



Annual Meeting – January 17, 2012

17 People from 12 Households attended
the Annual Meeting

Agenda

- Introductions
- Review 2011
- Review Plans For 2012
- 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

Heidi Rhome

Beautification

Larry Lloyd

City Relations

Art Belloli

Maintenance

Art Belloli

Social

Jen Stefanek

Kristin Stelmaszek

Review 2011

- Major Accomplishments
- Social Events
- Property & Grounds
- Financial Report
 - Dues Collection / Low Delinquency
 - 2011 Results
 - 2012 Budget

Major Accomplishments

- Chase Farms: Premier Novi Subdivision

- Physically

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

Halloween Party



Award-Winning Property & Grounds

- Maintained Consistently Professional Appearance
- Replaced Broken Street Signs & Banners
- Straightened All Mailbox Stands
- Repaired Over 200 Mailboxes
- Pruned All Entryway Trees
- Removed Fallen Trees & Overhanging Branches
- 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
 - Challenges: Vandalism and Rid-O-Rust Availability
 - Require Minimal Sprinkler Head Repairs
- Entrance Lawns
 - Cut Weekly
 - Edged Bi-weekly
 - Fertilized 5 Times
 - Repaired Commercial Truck Tire Damage
- Flower Beds
 - Rotated by Season, Color & Style
 - Weeded Bi-weekly As Needed
- Completed Spring And Fall Clean-ups On All Lawns & Beds
- Clear Snow from Entryway Sidewalks

Award-Winning Property & Grounds

- **Minimal & Rapid Lighting Repairs**
- **Repaired Damaged Mailboxes**
 - USPS Carrier, Gerard, Monitored & Advised Daily
 - Homeowners Monitored & Emailed
- **Partnered with Novi Department of Public Services**
 - Repair Void around 9-Mile Sewer Access
 - Repave Chase Drive Segments
 - Fill Chase Drive & Dukesbury Ct. Pavement Joints, Potholes & Sub-Surface Voids
 - Replace Vandalized Stop Sign
 - Repair Snow Plow Damage
 - Replace Sections of Heaved or Sunken Sidewalk and Catch Basins
- **Holiday Lighting**
 - Branch Wrap Style; Monitor Nightly; Many comments. “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
 - Encouraging cooperation

Major Accomplishments

- Chase Farms: Premier Novi Subdivision

- Physically

- **Fiscally**

Continue Rigorous Fiscal Control

- Formally Review / Approve Financial Statements and Bank Reconciliations At Each Board Meeting
- Formally Review All Expenses At Board Meeting
- Require Two Signatures For All Checks
- At Least Two Board Members Must Approve Any Work Outside of Existing Landscaping Contracts
- 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

Financial Report - 2011

	2011	2011	Fav (Unfav)
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>Budget</u>
Income			
4000 - Homeowners Dues	\$65,400.00	\$66,000.00	(\$600.00)
4002 - Late Charge / Pr Yr Dues	911.50	0.00	911.50
4099 - Interest Income	548.73	800.00	(251.27)
4115 - Garage Sale	99.00	100.00	(1.00)
4120 - Octoberfest / Picnic	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>
Total Income	66,959.23	67,000.00	(40.77)

Financial Report – 2011

	2011 <u>Jan - Dec 11</u>	2011 <u>Budget</u>	Fav (Unfav) <u>Budget</u>
Expense			
6100 - Administration			
6110 - Insurance	3,131.25	3,200.00	68.75
6120 - Legal Fees	0.00	3,000.00	3,000.00
6122 - Financial Review	0.00	100.00	100.00
6125 - Newsletter			
6125 - Newsletter - Other	792.00	850.00	58.00
6135 - Website	<u>479.75</u>	<u>600.00</u>	<u>120.25</u>
Total 6125 - Newsletter	1,271.75	1,450.00	178.25
6140 - Bank Charges	300.00	300.00	0.00
6145 - Fed & Mich Filing Fees	166.00	250.00	84.00
6150 - Postage & Mailing	931.84	1,000.00	68.16
6155 - Office Supplies	<u>164.84</u>	<u>300.00</u>	<u>135.16</u>
Total 6100 - Administration	5,965.68	9,600.00	3,634.32

Financial Report – 2011

	2011	2011	Fav (Unfav)
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>Budget</u>
6200 - Utilities & Repairs			
6210 - Electric			
6212 - 8 Mile	1,913.96	1,400.00	(513.96)
6214 - 9 Mile	<u>1,175.84</u>	<u>1,120.00</u>	<u>(55.84)</u>
Total 6210 - Electric	3,089.80	2,520.00	(569.80)
6220 - Electrical Repair	415.00	2,600.00	2,185.00
6225 - Mailbox Repairs			
6221 - Repair Costs	15,053.50	5,000.00	(10,053.50)
6222 - Reimbursements Received	<u>(425.00)</u>	<u>0.00</u>	<u>425.00</u>
Total 6225 - Mailbox Repairs	14,628.50	5,000.00	(9,628.50)
6230 - Sprinkler & Well Repairs	2,115.80	1,800.00	(315.80)
6231 - Well Rid O Rust	3,450.00	6,000.00	2,550.00
6235 - Street Sign Repairs	<u>2,795.74</u>	<u>750.00</u>	<u>(2,045.74)</u>
Total 6200 - Utilities & Repairs	26,494.84	18,670.00	(7,824.84)

Financial Report - 2011

	2011	2011	Fav (Unfav)
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>Budget</u>
6300 - Special Events			
6315 - Easter Egg Hunt	578.31	300.00	(278.31)
6320 - Garage Sale	69.28	100.00	30.72
6335 - Oktoberfest / Picnic	0.00	500.00	500.00
6340 - Halloween Parade	<u>509.37</u>	<u>250.00</u>	<u>(259.37)</u>
Total 6300 - Special Events	1,156.96	1,150.00	(6.96)

Financial Report – 2011

	2011 <u>Jan - Dec 11</u>	2011 <u>Budget</u>	Fav (Unfav) <u>Budget</u>
Total 6400 - Landscaping	29,858.50	30,181.00	322.50

Financial Report - 2011

	2011 <u>Jan - Dec 11</u>	2011 <u>Budget</u>	Fav (Unfav) <u>Budget</u>
6500 - Storage Locker & Misc.	702.00	750.00	48.00
6600 - Park Maintenance	175.00	2,200.00	2,025.00
6700 - Emergency Reserve	400.00	3,000.00	2,600.00
6800 - Capital Improvements			
6810 - Entry, Tree and Street Signs	0.00	1,300.00	1,300.00
681X - Mailbox Renovations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 6800 - Capital Improvements	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>
Total Expense	<u>64,752.98</u>	<u>66,851.00</u>	<u>2,098.02</u>
Cash Receipts over (under) Expenses	<u>\$2,206.25</u>	<u>\$149.00</u>	<u>\$2,057.25</u>

Cash - December 31, 2010

\$127,506.33

2011 - Receipts over Expenses

\$2,206.25

Cash - December 31, 2011

\$129,712.58

Budget – 2012

	2011	2012	2012 Budget
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>Fav (Unfav)</u>
			2011 Actual
Income			
4000 - Homeowners Dues	\$65,400.00	\$79,200.00	\$13,800.00
4002 - Late Charge / Pr Yr Dues	911.50	0.00	(911.50)
4099 - Interest Income	548.73	500.00	(48.73)
4115 - Garage Sale	99.00	100.00	1.00
4120 - Octoberfest / Picnic	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Income	66,959.23	79,900.00	12,940.77

Budget – 2012

	2011 <u>Jan - Dec 11</u>	2012 <u>Budget</u>	2012 Budget Fav (Unfav) <u>2011 Actual</u>
Expense			
6100 - Administration			
6110 - Insurance	3,131.25	3,200.00	(68.75)
6120 - Legal Fees	0.00	2,000.00	(2,000.00)
6122 - Financial Review	0.00	100.00	(100.00)
6125 - Newsletter			
6125 - Newsletter - Other	792.00	850.00	(58.00)
6135 - Website	<u>479.75</u>	<u>600.00</u>	<u>(120.25)</u>
Total 6125 - Newsletter	1,271.75	1,450.00	(178.25)
6140 - Bank Charges	300.00	300.00	0.00
6145 - Fed & Mich Filing Fees	166.00	250.00	(84.00)
6150 - Postage & Mailing	931.84	1,000.00	(68.16)
6155 - Office Supplies	<u>164.84</u>	<u>300.00</u>	<u>(135.16)</u>
Total 6100 - Administration	5,965.68	8,600.00	(2,634.32)

Budget – 2012

	2011 <u>Jan - Dec 11</u>	2012 <u>Budget</u>	2012 Budget Fav (Unfav) <u>2011 Actual</u>
6200 - Utilities & Repairs			
6210 - Electric			
6212 - 8 Mile	1,913.96	2,000.00	(86.04)
6214 - 9 Mile	1,175.84	1,200.00	(24.16)
Total 6210 - Electric	<u>3,089.80</u>	<u>3,200.00</u>	<u>(110.20)</u>
6220 - Electrical Repair	415.00	2,600.00	(2,185.00)
6225 - Mailbox Repairs			
6221 - Repair Costs (Only Repairs)	15,053.50	3,000.00	12,053.50
6222 - Reimbursements Received	(425.00)	0.00	(425.00)
Total 6225 - Mailbox Repairs	<u>14,628.50</u>	<u>3,000.00</u>	<u>11,628.50</u>
6230 - Sprinkler & Well Repairs	2,115.80	1,800.00	315.80
6231 - Well Rid O Rust	3,450.00	6,000.00	(2,550.00)
6235 - Street Sign Repairs	2,795.74	750.00	2,045.74
Total 6200 - Utilities & Repairs	<u>26,494.84</u>	<u>17,350.00</u>	<u>9,144.84</u>

Budget – 2012

	2011	2012	2012 Budget
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>Fav (Unfav)</u> <u>2011 Actual</u>
6300 - Special Events			
6315 - Easter Egg Hunt	578.31	300.00	278.31
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Total 6300 - Special Events	1,156.96	1,150.00	6.96

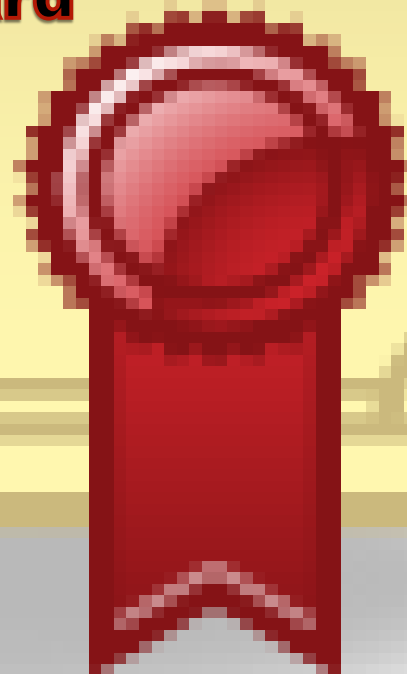
Budget - 2012

	2011	2012	2012 Budget
	Jan - Dec 11	Budget	Fav (Unfav)
	<u> </u>	<u> </u>	<u>2011 Actuals</u>
Total 6400 - Landscaping	29,858.50	30,801.00	942.50

Budget – 2012

	2011	2012	2012 Budget Fav (Unfav)
	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>2011 Actual</u>
6500 - Storage Locker & Misc.	702.00	750.00	(48.00)
6600 - Park Maintenance	175.00	2,200.00	(2,025.00)
6700 - Emergency Reserve	400.00	3,000.00	(2,600.00)
6800 - Capital Improvements			
6810 - Entry, Tree and Street Signs	0.00	1,300.00	(1,300.00)
681X - Mailbox Renovations	<u>0.00</u>	<u>15,000.00</u>	<u>(15,000.00)</u>
Total 6800 - Capital Improvements	<u>0.00</u>	<u>16,300.00</u>	<u>(16,300.00)</u>
Total Expense	<u>64,752.98</u>	<u>80,151.00</u>	<u>(15,398.02)</u>
Cash Receipts over (under) Expenses	<u><u>\$2,206.25</u></u>	<u><u>(\$251.00)</u></u>	<u><u>(\$2,457.25)</u></u>

Thank you to each of our home-owners and residents! You carefully maintain and improve your homes and property, and you pay your dues on time. Together with our Board members you sustain Chase Farms as the beautiful and premier subdivision that it is. You are the best!





Special Thanks

- U.S. Postal Carrier—**Gerard**
 - Daily Audits Condition of Every Mailbox – We Know Before You Do
- Novi Dept. of Public Services Sr. Manager—**Matt Wiktorowski**
 - Repair Streets, Sidewalks, Catch Basins, Despite Budget Constraints
 - Rapid and Responsive
- Novi Police Officer—**Steven Patterson**
 - Assigned to Chase Farms
 - Monthly Communication with Board



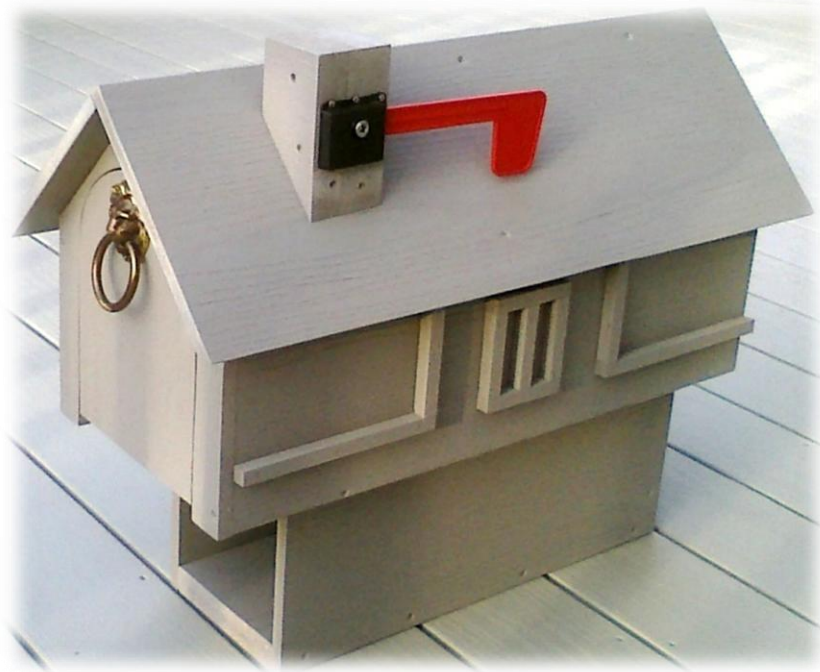
Special Thanks

- Treasurer—**Dave Renner**
 - Impeccable Financial Management
 - On-time Bill Payments & Diligent Collection Efforts
 - Remarkably Low Delinquency: Just 3 out of 330
- Social Chairs—**Jen Stefanek & Kristin Stelmaszek**
 - Outstanding Social Events
 - Unique Venues, Creative Events, Awesome Organization
- Vice President—**Larry Lloyd**
 - Special Projects: Signage Repair & Architectural Audits
- Architectural Control Chair—**Heidi Rhome**
 - Creative and Rapid Response Review & Approval Process
- Board Members—
Lisa Cooper, Stephen Letzeiser, Mukul Rathi
 - Dedicated, Consistent, and Careful Counsel,

Plans – 2012

- Continue Rigorous Financial Controls
- Maintain Entryway Professional Appearance
- Address Individual Home/Property Care Issues
- Capture Email Addresses for All Homeowners
- Communicate Time/Event-Critical Messages via Email
- Coordinate with Novi Police & DPS As Needed
- Launch Azek Mailbox Replacement

Mailbox Prototype



Advantages

- Azek Deck
 - Lasts Beautifully
 - Color, Appearance, & Grain Same as Existing Boxes
 - Color Penetrates Entire Board
 - Resistant to Splits, Scratches, and Stains
 - Does Not Mold, Rot or Need Painting
 - Does Not Attract Ants, Bees, Wasps
 - Stainless Steel Screws and Plastic Flags Prevent Rust and Stains
 - Simple and Improved Latches and Hinges Minimize Door Failures
 - Address & Side Trim is Laser Imprinted for Consistent, Clean Look
 - Costs Less Than Cedar Up Front and Long Term



Before...



After...



Open Discussion

- New Board Members
- Comments / Questions
- Adjourn



Annual Meeting – 2012

Risks – 2012

- Increased Mailbox Repair Frequency & Severity
- Remove & Replace Island Pear Trees
- Drop & Cut-up Dead Trees In Park
- Irrigation System Backflow Vandalism
- Signage Vandalism
- Commercial Truck Tire Damage