed growth around the pool is not a good idea.
 - PH balance in the pools is very high because the chlorine was not being pumped into the pool. Water testing by the inspector confirmed this. He will return once we have a chance to balance the water in the pools.
 - We received quotes for chlorine and muriatic acid. We will be purchasing chlorine from Town and Country this year, they will deliver to both pool locations eliminating the need for staff to move chlorine between pools. In addition, they have a recycling program in place where they will pick up empty chlorine bottles and recycle them.
 - Viscount will provide muriatic acid, they also deliver to Hanford.
 - 20 Lifeguards are hired.
 - Hanford 135 hot water tank needed to be replaced.
 - Discussion about a tankless hot water option ensued as a possible alternative that would be a cost-effective way to provide hot water in the future. Research shows that there would be positive cost savings after about 5 years of use. More research will be done on this as a possible future purchase
 - We received one quote for power-washing pool decks for just under \$5000. Melissa suggested discussion in the Executive Session for additional options to consider.
- QuickBooks Licenses - The HOA uses Quickbooks software to manage our finances. Melissa Lichtman stressed the need to update the QuickBooks software into a web-based environment. She mentioned too many logistical challenges associated with a single-license product. Melissa asked for a motion to upgrade our current outdated license and purchase a product that will be web-based and come with a multi-user license.
 - A quick review of the Quickbook website would cost \$100 per month.
 - The current version we are using in Quickbooks is no longer supported
 - The board asked the office to research costs associated with online vs. Desktop versions and provide this information to the Board for consideration and vote. This will be further discussed at the June General Board Meeting.

- Clean Cut Lawn Service Monitoring

Omar Hashwi commented on inconsistencies in cutting and weed-whacking services from Clean Cut. The board discussion addressed the need to monitor their work and to have a way to know when they are on-site as their schedule runs about every 10 days.

- Omar indicated that he has been trying to monitor their work as part of his duties as the Chair of the Ground committee but would use assistance from residents surrounding our commons. He asked if such residents would be willing to contact the office if they feel commons maintenance needs to be addressed.
- In addition, Clean Cut will be contacted and asked to notify Omar when they will be cutting the grounds and to also let him know when the service is completed.
- Omar also mentioned he received an \$8000 quote for mulching and edging around the clubhouses should the board choose to mulch this year.

- Warren and Beck Rd. sign update

Khalil and Jeff looked at the sign. The controller seems to be weathered and the screen is blank. The controller has been exposed to weather elements and we cannot read the model number. Question - do we really need to light the sign at night? Members agreed we should try to get the sign lighting working, including placing the controller inside a weatherproof box.

A motion was made by Bill Muse, seconded by Omar Hashwi purchase a new controller from Amazon, and install it to see if this solves the issue. If this does not resolve the issue we will return the controller to Amazon and leave the sign dark for the night time.

Members voted as follows:

Jeff Barszcz	Yes ▾
Richard Downing	Absent ▾
Omar Hashwi	Yes ▾
Kahlil Kandah	Yes ▾
Melissa Lichtman	Yes ▾
Ann McGowan	Yes ▾
Bill Muse	Yes ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾
Pam Turek	Absent ▾
Mary Waxer-Leto	Yes ▾

- Management Reports
 - **Association Manager - Reported by Melissa Lichtman**
 - Swim Lesson Signups happened on May 10. Received about \$6300 for swim lessons at this time. This is short of the historical number of \$9300. We continue to accept registrations at the office during normal business hours. If we fall short of our budgeted income for swim lessons of \$9300, in theory, we should make up for this shortfall by having fewer staff providing lessons.
 - Office staff will create Pool Books for resident information dues status (must have dues paid to use the pools), and names of family members registered with the association.
 - **Maintenance Updates - Reported by Chico Rodriguez**
 - Spoke with Herman McMillan, Canton Inspector, about the Gainsborours Clubhouse 1-hour fire stop. Mr. McMillian indicated he would not approve the 1-hour rated paint. He reached out to Cintas and they do not do fire stops. Mr. McMillan recommended Hilti for advice on the ceiling repair. Chico received a drawing from the inspector on what is expected.
 - We must put up a gypsum drywall ceiling for the fire stop. Permits must be pulled for the work. New bids will need to be secured for the ceiling repair because we will need trap doors built into the ceiling to allow access to the various faucets and water pressure valves located in that area. The board recommended we move forward with securing the new bids. Melissa mentioned that just about every time you turn the valves on and off there tends to be drippage. Khalil suggested considering industrial contractors to handle this job. Hilti provided recommendations and a drawing of what needed to be accomplished gratis. Chico will reach back out to this person and see if he can recommend any contractors in our area that may be positioned to take on this type of project.
 - Stopped the concrete work around the Hanford pool. The contractor could not complete the work by May 30th. We are anticipating starting it after the pools close. Additional items that will be needed to be added to concrete replacement are electricity and water to go under the poured concrete, fence removal, and fence replacement.
 - Both clubhouse pool boilers needed repair. Ken came in and could not get them to fire up and recommended that Harford and Ratliff to do the repair. Work is completed.
 - A resident on Spinning Wheel asked about the tree located near her property, wondering if the tree was alive. We reached out to both Spears and ARts for their recommendation for services. Both said the tree is alive and in good shape and survived the ice and snowstorms. They indicated it would be \$5000 to take it down.
 - Gary's plumbing will repair the Hanford kitchen sink and pool drinking fountain leaking faucet.
 - Gainsborough hot water tank needs to be replaced (leaking) and is not repairable.
 - Coping stone replacement at the Hanford Pool should be completed this week.
 - On April 15 placed a complaint with Wayne County (damming of the creek behind Tonda plus graffiti on the bridge), and passed the incident number from Wayne County back to the resident for future follow-up if needed.

Facebook pages and will begin training to use the communications software utilized by the HOA.

- *Procurement Committee - Chairman - Chico Rodriguez*
 - WOW wifi and internet have been installed at Hanford, with cost savings of about \$200 per month.
 - We now have blueprints for Hanford and Gainsborough Clubhouses to help with repair projects.
 - Getting quotes for Generac maintenance. Only one company (Wolverine Power) that Generac recommends is lax about getting quotes to us. Chico is looking for an alternative company at this time. One of our generators failed during a recent party. Ken (previous maintenance manager tried to ignite
 - Aquatic was awarded the opening of the pools for Sunflower. Office staff and Chico were present during the opening of the pools. Aquatic will be doing pool maintenance for us this year.
 - Bill Muse and Trent Preister (Director of Pool Operations) are taking Certified Pool Operator classes. Sunflower pays for these lessons and ultimate certification.
 - Called 6 different companies to get quotes for cement patching around the pools. No response from them at this time.
 - Securing 3 quotes for Sunflower Insurance renewal.
 - Empire Lawn reached out to Melissa Lichtman asking to quote our lawn care and snow removal services. Chico and Omar are working with them to secure that quote.
 - Getting quotes from Horton Plumbing and Metro Sewer to do camera scoping of our two back-wash systems at each clubhouse to make sure lines are clear. It's been about 3-4 years since a backwash was done. Sand washes through them from the backwash performed at each clubhouse. We may have to power wash the sewer after their inspection. The initial quote for this service is around \$5,000. Chico will update the Board on this project.
 - We received our initial pool chemical order from Viscount. Melissa was able to identify an alternative company for chemicals that will save us \$7.00 per case because they recycle. This resulted in savings of \$672 per 96-case order that is placed each month during pool season.

- *Social Committee - Chairman - Melissa Lichtman*

Garage Sale was successful this year. Thank you to everyone who participated. Nothing further at this time.

- *Common Grounds Committee - Chairman - Omar Hashwi*
 - Cold Patch in holes in the Hanford Parking lot. Omar patched one of the holes and it is working out great. Omar asked for an agreement to purchase additional cold patch bags for use to help fill in holes in parking lots. Melissa mentioned that she has asked Wayne to pick up a couple of bags and store them for future use. Omar mentioned that ordering from Home Depot comes with free delivery.

- Clean cut contract shows they will cut twice a month in May and June. It is important to know when they start and finish their work. We are paying for 19 mows per season. It is important to monitor the number of mows so we assure we get exactly 19 mows. Anything less is a loss for the Association, anything more will cost the Association more money.
 - Ground Control provided Omar with quotes for black mulching and edging of the Hanford Clubhouse (\$2500); Gainsborough Clubhouse (\$3200), Sign at Beck and Warren (\$795), and Canton Center Sign (\$946). Omar has asked to break out mulching vs. edging. Omar will be asking for more details from Ground Control to break out the costs for mulching and the costs for edging, wondering if the association purchasing mulch from a supplier and having the gardening committee spread the mulch. Melissa asked how many inches of mulch and what type of material was quoted. Omar replied that the quote was based on cubic yards. Omar will ask Ground Control about the depth of mulch to be laid. Omar has asked if any discounts can be found to help with the large costs associated with this project.
 - As previously mentioned, Omar indicated that he has been trying to monitor our lawn mowing service as part of his duties as the Chair of the Ground committee but could use assistance from residents surrounding our commons. He asked if such residents would be willing to contact the office if they feel commons maintenance needs to be addressed. The office phone number is 734-453-2022.
 - A resident brought to the attention that there is a tree in the commons that appears to be dead and was planted by Clear Cut last year. The tree came with a one-year warranty that will be up soon. Omar said he would reach out to Clear Cut to address the replacement of this tree.
- *Roads/Snow Removal Committee - Chairman - Kahlil Kandah*
 - Ann McGowan has taken over the Roads for the remainder of this year, being that she has been the point person with the County for addressing the ongoing road issues within our subdivision. We do not have a county road-match agreement in 2023.
 - Ann reported that she was cc'd on an email from Canton Township saying that Canton had met with Wayne County asking to set up an appointment with Ann. Ann followed up twice with the County mentioning that is Wayne County's responsibility to maintain the roads within our subdivision and that they are negligent in maintaining Swanmere and Lambeth Ct. to the point that the roads need to be completely replaced for safety purposes.
 - A realtor reached out to Ann to tell her that they could have had more showings for a home for sale on Swanmere, but as soon as they saw the condition of the street, they would not even tour the home. There is considerable concern that the condition of the road is having a direct impact on the property values and saleability due to the poor condition of the street. It is to the point that you cannot even straddle the potholes.
 - Millage match is not an option to fix this road as \$200,000 a year will take 12 years to replace that road and there are other locations within the sub

that also require attention and a 12-year drought on cement replacement in those areas is not good for the sub as a whole.

- Safety of pedestrians, bikes, children, and potential car damage is high in our reasoning for road replacement.
 - Ann sent current images of the road and the realtor's comments to help drive home the point. Hopefully, Wayne County will find reason in our information and find money to fix these roads. Warren Evans has never responded to our outreach, nor the Michigan Attorney General's office or Gretchen Whitmer.
- Finance Committee - Chairman - Kahlil Kandah
 - Able to log into the bank account easily.
 - Would like to find some time to review the Merrill Lynch accounts to see if we can move money into a money market account that may accrue more interest.
 - Melissa and Khalil will meet this week to review money market options to consider.
 - Garden Club - Chairman - Melissa Lichtman
 - Nothing at this time. Melissa has weeded around Hanford recently. Just a reminder to residents we continue to reach out asking for volunteers to help out in maintaining our properties. (managing flowerbeds).
 - Is there an easy way to identify properties owned by SVHA to assure they are being maintained?
- New Business
 - [Non-Discrimination Policy](#) - Khalil Kandah has mentioned that SVHA currently does not have a non-discrimination policy. He has presented a draft policy for consideration.

This is something that our new Legal firm suggested consideration along with ADA Compliance understanding.

This led to a discussion about amending the non-discrimination policy into our by-laws which would require a vote from all members. Further discussion covered reviewing By-Laws for additional changes to be considered.

Ann McGowan suggested a new Committee to address recommended changes to the By-Laws to be presented to our Attorney for review and recommendations. Ann McGowan volunteered to chair a By-Laws committee, and Mary Waxer-Leto and Khalil Kandah volunteers to be committee members. Purpose to review existing by-laws and make recommendations on amendments needed. Target Fall 2023 for the initial presentation.

- Confirmation of the Next Board Meeting
Wednesday, June 21, 2023, at 7 p.m. @ Hanford Clubhouse
- **Adjournment**
 - Motion for adjournment at 8:54 p.m. made by Chico Rodriguez, seconded by Khalil Kandah.

Jeff Barszcz	Yes ▾
Richard Downing (did not attend meeting)	Absent ▾
Omar Hashwi	Yes ▾
Kahlil Kandah	Yes ▾
Melissa Lichtman	Yes ▾
Ann McGowan	Yes ▾
Bill Muse	Yes ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾
Pam Turek	Absent ▾
Mary Waxer-Leto	Yes ▾

Respectfully submitted,

Lori Rysdorp
Secretary, Sunflower Village Home Association