

**TPSHA Board Meeting
Minutes
December 16, 2015
7:00 pm – Laurie Foondle’s House**

Members Present: Sheldon Davis, Laurie Foondle, Ed Grant, Charlie Sheets, Gary Sweet

A. Approve Agenda

Moved by Sheldon, seconded by Charlie, to approve the agenda. Motion carried unanimously.

B. Approve Bills/Sign Checks

Check 824, \$801.43 – Republic Services (trash removal, November)
Check 825, \$2,250.00 – Lee’s Outdoor Services (October, November, fall weed control)

Moved by Sheldon, seconded by Charlie, to approve the bills. Motion carried unanimously.

C. Review 2015 Budget, Financial Statements

The Association’s budget was reviewed. It was noted that the budget would be about \$5,000 in the black at year’s end.

Board members agreed to check with Meredy about the DTE bills to compare amounts for the north and south entrances since LED lighting was added at the south end.

D. Approve November 16, 2015 Meeting Minutes

Moved by Charlie, seconded by Gary, to approve the minutes. Motion carried unanimously.

E. Old Business

a. Delinquent Homeowners – Status

Sheldon noted that two homeowners were delinquent with their dues. He would send an email to both to inquire about payment.

F. New Business

a. Snow Removal – Update from Gary

Gary reported that the snow removal contract originally signed with Scenic Landscaping had since changed hands, as Scenic sold the contract to DK Services from Milan, adding that he knew the men who ran DK Services. He said TPSHA was their main contract and they knew that our snow removal was their priority. They would be operating with a minimum of two trucks, he said. After the first push in

November, Gary reported, he and the owners inspected the neighborhood, responding to a few complaints. And, after the snow melted, Gary noted that the owners fixed the areas where sod had been displaced.

Gary raised the issue of Donna Pepper's inquiry about being one of the first driveways plowed to alleviate icing on their steep driveway. He did not have a problem asking DK Services to plow the steeper driveways first, as long as it worked with their plowing system. He did express concern, however, about making sure the Association had adequate liability insurance coverage for instances where there was ice on plowed driveways.

With regard to the end of driveways that are piled with snow after homeowners clear their own driveways, Gary said that he would ask DK Services to make sure the ends of those driveways were cleared.

b. 2016 Budget Approval

Ed suggested that future contracts with Lee's Outdoor Services include an annual end date for lawn services, such as October 1.

Gary suggested that the amounts in the columns in the proposed budget be rounded up.

Sheldon suggested that the following descriptions be used for clarification of certain line items in the budget:

Pond Maintenance – anything in the water, anything at the water's edge, or other pond areas that are not grass.

Lawn Maintenance – grass.

Grounds Maintenance – other areas of the neighborhood that are not water or grass-related.

The Board agreed to budget for paying someone to repair the fencing along Textile Road, understanding that funds would be saved if a group of residents performed the work instead. It was agreed that funds from the Snow Removal line item would be moved to Grounds Maintenance for the fence repair.

Discussion followed regarding excess snow removal funds, noting that establishing a separate account for surplus would require a change in the Bylaws. Currently, excess snow removal funds were placed in the general checking account.

c. TPSHA Correspondence – Homeowner-related Issues

Mailbox Issues

Ed stated that neighborhood resident Bruce Crider misplaced one of his mailbox keys and was told to contact the local post office to obtain a replacement key. Ed said Bruce was told by post office staff that they did not perform this service any

longer; however, Ed said the post office has the master keys for the mailboxes. When Ed called the post office, he was told the same: that they did not do this anymore. He contacted Brian Corcoran, the neighborhood resident who was involved in the installation of the new boxes, who provided him with additional information: there were three keys for each mailbox; two were given to each resident and the third was retained by the post office. Ed visited the post office and a staff member produced a bag of keys to give him; however, he stated these keys were for the parcel boxes. He noted that he was having a difficult time finding a locksmith who could repair the one parcel box that currently had a broken lock.

The Board agreed that a plan needed to be investigated and put in place for replacing keys in the future. Ed suggested that perhaps a master list could be created of each key number/corresponding mailbox, and that the manufacturer be contacted to obtain replacement keys. He said the Board member in charge of maintenance could then keep all of the keys and issue replacements when needed, or one of the unused mailboxes be used to house the extra keys and the post office have access/provide keys when needed.

Laurie suggested that perhaps a member of the new 2016 Board could volunteer to undertake this project, meeting with the appropriate post office staff to begin working out the issues.

Ed stated that he would put the bag of parcel box keys in the empty parcel box, to which the postal carrier would then have access.

Bruce Crider Proposal

Charlie stated that Bruce Crider has proposed installation of some type of marker at both the north and south entrances to help identify the entrances, as they are often difficult to see.

Ed stated that he would call Bruce to obtain more information about this and report back to the Board.

d. 2016 Annual Meeting Agenda Development

The Board reviewed the agenda for the annual meeting to be held on January 25, 2016, as follows:

- Sheldon – review 2015 and 2016 budgets
- Ed – provide update on maintenance issues
- Laurie – read the previous annual meeting minutes
- Gary – provide overview of past year, solicit new Board member volunteers

G. Open Floor

Ed stated that with regard to fence repair along Textile Road, whoever did the work would need to retrieve the boards and posts from Mr. Heinz' property, as this was where the excess materials were located. Gary stated that volunteers for this project could be sought at the annual meeting.

Ed stated that with regard to the south entrance, the planter box would need to be repaired and then replanted. He suggested a flower drive to generate donations to pay for the repair. Ed said he planned to continue planting/maintaining the flower boxes at both entrances once his term on the Board expired. To that end, he said he would need \$400 from the budget for flowers, fertilizer and gas for his tractor. Gary noted that this was already part of the Grounds Maintenance budget.

Ed asked about investing the Road Fund monies into higher interest-bearing accounts, as they currently were earning very low interest rates. Charlie said he would not recommend that at this time and Sheldon noted that the funds were in a zero-risk account, per previous Board discussion and decision. Gary suggested deferring any type of road fund investment discussion to the new Board.

H. Set Time and Location for Next Meeting

January 25, 2016 – Annual Meeting (Lodi Township Hall)

The meeting was adjourned at 8:20pm.