



**Annual Meeting – 2011**

# Agenda

- Introductions
- Review 2010
- Review Plans For 2011
- Comments / Questions
- Adjourn

# Board of Directors

## Officers:

President **Art Belloli**

Vice President **Larry Lloyd**

Secretary **Lisa Cooper**

Treasurer **Dave Renner**

# Other Board Members

**Stephen Letzeiser**

**Mukul Rathi**

**Heidi Rhome**

**Jennifer Stefanek**

**Kristin Stelmaszek**

# Subcommittee Chairpersons

Architectural Control

**Open**

Beautification

**Larry Lloyd**

City Relations

**Open**

Maintenance

**Art Belloli**

Social

**Jen Stefanek**

**Kristin Stelmaszek**

# Review 2010

- Major Accomplishments
- Social Events
- Property & Grounds
- Financial Report
  - Dues Collection / Low Delinquency
  - 2010 Results
  - 2011 Budget

# Major Accomplishments

- Chase Farms: Premier Novi Subdivision

- Physically

- Fiscally

# Outstanding Social Events

Garage Sale

Chairperson:

Shane Simpson

Easter Egg Hunt

Co-Chairpersons:

Jennifer Stefanek

Kristin Stelmaszek,

Volunteers:

➤ Nicole Azzouz

➤ Karen Aucott

➤ Leslie Capek

➤ Aprille Karlavage

➤ Janet Leidal

➤ Emily Moutzouros



# Award-Winning Property & Grounds

- Maintained Consistently Professional Appearance
- Replaced Broken Street Signs & Banners
- Refinished Street Sign Bases/Poles
- Removed Storm-Damaged Trees @ 8-Mile
- Trimmed North Island Trees for Driver Visibility
- Added Insurance Protection for Stone Signs
- Monitored Entryways Daily/Nightly
- Responded To Maintenance Issues Promptly
- Ensured Stability of All Systems
- Continued Contracts With Secure, Effective, Responsive Suppliers

# Award-Winning Property & Grounds

- Irrigation Wells Functioned As Designed
  - Avoid Water Rate Increases
  - Improved Water & Pressure
  - Minimize Rust Stains: Effective Rid-O-Rust System
  - Require Minimal Sprinkler Head Repairs
- Entrance Lawns
  - Cut Weekly
  - Edged Bi-weekly
  - Fertilized 5 Times
- Flower Beds
  - Rotated by Season, Color & Style
  - Weeded Bi-weekly As Needed
  - Refreshed mulch in all beds and courts
- Completed Spring And Fall Clean-ups On All Lawns & Beds

# Award-Winning Property & Grounds

- Minimal & Rapid Lighting Repairs
- Repaired 50 Damaged Mailboxes
  - USPS Carrier, Gerard, monitors & advises daily
  - Homeowners monitor & email
- Coordinated Repairs with Novi Department of Public Services
  - Broken sidewalk “flag”
  - Pavement Spalling
  - Clear Brush & Branches from sidewalk behind West Ashbury homes
  - Repair Snow Plow Damage
- Holiday Lighting
  - Branch Wrap Style; Monitor Nightly; Many commented, “Best Ever!”
  - Garland & Large Red Bows on Picket Fences and Signs for Daylight Enhancement
- Board Monitors Homeowner Properties
  - House, Landscape, Satellite Dish Location, Other
  - Request upgrades as appropriate
  - Nearly 100% cooperation

# Signage Upgrades

- New Retroreflectivity Standards
  - Speed Limit & No Parking Signs Upgraded
  - Stop Signs Replaced
  - Duplicate Signs Removed
  - New Sign Posts Installed
- Bump Sign Installed for Chase @ Ashbury
- No-Soliciting Signs Removed
  - Outdated Wood Signs/Posts
  - Does not prevent soliciting;
  - City permit required
  - Most effective way to prevent solicitors:
    - Post small “No Soliciting” sign near doorbell
    - Novi Police very supportive: impose fines and/or revoke permit



# Major Accomplishments

- Chase Farms: Premier Novi Subdivision

- **Physically**

- **Fiscally**

# Continue Rigorous Fiscal Control

- Block Cash Withdrawals & EFTs From Bank Account
- Continue Bank Business Sweep Checking Account
- Accept Only Physical Statements Mailed Directly From Bank:
  - One Copy Mailed Directly To Treasurer; Second Copy Mailed To Secretary
  - Second Copy Opened Only At Board Meeting
  - Both Copies Reconciled With Each Other And Treasurer's Financial Statement
- Require Dual Signatures For All Checks
- At Least Two Board Members Must Approve Any Work Outside of Existing Landscaping Contracts
- Formally Review / Approve Financial Statements and Bank Reconciliations At Each Board Meeting
- Formally Review All Expenses At Board Meeting

# Financial Report – 2010

	<b>Actual</b>	<b>Budget</b>	<b>Fav / (Unfav)</b>
	<b>2010</b>	<b>2010</b>	<b>Budget</b>
<b>Income</b>			
<b>4000 - Homeowners Dues (330 Households)</b>	\$65,400	\$66,000	(\$600)
<b>4002 - Late Charge / Prior Year Dues</b>	946	0	946
<b>4099 - Interest Income</b>	762	1,500	(738)
<b>4115 - Garage Sale - Registration Fee</b>	84	100	(16)
<b>4120 - Octoberfest / Picnic</b>	<u>0</u>	<u>100</u>	<u>(100)</u>
<b>Total Income / Receipts</b>	67,191	67,700	(509)

# Financial Report – 2010

	<b>Actual</b>	<b>Budget</b>	<b>Fav / (Unfav)</b>
	<b>2010</b>	<b>2010</b>	<b>Budget</b>
<b>Expense</b>			
<b>6100 - Administration</b>			
<b>6110 - Insurance</b>	3,057	3,200	143
<b>6120 - Legal Fees</b>	0	3,000	3,000
<b>6122 - Financial Review</b>	0	500	500
<b>6125 - Newsletter</b>			
<b>6125 - Newsletter - Other</b>	742	850	108
<b>6135 - Website</b>	<u>180</u>	<u>850</u>	<u>670</u>
<b>Total 6125 - Newsleter</b>	922	1,700	778
<b>6140 - Bank Charges</b>	83	250	167
<b>6145 - Fed . &amp; Mich. Filing Fees</b>	170	400	230
<b>6150 - Postage &amp; Mailing</b>	952	1,400	448
<b>6155 - Office Supplies</b>	<u>203</u>	<u>300</u>	<u>97</u>
<b>Total 6100 - Administration</b>	5,387	10,750	5,363



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	<b>Actual</b>	<b>Budget</b>	<b>Fav / (Unfav)</b>
	<b>2010</b>	<b>2010</b>	<b>Budget</b>
<b>6200 - Utilities &amp; Repairs</b>			
<b>6210 - Electric</b>			
6212 - 8 Mile	1,453	1,400	(53)
6214 - 9 Mile	<u>1,001</u>	<u>1,120</u>	<u>119</u>
<b>Total 6210 - Electric</b>	2,454	2,520	66
<b>6220 - Electrical Repair</b>	1,316	2,600	1,284
<b>6225 - Mailbox Repairs</b>			
6221 - Repair Costs	4,602	5,000	398
6222 - Reimbursements Received	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total 6225 - Mailbox Repairs</b>	4,602	5,000	398
<b>6230 - Sprinkler &amp; Well Repairs</b>	755	1,800	1,045
<b>6231 - Well Rid O Rust</b>	4,954	6,000	1,046
<b>6235 - Street Sign Repairs</b>	<u>1,525</u>	<u>750</u>	<u>(775)</u>
<b>Total 6200 - Utilities &amp; Repairs</b>	15,605	18,670	3,065

# Financial Report - 2010

	<u>Actual</u> <u>2010</u>	<u>Budget</u> <u>2010</u>	<u>Fav / (Unfav)</u> <u>Budget</u>
<b>6300 - Special Events</b>			
<b>6315 - Easter Egg Hunt</b>	269	400	131
<b>6320 - Garage Sale</b>	68	100	32
<b>6335 - Octoberfest / Picnic</b>	0	1,000	1,000
<b>6340 - Halloween Parade</b>	<u>0</u>	<u>250</u>	<u>250</u>
<b>Total 6300 - Special Events</b>	337	1,750	1,413

# Financial Report - 2010

	<u>Actual 2010</u>	<u>Budget 2010</u>	<u>Fav / Unfav Budget</u>
<b>6400 - Landscaping</b>			
<b>Total 6400 - Landscaping</b>	26,700	27,922	1,223

# Financial Report – 2010

	<u>Actual 2010</u>	<u>Budget 2010</u>	<u>Fav / (Unfav) Budget</u>
6500 - Storage Locker - Rental	702	750	48
6600 - Park Maintenance	0	2,200	2,200
6700 - Emergency Reserve	1,654	5,000	3,346
6800 - Capital Improvements			
6810 - Entry, Tree and Street Signs	<u>0</u>	<u>0</u>	<u>0</u>
Total 6800 - Capital Improvements	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>50,385</u>	<u>67,042</u>	<u>16,657</u>
	<u><u>\$16,807</u></u>	<u><u>\$658</u></u>	<u><u>\$16,149</u></u>

<b><i>Cash - December 31, 2009</i></b>	<b><i>\$110,699.35</i></b>
<b><i>2010 - Receipts over Expenses</i></b>	<b><i><u>\$16,806.80</u></i></b>
<b><i>Cash - December 31, 2010</i></b>	<b><i>\$127,506.15</i></b>

# Budget – 2011

	<u>Actual 2010</u>	<u>Budget 2011</u>	<u>(Inc) / Dec Budget</u>
<b>Income</b>			
<b>4000 - Homeowners Dues (330 Households)</b>	\$65,400	\$66,000	(\$600)
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<b>6150 - Postage &amp; Mailing</b>	952	1,000	48
<b>6155 - Office Supplies</b>	203	300	97
<b>Total 6100 - Administration</b>	5,387	9,600	4,213

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<b>Total 6300 - Special Events</b>	337	1,150	813



# Budget - 2011

	Budget	Budget	Fav / Unfav
	<u>2010</u>	<u>2011</u>	<u>Budget</u>
<b>6400 - Landscaping</b>			
<b>Total 6400 - Landscaping</b>	26,700	30,181	3,482

# Budget - 2011

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<b>6500 - Storage Locker - Rental</b>	702	750	48
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<b>6700 - Emergency Reserve</b>	1,654	3,000	1,346
<b>6800 - Capital Improvements</b>			
<b>6810 - Entry, Tree and Street Signs</b>	<u>0</u>	<u>1,300</u>	<u>1,300</u>
<b>Total 6800 - Capital Improvements</b>	<u>0</u>	<u>1,300</u>	<u>1,300</u>
<b>Total Expenses</b>	<u>50,385</u>	<u>66,851</u>	<u>16,466</u>
<b>Cash Receipts over (under) Expenses</b>	<u><u>\$16,807</u></u>	<u><u>\$149</u></u>	<u><u>(\$16,658)</u></u>

City of Novi

Beautification Commission Award

*Eye On Novi*

# Thank You!

***Thanks to each of our homeowners and residents! You carefully maintain and improve your homes and property. Together with your support of our Board members you sustain Chase Farms as the beautiful and premier subdivision that it is.***

# Plans – 2011

- Continue Rigorous Financial Controls
- No Dues Increase For 2011
- Maintain Entryway Professional Appearance
- Follow-up with City of Novi DPS:
  - Replace 8-mile curb
  - Repair receded storm drain cover & pavement
  - Repair snow plow damage
- Continue Award-winning Plans
- Address Individual Home/Property Care Issues

# Plans - 2011

- Evaluate Azek for Mailbox Repair / Replacement



# Open Discussion

- Solicit New Board Members
- Comments / Questions
- Adjourn



**Annual Meeting – 2011**





# Risks – 2011

- Increased Mailbox Repairs & Costs
- Remove & Replace Island Pear Trees
- Drop & Cut-up Dead Trees In Park
- Irrigation System Backflow Vandalism