

**Annual Meeting Minutes**  
**Golf Highlands Homeowners Association**  
(Annual Meeting Minutes: September 21, 2021)  
(7:00 p.m. at Boulder Pointe Golf Club)

Minutes of the Annual HOA Meeting of the Golf Highlands Homeowners Association, Oxford, Michigan, held at the Boulder Pointe Golf Club, Oxford, Michigan at 7:00 p.m. on the 21<sup>st</sup> day of September, 2021.

**I. CALL TO ORDER:**

HOA Board President, Brian Janks called the meeting to order at 7:05 pm.

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

**Present:** Brian Janks (president), Matt Wells (vice president), Stacy Harris (secretary), Christina Moser (Treasurer), Dustin Foster (Member), Beau Everitt (Non-voting member)

**Also Present from North Oakland Property Management:** Sara Stewart & John

**III. QUORUM:** It was announced that quorum was not present for the meeting. As part of the announcement, it was announced that 39 lot owners/proxies were present for the annual meeting, but that 101 lot owners were required to have a quorum.

**IV. REVIEW OF ANNUAL MEETING POWER POINT PRESENTATION:** Highlights from the presentation are included below. The power point presentation for the 2021 Annual Golf Highlands HOA meeting will be posted to the Golf Highlands webpage.

**A. Introduction of current Board and Committee Members**

**B. Reading of minutes from previous annual meeting (2019)**

**C. Report of Officers**

- i. **President** – Brian discussed the goals of the Board of Directors as well as services provided by the HoA to homeowners
- ii. **Vice President** – no report
- iii. **Secretary** – Stacy reported there were 39 properties present at the meeting, therefore a quorum for official business was not met. She also indicated that no proxies, agenda items or expressions of interest in serving on the Board were received from homeowners. She explained that all HoA Board meeting minutes and legal documents can be found on the neighborhood website.
- iv. **Treasurer** - report of finances to be reviewed under the old business section of the agenda

**D. Report of Committees**

- i. **Communications** – The Golf Highlands email address, website and Facebook information was shared
- ii. **Architectural** – The process for submitting and approving alteration requests was discussed. A reminder was given to homeowners about the need to get township approval in addition to HoA approval for some alterations.
- iii. **Finance** - report of finances to be reviewed under the old business section of the agenda
- iv. **Beautification** – Thanks to Beau Everitt for building and installing the little libraries. The beautification committee responsibilities were reviewed and a request for volunteers was expressed.

**E. Election of Directors (if quorum is met) – Quorum not met**

**F. Old Business**

- i. **2021 Financial Review** – Christina reviewed of balance sheet for 2021 YTD and discussed the reserve account and the requirement to put 10% annually into that reserve account. She then showed how income is accrued monthly and the current status of expenses vs the annual budget. She specifically discussed each expense line item where money was budgeted but not yet spent. There was one excessive water expense due to a water leak that has now been resolved. Lastly, we have roughly \$5000 in outstanding homeowner balances.
- ii. **Survey Results/Responses** – Brian reviewed a summary of the homeowner responses and suggestions received from the June 2021 homeowner survey. The responses were divided into seven categories: waterfront common area projects, non-waterfront common area projects, additional yearly maintenance, rules, retention pond, mailboxes, and comments that were deemed out of scope. Please refer to the presentation slides for details of each response.

**G. New Business (Activities/Plans)** – Three upcoming projects were discussed.

- i. Improvements and expansion to Birdie Beach will be made this fall to reduce erosion. The cost of the project is \$9400 less \$2000 already budgeted for sand.
- ii. Refreshing of landscaping at both neighborhood entrances will be completed in Spring 2022.
- iii. Installation of sidewalk on Cedar Street hill – We will be splitting the project cost of \$8000 with Bay Village. Installation should begin soon.

**V. OPEN Q & A:**

An open Q & A forum was held. An overview of the topics covered during the Q & A session are highlighted below. Questions were answered by members of the HOA Board.

- A. How far along is the golf course in the 100-year lease? - approximately 25 years
- B. Is there a requirement to keep some amount of reserve fund for road improvement? - no. The board informed homeowners of the method for getting potholes patched by RCOC. Road replacement will be done via a special assessment to homeowners when it is needed. However, based on a recent evaluation of our roads, it is not expected to be needed for 10-15 years.
- C. One homeowner expressed appreciation to the Board Members who volunteer their time for the betterment of the community.

**VI. MEETING ADJOURNED:** The Annual Meeting was adjourned by Brian Janks at 7:47 p.m.