

**GOLF HIGHLANDS HOA  
BOARD OF DIRECTORS MEETING  
February 28, 2021**

Minutes of the Board of Directors Meeting of the Golf Highlands HOA, Oxford, Michigan, held virtually using Zoom on February 28, 2021.

**I. CALL TO ORDER.**

The meeting was formally called to Order by the Vice President, Matt Wells, at 7:03pm.

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

**Present:** Brian Janks (President), Matt Wells (Vice President), Stacy Harris (Secretary), Christina Moser (Treasurer), Dustin Foster (Member at Large), Beau Everitt (Non-voting Member at Large), Jennifer Wells (Committee Member – Communications), Douglas Harris (Committee Member – At Large), Diana Rubel (Committee Member – Financial), Rosa Everitt (Committee Member – Beautification)

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

There was a motion to adopt the Minutes from the January 24, 2021 HOA Board meeting by Matt, and Christina supported. The minutes were approved as submitted for the Golf Highland HOA Board of Directors Meeting from January 24, 2021.

**IV. REPORTS OF OFFICERS.**

- a) **President** – No formal report
- b) **Vice President** – No formal report
- c) **Treasurer** –
  - i. Financial Reports – Reviewed the Budget Profit & Loss statement for January 2021. Clarification is needed regarding the miscellaneous expense charged in January. Christina to follow-up with Greg Bringard.
  - ii. Customer Balance Report – Christina will get NOPM to highlight the accounts that are currently with Equity Experts and further define the breakout for each address (dues, violations, etc.).
  - iii. Report of 2021 dues outstanding – Second statement letters have been sent. Interest should be charged starting March 1<sup>st</sup>.
- d) **Secretary** – No formal report

**V. COMMITTEE REPORTS.**

- a) **Architectural Committee (report given by D. Foster):**
  - i. Three requests received since the last meeting.
    - a. 1460 Glass Lake Circle request to encroach on the common area and easement with a playground – denied
    - b. 1504 Glass Lake Circle – Silverado to develop lot #154 with Elmhurst floor plan – approved
    - c. 1225 Glass Lake Circle – Preliminary proposal for pergola construction – pending
- b) **Communications Committee (report given by J. Wells):**
  - i. There have been a few homeowners who have lived in the sub for years that sent emails saying they didn't receive their dues statement. Jen requested NOPM to resend those statements. Jen to send out a Facebook post to remind people that dues are past due.

c) **Beautification Committee:**

- i. Little libraries – Will begin in the Spring.

**VI. OLD BUSINESS.**

- a) Equity Experts Contract – Christina and Brian J had a phone meeting with EE. The closed account fees were negotiated lower which resulted in a total due of \$1255 by the HoA to EE (instead of \$2135). Will leave the three outstanding accounts with EE. Brian sent a new proposed EE contract to the HoA attorney for review. Still awaiting a response. Dustin and Brian discussed with attorney Adam Randall from the HoA’s current legal firm the pricing if we were to use them for collections (instead of EE). Their rates are \$250 per hour, \$80 demand letter, and \$225 for a lien letter.
- b) Homeowners’ violations status and litigation action – Only outstanding homeowner from the litigation letter with unpaid violations is Cramb.
- c) Future Improvements plan – Brian would like assistance from the Communications Committee with the Survey monkey. Brian and Jen will meet to discuss.

**VII. NEW BUSINESS.**

- a) Repair street light at Cedar Street mailbox – A request was submitted to Sara at NOPM and we believe it has been repaired. Need to monitor.
- b) Master Association meeting info – There will be upcoming improvements to the main gazebo area this year.
- c) Unkept properties – Discussion of what can be done regarding homeowners who are not properly maintaining their property and/or vehicles parked in front of their property.
- d) Date for next board meeting – March 21<sup>st</sup> at 7pm

**IX. ANNOUNCEMENTS. None**

**X. ADJOURNMENT.**

The Golf Highlands HOA Board of Directors meeting was adjourned at 8:05pm by President Brian Janks.