

# **GOLF HIGHLAND ASSOCIATION BOARD MEETING**

## **AGENDA**

**January 26, 2020**

**Roll Call**

**Approval / Reading of Minutes**

**Reports of Officers**

- **Architectural Report**

**Committee Reports**

**Violation Review**

- **Violation Report**

**Old Business**

- **Change over to North Oakland Property Management**
- **Delinquent HOA dues turned into Collection Agency**
- **1188 Bellwood Court**
- **1435 Glass Lake Circle**
- **Web site update**
- **Proposed 2020 Budget (Comparison to 2019 and 2018)**
- **Lights**
- **Review of projects needed at Golf Highland**
- **Megan (ex-treasurer) response or not**

**New Business**

- **Oxford Bank**
- **Proposed 2020 Budget (Comparison to 2019 and 2018)**
- **Selection and vote on new treasurer**
- **Discussion for fees assessed on late dues**
- **Discussion of fines for By-Law violations**
- **Committee to meet with Golf Course**
- **Discuss date for next meeting**

**GOLF HIGHLANDS HOA  
BOARD OF DIRECTORS MEETING  
January 26, 2020**

Minutes of the Board of Directors Meeting of the Golf Highlands HOA, Oxford, Michigan, held at 682 Brooks Lane, Oxford, Michigan 48371 at 7:00 p.m. on January 26, 2020.

**I. CALL TO ORDER.**

The meeting was formally called to Order by the President, Dave Nordstrom, at 7:03 p.m.

**II. ROLL CALL OF BOARD MEMBERS.**

**Present:** Dave Nordstrom (President), Brian Janks (Vice President), Diana Rubel (Treasurer), Dustin Foster (Secretary), Matt Wells (Board Member), Brian Kady (Committee Member - At Large), Doug Harris (Committee Member – At Large), Jen Wells (Committee Member – Communications/Social), Ed Green (Committee Member - Finance), and Greg Bringasd (Committee Member - Finance).

**III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING.**

There was a Motion to approve the minutes of the Golf Highland HOA Board of Directors Meeting from December 17, 2019 and the minutes were approved as submitted.

**IV. REPORTS OF OFFICERS.**

- (1) President – No formal report. Reported on numerous items throughout the meeting.
- (2) Vice President – No formal report.
- (3) Treasurer – No formal report. New Treasurer elected during meeting.
- (4) Secretary – No formal report.

**V. COMMITTEE REPORTS.**

**(1) Architectural Committee (report given by Dustin Foster):**

- **1287 Glass Lake Circle.** Re-request for installation of pool. Request denied on December 16, 2019, because not all required information/documentation provided. Request for additional information to homeowner made. Homeowner also informed to make request for pool installation to township. Last email chain to Trademark and homeowner will be forwarded to President to forward to Sara Stewart of North Oakland Management Company (NOPM), the new management company for the Gold Highlands Homeowners Association.

**(2) Communications Committee (report given by Jen Wells):**

- Website:
  - Constructed by Jessica Messano
  - Will be managed by Jessica Messano
  - Built out, but not published only in Preview mode. Demo given to HOA Board.

- Wix (host site)
- Need to add committee's and committee members to web site
- Going to add FAQ page
  - Brian Janks to draft
  - Will include what is considered a by-law violation and how to report by-law violations
- Board agreed to pay basic monthly fee to host site of \$23/month. Looking into seeing if fee can be paid annually. Fee will change domain to Golf Highlands Homeowners Association.
- Facebook
  - Committee will maintain a Facebook page
  - Announced new management company on Facebook page
  - Announcement regarding Website will be posted on Facebook page once the Website is launched and viewable by the Golf Highlands Homeowner Association residents.
- Master Excel Spreadsheet created.
  - Contains email and homeowner name. Want to expand to include address. Need to work with Sara Stewart at NOPM to obtain addresses for each homeowner. Will be used as master contact list for email contact.
- Google Email list created, which contains the email of each homeowner. Google to be used to email communications with homeowners.

(3) **Beautification Committee:**

- No report
- Doug Harris to work on organizing the committee
- Tasks of Committee identified to include:
  - Monitor common areas
  - Organize projects
  - Coordinate volunteers
- A survey will be created to identify improvements
- Committee will need additional direction to assist with the identification of projects and what priority should be given to projects/improvements.
- Christmas Lights
  - Christmas lights at Cedar Street entrance to Golf Highlands were removed by Brian Kady and are being stored by Brian Kady
  - ML Lawn care contracted to remove remainder of Christmas lights. After removal to be given to President for storage
  - Matt Wells purchased 18 stands of new Christmas lights at request of HOA. Total purchase was 286.01 – receipt submitted to President to NOPM. HOA voted to reimburse Matt Wells the purchase price. New Christmas lights given to President who will store the Christmas lights.
  - Physical receipt for purchase of the Christmas Lights was provided to the Treasurer.

**(4) Finance Committee (report given by Ed Green):**

- This committee is to be headed by the HOA Treasurer (Diana Rubel)
- Tasks charged to the committee include:
  - Review dues delinquencies and follow-up
  - Quarterly audit of budget and financial reporting
  - Review and preparation of bids and Request for Proposal (RFP) for bids.
    - Snow removal
    - Lawn Care
    - Irrigation
- May be involved with matter to identify property bordering golf course to determine who is responsible for maintenance and whether or not sidewalks can be constructed.
  - Brian Janks and Brian Kady will schedule a time to meeting with Boulder Pointe Golf Club to discuss this issue.
- President stated that North Oakland Property Management is to share monthly budgets with HOA Board, so Treasurer will receive monthly budget updates.
- When reviewing financials it was discovered the prior Treasurer – Megan DeGuire purchased a laptop computer for HOA use. The purchase price of the lap top was \$843.91. HOA Board has mailed a letter to Megan on January 16, 2020 requesting either the return of the laptop computer or reimbursement to the HOA for the purchase price of the computer. As of the meeting no response was received. HOA will follow-up with a certified letter making the request again.

**VI. NOMINATION and ELECTION OF TREASURER**

- Diana Rubel was nominated by Brian Janks and seconded by Matt Wells as the new Treasurer. No other nomination were received and no objections to the nomination were voiced. Vote was called. Diane Rubel was voted on by the HOA Board and was unanimously appointed as HOA treasurer.

**VII. VIOLATIONS REVIEW – partially old business.**

- (1) **1435 Glass Lake Circle.** Current violations have not been remedied. The Golf Highland HOA Board of Directors will continue to send letters of violations. Fines relating to installation of sod suspended until spring 2020, when sod can again be installed. Current violation fine level is \$25.00. It was confirmed that the home has been listed for sale and that the sale price was lowered.
- (2) **1188 Bellwood Court.** This homeowner is currently engaged in a payment plan pursuant to a consent judgment, to pay outstanding dues. Homeowners is making monthly payments.
- (3) Procedure for Violations going forward:

- a. Violation will be reported either through the web page or via Gmail to HOA Board.
  - b. Report of violation will be sent to the HOA Board
  - c. Board member will confirm violation
  - d. After violation is confirmed name and address of homeowner in violation will be sent to North Oakland Property Management
  - e. North Oakland Property Management to maintain and track violations. President currently has a violations list which will be turned over to North Oakland Property Management.
  - f. North Oakland Property Management to send violation letter to homeowner
- (4) HOA Board discussed possible resolution to be presented at annual HOA meeting to address violations. Resolution would define timeframe for each segment of the violations process, the fines associated with each segment, and what happens if violation is not remedied by the homeowner. Would also include late fees schedule if HOA dues is not timely paid.
- (5) President reported that there are currently five (5) homeowners with delinquent HOA dues. The names of those homeowners with outstanding balances have been turned over to a collections agency for collection of all outstanding amounts.

#### **VIII. 2020 BUDGET.**

- Proposed budget created by President and North Oakland Property Management.
- Proposed Budget emailed to HOA Board and provided to committee members in attendance at meeting
- Annual budget is \$60,000
- 10% of annual budget to be deposited in reserve fund
- Fee to fertilize common areas is not part of the 2020 Budget
- Proposed Budget reviewed but not voted upon
- Proposed Budget needs to be amended to included annual website hosting fee
- Discussed as to whether proposed budget needs to be amended to include use of the reserve fund for association improvements
- Discussed the option of hiring consultant to provide 5year and 10 year plan regarding association capital improvements – road, sidewalks, and common areas.
- Discussed recommend association improvements – Brian Janks emailed list of potential options to review and consider
- Oxford Bank - Reserve fund
  - President and Vice President listed on account
  - Need to add Treasurer
  - \*Balance is currently \$56,774.50 – This balance was amended at the February 23, 2020 meeting. At the time the balance was provided on January 26, 2020 there were outstanding checks. The correct balance for

the Oxford Bank Account was \$55,258.44, after checks cleared, as of January 31, 2020.

**IX. MANAGEMENT COMPANY – North Oakland Property Management.**

- (1) HOA Board retained the services of North Oakland Property Management effective January 1, 2020.
- (2) Contact at North Oakland Property Management is Sara Stewart
- (3) HOA bank account established at Chase Bank – President and Sara Stewart listed on account. Recommended the Treasurer be added to the account.
- (4) President and Vice President finalizing transition of books and document to North Oakland Property Management
- (5) President worked with NOPM to create the 2020 proposed HOA Budget

**X. NEXT MEETING.**

The HOA Board meeting is scheduled for Sunday, February 23, 2020 at 6:00 p.m. to take place at 682 Brooks Lane, Oxford, Michigan 48371.

**XI. ADJOURNMENT**

The Golf Highlands HOA Board of Directors meeting was adjourned at 8:57 p.m.