

**TPSHA Board Meeting
Minutes
September 6, 2018
6:30 pm – Terri Hutter’s House**

Members Present: Brian Corcoran, Laurie Foondle, Terri Hutter, Jim Sisung

Members Absent: None

A. Approve Agenda

Moved by Jim, supported by Brian, to approve the agenda. Motion carried unanimously.

B. Field Trip

The Board took a field trip to the south entrance, east pond common area, and west pond common area and discussed/observed the following:

- The two overgrown crabapple trees on the west side of the south entrance
- The large arborvitae on the west side of the south entrance
- The need for/location of No Soliciting signs
- The east pond shoreline clean-up
- The dead maple trees on the east pond common area along Textile Road
- The overgrown grass around what was once evergreen trees on the west pond common area near Textile Road
- The condition of the fence
- Possible west pond shoreline clean-up
- The pumpkins growing in two areas along the west pond shoreline

Refer to related sections below for comments/action items related to the above.

C. Approve July 2018 Meeting Minutes

Moved by Terri, supported by Laurie, to approve the July 2018 meeting minutes. Motion carried unanimously.

D. Approve Bills/Sign Checks

Check 1084, \$1000.00 - Lee’s Outdoor Services (July mowing)
Check 1085, \$1275.00 – D.K. Services (East pond shoreline clean-up)
Check 1086, \$141.76 – Signs by Tomorrow (Neighborhood Watch Signs)
Auto Payment, \$843.48 - Republic Services (Trash removal)

Authorized Payment

Check 1087, \$20.00 – State of Michigan (Articles of Incorporation)
Check 1088, \$50.00 - Adrianna Sweet (August weeding)
Check 1089, \$50.00 - Payton Sweet (August weeding)
Check 1090, \$0.00 – Void – printed incorrectly

Check 1091, \$80.00 - Terri Hutter (June bookkeeping)
Check 1092, \$493.00 – Ed Grant (Flowers, fertilizer, gas for flower box maintenance)
Check 1093, \$1400.00 - Lee’s Outdoor Services (August mowing)
Check 1094, \$260.75 – Brian Corcoran (\$242.11 Tent deposit, \$18.64 Cement caulk & sealer)

Moved by Terri, supported by Jim, to approve the bills. Motion carried unanimously.

E. Review 2018 Budget, Financial Statements

The financial statements were reviewed. Expenses are tracking as expected.

Terri asked for and was given permission to make the 4th quarter road fund deposit immediately following the meeting so the funds can start earning interest.

BofI Federal Bank is being renamed Axos Bank effective October 1, 2018.

F. Old Business

1. Delinquent Homeowners – Status

None.

2. Potential Dues Increase – Update

It is the Board’s intent to hire out Spring Clean-Up beginning in 2019. A \$10/quarter/homeowner dues increase would result in \$2240 in Grounds Maintenance funds that could be spent on Spring Clean-Up.

61 homes time \$40/home	\$2440
Less \$800 of lost Spring Clean-Up donations	-\$800
Plus \$600 normally spent on mulch	<u>\$600</u>
	\$2240

Also, a \$10/quarter/homeowner dues increase would result in a 2019 Grounds Maintenance budget of a little under \$7000.

Based on the preliminary estimates we received for hiring out Spring Clean-Up and on the number of non-Spring Clean-Up projects that need to be done, it was decided that a \$15/quarter increase was needed.

Moved by Terri, supported by Brian, to set the 2019 dues at \$260/homeowner/quarter. Motion carried unanimously.

3. Speed Bumps

Jim learned that Travis Pointe is managed by EPMI. He emailed EPMI for information on the Travis Pointe speed bumps and is awaiting a reply.

4. Neighborhood Watch, No Soliciting Signs – Update

The new Neighborhood Watch signs have been installed.

Terri hasn't been able to find matching sign frames for No Soliciting signs. Terri will contact Mike Losey about the small No Soliciting sign in the south entrance flower box. Laurie will search online for small signs.

5. Neighborhood Social – Update

Brian has ordered a tent that will have 6 tables for 8, plus 2 additional tables. The tent will be set up on Friday the 28th or Saturday the 29th. Everything is falling into place.

G. New Business

1. TPSHA Correspondence – Homeowner-related Issues

None

2. Agreements – Bookkeeper (Revised) and Information Officer

The Directory tasks were moved from the Bookkeeper agreement to the Information Officer agreement. New agreements were signed with Terri Hutter as the Bookkeeper and Kris Foondle as the Information Officer.

3. West Pond Peninsula Clean-Up

Terri has decided not to ask the Board to clean up any of the overgrown shrubbery on the west pond peninsula. Terri and Dave will pay for the peninsula clean-up they want done.

Terri asked the Board to consider removing vegetation from the west pond shoreline similar to what was done on the east pond shoreline. Brian will contact D.K. Services for quotes to maintain the east and west pond shorelines on an on-going basis.

Brian will ask Lee's to mow/trim the tall grass that is growing where the evergreen trees once were on the west pond common area near Textile.

4. South Entrance Maintenance (Crabapple and Arborvitae Trees)

- We have received quotes for trimming the two crab apple trees on the west side of the south entrance from:

- Guardian Tree Experts for \$400 to prune to a 7-foot clearance over the junipers and prune back from pillars and street 3 feet.
- Underwood Nursery for \$500 to prune the trees back from the street, raise the canopy, and possibly round off the tops and shape the trees. Terri will confirm if the quote includes the rounding off/shaping. If it does, the Board approved using Underwood Nursery.
- Guardian Tree Experts recommended removing the large arborvitae on the west side of the entrance and replacing it with a 6-foot arborvitae for \$550. They said the arborvitae wasn't thick enough to be trimmed. Brian will check with Lodi Nursery to see if the arborvitae can be trimmed and topped off.

H. Grounds Maintenance

1. East Pond Clean-up – Update

Brian pointed out that the vegetation was already growing back around the east pond shoreline and under the oak tree. Brian will ask Lee's to mow/trim under the oak tree. As mentioned previously, Brian will contact D.K. Services for a quote for on-going maintenance of the shorelines on both ponds.

2. Phragmites Removal (West Pond) – Update

While on our field trip, Terri pointed out that many of the phragmites are growing back. Because we've spent thousands of dollars on this clean-up, Terri asked Brian to ask Blue Water Aquatics about on-going phragmites control.

Brian will also ask Blue Water about the invoice for the pond treatments (done in June and July). We have not yet received an invoice.

3. Inspection of Pillar Caps (Both Entrances) – Update

Brian bought cement caulk and cement water sealer and will be making the repairs.

4. Textile Road Fencing Repair/Replacement

Brian will get quotes for fence repair/replacement.

5. Parcel Box 2P (Broken Key) – Update

A key is broken off in the box 2P lock. Laurie will give Jim the contact information for Pop-A-Lock, and Jim will contact them about a repair.

Jim brought up the fact that the mailboxes need a cleaning. Jim (and all of us) will be on the lookout for window washing services or other cleaning services that might be able to clean them.

I. Open Floor

1. North Entrance Lights

The north entrance lights are coming on randomly during the day. Terri will ask Aaron Liepman if he knows where the sensor is. Laurie will check with Wes Ichesco.

2. Letter for New Homeowners

Laurie has put together a letter for new homeowners. She will send it to the Board members for review.

3. Annual Meeting

Our first choice for an annual meeting date is Tuesday, January 22, at 6:30 PM. Our second choice is Tuesday, January 29, at 6:30 PM. Laurie will check on the availability of Lodi Township Hall.

4. Jim's Deployment

Jim's is deploying shortly after the beginning of the year. He will miss the January through April meetings but will stay on the Board.

J. Adjournment

The meeting was adjourned at 8:15 PM.

The next meeting is October 4 at Brian's unless Brian has to work that day.