

## 2004 Association Board Meeting Minutes – Archive

**May 26, 2004**

### Meeting Minutes - Huron Farms Association Board of Directors Meeting

#### Date, Time and Place

The Huron Farms board of directors met following the annual co-owners meeting on Wednesday May 26, 2004 at Mill Creek Middle School. The meeting was called to order at 8:30pm.

#### Quorum

Quorum was reached with the following board members in attendance.

<b>Name</b>	<b>Position</b>
Thomas Phillips	President
Scott Hershner	Vice President
Andrew Yomey	Treasurer
Gloria Johnston	Secretary

Woodgie Logan, Kramer Triad Management, was also present

The following board member(s) were not present:

<b>Name</b>	<b>Position</b>
Paul Arrak	Norfolk Development Corporation

#### Financial Report

April financials were presented to the board. Tax forms were presented to the board and signed by Thomas Phillips. Woodgie Logan answered new board member questions about financial procedures. The annual auditors report was distributed to board members for review.

#### Board Business

- The board, being new, discussed meeting protocol and defined roles and tenure for new members.
- The board considered requests for waiver of late fees for association fees. Requests were denied.
- The board reviewed a complaint from a co-owner regarding a construction issue. That issue is to be directed to Norfolk as it is a construction matter.
- It was decided that Chris Love, former VP, would train Andrew Yomey to review and recommend approval status for modification requests.

#### Adjournment

The meeting of the board was adjourned at 9:30pm.

#### Next Meeting

The next meeting is scheduled for July 28, 2004 at 5:30pm at the Huron Farms model.

**June 13, 2004**

## **Meeting Minutes - Huron Farms Association Board of Directors Special Meeting**

### **Date, Time and Place**

The Huron Farms board of directors held a special meeting on Sunday June 13, 2004 at 3621 Meadow View Drive. The meeting was called to order at 3:00pm. The required three day notice to board members was not provided. The motion to waive notice of the three-day advance notice was made and approved by all board members present.

The purpose of the special meeting was to organize the efforts of the new board and to prepare for the July 28, 2004 meeting.

### **Quorum**

Quorum was reached with the following board member(s) in attendance.

<b>Name</b>	<b>Position</b>
Thomas Phillips	President
Scott Hershner	Vice President
Andrew Yomey	Treasurer
Gloria Johnston	Secretary

The following board member(s) were not present:

<b>Name</b>	<b>Position</b>
Paul Arrak	Norfolk Development Corporation

Woodgie Logan, Kramer Triad Management, was not present

### **Board Business**

Transition between previous and new board members: The need for inclusion of the previous board members in the July 28, 2004 meeting was identified. An invitation will be extended to Jeffrey Eisele and Chris Love to attend as guests.

Documents and files requests: The group discussed the status of files and documents due. Some requests for documents have been received. The following requests are outstanding and will be communicated to Woodgie Logan:

- Approved site plan approval set and final engineered site plans, including site utilities and landscape documents and specifications (if not on the sheets).
- Resident roster

Modification request training: Andrew Yomey stated that he has all information needed for future modification requests.

Preparation for July 28, 2004 meeting: The following initiatives were discussed:

- Tree health and replacement. Thomas Phillips and Scott Hershner will take the lead on this initiative. The responsibility of individual homeowners, the association and developer where discussed. The group agreed that this is a priority in terms of getting information out to residents regarding responsibility of tree health and maintenance.

- Water retention. Thomas Phillips reviewed the transition study prior to the meeting. He will make copies of pertinent pages for the remaining board members. An invitation will be extended to Jeffrey Eisele and Chris Love to attend the next board meeting as guests to discuss this issue with the full board. Thomas Phillips and Andrew Yomey will take the lead on this initiative.
- Concrete walk and asphalt pavement failure. The group reviewed photos from the transition study. The group determined that input by Kramer Triad and the developer is needed. This issue will be discussed at the July 28, 2004 meeting. The group also discussed the need to include concrete maintenance in communications to residence.
- Common area planting. Scott Hershner will take the lead on this initiative. He is aware of the efforts of the landscape committee and will provide a report at the next board meeting.

Review of board initiatives/committees: The following updates were provided:

- Website. The group reviewed the draft website and suggested changes. A motion was made to fund registering a domain name for the association. All members present approved the motion. Gloria Johnston will take the lead on this initiative.
- Newsletter. The group identified articles to include in the first newsletter. Gloria Johnston will take the lead on this initiative.
- Mailboxes. Gloria Johnston presented options for mailboxes. The board will review the matter at the next board meeting.
- Logo. A motion was made to develop a Huron Farms Association logo. The motion was approved by all board members present to fund creation of a logo which will cost approximately \$80.00. Gloria Johnston will take the lead on this and will have copy for the board to review at the next meeting.
- New resident welcome. The group discussed creating a new resident welcome letter from the association. The letter to be drafted by the board.

Identification of agenda times for next board meeting: In addition to the status of the above initiatives, the following new items were identified for inclusion at the next board meeting:

- Recognition of the contributions of the previous board
- New committees
- Quantity bid process for residents (materials, plants)
- Social events

### **Summary of Motions and Outcomes**

Motion	Outcome
Waive notice of the three-day advance notice	Motion made and approved by all board members present
Fund registration of a domain name for the association	Motion made and approved by all board members present
Develop a Huron Farms Association logo	Motion made and approved by all board members present
Fund development of the logo	Motion made and approved by all board members present

### **Adjournment**

The meeting of the board was adjourned at 5:00pm.

### **Next Meeting**

The next meeting is scheduled for July 28, 2004 at 5:30pm at the Huron Farms model.

**July 28, 2004**

**Meeting Minutes - Huron Farms Association Board of Directors Meeting \*\***

**Date, Time and Place**

The Huron Farms board of directors held a board meeting on Wednesday July 28, 2004 at the Huron Farms model. The meeting was called to order at 5:30pm.

**Quorum**

Quorum was reached with the following board member(s) in attendance.

<b>Name</b>	<b>Position</b>
Thomas Phillips	President
Scott Hershner	Vice President
Andrew Yomey	Treasurer
Gloria Johnston	Secretary
Paul Arrak	Norfolk Development Corporation

Woodgie Logan and Bobbie Jo Barrett from Kramer Triad Management were present. Bobbie Jo Barrett was introduced as the Association's community manager.

**Approval of Minutes**

The meeting minutes from the June 13, 2004 meeting were accepted and approved by the board.

**Board Business**

Developer's Report: 232 homes have been sold, 222 of which have closed. Eight (8) spec homes are under construction. There are 25 vacant lots. Norfolk Development Corporation is anticipating closing HF construction by the end of 2005. All major site work has been completed at this time.

The memo dated July 27, 2004 from Paul Arrak, Norfolk Development Corporation (NDC), was reviewed by the board.

Highlights include:

- Concrete – the memo addresses several specific sections of concrete in the community. The conclusion is that NDC will not replace the identified areas of concrete. It is their position that the concrete failures are the result of poor workmanship performed by non-NDC contractors and/or misuse by residents and their contractors.
- Detention ponds – NDC will remove any remaining silt fencing from the detention area between Meadow View and Noble. Work will commence in the fall or spring when vegetation is low.
- Standing water – several representatives from NDC inspected the common area between Meadow View and Noble last month. NDC came to the conclusion that the area appears to not drain properly for several reasons. NDC will install a 4" drainpipe with fabric sock to form a French drain. The trench will be backfilled with pea stone and the excavated soils will be redistributed over the area. Grass seed will be dropped in the disturbed areas. NDC will notify

the board two weeks before the work is to begin. NDC is not responsible for damage to irrigation or sump line damage in the common area.

- Common area between 7186 and 7202 Ulrich – The area does not drain correctly. NDC will grade the area to provide positive drainage. Disturbed areas will be re-seeded. Areas disturbed on the owner's lot will be re-sodded if the original grass was sod otherwise it will be hydroseeded or seeded by hand. NDC will notify the board two weeks before the work is to begin

NDC will provide a schematic of the areas where drainage is to be installed.

Property Manager's Report: The property manager's report was provided to the board and included updated financials, copies of pertinent co-owner correspondence and updated community information.

Concrete: Andy Yohey provided an inventory of areas of concrete with a lift of 0.5" or higher. A motion was made and approved to obtain quotes to correct common area sidewalks. Thom Phillips will follow up with Dexter Village as to if any funds are available for areas that are the responsibility of individual co-owners.

#### Landscape Initiatives and Issues:

- [bullet 1 edited for web publication resident specific item]
- Tree replacement – Thomas Phillips is participating in the Dexter Village initiative to distribute funds it received for tree replacement. The group is scheduled to meet within the next two weeks. He will bring information back to the board as it becomes available. Further discussion regarding tree replacement included Scott Hershner providing a quote from Fraleighs Landscape Nursery for tree replacement. A suggestion was made that the board organize the tree replacement program and offer homeowners the option to opt out of the program. The board concluded that a decision concerning tree replacement could not be made at this time.
- Detention pond maintenance – Thomas Phillips requested information concerning maintenance performed to date on detention ponds in the community. Bobbie Jo Barrett will provide the information to him.
- Common area planting – Scott Hershner reviewed the status of the landscape committee. The board declined to pursue a formal landscape plan for the common areas at this time. A suggestion was made to develop a plan for each common area within a set budget amount (e.g. \$1000 per common area). Scott Hershner will take the lead on this initiative.

Playhouse Modification Request: [edited for web publication due to resident specific item]. The board agreed to obtain resident input before developing Association guidelines for playhouses. Gloria Johnston and Andy Yohey will take the lead on this initiative.

New Committees: Two new committees will be formed—the Social Committee and the Entry Beautification Committee. Gloria Johnston will coordinate both committees.

eHuronFarms: Board members contributed ideas for the next edition of eHuronFarms to be published in August as well as requested updates to the website.

Previous Board Recognition: A motion was made and approved to formally recognize the previous board members. Gloria Johnston will coordinate this effort.

Logo Review: Board members voted on proposed logos for the Association. Results to be circulated via email.

Modification Request Process: Changes to the modification process were discussed. The draft of the new modification request form was reviewed and revisions suggested. Gloria Johnston will update the form and circulate it via email to board members. Andy Yohey requested that modification instructions be printed in eHuronFarms and on the website.

New Owner Welcome Letter: A draft of the new owner resident letter was reviewed. Suggested revisions will be made and the letter circulated to the board for review and approval.

Delinquency Report: The co-owner delinquency report was issued to board members.

### **Summary of Motions and Outcomes**

#### Motion

Obtain two quotes to correct common area sidewalks  
Approve the playhouse modification request appealed by the resident  
Formally recognize the previous board members

#### Outcome

Motion made and approved by a majority of board members  
Motion made and was not approved  
Motion made and approved by a majority of board members

### **Adjournment**

The meeting of the board was adjourned at 8:00pm.

### **Next Meeting**

The next meeting is scheduled for October 27, 2004 at 5:30pm at the Huron Farms model.

\*\*Minutes edited for web publication

**Sept 15, 2004**

### **Meeting Minutes - Huron Farms Association Board of Directors**

#### **Date, Time and Place**

The Huron Farms Board of Directors held a board meeting on Wednesday September 15, 2004 at 7224 Ulrich. The meeting was called to order at 7:00pm.

#### **Quorum**

Quorum was reached with the following board member(s) in attendance.

<b>Name</b>	<b>Position</b>
Thomas Phillips	President
Scott Hershner	Vice President
Andrew Yomey	Treasurer
Gloria Johnston	Secretary

Bobbie Jo Barrett from Kramer Triad Management was not present at the meeting.

### **Approval of Minutes**

Approval of the board meeting minutes from the July 28, 2004 was deferred.

### **Board Business**

The primary objective of the meeting was to review the information gathered to date regarding playhouse play structures and develop guidelines if supported by the board. Other agenda items were added at the beginning of the meeting.

Permanent Playhouse Play Structures: At the last board meeting, a resident requested full board consideration of a denied modification request for a playhouse structure. In response, the board developed a questionnaire to obtain input from residents concerning playhouses. A total of 99 total responses (45%) were received as of 8/19/04. Survey results were reviewed.

After extensive discussion and review of resident input, the board developed the following guidelines for permanent playhouse play structures:

- The modification request process must be followed. The required form and attachments are submitted to the Board for consideration. There is an additional requirement for playhouse play structures that two-thirds of residents in direct view of the structure must approve the request. The Board will identify direct view residents and forward approval forms to these residents. The requestor has the right to request that the modification request form and/or submitted attachments be sent with the approval form to direct view residents. Resident responses are sent back to Kramer-Triad who reports results to the Board. Neighbor responses are kept confidential.
- The 25/10 set back requirements apply as described in the Bylaws.
- The following construction guidelines apply:
  - Solid concrete slab foundations are not permitted
  - The maximum allowed size is 8ft x 10ft
  - Roof pitch is a minimum of 7/12 pitch
  - Double entry doors are not permitted
- The exterior must be harmonious with the community and well maintained.

A motion was made, seconded and approved by all board members to adopt the above guidelines.

Concrete: Bids have not been received for the identified areas of concrete needing repair. Thomas Phillips will follow up with Bobbie Jo Barrett from Kramer Triad. Bids will be reviewed and considered by the board once received.

### Landscape Initiatives and Issues:

- Tree replacement – A tree survey was conducted and distributed to the board for review. Understanding that tree care and maintenance is technically the responsibility of the individual homeowner, the Board reviewed and considered the following options for tree replacement:
  - The Association contracts with a landscape contractor/nursery on behalf of the residents to complete the tree replacement project. This would have the advantage of

holding the contractor liable for removal, installation and tree health during the warranty period. Several funding options were considered for this option including:

- The cost of this would be passed on to effected residents via a special assessment.
  - The cost would be passed on to all residents via a special assessment.
  - The Association shares the cost with affected residents using reserves to do so.
  - The Association bares the full cost using reserves to do so.
- The Association coordinates tree replacement for Huron Farm residents. This approach necessitates coordination of removal and disposal of dead trees, delivery of new trees and planting by individual residents. It was decided that the time and logistical requirements for this approach were too complicated for the Association to manage. In addition, there was concern about the Association's liability for tree health and replacement should the tree fail.
  - Hold individual homeowners accountable for replacing dead or dying trees. The Board would provide a list of local nurseries to residents and attempt to obtain discounts at one/all of these nurseries for Huron Farm residents. Residents would be given sufficient notice of the need to replace any dead trees located in the boulevard in front of their house. Residents who do not respond to the notice would be subject to the fine process as outlined in the resident handbook.
  - No action. Wait for Dexter Village to eventually replace dead ash trees. Based on information received to date, trees other than ash would not qualify for funding and those that would qualify would be low priority. Trees not qualifying for Village funding would be the responsibility of individual residents to replace. See comment in previous bullet regarding resident responsibilities.

The Board did not reach consensus as to the best approach. Thomas Phillips is going to obtain additional information about the Village's plan in the coming week and will share information with the Board.

- Common area planting – Scott Hershner reviewed the status of the common area planting project. No new updates since the last meeting. He will continue to work on this initiative.

Detention Pond Maintenance: Thomas Phillips requested information concerning maintenance performed to date on detention ponds in the community at the last meeting. The information has not been delivered to him as of the meeting date. He will follow up with Kramer-Triad.

Complaint Resolution Process: Based on resident feedback, the Board recognized that the current resident complaint process is not working well. Process weaknesses include lack of timely response, confusion as to who is responsible for responding and how resolutions are reached. The Board will work with Kramer-Triad to improve the process. In the mean time, the Board crafted the following temporary process. This process will be rescinded once Kramer-Triad adopts a course of action that meets the Association's needs.

Interim complaint process:

The homeowner contacts Kramer-Triad, in writing, of the compliant describing the concern and provides the street address if applicable.

Once received by Kramer-Triad, a board member will be assigned to assist with facilitating resolution of the issue. The assigned Board member will work with Kramer-Triad to resolve the issue and/or communicate with the resident. Board members are assigned in rotation excluding the developer Board member. The assigned Board member will engage the full board if assistance/input is needed.

A motion was made, seconded and approved by all board members to adopt the above guidelines.

### **Summary of Motions and Outcomes**

#### Motion

Approve above described guidelines for permanent playhouse play structures  
Approve interim compliant resolution process

#### Outcome

Motion made and approved by a majority of board members  
Motion made and approved by a majority of board members

### **Adjournment**

The meeting of the board was adjourned at 9:00pm.

### **Next Meeting**

The next meeting is scheduled for Wednesday October 27, 2004 at 5:30pm at the Huron Farms

**Oct 27, 2004**