

MEHA Annual Board Meeting

Meeting Date: 10/20/2023

2023 Board Members

President: Curtis Kaisner

Vice President: Open

Treasurer: Lauren Tyll

Secretary: Open (temporarily being filled by Lauren Tyll)

Beautification: Greg Hemingway

Architectural: Dan Clunis

Social & Welcoming: Meredith Kaisner

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Website: <https://meadowhills48167.com/>

Attendance Information

- **Meeting Date:** 10/20/23
- **Meeting Location:** The Hemingway house (location moved from Central Commons due to inclement weather)
- **Attendance:**
 - 1) Curtis Kaisner
 - 2) Meredith Kaisner
 - 3) Lauren Tyll
 - 4) Greg Hemingway
 - 5) Jill Hemingway
 - 6) Dan Clunis
 - 7) Allyson Clunis
 - 8) Erica

President Update

Curtis Kaisner

Survey Results from Beginning of the Year

Thank you to all that responded to our online survey in January/February. Going forward we will be sending out a survey annually (link to be provided on annual invoice).

Summary of Survey Results:

- Low interest/concern regarding appearance of subdivision entrance signs appearance
 - Result: Plan to replace signs was discontinued, a DIY (thank you Greg Hemingway) approach of adding some fresh paint was taken
- Very high interest in improved lighting at sub entrances/cross walks
 - Result: Coordinated with the city/DTE to have downward projecting light posts added near sidewalks on the opposite side of entrance signs (installation expected before EOY)
- Strong interest in shared services (e.g., tree trimming, sprinkler winterization, etc.)
 - Result: Small attempt was made for sprinkler winterization via the website but the level of coordination is significant and level of discounts often depend on how many sign up. May consider more in the future.
- Strong interest in family/kid-friendly events
 - Result: Many of our social events will be geared towards this demographic, but attendance is only noticed on events scheduled in late Spring/early Summer – we will explore other events/times families will support
- Strong, mixed opinions of adding some basic lighting in Central Commons – goal is not for high illumination (i.e., to facilitate after dark activities) but simply provide some basic visibility/safety for dog walkers or runners who use the path at pre-dawn or dusk
 - Result: Will continue to monitor

Open Board & Committee Positions

- Open Board Member Positions:
 - Vice President- Andy Bedard
 - Approval from all in attendance at meeting
 - Secretary- Open
- Anyone interested in assisting on the following committees is encouraged to reach out to the Board, we always welcome more involvement.
 - Architectural Committee, Beautification Committee, Social Committee

Updating Bylaws

- The Board understands the need to update and review our bylaws to make current and clear-cut. Bylaw changes require a vote by HOA members, and assistance from legal counsel.
- Cost: Received quotes from 2 HOA lawyers on rates. We will be proceeding with the lowest cost lawyer that was recommended by a neighboring HOA.
- Timeframe: Goal is to have lawyer review current bylaws, recommend language changes/remove irrelevant information (such as reference to sidewalks, Class A/B membership, etc.), and add recommended changes to specific areas by Board Members by the end of the year. Goal is to have voting information sent out with annual invoices at the beginning of the year.

Treasurer Update

Lauren Tyll

Completed & Future Items

Completed this Year

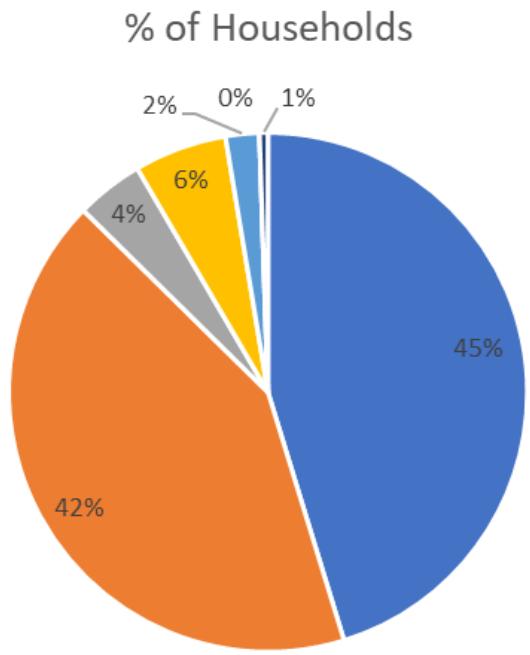
- Opened CDs to generate interest income
 - \$1100 per year estimated vs \$5 in savings acct
- Shopped around for new auditor for savings of \$375 per year
- Re-established our Non Profit status with State of Michigan
- Switched most bills to online payment/auto withdrawal to reduce concerns of missed/late payments and reduce cost of checks & stamps.

In Progress/Future

- Currently shopping around for lower cost Liability Insurance rates
- 2022 financial audit completed & I will be picking up the report next week
- Liens process for unpaid dues

2023 Dues Status

- 99% of dues received for 2023
- Liens process started for 2 unpaid households
- 87% of payments received in January & February!



■ Jan ■ Feb ■ Mar ■ Apr ■ May ■ June ■ July

2023 Expenses & Current State

Projected Year End 2023 Budget: we expect to come in under our planned budget by \$6,755

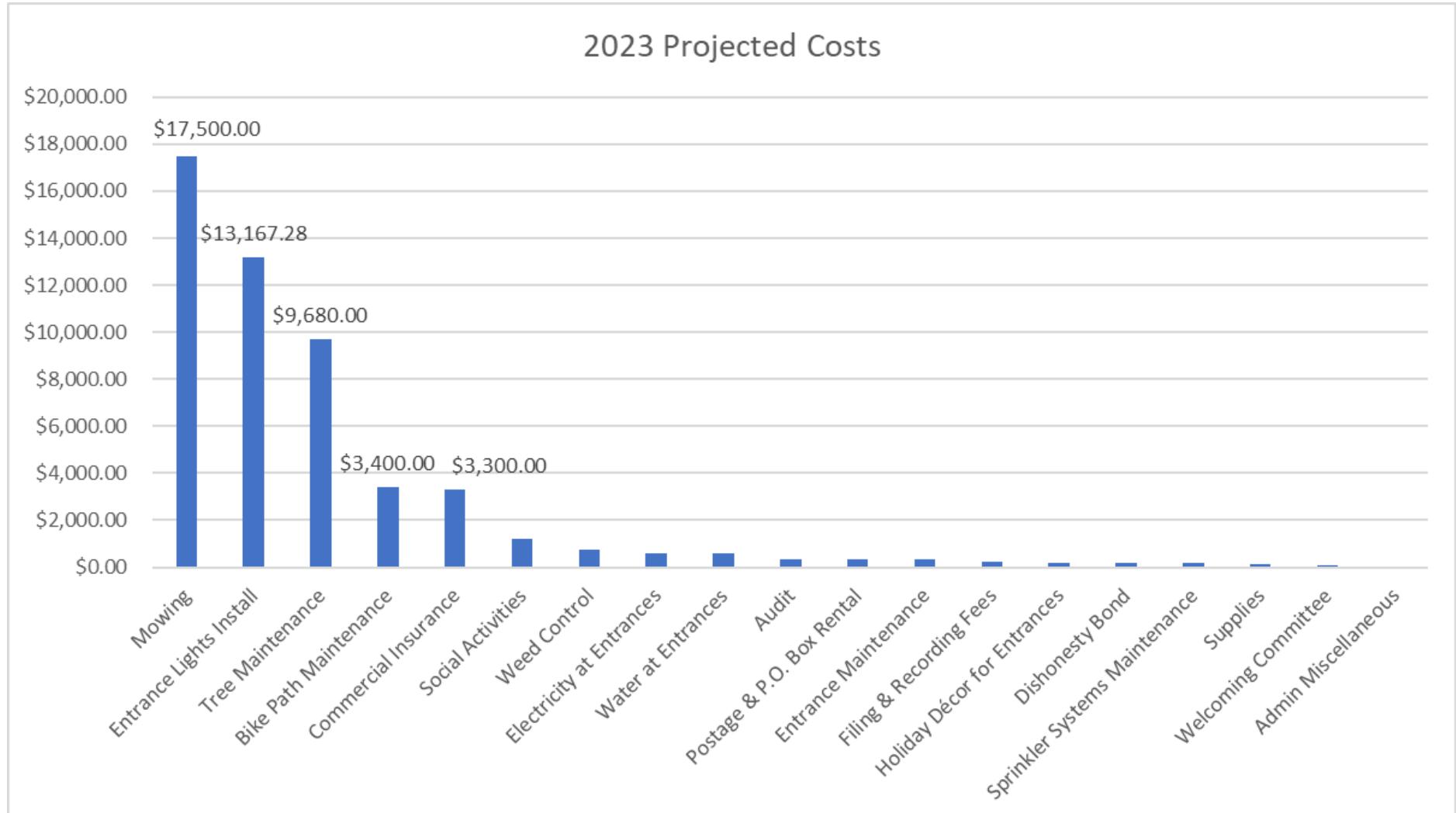
Cash on hand projected EOY:

Savings/Checking:	\$4,527.44*
7 month CD:	\$7,000.00
<u>13 month CD:</u>	<u>\$15,000.00</u>
Total	\$26,527.44

*Does not include earned interest from CDs that is paid out monthly

Top 5 Largest Spending Areas

- Top 5 categories account for 90% of the total spending for 2023
 1. Mowing
 2. Entrance Lights
 3. Trees
 4. Bike Bath
 5. Insurance
- Mowing of Commons, Tree Maintenance in Commons, and Insurance are top expenses most years



Dues Increase 2024

Why?

- Dues remained stagnant for many years even though costs for services increased, we were able to do this by utilizing savings amassed from over the years
- Improvement projects over the past few years have depleted our savings & spending has exceeded our income
- In an effort to rebuild our savings for future improvement projects/emergency items, the Board has decided it is necessary to increase dues for 2024

What?

- Dues for 2024 to be \$236 annually
- Per bylaws, less than 5% increase from previous year does not require vote

2023 Dues: \$225

2024 Dues: \$236

\$11 increase

4.89% increase

Categories	2023 Projected Cost
Maintenance	\$28,633.92
Capital Improvements & Periodic Costs	\$16,567.28
Admin	\$3,572.80
Insurance	\$3,496.00
Grand Total	\$52,270.00

Expected dues revenue for 2023 based on \$225 = \$43,425

Categories	2024 Budgeted Cost
Maintenance	\$30,225.00
Capital Improvements & Periodic Costs	\$4,500.00
Admin	\$4,135.40
Insurance	\$3,496.00
Grand Total	\$42,356.40

Expected dues revenue for 2024 based on \$236 = \$45,548

* As of 9/30/23

INCOME					
	2023 BUDGET	2023 ACTUAL*	Projected EOY	Projected EOY O/U Budget	Projected EOY Notes (Oct, Nov, Dec)
CARRYOVER from previous year	\$35,558.25	\$35,558.25	\$35,558.25	\$0.00	
Current Dues	\$43,425.00	\$42,975.00	\$42,975.00	(\$450.00)	Assume we do not recoup 2 households unpaid dues
Late Fees	\$18.00	\$259.00	\$259.00	\$241.00	Assume no extra late fees received
Partial or Prior Years			\$0.00	\$0.00	N/A
Reimbursement from neighboring HOA	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Interest Income	\$5.00	\$4.29	\$5.19	\$0.19	Based on \$0.30 per month *3 = \$0.90 additional
Other Income/(Expense)	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Income	\$43,448.00	\$43,238.29	\$43,239.19	(\$208.81)	

TOTAL INCOME/RESERVES **\$79,006.25** **\$78,796.54** **\$78,797.44** **(\$208.81)**

OPERATING EXPENSES

OPERATING EXPENSES					
	2023 BUDGET	2023 ACTUAL*	Projected EOY	Projected EOY O/U Budget	Projected EOY Notes (Oct, Nov, Dec)
Administration					
Social Activities	\$1,200.00	\$875.47	\$1,200.00	\$0.00	Assume used 100% of budget
Website	\$25.00		\$0.00	(\$25.00)	No cost for website this year
Welcoming Committee	\$100.00		\$100.00	\$0.00	Assume used 100% of budget
Audit	\$725.00		\$350.00	(\$375.00)	Based on new accountant costs, estimated have yet to receive invoice, might be \$300
Electricity at Entrances	\$600.00	\$430.38	\$600.00	\$0.00	\$200 additional
Water at Entrances	\$600.00	\$441.08	\$591.08	(\$8.92)	Assuming \$150 for last quarterly bill of year
Supplies	\$200.00	\$136.50	\$136.50	(\$63.50)	Assume no extra expenses
Filing & Recording Fees	\$0.00	\$220.00	\$220.00	\$220.00	Assume no extra expenses
Postage & P.O. Box Rental	\$350.00	\$340.22	\$340.22	(\$9.78)	
Taxes & IRS Fees	\$0.00		\$0.00	\$0.00	
Miscellaneous	\$0.00	\$35.00	\$35.00	\$35.00	
Total Administration Expenses	\$3,800.00	\$2,478.65	\$3,572.80	(\$227.20)	

Insurance:					
	2023 BUDGET	2023 ACTUAL*	Projected EOY	Projected EOY O/U Budget	Projected EOY Notes (Oct, Nov, Dec)
Commercial Insurance	\$3,300.00		\$3,300.00	\$0.00	
Dishonesty Bond	\$200.00		\$196.00	(\$4.00)	Based on invoice received
Total Insurance	\$3,500.00	\$0.00	\$3,496.00	(\$4.00)	

Maintenance:					
	2023 BUDGET	2023 ACTUAL*	Projected EOY	Projected EOY O/U Budget	Projected EOY Notes (Oct, Nov, Dec)
Mowing & Cul-de-Sac Trimming	\$19,000.00	\$10,100.00	\$17,500.00	(\$1,500.00)	End mowing in Oct, est to be \$17,500
Tree & Brush Removal/Maintenance/Replacement	\$9,000.00	\$9,680.00	\$9,680.00	\$680.00	Assumed no additional tree cleanups after September
Entrance Maintenance	\$1,500.00	\$125.62	\$325.62	(\$1,174.38)	Assumed \$200 for fall clean up/plantings
Holiday Décor for Entrances	\$250.00		\$200.00	(\$50.00)	Assume \$200 based on last year expenses
Weed Control	\$775.00	\$753.30	\$753.30	(\$21.70)	No more expenses for the year
Sprinkler Systems Maintenance	\$300.00	\$75.00	\$175.00	(\$125.00)	Assume \$100 for winterization costs
Miscellaneous	\$400.00		\$0.00	(\$400.00)	
Total Maintenance	\$31,225.00	\$20,733.92	\$28,633.92	(\$2,591.08)	

TOTAL OPERATING EXPENSES **\$38,525.00** **\$23,212.57** **\$35,702.72** **(\$2,822.28)**

Capital Improvements & Periodic Costs:	2023 BUDGET	2023 ACTUAL*	Projected EOY	Projected EOY O/U Budget	Projected EOY Notes (Oct, Nov, Dec)
Bike Path Maintenance	\$3,000.00		\$3,400.00	\$400.00	Based on lowest cost estimate from multiple quotes, work completed in Oct
Maintenance	\$1,500.00			(\$1,500.00)	
Entrance Sign Replacement	\$16,000.00			(\$16,000.00)	Shifted funds from sign project to lights project
Entrance Lights Install	\$0.00	\$13,167.28	\$13,167.28	\$13,167.28	
Detention Pond Maintenance	\$0.00			\$0.00	
Playground Maintenance	\$0.00			\$0.00	
Total Capital Improvements	\$20,500.00	\$13,167.28	\$16,567.28	(\$3,932.72)	
TOTAL OPERATING & CAPITAL	\$59,025.00	\$36,379.85	\$52,270.00	(\$6,755.00)	

	Income Minus Exp	What is in Bank	Projected EOY Income-Exp
AFTER OPERATING EXPENSES & CAPITAL PROJECTS (Income-Expenses)	\$19,981.25	\$42,416.69	\$26,527.44

Projected EOY Bank Account Status

\$7,000.00 7 month CD @ 5% interest
\$15,000.00 13 month CD @ 5% interest
Cash in Checking/Savings (not including interest from CDs paid monthly)
\$4,527.44 monthly
\$26,527.44 Total

- For easier visibility of the forecasted 2023 Year End budget, please see PDF on website

INCOME			
	2023 BUDGET	2024 Budget	2024 Budget Notes
Carryover from previous year	\$35,558.25	\$26,527.44	
Current Dues	\$43,425.00	\$45,548.00	Increase dues by ~5%-\$236/annual (\$11 increase)
Late Fees	\$18.00	\$18.88	Based on 1 late fee at 8% of \$236
Partial or Prior Years			
Reimbursement from neighboring HOA	\$0.00		Remove
Interest Income	\$5.00	\$1,100.00	Increased due to opening CD's in 2023
Other Income/(Expense)	\$0.00	\$0.00	
TOTAL INCOME/RESERVES	\$79,006.25	\$73,194.32	

OPERATING EXPENSES			
	2023 BUDGET	2024 Budget	2024 Budget Notes
Administration			
Social Activities	\$1,200.00	\$1,200.00	Keep the same- \$1,200
Website	\$25.00	\$0.00	Remove; no cost for website
Welcoming Committee	\$100.00	\$150.00	Increase budget; 8 new homeowners so far in 2023.
Audit	\$725.00	\$350.00	Decrease budget, found new auditor for less money \$600 for regular electrical bill/year & \$515.40 estimated/year for the new
Electricity at Entrances	\$600.00	\$1,115.40	lights
Water at Entrances	\$600.00	\$600.00	Keep the same- \$600 (\$150/quarter)
Supplies	\$200.00	\$100.00	Reduce to \$100; based on \$40 for envelopes \$20 ink, \$10 paper for annual invoices + a bit extra as needed
Filing & Recording Fees	\$0.00	\$20.00	Cost of annual filing with State of MI for non profit status
Postage & P.O. Box Rental	\$350.00	\$365.00	Increase due to cost of stamp increases. Based on \$130 for stamps to mail out annual invoices, \$50 in additional stamps for the year to send late notices for invoices & checks for payments, & PO Rental Fee of \$182 (Cost of stamp = \$0.66)
Taxes & IRS Fees	\$0.00	\$200.00	Have accountant do taxes for in 2024 & if we have someone on board do them for free, we will come in under budget
COHA Annual Fee	N/A	\$35.00	Add: dues for COHA
Miscellaneous	\$0.00	\$0.00	
Total Administration Expenses	\$3,800.00	\$4,135.40	

	2023 BUDGET	2024 Budget	2024 Budget Notes
Insurance:			
Commercial Insurance	\$3,300.00	\$3,300.00	Keep same
Dishonesty Bond	\$200.00	\$200.00	Keep same
Total Insurance	\$3,500.00	\$3,500.00	

	2023 BUDGET	2024 Budget	2024 Budget Notes
Maintenance:			
Mowing & Cul-de-Sac Trimming	\$19,000.00	\$17,500.00	Decreased from \$19k budget to \$17,500 based on projection for 2024.
Tree & Brush Removal/Maintenance/Replacement	\$9,000.00	\$10,000.00	Increase to \$10,000
Entrance Maintenance	\$1,500.00	\$1,500.00	Need to hire service for 2024 so costs will increase from previous years
Holiday Decor for Entrances	\$250.00	\$250.00	Keep same
Weed Control	\$775.00	\$775.00	Keep same
Sprinkler Systems Maintenance	\$300.00	\$200.00	Reduce to \$200, 2022 and 2023 expenses were all \$175 for opening/closing system. If repairs are needed that can be above & beyond what we budget for.
Miscellaneous	\$400.00	\$0.00	Reduce to \$0, we do not budget for misc. items
Total Maintenance	\$31,225.00	\$30,225.00	

TOTAL OPERATING EXPENSES **\$38,525.00** **\$37,860.40**

Capital Improvements & Periodic Costs:	2023 BUDGET	2024 Budget	2024 Budget Notes
Bike Path Maintenance	\$3,000.00	\$0.00	Completed Oct 2023, remove for 2024
Bench & Picnic Table Maintenance	\$1,500.00	\$1,500.00	Move to 2024-Need someone to take charge for 2024
Light at Entrances 2023 Install		\$0.00	Remove for 2024
Entrance Signs Replacement	\$16,000.00	\$0.00	Remove for 2024
Detention Pond Maintenance	\$0.00	\$0.00	Remove for 2024
Playground Maintenance	\$0.00	\$3,000.00	Wood chips blown in for 2024
Total Capital Improvements	\$20,500.00	\$4,500.00	
TOTAL OPERATING & CAPITAL PROJECT \$59,025.00 \$42,360.40			
	Expected Income Minus Exp from 2023 Budget	Projected 2024 EOY Carryover	
BUDGET SURPLUS/ (DEFICIT) AFTER OPERATING EXPENSES & CAPITAL	\$19,981.25	\$30,833.92	** Actual carryover to 2024 is projected to be \$26.5k

- For easier visibility of the Proposed 2024 budget, please see PDF on website

Beautification Director Update

Greg Hemingway

Beautification Projects Completed 2023

- Please See PDF on Website.

Beautification Projects Planned 2024

- Playground maintenance
 - Replace chains on swings
 - Add swing mats
- Add mulch around play structure
- New benches & picnic table cleanup
- Address overgrown commons areas where trees were removed
- Plantings in street right-of-way blocking visibility (household landscaping)
- A couple strategic tree plantings to replace trees at the end of their lifespan

Architectural Committee Update

Dan Clunis

Architectural Updates

- Entrance sign replacement project on hold for a few years
 - Current signs had old paint sanded off and new paint touched up to improve look temporarily until replaced
- Streetlights are being installed at each entrance to improve visibility and safety before the end of the year
- Reminder to submit any architectural change requests to the Board for approval before work starts
 - <https://meadowhills48167.files.wordpress.com/2022/03/meha-architecture-change-form.pdf>

Social Committee
Welcoming Committee
Meredith Kaisner

Social & Welcoming Committee Review

Social Committee

2023 Events:

- Easter Egg hunt (neighborhood favorite!)
 - -collaboration with 2 neighboring HOA's
- Petting Farm (neighborhood favorite!)
- Last Day of School Ice Cream Truck
- Fall BBQ
- Fall Festival (cancelled due to lack of interest/RSVPs)

Welcoming Committee

So far this year about 8-10 new neighbors have moved into our neighborhood! They are gifted a small welcome gift from the HOA & important information such as HOA Board contact info, bylaws, architectural change form, etc.