Warner Creek Board Meeting

Aug 3, 2022

AGENDA

Call to order

Attendance:

Approval of previous meeting minutes

Committees Updates

* Treasurer -- Colleen, Stacey
* ABR – John
* Welcome -- Liz, Megan
* Activities -- Megan, Anh
* Parks (Bob)
	+ Local Park - Schedule for project
	+ Bridge committee– No update
	+ South Park weed treatments completed

Old Business

New Business

* Survey
	+ Vote on items to keep
	+ Reword/rework questions/selections

**Board Only only visible to board**

**Executive Session**

* Overdue payment updates
* Schedule for other policy discussions
	+ Fencing policy
	+ Trash policy
	+ Landscaping policy
	+ Late Fee & Collection Policy
	+ Fines policy
	+ Communication & Social Media policy
	+ Candidate qualifications policy
	+ A policy of cooperation with Compass Management
	+ Policy for dealing with bylaw offenders, chronic complainers, and those who sue us.

**8/3/2022 Meeting Minutes:**

Call to order

Attendance: Chris, Liz, Bob, John, Megan, Colleen, Anh, Eric, Stacey S.

* **June 1st meeting minutes unanimously passes**
* Budgeting discussion - Stacey S. emailed out budgeting reports
	+ Landscaping is going over budget
	+ Residents who attended or proxied both the April and June meeting will receive $25 credit, Stacey has the list
* Chris - meeting minutes were accidentally approved for June 1st twice
	+ Chris motions to approve meeting minutes for June 22nd (first new board meeting)
	+ Bob/Chris motion after discussion, **minutes unanimously approved**
* John - James Blackburn hasn’t been responsive on the ABR committee, and the assumption was that he wouldn’t be on the committee after not running for the board
	+ Requests Stacey to update the ABR access to reflect **John, Eric, Anh, Megan, Stacey P.**
	+ John requests more discussion between ABR members on any given vote, so that ABR members know how other members view any given application
* Welcome committee updates
	+ Welcome Packets 2.0
* Activities committee
	+ Discussion regarding upcoming events, discussion about specific weekends being looked at for events
	+ Megan is looking at doing a LOT of activities, budget needs to be increased from $2100 to $2500 (-Bob)
		- Eric seconds Bob’s motion to increase activities
		- 2022 Easter Egg hunt didn’t come out of this budget
		- $400 extra income from prior year dues were paid to Warner Creek
		- Colleen (Treasurer) has no issues with this
		- **Vote to raise budget for activities committee to $2500/year unanimously approved**
* Parks
	+ Bridge project on pause for now while evaluating general budgetary needs, community feedback
	+ South park - weeds were treated
	+ Contractors accidentally sprayed playground area despite request not to
		- We were not brought aware of this until it was already dry

New Business

* Survey
	+ Survey draft is finalized after hours of discussion
		- Survey will only be paper mail
	+ Chris will take the lead on finalizing wording, instructions to residents, and logistics mailing it out
* Next meeting proposed for September
* Unanimous vote to adjourn the meeting

**6/1/2022 Meeting Minutes:**

Attendance: Chris, Bob, Anh, Colleen, John, Eric

Committees Updates

* Treasurer -- Colleen
	+ Colleen may be absent at the annual meeting
	+ Anh volunteers to give the report if Colleen isn’t present
* ABR – John
	+ ABR has been approving applications
	+ Due to how the application process is managed by Compass, not all members of the ABR are able to cast a vote on any individual application
		- John requested Compass to set up the application to give a 72 hour grace period so that all ABR members can vote and comment.
* Welcome -- Liz (not present, no discussion)
* Activities -- Liz (not present, no discussion)
* Parks (Bob)
	+ Local Park - Inspection complete. Schedule for adding mulch?
	+ Bridge committee– Reschedule June 12th 3pm
	+ Entrance sign fixed (I also fixed day/night sensor)
	+ South Park weed treatments scheduled
* Website update – Chris
	+ Took ownership of blog section, posting monthly updates, meeting minutes

Old Business

* Annual meeting June 13th
	+ Who is running for the board?
	+ Zoom will be run by Chris
	+ Due to red COVID level (per CDC), we may not be allowed to do the meeting at the Pittsfield Town Hall
		- Backup plan is to do the park
* Follow up – property that has heavily overgrown and unkempt foliage
	+ Bob reached out and the homeowner removed weeds by the sidewalk. Yard is still overgrown - Bob will reach back out.
* Code of Ethics 2.0
	+ Anyone want to draft a new one?
		- John volunteers, Colleen does as well
			* (Colleen wrote the initial one)
		- Discussion of policy vs. ethics
			* Ethics - behavior
			* Policy - actions

New Business

* Meeting frequency – propose every other month after Annual meeting
	+ May have new board members
	+ Meet in person at least twice a year
	+ Unanimously passes

**Board Only only visible to board**

**Executive Session**

* Overdue payment updates
* Board members
	+ Review Board [Code of Ethics](https://drive.google.com/file/d/1dtnBksSHAzu3tj7mXVFn_wsVoTbqWl2z/view?usp=sharing)
	+ Review of qualifications to be a board member.
* Schedule for other policy discussions
	+ Fencing policy
	+ Trash policy
	+ Landscaping policy
	+ Late Fee & Collection Policy
	+ Fines policy
	+ Communication & Social Media policy
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**5/4/2022 Meeting Minutes:**

* Attendance: John, Bob, Liz, Chris, Eric, Stacey Sherrille (from Compass)
* Prior minutes approved
* Discussion proposed by Eric regarding a property that has heavily overgrown and unkempt foliage
	+ Eric proposes getting Compass involved
	+ Chris & Bob propose a less formal discussion w/homeowner that doesn’t involve lawyers or Compass
	+ Bob proposes motioning this item as it was not on the agenda
* No welcome committee update
* Activities committee:
	+ At Easter Egg hunt, several parents proposed a celebration once school is out
* Parks committee:
	+ Inspection was conducted, several items of concern
		- Playground mulch/gravel depth incorrect
			* For example no fall protection under swing area
		- Wooden playstructure needs to be sanded, sealed with non toxic item
	+ One company quote was $13,700 to bring park fully up to code
	+ John mentions that fabric on backstop(s) needs to be replaced
		- Bob mentions this may have been fixed, a board member will go out and evaluate
	+ More bids will come in for the park repairs; $6500 was initially budgeted
* Bridge committee rescheduled for 5/15 3 PM
	+ Bob will send this email out as the secretary email is being marked as spam
	+ Chris will open a support ticket with Google
* Entrance sign progress moving, Compass was told that the light would be repaired today
* Bob sets motion to set dues to $225/year
	+ Looking for any positive news to give homeowners
	+ No selective discount per our lawyer, just $225 ($25 less than current dues)
		- (effectively making the $25 meeting discount permanent moving forward)
	+ We will discuss further with Colleen to ensure that this does not put us in a financial bind
* Chris will take ownership of the website, [Liz will help as needed].

Discussion regarding next meeting

* + John will schedule meeting at Pittsfield
* Annual meeting:
	+ Voting will be in person by direct homeowner or proxy only
	+ Zoom will count for attendance, but no voting component. Zoom users will have to find a proxy ahead of time.
	+ Letters must be sent out by May 8th to comply with 30 day notice
* Next meeting proposed to be hybrid in person & Zoom
	+ John and Eric will likely be remote
* Code of Ethics 2.0
	+ Ideas proposed by John were to ensure language that required board members to be fully compliant and exemplary with regards to the bylaws
	+ Chris proposed amending line 5 for conflicts of interest to require board members to recuse themselves from such conflict
	+ John proposed new language to mandate board members to clarify that they are speaking for themselves whilst on social media
	+ Code of Ethics 2.0 will be taken to email
* Fencing policy:
	+ Attorney hasn’t approved any language
	+ Postponing until after annual meeting
* Fencing, trash, landscaping policy to be coded into language

Previous Meeting minutes:

* In attendance:
	+ Bob, John, Stacey (Compass), James, Eric, Liz, Chris
		- Greg joined as a guest
* Prior meeting minutes approved
* Colleen not present for treasurer update
* Stacey: Dues mostly paid, 22 residents haven’t paid yet
	+ Reserve account opened
* No ABR updates
* Welcome committee: Liz hasn’t received any notice regarding new owners or sales
	+ Did receive a postcard from a realtor who sold a house in the neighborhood
	+ Stacey from Compass will send an updated resident roster
* Stacey Page not present for activities committee update
* Prospective company for an Easter Egg hunt was discussed; board member would have to pay with PayPal and then have Compass reimburse from HOA funds
* Parks:
	+ Local inspection delayed due to weather
	+ Bridge meeting proposed for Sunday 3/17; Bob will send out an email to residents about it
* Bid to repair Platt Road entrance sign
	+ Underground cable providing power to the lightbulb doesn’t have power
		- Cable repair costs $2,150
		- New light fixture would cost additional $175 if necessary
	+ Solar light brought up as an alternative
		- Costs could be higher based on cost of battery maintenance and repair
	+ Motion to approve repair costs if the company doesn’t believe that the solar light is sufficient
		- Stacey and the electrical company will review the solar option
		- Motion unanimously passes
* DTE - tree letter



* Discussion regarding late payment policy
* Vote to approve [Proposed policy](https://drive.google.com/file/d/1HpTFBPmIlTe-_pD5Wd0B0WNLejz39-Bw/view?usp=sharing) passes
	+ Vote to amend line 1 in the proposed policy to the fifteenth of every month passes
	+ Vote to amend the notion to change delinquency from 60 days to 90 days passes
* Discussion regarding late fees for trash cans that are left out

Website info:

Garbage pick up is on Mondays. If garbage day falls on a Federal holiday, garbage pick-up will be on Thursday. Recycling is picked up every Monday. Another option to remove excess recycling or large trash items is through Pittsfield Township, vouchers are available for additional recycling needs or the disposal of large items.

Please remember to bring your garbage cans in promptly, according to current Pittsfield ordinance (Ord. No. 87, § 4, eff. 9-24-1975) trash cans should not be placed at the curb earlier than 6 pm the night before garbage day and should be removed by 6 pm the night of garbage day. Please keep your trash in a sealed container or packaged, tied securely to conform to Township trash policies.

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The WCHA bylaws require garbage cans to be concealed when not by the road for garbage pick-up, please be considerate to your neighbors and hide your trash cans. A white utility fence has been approved by the ARB for use to conceal your trash cans by your home, it can be purchased from Lowe's (Barrette 46-in x 32-in White Vinyl Fence Panel: Item # 41009, as of 4/2015); you can also choose to use natural vegetation to conceal the trash cans. If you have another solution to concealing your trash cans, please submit it to the WCHA Board of Directors or the ABR for approval. For more information regarding garbage day and Recycling, please see: [https://www.pittsfield-mi.gov/397/Rubbish-Recycling](http://www.pittsfieldtwp.org/Utilities_Rubbish.html)