

**Sunflower Village Homeowners Association
General Session Meeting Minutes
Wednesday, June 21, 2023
Hanford Clubhouse @ 7 p.m.**

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

B. Roll Call / Board Member Attendance - Lori Rysdorp, Secretary
Member attendance is as follows:

Jeff Barszcz	Present ▾
Richard Downing	Absent ▾
Omar Hashwi	Present ▾
Kahlil Kandah	Absent ▾
Melissa Lichtman	Present ▾
Ann McGowan (attending Canton Township HOA representative meeting)	Arrived La... ▾
Bill Muse	Present ▾
Chico Rodriguez	Present ▾
Lori Rysdorp	Present ▾
Pam Turek (attending Canton Township HOA representative meeting)	Arrived La... ▾
Mary Waxer-Leto	Present ▾

C. Homeowners Questions/Comments - 10 minutes

Resident questions:

- Question:** Resident wondering when the maintenance of the exterior of the Gainsborough Clubhouse would be addressed. Particularly interested in having the mulch refreshed.

Response: Someone was hired to work on Hanford. A message has been sent to the Common Grounds Committee asking for approval of a bid on mulching the Gainsborough Clubhouse. Waiting on recommendation from the Grounds Committee and Approval of the board.
- Question:** Will the plants surrounding the Gainsborough Pool be trimmed? This resident felt the blockage of the line of sight into the pool could reduce the ability to see if someone was in the pool when it was closed.

Response: These items were on the list from the Common Grounds Committee to be included in the budget planning for this year as they had not been completed last year.

The HOA hired a temporary employee to work on the mulching and maintenance of the ground surrounding Hanford but had to leave before the project was completed.

Melissa Lichtman volunteered to trim the Rose Bushes surrounding the Hanford Clubhouse was also on that same list.

One of the issues that arose in our common area, one of our storm drains had sinkholes surrounding it. Some 5-6 ft. deep in places. We hired a person to fill in the hole. We deemed this a priority for safety reasons and initially focused our limited resources on this area.

Additionally, a plumber was hired to scope the drains going out both ways to the street and into the commons to ensure there was no damage or holes in the drains, then came up with a game plan for fixing it. The erosion of dirt around the sewer drains tends to be an ongoing issue and we generally refill this recurring hole every couple of years. According to Canton Township, this is not an issue isolated to Sunflower, but one that exists throughout the Township's entirety.

- Wondering about the operationality of the inground sprinklers stating the ground appears dry and unwatered.

Reply: The sprinklers were turned on. We then received a notice from the Township that we needed to test the backflows of our sprinkler systems and chose to have our sprinkler systems turned on by this same plumber at the time of backflow inspection/testing. The backflows were tested. There are 4 backflow devices at Gainsborough and 4 backflow devices at Hanford. One of the backflow valves failed at Gainsborough. Chico Rodriguez received a quote for \$1726 to get it repaired.

A motion was made by Jeff Barszcz, seconded by Pam Turek to approve the \$1726 expenditure to Lenox Plumbing for repair of the backflow failure at Gainsborough Clubhouse.

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	Yes -
Mary Waxer-Leto	Yes -

- Shawn is working with the Hydrawise software to ensure the sprinkler systems function correctly. *(Following the conclusion of this meeting, Shawn in the SVHA Office looked into the sprinkler system functionality and reported to the Board that he was able to log into the Hydrawise sprinkler system app. According to it, the sprinklers have been up and running according to the schedule already in place. The sprinklers turn on at 3 AM, which would explain why we haven't actually seen them on. He confirmed that all zones at Hanford are functioning, the final step is to test the individual zones at Gainsborough to ensure they are all functioning as desired.)*
- Asked about the maintenance of the hedges along Wethersfield Way adjacent to the Creek and along Hanford Rd. This was noted by the Board and will be addressed as resources become available.
- Overflow of garbage and doggy poo bags in the waste containers at the Gainsborough Clubhouse. There are two garbage bins near the clubhouse and pool area that are overflowing. Additionally, people are placing their pet waste inside these containers and it stinks. The Board suggested moving the trash bins at Gainsborough to a location between the basketball court and the pool to hopefully discourage residents from placing their pet waste into it.

D. Approval of Minutes

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
Approve 5-17-23 General Session Minutes	Vote	Board	Copy of 5-17-23 Meeting Report

A motion was made by Omar Hashwi, seconded by Chico Rodriguez for the approval of the May 17, 2023 minutes as presented.

Members voted as follows:

Jeff Barszcz	Yes ▾
Richard Downing	Absent ▾
Omar Hashwi	Yes ▾
Kahlil Kandah	Absent ▾
Melissa Lichtman	Yes ▾
Ann McGowan	Absent ▾
Bill Muse	Yes ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾

Pam Turek	Absent ▾
Mary Waxer-Leto	Yes ▾

E. President's Report - Melissa Lichtman

a. Resident Email Submissions

i. Selling Food outside of Pools -

The board discussed this request and determined that this is not a good idea and the requestor will be notified that the Board determined to not move forward with this request. The Office will reach out to the requesting person and report the board decisions.

ii. Road Repair Alert

A resident at 7342 Hedgerow Court reached out to the Board on May 30 asking about the repair of the road in front of their home, stating that the rebar is showing near their mailbox. We have placed this request into our files so that when we make our next recommendation to the Canton Road Match program we will have this and similar requests available readily to be included in the request.

b. Quick Books Purchase Approval

A motion was made by Lori Rysdorp, seconded by Chico Rodriguez to approve the purchase of QuickBooks software 1st year price at \$1080, \$2160 per year after the first year.

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	Yes ▾
Mary Waxer-Leto	Yes ▾

c. Landscaping Maintenance - referenced above

d. Sprinkler Systems - referenced above

F. Management Reports

a. Association Manager - Reported by Carol and Shawn

- Rental Issues surrounding picking up keys and requesting early entries. Residents are reminded they will not be allowed early access to the Clubhouses for their rentals.
- Overall Rentals are up from last year.
- Staff will provide an analysis of outstanding dues at the next meeting.
- Pickleball Court Usage - there is some concern about court usage, residents are once again reminded that courts are available on a first-come first-served basis and are asked to limit their game time to 1 hour if others are waiting.
- Basketball Court trash at Gainsborough - residents have mentioned this to the Lifeguards. Residents, please pick up your trash and place it in the provided trash bins.

b. Maintenance Updates - Reported by Chico Rodriguez

- i. Wayne sprayed for weeds at both clubhouses and along the sidewalks surrounding the clubhouses.
- ii. The cement work for the Hanford pool is delayed until September, after the pools close for the season as we were not able to complete the cement repair before pool openings.
- iii. Aquatic repaired holes in both pools and then opened the pools, resolved the algae issue at Gainsborough, and replaced the coping stone at Hanford.
- iv. Clean Cut has resumed cutting the grass and commons in the community, Omar Hashwi is closely monitoring their activity, holding them accountable to the terms of their contract.
- v. Spoke to Herman McMillian, Canton inspector who stated he will only approve gypsum drywall as the fire deterrent for the pump room ceiling at the Gainsborough Clubhouse.
- vi. This past weekend the downspout at the Gainsborough clubhouse clogged causing water to pool close to the basement wall. Water breached the basement wall, cascaded down the wall, over the electrical panel, and onto the floor. Chico is currently seeking quotes for the repair of the wall and to apply waterproofing to deter future repeats of water in the basement. He currently has a quote for \$4,000 for the repairs.
- vii. Both boilers at both pools needed to be repaired. We hired a contractor to come in to fire them up.
- viii. The hot water tank and Gainsborough needs either repair or replacement.
- ix. Filled in the holes found adjacent to a sewer in our commons. This is an ongoing issue with multiple sewers throughout the Canton Community.

G. Treasurer's Report - Khalil Kandah/Melissa Lichtman

- a. Melissa Lichtman presented information due to Khalil Kandah's absence. Annual dues continue to be received. Currently tracking about \$28,000 over budget anticipated dues receipt. In that regard, dues late fees are lower than budget because dues are getting paid on time, therefore no late fees are being assessed.

Clubhouse rentals are tracking better in the first 6 months of 2023 vs. the same time period of 2022. The 2023 budget was set at receiving \$28,000 in income

from Clubhouse Rentals. we have received \$13,195 to date, noting many of the rentals we currently have on the books and received deposits on are scheduled during the late-year holiday season. This is a line item we may need to fund if there is a shortfall.

Income from fees for Pool passes and swim lessons is approximately \$7600. This income line item was budgeted at \$12,700. We are tracking below the budgeted amount. Most of the swim lessons have been paid for at this time, and we generally do not sell enough pool passes to make up the \$12K shortfall. This is an area we may need to fund if there is a shortfall. We will continue to monitor this line item for possible adjustments in the near future.

Expenses, nothing significant our outstanding at this time. We are starting to see our cashflow balances go down as pool expenses, wages, pool chemicals, etc. impact our cash balance in our accounts as we do not have the level of income coming in at this time of year as we did early in the year.

If anyone has questions about the financial report, please feel free to reach out to the office at 734-453-2022.

A Motion was made by Omar Hashwi, seconded by Jeff Barszcz to approve the financial report as presented.

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	Yes ▾
Mary Waxer-Leto	Yes ▾

A summary of reserve expenditures will be reported in the July SVHA Newsletter. Residents, please note that there is a long-term plan for the money in our Reserve Account which comes from our Reserve Study. Reserve expenditures for this year were not included in the long-term plan Reserve Study. They were completely unanticipated expenses and are above and beyond what we will have to be spent in the future.

H. Committee Reports - Committee Chairs

a. Communications - Chairman - Lori Rysdorp

Electronic newsletter coming out at the beginning of July. Residents can expect to receive the July print newsletter near the end of July.

November Elections: The board agreed to once again use the Election Buddy software again for the 2024 elections.

Lori recommended increasing the word limit for potential candidates and creating 3-5 questions for candidates to reply to in their biographies.

The elections will be promoted beginning in July.

Election Committee Board Representatives - Mary Waxer-Leto and Bill Muse. We will also be reaching out for resident volunteers to help with manual entry of voting forms.

b. Procurement Committee - Chairman - Chico Rodriguez

i. Backflow testing - repair costs - Lenox quote backflow quote

A Motion made by Jeff Barszcz, seconded by Pam Turek to approve \$1726.57 to repair and recertify the failed backflow at Hanford Clubhouse to Canton Township at Gainsborough.

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	Yes
Mary Waxer-Leto	Yes

- ii. Resident Tree Repairs - Omar will monitor the trees for safety
- iii. Waterproofing of Gainsborough Clubhouse Basement wall - Chico will receive the 2nd quote for waterproofing of the Gainsborough Basement wall on Thursday, July 20.
- iv. Changed Chlorine purchases to Town and Country, anticipating some minor cost savings due to this move.

- v. Bill Muse completed the Certified Pool Operator Classes and is actively overseeing the pool's chemical needs this summer.
 - vi. Changes HOA Insurance carriers resulting in several thousand dollars in saving.
- c. Social Committee - Chairman - Melissa Lichtman
Nothing to report at this time
 - d. Common Grounds Committee - Chairman - Omar Hashwi
 - i. Storm Drain was filled and fixed. Still need to add grass seed to the new dirt.
 - ii. New mulch was placed in front of Hanford.
Gainsborough quote for mulching - Shinebright.
 - iii. Cleancut is texting Omar at the beginning and at the end of each cut. The reason we are doing this was that we need to monitor the number of cuts they are doing to remain in full compliance with their contract with us.
 - iv. A resident asked if we are responsible for mowing along the creek across the street from Tonda. He will touch base with Clean-Cut to review the contract and see if this is something we are responsible for.
 - v. Remaining work to be done. Hedges to be cut. Garbage cans at Gainsborough, and how frequently they are emptied. Signage to deter residents from placing their animal waste in public trash bins.
 - vi. Resident question/comment: When the track was redone in the Hanford Commons, there was a discussion about edging around the track to keep the track at 8 ft wide every 2-3 years. The track is 8 ft wide, but the resident noted the grass is creeping onto the track. Suggested edging the track to keep the grass from growing onto the track.
 - e. Snow Removal Committee - Chairman - Kahlil Kandah
Nothing at this time
 - f. Roads Update - Khalil Kandah / Ann McGowan
Ann McGowan reported the Attorney General replied back basically saying "hire an attorney". We have not heard from Melissa Daub or the Governor, Wayne County, etc.
 - g. Finance Committee - Chairman - Kahlil Kandah
No report at this time.
 - h. Garden Club - Chairman - Melissa Lichtman
One resident has reached out to participate.
- I. New Business
 - a. November 2023 Elections - Lori Rysdorp
This was discussed in the Communications portion of this meeting.
- J. Confirmation of the Next Board Meeting
Wednesday, July 19, 2023, at 7 p.m. @ Hanford Clubhouse

K. Adjournment

A motion was made by Pam Turek, seconded by Jeff Barszcz to adjourn the meeting at 8:50 p.m.

Members voted as follows:

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

Respectfully Submitted,

Lori Rysdorp
Sunflower HOA Secretary