

Stratford Park Homeowners Association Board Of Directors
February 2022 Meeting

Meeting Minutes – February 24th, 2022
Canton Township Administration Building, Meeting Room E
Meeting Start Time: 6:29 PM

- Attendance - Board
 - Brian McManamon, President [Term Ends Dec 2022]
 - Moe Bzeih, Vice President [Term Ends Dec 2024]
 - ~~Parimal Bhatt, 2nd Vice President~~ [Term Ends Dec 2024]
 - Karl Dietrich, Treasurer [Term Ends Dec 2024]
 - Phil Rancatore, Secretary [Term Ends Dec 2024]
 - [VACANT], 2nd Secretary [N/A]

Approve Board Minutes from prior meeting (December) –
No Proposed Changes to Minutes; Approval to Finalize

President’s Report –

Welcome to all new Board Members!

With 3 new Board Members starting their term this calendar year, we need to divide up tasks and responsibilities among the 5 members.

Board Title (Director Position) assignments are listed above in the header

Board Committee Assignments:

All Board Members to participate in the Common Areas Committee, to be headed up by Brian McManamon, with an intent to transition fully to Moe Bzeih in the next 3-6 months

Architectural Committee – Moe Bzeih

Hospitality/Membership – Phil Rancatore

Social Committee – Parimal Bhatt

By-Law Violations – Karl Dietrich

Website/Newsletter – Brian McManamon to take the lead, with input on site design and content from both Moe Bzeih & Phil Rancatore

Treasurer’s Report – Budget/Expenses sheets from ’21 and ’22 provided for review

Annual Dues are complete for the ’22 calendar year, 100% collected on time (Thanks homeowners!)

Karl presented (and the Board discussed) setting budget amounts for the following categories: Legal/Professional Fees, Entrance Light Repair, Road Reconstruction (using funds previously collected as part of the 2020 special assessment, general Landscaping improvements/maintenance, Lawn Mowing, Fertilizer/Weed Killer, Pond Maintenance, Snowplowing & Salting, Sprinkler Maintenance & Repair, Water Usage, Sewer/Drainage Repair, Road Repair, Social Events, and Hospitality (New Homeowner) Expenditures. All amounts entered in the budget were agreed upon by the Board collectively.

Road Reconstruction – The Board agreed to budget \$20K for the remainder of the road repairs; we won't know exactly how much more we need to pay the Township as part of the millage/matching program until an assessment is done later this year. We had allocated \$40K total towards road reconstruction in 2020 after the assessment collection was complete. \$20K has already been provided to the Township Engineering Services Dept. It may make sense to provide more funds this year, but if not, we can simply roll the needed amount to next year's budget. The money set aside for road reconstruction is essentially independent from the year-to-year operating costs.

Bio Pod System – Canton Township has already invested in the [Rigero Bio-Pod Health System](#) in an attempt to eliminate algae and muck from certain ponds the township maintains (especially near the golf course). The Township is still in an evaluation phase and the Board is closely monitoring the success of that endeavor. We have spoken to representatives from the company to get additional information. For the current year, we will continue with chemical treatments (from our vendor, The Pond Guy) but have budgeted \$8K towards the new system in the event we decide to move forward with this alternative later in the year. The ROI for this expenditure is 3-4 years, since maintenance of the Bio-Pod system is \$1K per year after the first year, and we are currently paying ~\$3K to the Pond Guy for a year's worth of chemical applications.

Lawn Mowing – The Board tentatively agreed to renew with Abraham Landscape Group (ALG) for the lawn mowing service this year. The Board tentatively agreed to renew the fertilization portion of the contract, which is subcontracted to TruGreen.

****Update 3/2/22**** - The Board agreed to contract with ALG again this year, after ALG provided a proposed '22 contract with a revised price structure that included increases in every category. After additional negotiation, the Board agreed to sign a contract that included price increases indexed to inflation (7.5%) but decided to remove the Fertilization portion of the contract altogether.

Fertilizer – The Board tentatively agreed to roll the fertilization (and weed killer) applications under the lawn mowing contract, handled by ALG, subcontracted to TruGreen.

****Update 3/2/22**** - The Board agreed to contract with the same vendor who applied the fertilizer and weed killer in 2019 and 2020, Independent Lawn Service (Livonia).

Proposal: Does it make sense to proceed with a special assessment later this year to cover the startup costs of the Rigero Bio-Health Pod System and other (large-scale) Landscaping improvements?

Brian McManamon has contacted a local law firm regarding the filing of our taxes for the year (we had filed an extension previously). The taxes will be filed with the State in the near future.

Secretary Report –

Action Item: **Dietrich** Finish Meeting Minutes for this meeting and send to Board for review & approval; Distribute to all homeowners via email/website

Common Areas & Maintenance Committee Update

Snow Plowing – No Updates; All plowing & salting bills have been paid or are scheduled to be paid prior to their due date.

Action Item: McManamon Followup with Abraham Landscape Group (ALG) contact/owner to review areas that have been damaged from snow plowing. ALG has already agreed to provide restoration & repair to lawns and sprinkler heads impacted by the snow blade. Board to walk the commons property prior to spring clean-up and can help identify areas affected. Homeowners can report damage to the Board to be included in the summary report.

Lawn Maintenance –

Action Item: McManamon At the current time we have no lawn mowing contract for '22; need to contact Abraham Landscape Group (ALG) to discuss prices and services included
Goal to get a new contract signed ASAP so we are not scrambling for a new vendor as spring approaches

Other

Light fixture at Beck Rd. entrance damaged in crash when a car veered off Beck Rd and into the brick entrance sign

Action Item: Bzeih and Rancatore to evaluate damage to the existing light (we know it is still functioning) and determine if they have the capacity to fix it. \$150 has been budgeted for repair/replacement.

Action Item: Dietrich to organize a sub-wide Spring Cleanup day, sending out a message to homeowners looking for volunteers (will create an online sign-up sheet). The Board will need to walk the property to determine areas of need and volunteers will be directed to these locations on the designated day. Target date is late April to early May.

Another outstanding area of concern carried forward from prior years is the condition of the islands (at the main entrances and the cul de sacs); It is likely some additional landscape work needs to be completed; the Board will review in the spring when preparing for clean-up day. Specific action items will be outlined and provided to our landscaping vendor for correction/improvement.

Action Item: McManamon to write homeowner Mark Riegel to inquire about the plan for this year's flower planting at the entrances; also to provide an update on the Board's proposal/recommendation to switch sprinkler vendors this year

Pond/Creek Maintenance and Outstanding Issues

Rigero has provided a quote for a Bio-pod system to keep algae out of the pond, this purchase is pending feedback from Canton Township, who is also using the system and had it installed in the last couple years at various ponds near the golf course and other local 'commons'. A Go/No Go decision expected by the end of this year (possibly sooner) once additional information is collected and a vote is taken. (See notes above under Treasurer's Report for additional information)

Action Item: McManamon contact the township representatives in the spring and take another Board vote to determine if we move forward with this investment

Canton Township Liaison and Road Committee – No updates this month

Architectural Committee – No updates this month

Hospitality & Membership Committee –

A \$400 budget has been set for the Hospitality expenses this year; the Board is committing to once again provide a small gift to new homeowners, along with a copy of the Bylaws (or a letter directing them to the HOA website where the electronic version of the Bylaws resides).

Action Item: **Rancatore** to provide gifts and a welcome note to all new homeowners who purchased on or after June '21 (*Update: McManamon provided the list of owners/addresses who will be the recipients of welcome gifts on 2/25)

Social Committee – No Report this month

By-Law Violation Committee – No Report this month

Website/Homeowner Document Access –

Action Item: **McManamon** to update website content in the next month, with site design assistance and suggestions from Rancatore and Bzeih

Old Business:

Articles of Incorporation and Bylaw updates – this effort is being deferred, due to the fact that the most recent version of the Bylaws document (proposed by Hirzel Law) was based on the 1993 Bylaws, not the 2004 Bylaws which were filed with Wayne County by the Board at that time. A separate, aggregated, and revised version must be drafted that includes all the relevant information from the 2004 document, along with all the 2021 updates (i.e. electronic voting). Once the contents are merged to include all relevant/necessary sections, the Board will bring the document forward for a homeowner vote.

Action Item: **Dietrich** to attempt a Declaration of Covenants and Bylaws revision/aggregation prior to the next Board Meeting (May)

Next Board Meeting: Thursday, May 26th, 2022 @ 6 PM

Motion to Adjourn: Dietrich, 2nd McManamon
Meeting Adjourned – 8:04 PM