

ARBORS HOMEOWNERS ASSOCIATION
Minutes of the Arbors Board of Directors Meeting
September 12, 2016

I. Call to Order

The meeting was called to order by Bill Gordon at 7:00 PM at the home of Marty Dekker. In addition to Bill and Marty, Board members Marilyn Lanz, Dennis Shea and Bill Warnick were in attendance. Patty Kammerer participated via telephone conference call. Carol Reimer was unable to attend. Dennis Ruzicki from Arnheim & Neely was also in attendance.

II. Approval of Minutes

Upon a motion duly made and seconded, the minutes from the meeting held August 8, 2016 were approved as distributed. Residents are reminded that minutes of the AHA Board of Directors meetings are available on the Arbors website for the last twelve months.

III. Reports

A. Management

- Dennis reported that two delinquent accounts remain in the collection process.
- He also reported that one letter was mailed out with assessing a fine to a homeowner who has not yet paid the 3rd Quarter assessment.
- In addition, he presented a copy of the 2017 Insurance Policy Renewal which reflected an increase in the amount of \$102.

B. President's Report

Bill reported that the 30th Annual Summer Social was held at Wildwood Golf Club on August 14th. Forty-five residents had signed up but four individuals had to cancel at the last moment reducing the number of attendees to 41. A good time was had by all with lively conversation and libation, great food and delicious deserts from Oakmont Bakery. The Social afforded an opportunity for everyone to get to know each other a little better. Special thanks to Hermitage and Haut Brion Courts for planning and coordinating this year's event. Next year the host court will be Rothschild which can decide whether to again hold the event at Wildwood or some similar venue or return it to a picnic on the Arbors grounds. However, given the all-day rain on the day of this year's Social, everyone was sure glad not to be outside under a tent!

C. Vice President's Report

No Report

D. Secretary's Report

Patty reported that the Arbor's Women's Holiday Luncheon will be held on Saturday, December 3rd, at the Wildwood Golf Club. More information will be forthcoming.

E. Treasurer's Report

- Marty reviewed the August 2016 financial statements with the Board. He indicated that the August Operating Fund balance was \$65,003 and the August Reserve Fund balance was \$116,679 with a combined cash value of \$181,682.
- Marty also reported that we are currently running a surplus of \$22,000 that is more related to timing and will probably disappear as the year progresses.

F. Architectural Review Committee

In Carol's absence, Bill reported on a request that the ARC had received and subsequently approved for a replacement deck to be constructed at 4222 Corton Court. Upon a motion duly made and seconded, the Board voted to approve this request, contingent on it being painted or stained Holloway Brown.

G. Grounds Committee

Bill reported on the following:

- Zito Landscaping has continued to cut lawns with no reported issues. They have also continued to weed our many beds and islands.
- Sauers has completed approximately 75% of his 2016 Contract.
- A large branch of a tree that had fallen across Bordeaux Lane was removed by Hampton Township at no cost to the Association since Bordeaux is a Township road.
- Lorch has completed all of his tree and shrub treatments for the year
- Lawn Tailor has completed three applications with two applications left along with the aeration of ½ of the Arbors.
- Archery hunting will start on September 17th and a member of Whitetail Management Association will be hunting with bow and arrow in the Rothschild Court area. A notification process has been set up to notify the residents in the area who have asked to be notified when the archer is in the woods.
- There are several areas where the grass will be reseeded this fall. One of the areas is along the backside of the LaTache Court circle where the ground is bare. However, cars sometimes park in front of some of the homes in that area in such a way as to restrict the road so that cars often drive up on the berm to get through. Without a change in the parking and driving patterns, the Committee feels that replanting grass will be a waste of money. Accordingly, the Grounds Committee is planning on having Zito Landscaping place several large boulders behind the curb on the island that will help prevent cars from getting off the pavement and onto the grass.
- The Pond report was given by Bill Warnick who reported that the pondweed and algae are under control.
- Bill Gordon also reported on the bids that had been received for the 2017 grounds contracts. He indicated that the bids were reviewed by the Grounds Committee which makes the following recommendations:
 - **TREE TRIMMING & REMOVAL + BUSH & SHRUB TRIMMING**
Tim Sauers bid is 4.9% higher than his current price based on the same 90 TEs (Tree Equivalents) but is still reasonable. Absent a competitive bid from ALM Tree Pros, the Committee recommends awarding the contract to Tim Sauers at \$39,862 reserving the right to reduce the scope of work as warranted.
 - **TREE MAINTENANCE**
The bid from Bob Lorch includes an additional cost of \$189 to treat the ash tree on Rothschild Court, something we do every three years, bringing the total cost to \$5,256, and the Committee recommends awarding the contract to Lorch Urban Forestry for said amount.

- **LAWN MAINTENANCE**
Lawn Tailor's prices are the same as they have been since 2011. The Committee recommends awarding the 2017 contract to Lawn Tailor for the Base Bid of \$8,850 plus aeration of 1/2 the property, grub control, winter and summer deer protection and liming as required after the soil in the areas to be aerated is tested to determine the need for lime. Bill noted that none of the areas being aerated this fall require liming.
- **GROUNDS MAINTENANCE**
The Grounds Committee recommends awarding the 2017 contract to Zito Landscaping at an estimated cost of \$96,650.
- **SNOW REMOVAL**
This is a unit price contract so the actual cost will depend on the number of times each service is required. Jesse's unit prices for 2017 are the same as for 2016 except for an increase of \$45 each time they have to shovel driveways and the Ground Committee recommends that we award the 2017 contract to Zito at a cost of \$340 each time the courts are plowed, \$300 each time the courts are salted, \$400 each time driveways are shoveled and \$370 each time sidewalks are shoveled.

Upon a motion duly made and seconded the Board unanimously awarded the 2017 contracts as stipulated above.

H. Snow Removal Report

No Report

I. Welcoming/Directory Committee

Marilyn reported that she will be meeting with our new neighbor Lynn Plavan soon.

IV. Unfinished Business

No report

V. New Business

A. Covenants and Regulations – Because of the number of new regulations that cover the Arbors, the Board has agreed to distribute new copies of the entire Handbook of regulations this December.

VI. Next Meeting

The next meeting will be held on October 10th 2016 at 7 PM at the home of Bill Gordon.

VII. Adjournment

Upon a motion duly made and seconded, the meeting was adjourned at 7:50 PM.

Respectfully submitted,

Patty Kammerer, Secretary

REMINDERS

1. Article XV, Section 9, of Arbors Covenants requires sellers to provide the Association with the names and address of the purchasers of their property in advance of the closing. In addition, residents who are selling their property will need to obtain a “Resale Certificate” from the AHA in order to close. This should be requested at least two weeks prior to the date of the closing. **Anyone who sells their home without obtaining a Resale Certificate will be subject to a fine of \$300.**
2. Given the infrequency on the Association Board meetings, residents are requested to report any issues relating to the day-to-day operations of the Arbors to Arnheim & Neely.
3. The Covenants, By-laws and other regulations, minutes and other important documents are available for review on the Arbors web site at: www.arborsofhampton.com
4. Homeowners who install private landscaping or other enhancements in Common Open Areas of the Arbors property must agree that they and their successors in title to the home/property will be responsible for the installation, upkeep and maintenance of these enhancements. Homeowners will be asked to sign an agreement verifying their commitment to maintenance prior to starting the improvement project. Homeowners are also reminded that they are not allowed to prune, trim or remove landscaping in Common Open Areas without the approval of the Board or Grounds Committee.
5. Homeowners with pets are reminded that all pet waste must be removed immediately as specified in the Arbors Directory.
6. Homeowners are asked to make sure that their outside post lights and lights above garages are set to come on at dusk for your safety and for the safety of others.
7. You can help us reduce copying and postage costs by having the monthly minutes emailed to you instead of being sent through the mail. Homeowners wishing to receive the minutes of the AHA Board meetings via email are asked to send their email address to Dennis Ruzicki at DRuzicki@arnheimandneely.org
8. All AHA Board meetings are open to all residents. If you are interested in attending a meeting, please notify the Board President in advance that you would like to attend.

ARBORS HOMEOWNERS ASSOCIATION
BUDGET COMPARISON
August, 2016

	<u>Aug 2016</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Aug 2016</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Income							
5100-00 · Maintenance/Carrying Charges							
5120-00 · Operating Fund	0	0	0	162,209	162,150	59	216,200
5121-00 · Reserve Fund	0	0	0	3,750	3,750	0	5,000
Total 5100-00 · Maint/Carrying Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>165,959</u>	<u>165,900</u>	<u>59</u>	<u>221,200</u>
5123-00 · Late Charges	100	42	58	350	336	14	500
5420-00 · Other/Misc/Document Fees	0	25	(25)	50	200	(150)	300
Total Income	<u>100</u>	<u>67</u>	<u>33</u>	<u>166,359</u>	<u>166,436</u>	<u>(77)</u>	<u>222,000</u>
Expense							
6000-00 · Administrative Expenses							
6311-00 · Office Supplies	34	84	(50)	553	768	(215)	1,200
6320-00 · Management Fees	717	717	0	5,733	5,733	0	8,600
6350-00 · Legal Fees	148	42	106	426	336	90	500
6351-00 · Audit Fees	0	0	0	2,187	2,100	87	2,100
6390-00 · Misc Admin	62	56	6	580	512	68	800
Total 6000-00 · Administrative Expenses	<u>961</u>	<u>899</u>	<u>62</u>	<u>9,479</u>	<u>9,449</u>	<u>30</u>	<u>13,200</u>
6001-00 · Operating Expenses							
6450-00 · Electricity	63	144	(81)	1,147	1,224	(77)	1,800
6451-00 · Water & Sewage	0	0	0	726	700	26	2,000
6720-00 · Insurance Expense	0	0	0	0	0	0	1,800
Total 6001-00 · Operating Expenses	<u>63</u>	<u>144</u>	<u>(81)</u>	<u>1,873</u>	<u>1,924</u>	<u>(51)</u>	<u>5,600</u>
6500-00 · Landscaping Expenses							
6522-00 · Lawn Care	7,695	8,340	(645)	49,494	50,040	(546)	83,400
6523-00 · Mulch	0	0	0	19,440	18,500	940	18,500
6524-00 · Lawn Maintenance	80	1,425	(1,345)	6,567	8,550	(1,983)	11,400
6525-00 · Tree/Shrub Care	0	0	0	22,025	28,650	(6,625)	38,200
6525-10 · Tree Maintenance	589	0	589	4,842	4,900	(58)	4,900
6525-20 · Sprinkler Maint and Repair	469	0	469	1,088	750	338	1,500
6526-00 · Circles & Entry Dr Work	0	500	(500)	0	5,000	(5,000)	5,000
6526-20 · Contingency	134	1,200	(1,066)	880	2,700	(1,820)	3,000
Total 6500-00 · Landscaping Expenses	<u>8,967</u>	<u>11,465</u>	<u>(2,498)</u>	<u>104,336</u>	<u>119,090</u>	<u>(14,754)</u>	<u>165,900</u>
6800-00 · Maintenance Expenses							
6501-00 · Misc Repairs	0	600	(600)	958	2,800	(1,842)	4,000
6502-00 · Road Repair	0	0	0	7,950	7,950	0	8,300
6503-00 · Snow Removal	0	0	0	11,710	17,000	(5,290)	20,000
Total 6800-00 · Maintenance Expenses	<u>0</u>	<u>600</u>	<u>(600)</u>	<u>20,618</u>	<u>27,750</u>	<u>(7,132)</u>	<u>32,300</u>
7000-00 · Fixed Expenses							
6410-00 · Transfer to Reserve	0	0	0	3,750	3,750	0	5,000
Total 7000-00 · Fixed Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>5,000</u>
Total Expense	<u>9,991</u>	<u>13,108</u>	<u>(3,117)</u>	<u>140,056</u>	<u>161,963</u>	<u>(21,907)</u>	<u>222,000</u>
Net Income	<u>(9,891)</u>	<u>(13,041)</u>	<u>3,150</u>	<u>26,303</u>	<u>4,473</u>	<u>21,830</u>	<u>0</u>

ARBORS HOMEOWNERS ASSOCIATION
CASH FUND BALANCES
AUGUST, 2016

	<u>Aug 2016</u>	<u>Jul 2016</u>	<u>\$ Change</u>
1100-00 · OPERATING			
1120-10 · Cash -OP PNC #XXXXXX0176	65,002.75	71,632.52	(6,629.77)
Total 1100-00 · OPERATING	<u>65,002.75</u>	<u>71,632.52</u>	<u>(6,629.77)</u>
1100-10 · RESERVE FUNDS			
1170-31 · MM -Huntington XXXXXX5554	105,835.33	105,414.18	421.15
1180-50 · First Niagara MM XXXXX4216	10,843.69	10,843.40	0.29
Total 1100-10 · RESERVE FUNDS	<u>116,679.02</u>	<u>116,257.58</u>	<u>421.44</u>
TOTAL	<u>181,681.77</u>	<u>187,890.10</u>	<u>(6,208.33)</u>