

**GOLF HIGHLANDS HOA
BOARD OF DIRECTORS MEETING
November 15, 2021**

Minutes of the Board of Directors Meeting of the Golf Highlands HOA, Oxford, Michigan, held virtually using Zoom on November 15, 2021.

I. CALL TO ORDER.

The meeting was formally called to Order by the President, Brian Janks, at 7:04pm.

II. ROLL CALL OF BOARD MEMBERS.

Present: Brian Janks (President), Stacy Harris (Secretary), Beau Everitt (Vice President), Brian Kady (Board Member at Large), Doug Harris (Committee Member – At Large), Michelle Folden (Committee Member – Communications), Jen Hart (Committee Member – Beautification), Greg Bringard (Committee Member – Financial)

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

There was a motion to adopt the Minutes from the October 18, 2021 HOA Board meeting by Brian Kady. Stacy supported. The minutes were approved as submitted for the Golf Highland HOA Board of Directors Meeting from October 18, 2021.

IV. REPORTS OF OFFICERS.

a) **President –**

- i. Master Association Meeting Update – The main gazebo is in disrepair. Master Association is getting bids for options to repair, rebuild, or remove.

b) **Vice President –** no formal report

c) **Treasurer –**

- i. Financial Reports – The budget performance for October was reviewed. Payment was made for the Birdie Beach improvement project.
- ii. Customer Balance Report – Balances are the same as last month. Board discussed timing of filing liens against homeowners. Will discuss further at next month's meeting with the plan for collection guidelines to be sent to homeowners with the January dues bills.

d) **Secretary –** no formal report

V. COMMITTEE REPORTS.

a) **Architectural Committee (report given by B. Kady):**

- i. Requests received since the last meeting – one received and approved (no details)
- ii. New request for hot tub – pending as long as it's located behind the house

b) **Communications Committee:**

- i. Message boards at mailbox – information has been updated
- ii. Michelle is working on updating website with new board member & committee member names

c) **Beautification Committee:**

- i. Jen has started gathering ideas for design of the entrances and may poll the community for feedback

- ii. Christmas lights – Board to meet and install lights on Sunday, November 21st at 11am. Brian J to get lights from Matt. All will meet at Cedar Street entrance.

VI. OLD BUSINESS.

- a) Installation of sidewalk on Cedar Street hill – project has begun and is in process.
- b) 1220 Glass Lake Circle - damage to common area due to installation of fire pit – Beau verified that repairs are complete.
- c) 1270 & 1420 Glass Lake Circle - response to letters to board regarding boats – Brian J will draft response letters allowing those two boats to be grandfathered as long as they do not use common areas to remove them – no action yet
- d) Management of Boats on Glass Lake & use of Birdie Beach to launch - signage – Brian J to work with NOPM on specific design and cost estimate – no update
- e) 1270 GLC proposal to address erosion at retention pond – Beau followed-up with the homeowner who is willing to help spread seed in the spring. A recommendation was made to add annual aeration to all common areas. We should plan for that in our 2022 budget.
- f) Management Company contract – Board is reviewing bids from In Rhodes, Kramer-Triad, and NOPM. Expect a decision prior to next month’s meeting.
- g) Street trees – Of the 20 letters that were sent, 8 homeowners still need to install trees. Will revisit in the spring.

VII. NEW BUSINESS.

- a) Flickering street light at Cedar St mailboxes – Brian Janks to reach out to DTE regarding a contract for maintenance of street lights. He will also have NOPM request prior electrician to repair again under warranty.
- b) Date for next board meeting – Sunday, December 12th at 7pm

IX. ANNOUNCEMENTS. None

X. ADJOURNMENT.

The Golf Highlands HOA Board of Directors meeting was adjourned at 7:54pm by President Brian Janks.