

Sunflower Village Homeowners Association
General Session Meeting Agenda
Wednesday, December 13, 2023
Hanford Clubhouse @ 7 p.m.

A. Call to Order – Melissa Lichtman, President
 The meeting was called to order at 7:01 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	Present ▾
Melissa Lichtman	Present ▾
Ann McGowan	Present ▾
Bill Muse	Present ▾
Chico Rodriguez	Present ▾
Lori Rysdorp	Present ▾
Pam Turek	Present ▾
Mary Waxer-Leto	Absent ▾

Resident attendees: Patrick Parks, Nolan Serafin, Bob Parker

Staff Attendees: Shawn Peterson, Carol Schweikhart

C. Homeowners Questions/Comments

The floor was opened to residents?

No questions from the residents in attendance.

D. Approval of Minutes

<i>Items</i>	<i>Purpose</i>	<i>Who</i>	<i>Materials</i>
Approve 11-15-23 General Session Minutes	Vote	Board	11-15-23 meeting minutes emailed to Board

A motion has been put in front of the Board by **Jeff Barszcz**, seconded by **Chico Rodriguez** to approve the November 15, 2023 General Session Meeting minutes.

Members voted as follows:

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

D. President's Report - Melissa Lichtman

- a. The dues increase and the Roads Proposal both passed. The office is getting the invoices ready to be mailed out in the next week

Staff and Board members are working on the reconciliation tracking up for the year end.

E. Staff Reports

- a. Association Managers - Shawn and Carol

Shawn is securing quotes for redoing at both Clubhouses. More vendors will be contacted for further quotes.

- b. Maintenance Updates - Dennis McCollom

Dennis is on vacation. Chico provided this report.

Hanford pool passed inspection. The pool deck was power washed by the cement company, and both Hanford and Gainsborough pools were closed by Aquatic. Fence Replacement at the Hanford pool will be completed in the Spring along with the replacement of the handrail for the pool stairs.

- c. Called Wayne County Pool Inspection Services. They are closed at this time and will not come out until Spring.

- d. Passed fire inspection on both Clubhouses.

- e. After going through numerous quotes on our grass maintenance and snow plowing, we came to the conclusion that we have excellent pricing and will continue with our current vendors. Each does come with a few shortcomings but we feel positive we can navigate those.
- f. Horton Plumbing gave us credit for some overcharges. Showers at Gainsborough are on a push button system which broke the Friday of Labor Day weekend, Horton came out on an emergency call, they were able to stop the constant water from flowing, shutting off the water to the showers, allowing the water to continue for sinks and toilets. Review of the charges showed what stuff felt was excessive. A quick conversation with Horton and all charges were adjusted accordingly.
- g. With the approval of the purchase for a UTV's, Chico and Shawn are researching final purchase prices and will provide the Board with an update in early 2024. At present \$30,000 is the lowest price they can find, the UTV was approved for \$28,000. The board will need to revisit this request to approve more money for this purchase. This is something that will need to be discussed at a future meeting once quotes for purchase are secured and presented unless a UTV can be purchased within the approved amount.

F. Treasurer's Report - Khalil Kandah

Khalil reported that through November SVHA took in \$539,918, and we have spent \$480,340 to date, leaving \$59,000 to work with to carry us to the end of the year, which is one month away. We have some big expenses hitting in that timeframe, \$3,000 for Tree removal, \$28,000 for UTV purchase, and we are also going to carry some funds forward into next year.

Rentals were up over \$4000 in rental income over last year. Hanford is a very popular location as a rental facility. We also took in \$2800 of unbudgeted income for the production of status letters for home sales. This is something that was agreed upon by the Board mid-year. We also received a surprise refund of \$14,000 in legal fees that was unanticipated. Legal Fee reimbursements are never budgeted for as the timing of such reimbursements are always unknown from year to year.

Question: Have we paid for Road Salt at this time?

Answer: Yes, we have made the first payment for salt and will make the 2nd payment in the 1st quarter of 2024.

Question: Does the carry forward go into Reserves, or into the Operating Fund for 2024?

Answer: The carry forward goes into the Operating Fund to help cushion January as we collect and process dues for the new fiscal year. Historically, the board has tried to earmark about \$20,000 for this carry forward. This is protection for cash flow, especially if we get hit with an unexpected large expense. Melissa Lichtman and Khalil Kandah plan to meet in January once the books are closed for 2023 and look evaluate historical carry overs vs. expenditures, and make a determination if they feel there may be funds that can be moved into Reserves.

A motion was made by **Pam Turek** seconded by **Omar Hashwi** to vote for approval of the financial report as presented.

Members voted as follows:

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

G. Committee Reports - Committee Chairs

a. Common Grounds Committee - Chairman - Omar Hashwi

Omar reported he is attending his last meeting as a board member as he did not rerun for his position as life responsibilities have changed. He thanked everyone for the experience, thank you for treating him well and mentioned this is a great community and he really enjoys being a part of it.

b. Procurement Committee - Chairman - Chico Rodriguez

Chico reported this information under the maintenance portion of this report.

c. Communications – Chairman – Lori Rysdorp

The new website will continue to be worked on.

Lori did not rerun for an open board position, wanting to more fully enjoy her hard-earned retirement. Being on the board has definitely been a learning experience, allowing her to better appreciate the full scope of what is required to make this community run.

Lori did offer to work in a resident/volunteer capacity to continue to create the print newsletter, electronic newsletter, and finalized the new website if the new board were to approve her continuing in this role. She also said she learned

d. Social Committee – Chairman – Melissa Lichtman

Cocoa and Cookies with Santa at the Hanford Clubhouse along with the Judging of Holiday lights will take place this Saturday, Dec 16. Residents are encouraged to sign up with the online form for volunteering, baking treats, and attending. We hope to see lots of smiling faces this Saturday.

Melissa spoke to the need for residents to step up to volunteer for community events, stating that there is a large desire in our community for big events like the Summer Picnic, yet little desire to assist in making the event happen. Planning, organizing and executing this size of an event requires months of planning, securing vendors, event purchases, and rental agreements. The last picnic was pulled together by 4 Board members and their families. Melissa stressed that the Board wants to hold these events, however, without a larger contingency of resident participation, they will not happen. These events are being executed on the backs of board members who are already volunteering their time for the community. It is unfair that a community of 1700 homes cannot provide volunteers to help. Please consider helping in 2024.

Residents are reminded that the community events provide a great way for NHJ and NJHS students to get community hours.

e. Snow Removal Committee – Chairman – Kahlil Kandah

We have purchased our first order of salt. Please start staking out your yard with reflective posts and make sure your mailboxes are robust. They have to sustain being hit by snow, if the snow knocks down your mailbox we will not pay to replace it.

f. Roads Update – Khalil Kandah / Ann McGowan

We are working with the Township Engineer to finalize the area within our

subdivision that will be repaired in 2024. At this time we are focusing on the entrance of the subdivision at Swanmere.

Khalil and Ann will reach out to the Township about the \$5 million ASR grant in January.

- g. Finance Committee - Chairman - Kahlil Kandah
We are going to open up a separate savings account at Huntington Bank, which is where our other Association funds are held, to hold the Road Millage money. A line item for this account will be reflected in monthly financial reports moving forward.
- h. Garden Club - Chairman - Melissa Lichtman
Gardens are being winterized, grasses have been cut down at the signs. Looking forward to Spring.

H. New Business
None at this time.

I. Confirmation of the Next Board Meeting (General Board Meeting)
Wednesday, January 17, 2024, at 7 p.m. @ Hanford Clubhouse

J. Adjournment

A motion was made by **Jeff Barszcz**, seconded by **Pam Turek** to adjourn the meeting at **7:46** p.m.

Members voted as follows:

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

Respectfully submitted.

Lori Rysdorp, Secretary
SVHA Board of Directors