

Sunflower Village Homeowners Association
General Session Meeting Minutes
Wednesday, August 16, 2023
Hanford Clubhouse @ 7 p.m.

A. Call to Order - Melissa Lichtman, President
 The meeting was called to order at 7:02 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 (via phone)	Present ▾
Bill Muse	Absent ▾
Chico Rodriguez	Present ▾
Lori Rysdorp	Present ▾
Pam Turek	Present ▾
Mary Waxer-Leto	Absent ▾

Additional Staff attendees: Carol Schweikhart, Shawn Peterson, Dennis McCollom
 Resident Attendees: Susan Schumacher, Sue Smith, Bob Parker, Hussein Elhady

C. Homeowners Questions/Comments - 10 minutes

Question from homeowner email:

- I'd like to have Hanford and Gainsborough's late summer pool opening rotated each year when most of the lifeguards return to school, this way it is fair to all.***

Reply: Hanford is closing this year because of cement repairs. Selecting the pool to remain open each year also has a lot to do with what staff is comfortable working at what pool. This year there was not option as we wanted to get started on Hanford repairs before the weather changes. We do, however, try to rotate the end of season pool opening each year.

2. **Why was there no Sunflower picnic this year? Was it not budgeted?**

Reply: We did not allocate funding in 2023 due to budget increase request not passing in November 2022. Also, residents need to realize that the picnic is not something that can be quickly thrown together. Tent and chair rental along with a variety of other needed elements are reserved long before the picnic, generally in the first quarter of the year as we are fighting with resources available during graduation season. Entertainment needs to be scheduled long in advance, and planning and logistics take several months to create, support, and finalize.

As to any available funds in 2023, we are looking into possibly enhancing other events the HOA may be hosting such as the Trunk or Treat event in October.

Resident comment: "If there are not enough people signed up as volunteers well in advance to help with the picnic, it cannot be put on". The resident further commented, "You guys did an incredible job in 2022, recognizing that it was board members who spent their time and weekends organizing the picnic without any resident support. People complain that there is no picnic, but they are not willing to put the time in to make the event happen. Volunteer time is just as important as the budget. But if people can't even put in 30 minutes or an hour to help with something to support the picnic at any point in their day, do we put the picnic on?"

Melissa Lichtman commented: I will validate that statement. I can tell you as the chair of the Events Committee last year, we had 2 residents from the entire neighborhood (over 1670 homes) help with the event. Otherwise, the planning and execution of the picnic were reliant entirely on the HOA Board members and their families.

3. **Question from resident: What is going on with Swanmere?**

Ann McGowan replied she would be reaching out to the resident in the next few days. Melissa Lichtman further commented that the board will be discussing this issue in the Executive meeting and that Ann McGowan will call her following the outcome of that meeting.

As recently published, the Township will be receiving State level funding to help with Township roads. We have reached out to the Township for information on this but they have not even received the funding yet and they

don't even know what type of qualifications they are going to place on it. The funding will become available after the start of the State of Michigan's new fiscal year which begins October 1, 2023. Whatever it is we want to be prepared to qualify for the money. Road improvements remain a top priority for the Board and we will keep residents apprised of information as it develops.

Ann McGowan further stated she received a response from Canton Supervisor, Ann-Marie Graham-Hudak on August 8, stating that "the board just passed a contract with an Engineering team to do a data collection on the roads. After the data is collected, we will know more about the timing. (basically the ASR concrete streets).

Melissa Lichtman commented: "Previous boards have done the due diligence and put together a PASER study which rates the roads in the neighborhood. Swanmere and Lambeth were rated "failure". The township has also been given this PASER student to help bring our need forward." Board members share a great concern about the safety of Lambeth, Swanmere, and other Sunflower roads that are failing considerably.

A resident commented that through his conversations with the Township, it was relayed that there are a lot of bad roads throughout the Township, but none as bad as Lambeth and Swanmere.

For example, Canton Center, which was recently rebuilt, was historically poured using the ASR Concrete, and it failed on that road. The Township and the County are well aware of the status of the roads in our subdivision.

D. Approval of Minutes

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
Approve 7-19-23 General Session Minutes	Vote	Board	Electronic Vote

Timestamp	Your Name	Please vote on the motion to accept, deny, or abstain the motion for the approval of the July 19, 2023 General Meeting Session Minutes.
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8/10/2023 14:10:18	Pam Turek	Accept
8/10/2023 14:28:52	Ann McGowan	Accept
8/10/2023 14:39:40	Lori Rysdorp	Accept
8/10/2023 14:42:44	Melissa Lichtman	Accept
8/10/2023 16:58:53	Jeff Barszcz	Accept
8/10/2023 19:23:04	Khalil Kandah	Accept
8/11/2023 14:35:35	Bill Muse	Accept
8/14/2023 17:55:06	Omar Hashwi	Accept

Mary Waxer-Leto was absent from the meeting - did not vote.

Rich Downing was absent from the meeting - did not vote.

Chico Rodriguez voted during the 8-16-23 meeting - he voted yes.

D. President's Report - Melissa Lichtman

- a. Welcome Dennis McCollum as our new maintenance manager.
Welcome to the team.
- b. 2024 Budget Review/Question and Answer (covered later in the meeting)

E. Staff Reports

- a. Association Managers - Shawn and Carol

A resident complained about the fees being charged for the generation of Title letters generated by the HOA. This charge was agreed to via a board decision that took place earlier this year. The resident asked if there was something in the by-laws or Covenients that addressed charging for a Title letter. Melissa Lichtman responded there is nothing in the By-Laws or Covenients on this issue. This fee is charged to the Title company, it is the title company that charges the homeowner for the Title letter fee in their closing documents. For reference, Management companies that manage HOAs generally charge way more than what we do. Remember, it is our staff that is gathering the information for the title company and drafting the documentation the Title companies are requesting. We are charging them for this service, not the resident.

There was a question about promoting the Garage Sale. The HOA is

utilizing the website, Facebook page, and electronic newsletter to promote the event. Residents, please feel free to share this information on your social media platforms. Regarding signage around the neighborhood promoting the Garage Sale, we have to be careful where we put our signs as the Canton Ordinance officers will confiscate signs they deem to be on public easements. We have spoken to residents in the past, securing their permission to place signs on their property, and will do so again this year. We need to thank our office staff for placing and removing these signs as this responsibility tends to fall under their responsibilities.

The audit was completed, and we do not owe any Federal Taxes this year as the depreciation of our assets offset the amount we owed.

Pickleball courts - need to create actual signage for the courts. Rules and usage hours for the courts' use were mentioned in the Electronic newsletter, website, and our Facebook account. Melissa Lichtman also asked public safety to increase after-hour patrols of the Gainsborough Pool area because of resident complaints of after-sunset use.

Basketball courts are often used after hours. We are also getting a lot of trash left in the Gainbouough parking lot that either the lifeguards or our maintenance staff pick up.

b. Maintenance Updates - Dennis McCollom/ Chico Rodriguez

Dennis cleaned up the entrances on both ends of the bridge to Tonda - Although this is not the responsibility of Sunflower it was cleaned as it was almost impassable. Would like to have a Bushhog cut along the creek bank to help cut back some of the overgrowth in that area.

Dennis had a meeting with a drywall guy at the Gainsborough Clubhouse. This is NOT going to be an easy project and it is going to be an expensive job given it is a ceiling and you have to avoid multiple valves and pipes. It is going to be difficult to find a company that is willing to take on this project and bring it to code. Conversations with the Township inspectors revealed that they will not approve either fireproof paint or dropdown ceilings, basically requiring us to put in drywall. Dennis continues to research this project.

Dennis fixed a couple of toilets that were "running" continuously, he

anticipates this will impact the upcoming water bill as he did not know how long the toilet was running. Dennis is going to replace all toilet flapper valves as a precautionary measure to reduce the chances of toilet flapper valve leakage in the future. Jeff Barszcz suggested purchasing a couple extra to have on hand should they be needed in the future.

August 10 - Dennis, Chico, Melissa and Spears Trees assessed maintenance needs to our commons following the recent storms. About 90% of the trees in our parks have low-hanging branches which cause the grass or weeds underneath these areas to not be maintained because the mowers cannot drive under those areas, therefore they drive around them. The current lawn service also has not been weed-whacking in areas where generally nobody looks. The Grounds Committee is stepping up efforts to monitor their service. We anticipate a quote for tree trimming to be voted on before our next board meeting addressing the low-hanging branch removal. We are looking to cut back around the perimeter of the creek to regain back some of the grassy areas we have lost to overgrowth.

Residents are asked to NOT drag their fallen branches into the commons and expect the HOA to pay for their removal. Residents are responsible for the disposal of fallen branches, trees, and leaves on their property. Please do not place an undue financial burden on your neighbors for the removal of items from your property.

Please remember that we have 70 Acres of property which our Tree removal service is trying to cover and remove fallen branches and trees. Our most recent quote of just over \$19,000 for branch trimming and removal will be voted on by the Board later this evening. This is in addition to the \$10,000 we spent earlier this year for tree damage on Sunflower property resulting from the winter ice storms. We anticipate additional costs as we research further into this issue. *(Tree removal is focused on our Commons' areas where fallen trees/branches prevent mowing or where the trees/branches pose a safety risk to our residents. Not all fallen trees will be removed.)*

Important! We are gathering addresses for residents who would like a fallen tree/branch. You can email the office at

svha@sunflowercanton.com with your contact information, address, and images of the area to be looked at.

The bridge that connects our Hanford Commons to the Tonda property belongs to the School District. Chico Rodriquez is tracking the HOA costs associated with maintaining the plant growth around the bridge and will request reimbursement for our costs from the school system.

Perma-dry completed the waterproofing of Gainsborough's east-facing wall and quoted waterproofing of the remainder of the building. There are multiple issues being addressed to help improve water drainage away from the building.

- The mulching surrounding the building needs to be moved away from the building to encourage drainage. The contractors feel the mulch is too deep in areas adjacent to the actual building which could lead to water pooling.
- Our current gutter systems are part of the water issue as well. There is no area in our downspouts where we can run a powerhouse to clean out the drains. Our downspouts run under our landscaping and they tend to get backed up. There is no way to clean them out with their current design.
- Dennis McCollum mentioned that the current number of downspouts we have at the Gainsborough Clubhouse cannot handle the volume of water coming off the roof during rainstorms, so he is looking to secure quotes for adding a few more downspouts to help with water drainage.
- The contractors also suggested an in-ground gutter system that moves water away from the foundation. The cost of this is anticipated to be high. The board is looking into this as an option.
- Melissa Lichtman found old invoices in our files that show the foundation of the Gainsborough Clubhouse was waterproofed about 20 years ago. At that time, a trench was dug around the foundation, and tar was placed on the outside of the foundation to prevent water infiltration. We are currently working to secure bids for

The hedges on Hanford and Weathersfield Way need to be trimmed again.

August 3 - Chico Rodriguez called Wayne County Forestry Dept re: tree damage along Warren Road from Beck to Canton Center. Chico was told that Redford Twp. was hit hard by the recent storm. Wayne County is focusing on that area and will address the fallen trees along Canton Center after they complete their work in Redford Township.

Generators located at each clubhouse are currently working. The generators do a monthly cycle of working status. Jeff Barszcz suggested that maybe there is some kind of microcontroller placed on each so the systems can report when it runs it's completed its monthly maintenance cycle. The generators have not been inspected in 3 years, and have not received an oil change during the same time frame. Chico has reached out to local companies for possible service. No responses. We will reach out to Generac to identify their recommended service providers.

The tennis/pickleball court at Gainsborough is over 25 years old. Dennis has contacted multiple companies to repair the pickleball court cracks and surface. The original company that installed our pickleball courts and surface did not reply. Those who did respond said they did not repair it but would put a whole new surface on it. Dennis is looking into quotes and costs. There are thoughts that the root system from the trees surrounding the pickleball courts may be contributing to the cracking of the surface. This will also be considered for trimming or removal. ***If anyone knows of anyone who does this type of service, please reach out to the office at svha@sunflowercanton.com with details. Thank you.***

F. Treasurer's Report - Khalil Kandah

Due to Khalil's absence from the meeting, Melissa Lichtman presented the Financial Report. Copies were available for attendees and will be available on the website for resident review. Any questions can be directed to Khalil Kandah, Treasurer, or the SVHA Office at svha@sunflowercanton.com.

Important to note: There is a significant change in Income: Dues 2023. Melissa Lichtman explained that a number popped up in Quickbooks when we did the recent upgrade. The entry represents 2023 dues that were paid in December 2022 (before their due date). We received about \$77,000 paid before January 1, 2023. However, the accounting in Quickbooks for recording

these transactions was done incorrectly. The prepayment of dues is reported as “unapplied cash credit”. What Quickbooks does, it says “Hey, you’re paying an invoice that is not due yet, so it throws the money into “unapplied cash credit”. A journal entry was done to address these “unapplied dues” and then reversed in January which inflated our dues number for 2023. So in July, you are seeing a reversal entry to offset that error which corrects the reported YTD Total 2023 dues to be shown accurately.

We are tracking well for projected 2023 income, however, we need \$2000 more in income for this year to meet our targeted projection for 2023. Spending is tracking very well. The one thing we are watching specifically is pool operations. We budgeted \$8900 for 2023 and we have already spent a little over \$7000, and we have significant bills coming in this month which will include the opening and repairing of the pools at the beginning of the season. Overage of this line item can be moved down to our reserved funding if needed. We also had to call Aquatics out this month to do repairs on our pumps at Hanford pool. Also, the unit that reads, measures, and reports chlorine levels had a part that needed to be replaced and recalibrated; plus there is another part that needs to be replaced at the Hanford pool that will cost us about \$600.

We are paying \$0 in income tax for the 2022 tax year because our asset depreciation was more than what we would have paid in taxes, so it offset what we owed. It is important to note that we are living in an aging community and the expenses associated with maintaining our assets is what is strangling us. This brings to light the importance of annual contributions to our Reserve Fund from resident dues. Reserved contributions based on our current reserve study go up \$12,500 each year. This may change after the completion of a new reserve study scheduled for 2024.

A motion was made by Jeff Barszcz, seconded by Omar Hashwi for the approval of the financial report minutes as presented.

Members voted as follows:

Jeff Barszcz	Yes ▾
Richard Downing	Absent ▾
Omar Hashwi	Yes ▾
Kahlil Kandah	Absent ▾

Melissa Lichtman	Yes ▾
Ann McGowan	Yes ▾
Bill Muse	Absent ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾
Pam Turek	Yes ▾
Mary Waxer-Leto	Absent ▾

Melissa reviewed the 2024 Working Budget documentation handed out at the meeting. The finance committee met earlier this month and produced their initial recommendation for a 2024 budget. The document shows a secondary increase column that includes adjustments and the addition of \$5000 to cover the cost of the Reserve Study slated for completion in 2024.

The finance committee utilized:

- Expenditures projected for 2023;
- August–December 2022 actuals and increased them by 7%
- 2023 actuals for employee costs plus staff costs for January – April 2022 as there were a couple of months at the beginning of the year when we did not have any staff to pay.

These elements combined created the starting point for the 2024 budget committee review.

Melissa reviewed the documents and the reasoning behind some of them with attendees and asked for questions.

Omar Hashwi questioned the inclusion of costs associated with our aging community, noting the high costs of trees, parking lots, paths, etc. wanting to be sure the finance committee is considering increasing costs to maintain our assets and common areas.

G. Committee Reports - Committee Chairs

a. Common Grounds Committee - Chairman - Omar Hashwi

Did receive a new quote \$2000 for 5 other houses over and above the mentioned \$19,000 quote for trees/branches that needs to be considered for Board approval. Omar continues lending help with weeding and laying mulch around the Hanford Clubhouse, and he plans to call for a Common Grounds Committee soon. Mary Waxer-Leto

has also helped weed around the Hanford Clubhouse this year.

b. Procurement Committee - Chairman - Chico Rodriguez

- Hanford Cement work - he is in the process of redoing quotes from those contractors who responded earlier this year, hoping to begin the cement replacement within the next couple of weeks
- Quotes on fire system = Syntax is our contractor right now. They reached out to Chico to provide their service this year. Chico is securing other quotes in addition to Syntax this year for the work.
- Chico is securing quotes for weed and feed in common areas (Currently using True Green).

c. Communications - Chairman - Lori Rysdorp

- Sent out the electronic newsletter on August 15.
- Currently working on a brand new website - targeting relaunch in December/January timeframe. The current website is so extremely out of date that upgrades to software is impossible due to conflicts with dynamic elements of the site. Therefore, the current site will remain functioning until the time for a full relaunch.

Jeff Barszcz shared a thought about introducing a "Historical" element to the website, showcasing the subdivision as it grew.

d. Social Committee - Chairman - Melissa Lichtman

- Trunk or Treat will take place on Saturday, October 14 @ the Hanford Clubhouse, 3 - 4:30 p.m.
The HOA is looking to provide apple cider and donuts for attendees this year.

e. Snow Removal Committee - Chairman - Kahlil Kandah

Khalil was absent from the meeting - no report at this time

f. Roads Update - Khalil Kandah / Ann McGowan

In addition to comments made earlier in this meeting. Trying to work with the Township to gather information on the \$5 million they will

receive for road repairs later this year.

Resident Comment: Applications are being accepted for the 2026 Road Millage match program at this time, don't forget to apply soon.

g. Finance Committee - Chairman - Kahlil Kandah
Previously stated in the meeting

h. Garden Club - Chairman - Melissa Lichtman
Nothing to report at this time.

H. New Business
None at this time

I. Confirmation of the Next Board Meeting
Wednesday, September 20, 2023, at 7 p.m. @ Hanford Clubhouse

J. Adjournment
A motion was made by Jeff Barszcz, seconded by Pam Turek to adjourn the meeting at 8:45 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	Absent ▾
Chico Rodriguez	Yes ▾
Lori Rysdorp	Yes ▾
Pam Turek	Yes ▾
Mary Waxer-Leto	Absent ▾

Respectfully submitted,
Lori Rysdorp
Secretary, Sunflower Village Homes Association

