

**GOLF HIGHLANDS HOA
BOARD OF DIRECTORS MEETING
September 27, 2021**

Minutes of the Board of Directors Meeting of the Golf Highlands HOA, Oxford, Michigan, held virtually using Zoom on September 27, 2021.

I. CALL TO ORDER.

The meeting was formally called to Order by the President, Brian Janks, at 7:01pm.

II. ROLL CALL OF BOARD MEMBERS.

Present: Brian Janks (President), Stacy Harris (Secretary), Beau Everitt (Non-voting Member at Large), Doug Harris (Committee Member – At Large), Michelle Folden (Committee Member – Communications), Rosa Everitt (Committee Member – Architectural), Cristina Nunez (Committee Member – Beautification)

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

There was not a quorum of voting board members present so approval of the August minutes will be postponed until next month.

IV. REPORTS OF OFFICERS.

a) **President –**

- i. Introduction of new committee members
- ii. Filling vacant board members – We do need to fill one voting member position (member at large). We will be looking to the community for volunteers.
- iii. Election of new board member positions – Beau has volunteered to take the position of Vice President. We will conduct a vote to confirm him via email.

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

c) **Treasurer –**

- i. Financial Reports – The budget performance for August was recently reviewed at the annual homeowners meeting so it was not reviewed at this meeting.

d) **Secretary –**

- i. Minutes from annual meeting – Will review and vote for approval at the October board meeting.
- ii. Zoom subscription – Approved renewal for an additional year
- iii. Update to board/committee member contact information was reviewed

V. COMMITTEE REPORTS.

a) **Architectural Committee (report given by D. Foster):**

- i. Requests received since the last meeting – postponed to October board meeting

b) **Communications Committee:**

- i. New volunteer – Michelle Folden. She will work with Jen to transition the Facebook and email account.

c) **Beautification Committee:**

- i. New volunteers – Cristina Nunez and Jen Hart

- ii. Street tree status – Doug reported that several homes have added trees but there are still some that did not. There are two street trees in the Chelsea Ct common area that need to be removed as they are damaging the sidewalk.

VI. OLD BUSINESS.

- a) Garage sale postings at mailboxes need to be removed - Rosa
- b) Landscaping of neighborhood entrances - design discussion – Come January, we will have the Property Management company obtain some professional designs. Several members would like to see colorful flowers and greenery.
- c) Installation of sidewalk on Cedar Street hill – Bay Village is voting on paying for their half of the cost. We should have feedback within a couple weeks.
- d) 1220 Glass Lake Circle - damage to common area due to installation of fire pit – homeowner is planning to lay sod down to repair grass this coming weekend
- e) Landscaping of common area next to 1190 Glass Lake Circle – Rosa confirmed that the company has seeded grass and still has plans to plant wildflowers
- f) 1270 & 1420 Glass Lake Circle - response to letters to board regarding boats – Board will draft response letters allowing those two boats to be grandfathered as long as they do not use common areas to remove them
- g) Management of Boats on Glass Lake & use of Birdie Beach to launch - signage – Brian received estimated costs for sign installation. He will forward to the board for review and discussion at the October meeting.
- h) Complaint of pet ducks – Brian discussed with the homeowner
- i) 1270 GLC proposal to address erosion at retention pond – Brian to discuss with Matt to determine if there was any communication with the homeowner
- j) Birdie Beach Improvement project status – Brian to determine if NOPM has obtained the contract with guarantee of work prior to them starting the project.
- k) Annual Meeting – Discussed timing of the annual meeting (spring vs fall). Consensus was to leave the meeting in the fall as long as there are no bylaw requirements on timing.

VII. NEW BUSINESS.

- a) Common area tree trimming – Brian presented a proposal from “A Cut Above” for trimming of all common area trees. We will review the proposal for approval at the October meeting. Once we decide to get the work done, we will put an announcement out to the neighborhood with a deal for them to use the same company if they want their own trees trimmed.
- b) Master Association board meeting – Brian informed us that there is currently some controversy regarding leadership of the Master Association. No action needed at this time.
- c) Management Company bids – We will be putting this out for bid this year. Requested bids from three companies and hope to vote on this at the October meeting.

- d) Message boards – Michelle to evaluate if these have future usefulness or if we should remove them.
- e) Snow removal bids – Bids are in and will be sent to board members for review. Will vote on which company to award the contract to at the next board meeting.
- f) Date for next board meeting – Monday, October 18th at 7pm

IX. ANNOUNCEMENTS. None

X. ADJOURNMENT.

The Golf Highlands HOA Board of Directors meeting was adjourned at 8:06pm by President Brian Janks.