

**Travis Pointe South Homeowners Association
2019 Annual Meeting
January 23, 2019 – 6:30 p.m.
Lodi Township Hall**

Board Members Present:

Laurie Foondle (55) President
Jim Sisung (58) Vice President
Terri Hutter (30) Treasurer
Brian Corcoran (48) Maintenance

Homeowners Present:

Sue Corcoran (48)
Kris Foondle (55)
Mike Garris (51)
Royer Held (12)
Jen Klein and Elizabeth Linkous (56)
Mike Losey (5)
John and Nancy Mason (28)
Janice Raymond (47)

I. Open Meeting

Laurie called the meeting to order at 6:35 p.m.

II. Introductions

- a. TPSHA Board Members. Each Board member introduced her/himself.
- b. TPS Homeowners. Each homeowner introduced her/himself.

III. Approve Agenda

Moved by Royer Held, seconded by Janice Raymond, to approve the agenda. Motion carried unanimously.

IV. 2018 Year in Review

- a. Annual Meeting (2018) Minutes Review Approval

The 2018 annual meeting minutes were sent out in advance of the meeting for review.

Moved by Janice Raymond, seconded by Mike Losey, to approve the 2018 annual meeting minutes. Motion carried unanimously.

- b. President's Report

Laurie reviewed the accomplishments of the Board from the past year:

- Began providing quarterly dues statements/invoices via email (a savings on postage and efficiency).
- Voted to increase the annual HOA dues from \$980 to \$1040 in order to hire an outside contractor to perform the spring clean-up duties at each entrance.

- Replaced aging Neighborhood Watch signs and purchased new No Soliciting signs.
- Approved various maintenance jobs, such as clean-up of east and west pond areas, weeding at both entrances, tree trimming, and removal of fallen tree in west pond common area and dead Austrian pine at north entrance.
- Responded to homeowner inquiry about condition of bulletin board at mailboxes (Board voted to have it removed in 2019).
- In response to written request and verbal comments from homeowners regarding display of political signs, a reminder was emailed to all TPS residents about the CCRs wording regarding signs.
- Solicited applications for and approved the appointment of Terri Hutter as the new TPSHA Bookkeeper.
- Reorganized and signed contracts for positions of Bookkeeper and Webmaster, dividing duties between the two, with the Webmaster position evolving into that of Information Officer (Bookkeeper responsible for all quarterly dues collection and accounting, bill processing, home transfers, and similar duties; Information Officer responsible for all website maintenance, maintaining/disseminating contents of the TPS Residents' Directory, and providing new resident welcome packets).
- Held ten monthly meetings, one annual meeting.
- Updated the TPS Board Task Schedule (for future Boards).
- Composed Fall Newsletter.

Laurie thanked all of the residents who:

- Worked before, during or after the May 5 Spring Clean-up or who made a monetary donation for the clean-up.
- Helped with shoveling snow and/or general clean-up throughout the year at the mailboxes.
- Weeded and maintained the flower beds at both entrances.
- Participated in planning and putting together the Neighborhood Social in September.

Laurie also thanked the following:

- Summer Cole and Jim Sisung for volunteering the use of their property for the Neighborhood Social.
- Ed Grant for coordinating new soil for north entrance planter box, planting and watering flowers in flower boxes (both entrances), and watering and weeding in other locations.
- Adrianna and Payton Sweet for weeding at both entrances, including large landscape island on the east side of the north entrance.
- Aaron Liepman and his sons for cleaning fallen branches at the north entrance (in the spring).
- Dave Przeslaawski and Terri Hutter for west pond maintenance (spraying phragmites, peninsula clean-up) and installing new Neighborhood Watch signs.
- Brian Corcoran for trimming vegetation around the light sensor at the north entrance.
- Jim Sisung, Ed Grant and others who helped clean the mailboxes.
- Kathryn Welch for the provision of bookkeeping services.
- Terri Hutter for applying for the bookkeeper position.
- Kathryn Welch, Terri Hutter and Brian Corcoran for working together to transition the bookkeeper position from Kathryn to Terri.
- Kris Foondle for designing and publishing the new TPSHA website, providing the Board with road maintenance and crack sealing evaluation and recommendations, installing new 'flanges/guards' at the base of two sign poles near the north entrance, and installing the new No Soliciting signs.

c. Treasurer's Report

Terri reviewed the 2018 budgeted versus actual income and expenses and noted:

- We received \$100 more in Spring Clean-Up donations than was budgeted.
- We were under budget for Bookkeeping due to some of the Bookkeeper duties being transferred to the Information Officer.
- Our electric bills are \$16 to \$20 a month for each entrance with \$13.75 a month per entrance being fixed costs, such as service fees, rather than usage based.
- We were over budget for the Information Officer due to the development of the new TPSHA website and to some Bookkeeper duties being transferred to the Information Officer.
- We were under budget for Lawn Maintenance due to it being a dry summer, which resulted in fewer mows than normal.
- We were over budget for Pond Maintenance due to some expenses that were expected to have been incurred in 2017 not being incurred until 2018.
- \$50/homeowner/quarter goes to our Road Fund.
- We were under budget in Snow Removal due to no plows being required in November and December. This was fortunate because we had used all of our Snow Removal budget, except for one plow, in January through March of 2018.
- The Taxes-Federal item covers the income tax we pay on the interest earned on our Road Fund accounts and CDs.
- Overall we finished the year with approximately \$1000 more in income than expenses.

Terri reviewed the 2018 year-end assets and noted:

- We have \$21,153.78 in the general fund in a checking account at Huntington Bank.
- We have a total of \$203,689.15 in the road fund split between a checking account, a money market account, and two CDs.
- Thanks to rising interest rates in 2018, we were able to purchase CDs with rates of 2.3% and 2.5% APY.
- We earned \$2675.74 in Road Fund interest in 2018.

d. Maintenance Report

Brian reported on the 2018 grounds/maintenance items:

- Ponds: phragmites clean-up, two treatments of water, and cleared growth on north side of east pond (plan to maintain cleared area on east pond and to clear an area of shoreline on the west pond in 2019).
- Roads: did not seal coat cracks in 2018, snow removal contract was adjusted from a two-inch threshold to a three-inch threshold (same vendor, very good relationship).
- Spring Clean-up was a success, two other times paid to remove the weeds from the beds at both entrances, plan to pay vendor to perform spring clean-up in 2019.
- Common Area Lawn Care: significantly under budget this year, same vendor for the past five years, very good relationship.
- Textile Road Fence: discussed options, such as removing, replacing with like product (\$10,000 for material), replacing with vinyl fencing (\$13,300 for material), fix some posts and all slats.
- Miscellaneous: light sensor at north entrance cleared in order to work properly, pillar and caps at both entrances inspected and small cracks filled on one cap (the brick part will need work in 2019).

V. 2019 Budget Approval

Terri presented the 2019 budget. Most of the 2019 budgeted amounts are similar to the 2018 budgeted amounts. Terri pointed out:

- 2019 dues were increased \$15/homeowner/quarter to \$260/homeowner/quarter to cover the cost of outsourcing the spring clean-up duties. For homeowners who have voluntarily been making a \$50/year spring clean-up contribution, this is only a \$10/year increase.
- Grounds Maintenance was increased to cover outsourcing the spring clean-up duties.
- Officer Rebate of Dues is lower in 2019 because one of the 2018 Board members left her position early due to moving out of the subdivision.
- Because we pay per plow, Snow Removal is the largest unknown when it comes to preparing the budget.
- Taxes Federal is higher in 2019 due to more interest being earned on our savings accounts and CDs.
- Trash Removal will be slightly higher in 2019 because we are in the middle of a three-year contract with Republic Services which has a 3% increase each fall.

Moved by Mike Garris, seconded by Janice Raymond, to approve the budget as presented. Motion carried unanimously.

VI. 2019 TPSHA Board Nominations and Approval

a. Recognition of Departing Board Members

The Board members thanked Laurie for her four years of service and let her know that she will be greatly missed.

Laurie thanked Jim for taking over the taking of the Board meeting minutes the second half of the year as a result of the Board Secretary moving, and for working with Pop-A-Lock to repair parcel box locks at the mailboxes.

Laurie thanked Brian for initiating and soliciting volunteers for the Neighborhood Social planning committee and for working with Lodi Nursery to replace two shrubs (of the new plantings) at the north entrance.

Laurie thanked Terri for obtaining the signatures of all west pond property owners as required for the State of Michigan pond treatment permit and for the time she spent searching for and finding the new Neighborhood Watch and No Soliciting signs.

Laurie stated that she enjoyed working together as a Board this past year.

b. Introduce 2019 Board Nominations

Janice Raymond volunteered to serve on the Board of Directors, beginning in May 2019.

c. Additional Floor Nominations

Mike Garris and Mike Losey stated that they would serve on the Board.

d. 2019 Board Approval

Moved by Terri Hutter, seconded by Kris Foondle, to approve the new Board members.
Motion carried unanimously.

VII. Open Floor

For the benefit of the new homeowners, Jim explained that the reason we have so much money in the Road Fund is because we are saving to replace the roads when the time comes to do so.

VIII. Adjournment

The meeting was adjourned at 7:15 p.m.