

Sunflower Village Homeowners Association
General Session Meeting Agenda
Wednesday, October 17, 2023
Hanford Clubhouse @ 7 p.m.

A. Call to Order - Melissa Lichtman, President

The General Session meeting was called to order by Melissa Lichtman @ 7:00 p.m.

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

Member attendance is as follows:

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

Residents in attendance: Sandy & Don Larkins, Nolan Serafin & Jenny, David Miller, Barb Carson, Bob Parker, Sandy Latack

SVHA Staff in attendance: Carol Schweikhart, Shawn Peterson, Dennis McCollom

C. Homeowners Questions/Comments - 10 minutes

- a. A Resident asked for a \$105.00 forgiveness for late payment. The board will take the request under advisement and discuss it in the Executive Meeting following this meeting.
- b. Another resident addressed the board regarding a late dues notice. She explained her situation to the board and requested her late fee be waived. The board will take the request under

advisement and discuss it in the Executive Meeting following this meeting.

- c. A resident asked for a \$1000 reimbursement for tree removal from his property. The resident provided information to the board for consideration and review. The board will take the request under advisement and discuss it in the Executive Meeting following this meeting.
- d. Address on Morningside Drive asking if trees would be removed. The address was provided to the Board and Dennis will take a look at the tree for removal consideration.

D. Approval of Minutes

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
Approve 9-20-23 General Session Minutes	Vote	Board	9-20-23 meeting minutes emailed to the Board

A motion has been put in front of the Board by Bill Muse, seconded by Khalil Kandah to approve the September 20, 2023 General Session Meeting minutes.

Members voted as follows:

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

E. President’s Report – Melissa Lichtman

- a. Pools – Hanford Pool has had a lot of concrete removed this Fall. All the pads have been removed. We ran into issues with the approval of the electricity. The grounding loop that surrounds the pool is being

reconstructed at this time. We have had the inspector out twice now and did not pass inspection during those visits. We are hoping to get this done, we may need to remove 6-7 more cement pads surrounding the pool to accomplish what the inspector is asking. Originally we were concerned about disturbing the plumbing under the cement, the good news is we did not disturb any of it. We did hit the fill line to the pool during construction, this was repaired on Wednesday, Oct. 18 (unanticipated expense). These pool repairs will be funded from the Reserves Fund.

- b. We are working hard on getting the election organized. We are going to be using Election Buddy and paper once again. Today we will be looking at the 2024 Budget recommendation and voting on its approval a little later in this meeting. Voting begins November 1 and ends November 15.

F. Staff Reports

- a. Association Managers – Shawn and Carol
 - i. The second round of late notices went out this week, and we still have about a \$25,000 outstanding balance in unpaid dues.
 1. Office Staff suggested a push on securing emails from residents, especially since the new version of Quickbooks supports emailing reminders. The board discussed placing verbiage on the Dues invoices that will be going out in December mentioning to residents that it is helpful for us to have a current email address on file and that it would help us quickly notify them that they have an outstanding invoice.
 - ii. Postal costs – The office staff looked into mailing costs. They researched whether SVHA would qualify for a non-profit mailing cost. The bottom line is we do not qualify. They feel that using the first-class stamps remains the most cost-effective way at this time.
 - iii. Updated Rental Agreement – Staff made a quick update to the clubhouse rental agreements making a change in the area of the fees associated with renting the clubhouses During the Holidays. A \$100 cleaning fee will be added to the cost of renting the clubhouses during that time. This additional fee was approved by the board earlier this year and the updated rental agreement will be placed on the website as quickly as possible.
 - iv. Created a Google calendar –Shawn is creating a Google Calendar that shows the activity for Clubhouse rentals, meeting locations, staff vacations, vendor activity, etc. This information will

be easily accessible to Board Members in a single location. More details will be provided next month.

b. Maintenance Updates – Dennis McCollom

- i. Generators were serviced at each of the clubhouses.
- ii. Tree and branch removal is about 90% complete. We needed to add more trees after the last storm because we received the original quotes before the second storm, those additions are included in the 90% completion estimate.
- iii. Multiple Trees on the Association-owned property have been trimmed to allow a 6ft ground clearance. Spears cleared the overgrowth around the Hanford Commons and along the creek that separates the Hanford Commons from Tonda Elementary School property. Not only does this look nicer, but it also makes it easier for our grounds crews to cut the grass closer to trees. The section to the east of the Hanford tennis courts was cut back, it had significant overgrowth. This area will be replanted next Spring. The north end of the park also received some long-needed grooming and it looks amazing!
- iv. Hanford Walking Track received some minor repairs
- v. Gainsborough Pool is closed.
- vi. Melissa and Dennis will be meeting with a vendor quote on bringing down the gardens for the season.
- vii. UTV – 3 quotes received have been received for the potential purchase of this vehicle. Dennis reviewed the quotes with Board members, who agreed to discuss this proposal further in the Executive Committee meeting. The cost of Insurance coverage was also discussed. The potential use of the UTV for Maintenance of the community including sidewalk snow removal was identified by Canton Township. This was something brought to our attention last winter, and if we do not comply with their requests, we could be fined.

G. Treasurer’s Report – Khalil Kandah

Khalil Kanah presented the financial report to board members and attendees. Copies of the financial report were made available to all resident attendees.

A resident asked how much has been spent out of the Reserve Fund for this year.

- At the time of this meeting, \$15,939 had been *spent* so far, most of this was for tree removal.

- Melissa Lichtman and Khalil Kandah reviewed additional costs that will be paid from the Reserve Fund in 2023 but have not yet hit the books:
 - Approx. \$50K for pool cement repairs *plus* extra costs for plumbing and electrical associated with the cement repairs (this was not identified in our reserve study)
 - An additional \$40K for fallen trees and branches from the summer storms, (this was not identified in our reserve study)
 - Waterproofing of the Gainsborough basement.

So we are looking at about a \$105,000 hit on our Reserve Fund this year.

Melissa Lichtman reported that we did move some of our Reserve Funding into an interest-bearing account, so we have a little bit of revenue coming in from this, but it is nowhere near what we have going out.

Khalil Kandah reported that residents should expect a large bill in 2024 associated with the repair of the ceiling in the Gainsborough Pool Pump Room to be paid from our Reserve Fund. The exact cost will be determined once a vendor is identified.

A motion was made by Mary Waxer-Leto, seconded by Bill Muse to vote for approval of the financial report as presented.

Members voted as follows:

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

H. 2024 Budget - Review and Approval

Melissa Lichtman reviewed the proposed 2024 budget with Board members and attendees. Copies of the Proposed 2024 Budget were made available to

all resident attendees. This information will be made available to residents via the Sunflower October/November Printed Newsletter.

A motion was made by Mary Waxer-Leto, seconded by Khalil Kandah to vote for approval of the 2024 Budget as presented. The presented budget will require the board to place a request on the upcoming Ballot for a \$30 Annual dues increase.

Members voted as follows:

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

I. Committee Reports - Committee Chairs

- a. Omar Hashwi Omar, Chairman of the Common Grounds Committee, was absent from this meeting. Dennis and Khalil discussed these items in other parts of the meeting.

- b. Procurement Committee - Chairman - Chico Rodriguez

Due to Chico's absence, Melissa summarized Chico's report as follows:

- i. Working with the company who is pouring our cement. We are waiting on an inspection from the Township on electricity. This keeps getting pushed back. Once approved, the cement will be poured.
- ii. Aquatics will come back and close the Hanford Pool once all the work is completed. We do not want the pool to freeze, and we don't want the water sitting stagnant because neither of these situations is good for the pool equipment.
- iii. We have identified another water leak in the pool on the north wall next to the step. This has been repaired.

- iv. Three additional coping stones surrounding the pool were damaged and required replacement. Aquatics replaced the stones at the same time they repaired the pool fill line.
- v. Our insurance company does not cover the removal of fallen trees from the summer storms.
- vi. Cutting of the easement along Canton Center near Plum Hollow had to be addressed again. We continue to follow up with the vendor to ensure this area does get cut during their services to Sunflower.
- vii. The Procurement Committee has reached out to 3 different dealers for quotes for a Utility Task Vehicle (UTV). Dennis and Chico visited the supplies together.
- viii. We had the inground sprinkler lines blown out in late September. While doing this we discovered the sprinkler booster pump for Hanford was not functional so it has to be either repaired or replaced.
- ix. We have once again called Wayne County requesting Tree removal along Warren and Beck Rd. easements.
- x. DTE repaired the Warren Rd easement damage from when the Utility Poles were hanging.
- xi. We had a resident express interest in bidding on our lawn and snow removal services.
- xii. We are beginning to entertain bids for Hanford and Gainsborough Kitchen renovations in 2024.
- xiii. We have been bidding out the Clubhouse Cleaning contract.
- xiv. We have a report of another Tree down on Larchmont, we are looking into that.
- xv. Melissa, Glenn, Chico, and Dennis all drove around together and identified all of the additional work from our original number of down trees. We have a spreadsheet that tracks identified/downed trees from storm to storm to help us confirm that all trees have been removed. Noting that even since the last storm and all the flooding that we had we are seeing additional pine trees coming down. The ground is so saturated and the root structure of pine trees is causing them to just tip over at this point.
- xvi. We have a couple of addresses that we need to look at because we feel there is a chance their swingsets are located in the commons area. There is also a cement pad that has been poured adjacent to the Commons by the Gainsborough pool and we will be checking lot lines to ensure this cement pad is on the

residents' property and not located on the HOA Commons property.

- xvii. DTE - Parking lot lights. We are not getting a positive response from them at this time. The Board needs to discuss the next steps as we need to get those lights working.
- c. Communications - Chairman - Lori Rysdorp.
 - i. Working on the wording for Proposal #1
 - ii. The paper newsletter should be delivered to our Route leaders next week. Residents can expect it shortly thereafter.
- d. Social Committee - Chairman - Melissa Lichtman
 - i. *Trunk or Treat* - Extremely successful. Residents seemed to enjoy the event. We appreciated all the participants who were able to flex from an outside event to an inside event. I had an opportunity to speak with several residents during the actual event and they commented on how wonderful it was and how their kids enjoyed it. This was backed up by several positive comments reflected on our neighborhood Facebook pages. We are so glad everyone had a great time!
 - ii. *Pictures, Cookies, and Cocoa with Santa - December 16* - a save-the-date flyer was distributed at the Trunk or Treat event to alert residents to save the date for this brand-new holiday event.

At this time the social committee has been doing a bit of brainstorming. We have Santa and Mrs. Claus set up to greet children and have pictures taken with them. We will also be serving hot cocoa and will be reaching out into the community to ask for cookies/treat donations, in addition to that we are going to be asking residents to please bring an ornament either from their tree or one that represents their family/culture which will be used to decorate our two Christmas trees; one at the Gainsborough clubhouse and one at the Hanford Clubhouse. These will be up during the holiday season and with the help of these ornaments, will showcase the diversity within our community.

- e. Snow Removal Committee - Chairman - Kahlil Kandah
 - i. Khala has left messages for our Plowing vendor to discuss our first Road Salt purchase for the upcoming season. He also reminded residents to please stake their yard along the curb line and by their sprinkler heads to help plow drivers identify their locations. Residents are also encouraged to give their mailbox a good shake before the snow flies to make sure it is robust enough

to withstand snow being plowed into it during the snow removal process.

- f. Roads Update - Khalil Kandah / Ann McGowan
 - i. The application for the 2026 Canton Road Millage Fund has been submitted, we provided a \$10,000 matching contribution, requesting the \$100,000 level of funding from the Millage.
 - ii. 2024 Road Repairs - We have previously been approved at the \$100,000 level from the Millage Fund, the Roads Committee in conjunction with the Canton Engineering Dept agreed to funnel that money into a single project focusing on the entrance to Swanmere - curb to curb from Beck into the neighborhood as far as \$100,000 will allow.
 - iii. Aid from the State - Ann McGowan continues to email the Township for this information.
 - iv. We have 3- \$100,000 Canton Road Millage projects approved for the next 3 years.
 - 1. \$100,000 in 2024 (\$10,000 paid in September 2021)
 - 2. \$100,000 in 2025 (\$10,000 paid in September 2022)
 - 3. \$100,000 in 2026 (\$10,000 paid in September 2023)
 - v. The Board has agreed to place Proposal #1 on the upcoming ballot in which we will be asking residents to approve a \$100 assessment for the *next two years* that will fund a special dedicated Road Only Fund designed to provide matching funds to the Township for applications to the Millage. We plan to be as aggressive as possible when applying, even to the extent of applying for more than one project each year. We have 15 more years to apply for this Millage and would like to have money available to continue to apply.

Resident Question: Did Sunflower apply for any of the FEMA funds made available from the summer storms?

Reply: Yes we did complete the paperwork on the damage we experienced.

- g. Finance Committee - Chairman - Kahlil Kandah
Previously addressed
- h. Garden Club - Chairman - Melissa Lichtman
Getting ready to quote the Gainsborough Clubhouse Garden beds for a Fall Clean- trimming foliage, and cleaning beds in preparation for Winter.

J. New Business

No new business at this time.

K. Confirmation of the Next Board Meeting (Annual General Board Meeting)

Wednesday, November 15, 2023, at 7 p.m. @ Hanford Clubhouse

L. Adjournment

A motion was made by Lori Rysdorp, seconded by Jeff Barszcz to adjourn the meeting at 8:21 p.m.

Members voted as follows:

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

Respectfully submitted,

Lori Rysdorp, SVHA Secretary

