

## **DRAFT**

### **Chase Farms Homeowner's Association Board Meeting Minutes - August 7, 2005**

The meeting was held at Stephen Letzeiser's home.

**Call to Order:** The meeting was called to order by Bob BuWalda at 7:38 p.m.

**In Attendance:** Bob Bu Walda, Kelly Kroll, Art Belloli, Stephen Letzeiser, Dave Renner and Neil Goldman

**Absent:** Larry Lloyd, Mike Salemi, Tom Altholz, Rodney Cooper

**Secretary's Report:** Minutes from the July meeting had been approved electronically prior to the meeting.

**Service Recognition:** The board approved the purchase of a \$100.00 American Express gift card for Ron Link. This is a token of the board's appreciation for his service to CFHA board as secretary for the past several years. Ron resigned from the board in May 2005.

**Action:** Neil to purchase the gift card.

**Treasurer's Report:** Neil Goldman provided year to date financials.

- Operating budget on target YTD
- Revenue carryover from 2004 has been absorbed by legal tree removal in Chase Farms Park and mail box maintenance.
- A possibility of no available \$\$ for capital improvement in 2005.
- Non-paying homeowners – 2005 Association dues: Final attempt to collect 2005 dues will be made. A letter will be sent out notifying delinquent homeowners they are responsible for dues and late fees in addition to all legal cost if remittance is not paid within 30 days from date of the letter. CFHA Liens have been filed in Oakland County against several homeowners due to non-payment of their 2005 Home Owner Association Dues. A motion was approved by the board to sue the homeowners for no-payment of the dues. (see copy of bylaws below).

**Action Item:**

- Neil to send letter to delinquent homeowners. Follow up and review of the status of the liens in September / October 2005.
- This item will be listed on a re-occurring basis on the monthly agenda under "Old Business" to maintain visibility until resolved.

**Section 8 . Effect of Nonpayment of Assessments.** Remedies of the Association. In order to defray the costs of collection, any assessment not paid in full within thirty (30) days after its due date shall bear interest from the due date at the highest lawful interest rate per annum until paid and shall be subject to a late payment fee in the amount of Fifty and 00/100 (\$50) dollars. The Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against such Owner's lot. The Owner shall be responsible to pay for any attorney's fees and other expenses incurred by the Association in collecting the amount due. No Owner may waive or otherwise escape liability for the assessment provided for herein by non-use of the Common Area or abandonment of his lot.

**Maintenance:** The July Maintenance summary was presented /reviewed and is attached to these minutes.

**9 Mile Entrance:**

- Notify the City of Novi that it is our desire to replace the 9 Mile entrance with concrete, not asphalt. (see July minutes for details)
- Have conduit installed and run under the entrance way from the East side to West side of Chase Drive to pull cables or electrical at a future date if needed.

**Action Item:**

- A note to the City Engineer – Rob Hayes and Neighborhood Relations Manager Cindy Uglow that it is our desire that the 9 Mile entrance be replaced with concrete, not asphalt. - Bob
- Follow up with DPW and request the installation of the conduit. - Art

**Irrigation Well** – Final bids and financial analysis were submitted to the board from five well contractors.

- Board approved a motion to proceed with the well at 9 Mile entrance if we can secure bank financing for 6 to 7 years and remain budget neutral. The cost of the well is approximately \$13,650.
- A loan will be secured to cover a well at both the 8 and 9 Mile entrance.

**Action Items:**

- Secure credit union /bank financing for the well. - Bob
- Discuss electrical requirements @ 8 mile with Suburban Electric. – Stephen
- Run a background check with the BBB on the two well contractors. - Stephen

**City Relations** – No News

**Social** – No News

**Architectural Control:**

**Tree Issue with the homeowner at Chase & Picadilly:**

- The homeowner misled the association on the scope of the project when they requested approval to plant a few trees
- **Action Item:** Review the landscaping plan with the homeowners. – Bob / Mike

**Old Business:**

**Chase Farms Park (CFP).** CFHA is still waiting for a letter from Country Place Condo and the City of Novi stating the trees have been taken down and CFHA is no longer in violation of the city code. Bob BuWalda is handling this activity. .

**Park Maintenance:**

- Identify a CFHA resident that backs up to CFP to be the Park Champion.

- **Action Item:** Chase Farms Park committee will draft the job expectations, what's in scope and out of scope. – Dave
- Mike is following up on who has responsibility for the storm drainage with the City.

**New Business:** The CFHA website lacks content updating and needs to be maintained.

- Secretary to be the contact person for the web firm.

**Action Item:**

- Identify companies to act as web manager for CFHA website. – Rodney / Kelly.
- Assemble a Request For Quote (requirements / expectations) of web firm – Kelly.

**Adjournment:** The meeting was adjourned at 9:20 p.m.

**Next Meeting:** The next meeting will be held at **7:30 p.m. Sunday, September 11<sup>th</sup> at Bob BuWalda's house Chase Drive.**