



Minutes from 2024 Annual Meeting – 36th Year

The annual Emerald Pines Association (EPA) meeting was held on Tuesday April 16th, 2024, at 7:00 pm at the Ralph Richardson Community Senior Center of Commerce Township. Having provided proper Notice of Meeting to all co-owners, 35 of 66 (53%) condominium units were represented in person or by proxy, therefore the required Quorum (35%) was met. We appreciate each of you making time to attend the meeting and have your voices heard. The highlights for our 2024 annual meeting are as follows:

OPENING ACKNOWLEDGEMENTS

The meeting was called to order at approximately 7:10 pm by EPA Board of Directors & President, Jim Boedecker. Also presiding were:

Director & Vice President, Dave Sokol

Director & Treasurer, Jim MacLellan

Officer – Secretary & Assistant Treasurer, Barb Carl (Boedecker)

No new residents were in attendance.

OLD BUSINESS & OVERVIEW OF BOARD ACTIONS During the year Apr 2023 – Mar 2024

Minutes of last year's meeting were distributed either by email or mail subsequent to last year's meeting. They were also uploaded last year to the subdivision's website:

(<http://emeraldpinesassociation.org>).

Highlights of Old Business and Overview of Board actions include:

- 1) Jim MacLellan was unanimously elected to serve the one-year remaining term for Nancy Hornberger's second year Board of Director position at the Apr 2023 annual meeting.
- 2) Jim Boedecker and Kevin Hayes were unanimously elected for two-year terms at the Apr 2023 annual meeting.
In a subsequent meeting of the new Board of Directors on 4/25/23; the following Officers were named:
Jim Boedecker, President
Kevin Hayes, Vice President
Jim MacLellan, Treasurer
Barb Carl Boedecker, Secretary and Assistant Treasurer
- 3) Kevin Hayes resigned in July 2023 and the remaining Board selected Dave Sokol to complete the remaining 1st year of Kevin's position until the next annual meeting. He was also voted in as the Vice President.
- 4) There was discussion of 3 potential special committees to help advise the board; a beautification committee, road committee, and picnic committee at the Apr 23 annual meeting. Jennifer Morley led the beautification committee and Ron Hall the Road Committee, but the picnic committee was never formed without a volunteer to head it up. Thanks for everyone that supported these committees and volunteered their time and performed hours of manual labor to the successful improvement to the front entrances and park. Special thanks to Jennifer and Rick Morley for their outstanding efforts leading the charge and Rick repainting the subdivision signs. The efforts by the beautification committee helped keep expenses down and contributed to our budget underrun and increase to the reserve fund.
- 5) New bids were solicited for Landscape Maintenance and Snow removal and the Board selected Year Round Property Maintenance, LLC.

- 6) Road Maintenance bids were solicited and HD Sealcoating and Paving was selected to perform crack filling. Crack filling was successfully completed in early August 2023.
- 7) The board reviewed and approved 18 residents request for alterations and/or modification to their units or Common elements.
- 8) The Board of Directors reviewed 13 resident violations and/or complaints and all but 1 were resolved via letters, emails, and face to face discussion with the Board. In that 1 issue, the Owners resisted the Board's requests for a meeting to discuss mutual resolution, and chose to send a letter from an attorney requesting documents. The Board chose to use an attorney specializing in Condominium Real Estate to review correspondence written by the Board to help resolve the issue to ensure the Association was within its rights stated in the EPA Condominium Documents. The legal expenses caused a reduction to the reserve fund of \$5.4K, and included a complete review of the Condominium Documents of approx. \$1.5K. The legal review concluded that our Bylaws are "pretty good", and noted that the Attorney that wrote them is considered one of the "deans" of Condominium development and practice.

Treasurer's Report: A Summary of the 2023-24 Budget Performance was presented to the attendees by the Treasurer (see attached). The Subdivision was able to add \$7,413 to the reserve fund, most of which was due to; 1) the mild winter which lessened the snow plowing required, 2) minimization of tree work, and 3) contribution of labor by the beautification committee volunteers.

The Board of Director's budget for 2024-2025 which was developed by your elected Board in accordance with the subdivision Bylaws, Section 11 and was distributed to the owners via email or US mail prior to the meeting. **Dues will remain at \$500 and are due not later than June 1st 2023, covering the period 1 Jun 2024 through 31 May 2025.** A coupon is attached to submit with your payment.

The budget proposed by the board included a potential for contributing 10% of the total General Fund budget proposed to the reserve fund, plus a contingency fund of \$3,394 to the General Fund (reference Section 2 (a) of the Bylaws). The budget also projected a potential reduction of \$21,720 to the Reserve Fund pending a final decision of the road work required by the Board. (see below)

STATE OF THE ROADS: Dave Sokol discussed a recent meeting with an H&D Seal Coating and Paving LLC expert who inspected the roads with EPA Board Members. His assessment was that our roads are in "good shape" as a result of our diligence in staying on top of caring for our roads and not using salt on our roads. Also, the expert thought that the seal coating could be delayed a year and recommended that crack filling be done. Also, he identified a 10ft by 14ft area near the East (Pinestead Rd) entrance for repair either by overlay patching (\$1300 estimate) or section removal and replacement (\$2000).

Dave Sokol then provided our road maintenance history since the 2 inch milling and then asphalt capping of all our roads that was completed in 2017 by T& M Maintenance (\$107,212), after regrading and repairing in front of the cul-de-sac on Emerald Pines by Copeland in 2016 (\$8,430):

- 2018 – Crack Filling warranty work and complete seal coating by T&M (\$6,920)
- 2019 – Nothing
- 2020 - Crack Filling by T&M (\$900) noting poor job which peeled off when now plowing
- 2021 - Crack Filling by T&M (\$2,445)
- 2022 – Nothing
- 2023 – Crack Filling by HD Sealcoating (\$5,085)

A decision on the road maintenance to be performed in 2024 will be made in the near term by the Board, and the residents will be notified of the schedule to perform the work.

Bylaws' Discussion: Emerald Pines is not a typical residential subdivision. Rather, we are a Condominium Project of 66 units subject to the provisions of the provision of the **Condominium Documents** consisting of the CONSOLIDATING MASTER DEED and Exhibits A and B hereto, the BYLAWS and the ARTICLES OF INCORPORATION. Every Co-Owner should have received their copy at their sale closing; documents also reside on our website emeraldpinesassociation.org. One of the duties of the Board of Directors is to enforce the provisions of the Condominium Documents (BYLAWS Article XI, Section 4, Paragraph(j)).

There was a discussion about our Association being a community of neighbors, and that we should all be respectful in complying with our **CONDOMINIUM DOCUMENTS**. Neighbors should be able to discuss violations with their fellow neighbors in a considerate, polite and nonconfrontational manner. A neighbor's concern with another neighbor's action should also be received in an understanding manner. If you believe that you have special circumstances requiring a temporary waiver to an EPA Bylaw or rule, please contact a member of the Board to obtain written approval for an agreed period of time.

The following concerns related to some of the BYLAWS' Restrictions identified in Article VI, Sections 1-23 were discussed:

1. **VEHICLES/TRAILERS/OTHER** – Passenger vehicles should **not** be parked off the main driveway on the yard. Also, NO house trailers, boats and boat trailers, snow mobiles and trailers, camping trailers, all-terrain vehicles, motorcycles, inoperable vehicles, etc. may be parked or stored upon the premises of the Condominium unless in Garages. **Please voluntarily comply with this restriction prior to Board action being taken;**
2. **Storage of Trash/Recycle Receptacles** – Please don't let the receptacles remain on the Common Elements except for short periods of time (i.e., day before pick up until no later than the morning after pick up). Also, receptacles should be kept in the garage whenever possible or located in a spot minimally visible from the street view;
3. **Design and Location of Sheds and Dog Houses** require prior written approval of the Board of Directors. Approval will be timely and not unreasonably withheld;
4. **Home Exterior changes**, including designs, materials, or colors, require Board of Directors pre-approval in accordance with Bylaws, Article VI, Section 12, page 25. Further, no co-owner shall change in any way the exterior appearance of the residence and other improvements and appurtenances (common elements) located within his unit without Board approval. Approval will be timely and not unreasonably withheld;
5. **Yard Areas** – In accordance with the Consolidating Master Deed, Article IV Common Elements (both general and limited commons elements), Section 3 (a) Co-owner Responsibilities (i) Yard Areas, ...the exterior appearance of the yard areas ... shall be subject at all times to approval of the association and to reasonable aesthetics and maintenance standards prescribed by the association in the bylaws and in duly adopted rules and regulations.
6. **Fences** – Please review Article VI, Section 8 for details on what is permitted.
 - a. Staked Survey & Township requirements must be met.
 - b. Plans and specs for any fence must be approved by the Board prior to construction.

NEW BUSINESS

WOW Internet and Cable: Jim Boedecker discussed WOW's interest in bringing its internet and cable to Emerald Pines. They would install "state of the art" fiber optic cable via what they call "stitch bore fiber" installation method. This would not happen until next year at the earliest. They want an agreement signed by the EPA Board to show interest before they perform a detailed Statement of Work (SOW) to present to the EPA Board. If we do not agree to their SOW, the agreement is automatically terminated. A vote of the annual meeting attendees was taken to determine if there is enough interest in bringing WOW to compete with Comcast and AT&T. A vast majority voted positively, The Board will gather more information before a final decision and signing an initial Agreement from WOW.

Open Board of Director and Officer Positions and changes:

Two Board of Director positions were up for election; one for a one year term to complete the resignation of Kevin Hayes and one for a two year term to replace Jim MacLellan after serving on the Board for two years; 1st year as President and 2nd year as Treasurer. We truly appreciate and thank Jim for all his support for the Association.

Results of this years' elections were as follows:

- Dave Sokol agreed to continue for a second year and was unanimously elected to serve the one-year remaining term for Keving Hayes;
- Phil Mahoney agreed to serve on the Board and had contacted Jim Boedecker prior to the meeting. Although Phil was sick and unable to attend the meeting, he was unanimously elected to fill the two year term vacancy.

In a subsequent meeting of the new Board of Directors on 4/23/24; the following Officers were named:

- Jim Boedecker, President
- Dave Sokol, Vice President
- Phil Mahoney, Treasurer
- Barb Carl Boedecker, Secretary and Assistant Treasurer

The Board requests that residents consider volunteering for an Assistant Secretary or Assistant Treasurer position to develop potential replacements for the future. Please contact Jim Boedecker to discuss any interest you may have.

EPA BYLAW AMMENDMENTS TO ARTICLE XX, ASSESSMENT OF FINE

There was a discussion about whether the EPA Board should look into amending the current fines delineated in the Bylaws under Article XX which would require the approval of 66 and 2/3% of all Co-owners (45 out of 66). The quorum voted unanimously to approve the EPA Board's plan to further investigate EPA Bylaw amendments to Article XX to change the fine amounts and the collection period for payments. Fines have not been changed since inception nor subject to increases for inflation. The proposed fine changes are as follows:

1st violation = 0, no change

2nd violation from \$25 to \$100

3rd violation from \$50 to \$300

4th and subsequent violations from \$100 to \$500

Also proposed is changing the fine payment due from: "no later than the first of the month following the annual dues payment" to: "due within 30 days of the date of the fine assessment letter."

REMINDERS:

Pets: Safety is important to us all, especially in the absence of sidewalks, a leash should be used and is the safest for our furry friends.

1. Please continue to be respectful, cleaning up after your pets in **all Commons areas** of the subdivision in compliance with the Bylaws. Many attendees expressed dismay that some resident dog owners continue to leave dog waste in the Commons areas and even on other resident's lawns. **The Board will consider levying fines on those residents not picking up the waste.** Picking up after your pets reduces the potential of transmitting common diseases such as Giardia, roundworms, hookworms, Salmonella, and E. coli, especially in areas frequented by residents such as trails or play areas.
2. For more information and compliance: Article VI, Section 11, page 4.

Parking on the Street: On the occasion when parking on the street, please ensure that mailboxes are not blocked leaving adequate room for mail deliveries, ensure cars are not parked on lawns, cars are not parked on the street on garbage pick-up days, and that cars are not parked on the street in the event of eminent snow plowing. Please minimize parking on the street and use garages and driveways whenever possible in accordance with the Bylaws, Article VI, Section 13. A safety issue does exist if emergency vehicles are inhibited by cars that cannot be moved by their owners on a moment's notice when required.

Lawn Care, Curbs, and Drains: Everyone enjoys the beauty of our Emerald Pines Community and the effort that most residents put forth in keeping their Common Elements in good shape. Please keep up the good work, and if you need assistance, please contact the EPA Board for service contractors and possibly some volunteers from residents. Also, a reminder that residents should keep any curbs and drains bordering their property clean of grass, and pine needles & cones. Please do not blow any of this debris into the cul-de-sacs as the cul-de-sacs are only cleaned twice a year in the spring and fall by the Association. If we fail to keep the areas noted clean, we will consider raising dues to have the work performed by a contractor.

Speed Limit 20 MPH: With the warm weather, we get lots of activity starting in the sub, especially young children who will be out of school soon. Please be mindful that there are no sidewalks and children may be playing in the roads and many residents are out walking. Please SLOW DOWN!

Association dues are paid annually and due by (no later than) June 1st each year.

1. Please complete the form attached to these minutes and include it with the mailing of your payment of \$500.
2. Please write your lot number in the memo section of your check.

The annual Emerald Pines Association meeting was adjourned approximately 8:20 pm.

Respectfully Submitted
Emerald Pines Association

Jim Boedecker – President, Director
Dave Sokol – Vice President, Director
Phil Mahoney – Treasurer, Director
Barb Carl (Boedecker) – Secretary &
Assistant Treasurer

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Emeral Pines Association Income/Expense Report
From 4/1/23 Through 3/31/24

Revenues:

| | |
|---------------------------------------|--------------------|
| Association Dues (66 x \$500) | \$33,000.00 |
| Interest From Treasury I-Bond | \$820.00 |
| Interest From Treasury T-Bill | \$455.51 |
| Interest From Money Market Savings | \$375.07 |
| Banking Bonus for moving acct. to HNB | \$400.00 |
| Total Revenue | <u>\$35,050.58</u> |

Expenses:

| | |
|----------------------|--------------------|
| Landscape | \$4,334.72 |
| Snow Removal | \$825.00 |
| Grass Maintenance | \$3,812.50 |
| Spring/Fall Clean-up | \$1,300.00 |
| Park Maintenance | \$2,585.00 |
| Other Maintenance | \$1,887.50 |
| Insurance | \$1,367.00 |
| Electric | \$532.03 |
| Misc. | \$498.89 |
| Road Maintenance | \$5,085.00 |
| Legal Expenses | \$5,409.88 |
| | <u>\$27,637.52</u> |

Net Available For Reserve Fund: \$7,413.06

Assets:

| | |
|----------------------|-------------------------------------|
| I-Bond | \$10,000.00 (plus accrued interest) |
| Treasury T-Bill | \$18,999.29 (plus accrued interest) |
| Checking Account | \$4,894.66 |
| Money Market Account | \$31,195.07 |
| Total | <u>\$65,089.02</u> |