

**Tollgate Woods Homeowner's Association**

**Board of Directors Meeting**

Wednesday, November 2, 2016 7:00 p.m.

Director Clyma's House

**Meeting Agenda**

**1. Call to Order and Roll Call**

7:02 Meeting Called to Order

Present: Joe, Chris George, Chris Sutherlin, Amy, Lindsey, and Manny

**2. Approval of Agenda**

Lindsey motions to approve agenda, Joe seconds: All approved

**3. Approval of Minutes of Preceding Meeting**

**4. New Business**

4.1 Playground Installation and Announcement

A. Lance will let us know about install.

B. Joe and Chris George suggest adding it to newsletter.

C. Discussion of 2015 Board Meeting. Joe, Chris George and Lindsey all agree no homeowner at the meeting had any negative comments of adding the playground. Official consensus is that the board listened to the homeowners present at the 2015 annual board meeting and moved forward with adding the playground. The last board unanimously decided to spend some of the extra funds to put in the playground.

D. Agreement that playground will a great addition for the neighborhood.

E. Review of 2016 Budget. Roughly \$48,360.24 as of Nov. 2.

4.2 Window Replacement at Gazebo

A. Herriman & Associates will replace window, roughly \$120-140.

4.3 Fireworks

A. Put in newsletter that the by laws state there is to be no fireworks shot off in the neighborhood.

B. Lindsey mentions her home being littered with fireworks the weekend of July 4.

4.4 Seasonal Newsletter

A. Put some discussion of minutes in newsletter.

B. Playground

C. Fireworks

D. Distributed by email

E. Seasonally

F. Recipe Included: Amy will provide

G. Ask homeowners to register on our website

4.5 Association Awards

A. Beautification

1.) Holiday Lights

2.) Flowers

3.) Halloween

B. Manny will look into getting a beautification sign made.

4.6 Tollgate Woods Facebook Page

A. Lindsey will contact Kathleen to make it appear as though the page is not run by the board and no homeowner should use it to contact a board member.

B. Chris Sutherlin suggested keeping the Facebook page for homeowners to have a way to communicate with each other. No one objects.

4.7 2017 Budget

A. Landscape

1.) Replacing Dead Bushes Surrounding Gazebo

a.) Will be discussed for the spring.

2.) Should we stick with Great Oaks?

a.) Discussion of getting quotes to bring down the cost of landscaping.

b.) No contract from Great Oaks. Manny will continue to work with Great Oaks on the cost breakdown.

c.) Joe and Manny will look into getting quotes from other landscape companies.

#### B. Website Cost

1.) \$60 a month to host

2.) \$720 Total for 2017 budget

#### C. Seasonal Decorations

1.) Joe has a quote for holiday lights, which includes gazebo. \$2550 for front and we own lights. Each year thereafter \$1250. Gazebo is \$1450 and \$700 thereafter. Includes garland, bows, timers.

2.) Quote sent to all board members through email.

3.) Joe Motions to include new holiday lights.

a.) Discussion of buying the lights, garland, bows and timers ourselves. After looking at some of the costs online the consensus is to buy everything through the company Joe suggested.

b.) Second by Chris George. All vote in favor of the lighting quote presented by Joe.

#### D. Social Events

1.) Annual Picnic in the summer

2.) Easter Egg Hunt

3.) Halloween Party

4.) Community tickets or suite at a local game.

5.) Community baseball game, football game, soccer game to be held at Meadowbrook Elementary.

6.) Bowling

7.) Amy mentions a board game place in Plymouth and will look into it.

#### E. Gazebo

1.) Power Wash

2.) Repaint

3.) Fix Rot

4.) Joe has a quote. All members review the quote. Sand, stain, paint, power wash, weather guard stain, paint exterior, replace floor with fiberglass free material, remove all the railing and replace the bottom portion of wood with new wood and cut a hole to allow water to not settle, replace all rotten wood around the post with fiberglass maintenance free material. Includes 3 year warranty.

5.) All agree to further discussion of gazebo repairs for the spring. To be added to the agenda at the next board meeting.

F. Snow Removal

1.) City plows roads.

2.) Great Oaks back up.

G. Border Surrounding Playground

1.) To be discussed in the spring.

4.8 2017 Budget Needs to be approved by Dec. 1, 2016

1. Copy of Budget approved on website.

2. All board members will review 2017 budget and give approval. Treasurer will double check the numbers.

4.9 Joe recommends contacting DTE and see what we can do to cut costs. Manny will look into it.

**5. Unfinished Business**

5.1 Website <http://tollgatewoodsnovi.com/>

A. Add Minutes

B. Homeowners registration

C. Link to the newsletter

D. Pay dues online? Chris George will check and see how much it would cost to implement.

5.2 Phragmite Treatments

A. Manny says the treatment is done.

- B. We will wait and see if the treatment is affective and if we need to do another treatment in the spring.
- 5.3 Entrance Pond/Waterfall Quote and Light Issues- Ian Tracey
  - A. Manny will get more quotes.
  - B. Waterfall will be voted upon once quotes are reviewed.
- 5.4 Reserve Study
  - A. Manny will get quotes for a reserve study.
  - B. The reserve study will be voted upon once the quotes are reviewed.
- 5.5 Separate Accounts for Reserves and Spending Set Up
  - A. At the beginning of the year Manny will move all money left over from 2016 into a reserves only account.
- 5.6 Positions of Directors
  - President: Lindsey Petric
  - Vice President/Treasurer: Joe Bahri
  - Secretary: Amy Clyma
  - Director/Treasurer: Chris Sutherlin
  - Director: Chris George

## **6. Directors' Remarks**

- 6.1 Directors all in agreement to try and get homeowners more involved and try and create a positive community.

## **7. Next Meeting**

- 7.1 To be determined

## **8. Executive Session**

- 8.1 Delinquency
  - A. Manny looking at waiving late charges on people who owe dues. Manny confirms that some homeowners were given the wrong information in regards to dues based of the former management company.

- B. Manny suggests waiving late fees on homeowners who have not paid their dues.
- C. Lindsey Motion's to waive late fees only until the end of the year. Chris George seconds. Joe suggests all outstanding fees are to be paid in full by January, 1, 2017 or a lien will be filed on the homes who owe dues. Manny will send out the letters to the homeowners who still owe their 2016 dues explaining the condition. All in favor.
- D. Manny discusses that the Ravines, Brownstones, etc. owe Tollgate Woods for maintaining the pond. Manny will look into getting the attorney involved to try and get the money that is owed to Tollgate Woods. Lindsey suggests having them on a payment plan. Chris George suggests each board meeting we put this issue on the agenda, until it is taken care of.

#### **9. Adjournment (time)**

Chris George motions to close, Joe seconds. Closes at 8:44