



April 4, 2024

**RE: NOTICE OF ANNUAL MEETING - TUESDAY 16 April 2024 (7:00pm – 8:00pm)**

**Please join us for the annual Emerald Pines Association meeting which will be held on Tuesday April 16, 2024 @ 7pm.** This year's meeting will be at the Commerce Township Ralph Richardson Senior Center, 1485 Oakley Park Road (across from Walled Lake Central High School). **Please come 10 minutes early to sign in, and make sure we have your latest email address.**

Below is the agenda for this year's annual meeting. Should you not be able to attend, please be sure to fill out the attached proxy form and give it to a designated neighbor who will be attending the meeting or a Board member (Jim Boedecker 4064 Cumberland Ct., Dave Sokol 4065 Cumberland Ct., or Jim MacLellan 9298 Pinestead) to cast a vote on your behalf. A quorum is required to proceed with the meeting and vote on any action items.

- I. **Welcome & Check-in –**
  - a. **New resident introductions**
  - b. **E-mail list sign-up**
  - c. **Quorum count and call to order**
- II. **Old Business –** Brief review of minutes from last year and overview of board actions.
- III. **Treasurer's Report**
  - a. Overview of Expenditures for 1 Apr 2023 – 31 Mar 2024
  - b. Board of Director's Budget for 1 Apr 2024 – 31 Mar 2025, including the annual dues amt for pymt 1 June
- IV. **"State" of the Roads Address**
- V. **By-Laws Discussion/Reminder**
  - a. Storage of Trailers, recreational vehicles
  - b. Passenger vehicle parking
  - c. Home Improvements/exterior enhancements/ sheds
  - d. Yard maintenance
  - e. Storage of Trash receptacles /Storage of miscellaneous items in the Commons Area
  - f. Yard Signs require prior Board approval
  - g. Proposed Amendment to Bylaws
- VI. **NEW BUSINESS**
  - a. **Open Director & Officer positions**
    - i. Board of Directors – EP Association has 2 Directors (staggered 2-year terms by vote of Unit Owners) Kevin Hayes resigned mid-year the first year of his term.
    - ii. Officers – Appointed & voted by Directors (President, Vice President, Treasurer, Secretary)
  - b. **VOTE:** Director positions (2 positions must be voted on this year, 1 for a 2 year term and 1 for a 1 year term)
  - c. **Any Other Items??**
- VII. **Meeting Adjournment**

**Should any of you wish to be considered as a nominee for a Director position, or are willing to serve as an Officer to support our community, please email or call me in advance of the meeting to discuss our needs.** Our neighborhood has struggled in the past with getting people to volunteer for the Board, but keep in mind that prior experience is not needed; rather a high level of integrity and honesty will serve everyone well.

We look forward to seeing everyone at the meeting, and welcome your attendance, involvement, and/or thoughts and ideas – all in the spirit of contributing to our beautiful neighborhood.

Kind Regards,

Jim Boedecker

President, Board of Directors

Emerald Pines Association

734-645-9136

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<http://www.emeraldpinesassociation.org>

## Emerald Pines Budget Summary Report

	Apr 2023 - Mar 2024			Apr 2024-Mar 2025	
	Budget	Actual	Variance	BUDGET	
EXPENSE ITEM - GENERAL FUND (GF)		AS OF 31 Mar	AS OF 31 Mar		
Entrances/Cul-de-Sac - MULCH	\$ 4,469.00	\$4,250.00	\$219.00	\$3,200.00	Q
Flowers in Entrances		\$84.72	(\$84.72)	\$500.00	est
Clean up West End opf West Entrance				\$850.00	Q
Snow Removal	\$ 4,500.00	\$825.00	\$3,675.00	\$4,500.00	est
Lawn Service Mowing	\$ 2,272.00	\$3,374.50	(\$1,102.50)	\$4,050.00	Q - 27 cuts
Fertilization	\$ 837.00	\$438.00	\$399.00	\$557.60	Q - 4 apps +grub est
Spring & Fall Cleanup - incl edging & Path Maint	\$ 1,558.00	\$1,300.00	\$258.00	\$3,150.00	Q
Weeding	\$ 552.00	\$275.00	\$277.00	\$675.00	Q
Shrub pruning in beds	\$ 420.00	\$925.00	(\$505.00)	incl in clean-ups	
Park Maintenance	\$ 558.00	\$2,585.00	(\$2,027.00)	\$1,215.00	Q
Volleyball Court Roto-till	\$ 679.00	\$0.00	\$679.00	\$400.00	est
Subtotal- Landscape Maint. Items	\$ 15,845.00	\$14,057.22	\$1,787.78	\$19,097.60	
Insurance	\$ 1,366.00	\$1,367.00	(\$1.00)	\$1,503.70	est
Electric (DTE)	\$ 525.00	\$532.03	(\$7.03)	\$585.23	est
Tree Removal/Grinding	\$ 4,000.00	\$300.00	\$3,700.00	\$4,000.00	est
Sprinklers Maint incl Open/Close & park rep	\$ 500.00	\$387.50	\$112.50	\$600.00	est
Meeting Costs	\$ -	\$0.00	\$0.00		
Stationary & Stamps	\$ 150.00	\$47.39	\$102.61	\$100.00	est
Misc	\$ 150.00	\$242.98	(\$92.98)	\$300.00	est
EP Web Site - 2 year Fee now 1 yr	\$ 300.00	\$70.79	\$229.21	\$100.00	est
Annual Report to State of MI	\$ 20.00	\$20.00	\$0.00	\$20.00	est
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 22,856.00</b>	<b>\$17,024.91</b>	<b>\$5,831.09</b>	<b>\$26,306.53</b>	
<b>ASSN DUES</b> - \$500 ea X 66 homes	\$ 33,000.00	\$33,000.00	\$ -	\$33,000.00	
<b>Fines owed by 1 Jun to reserve funds</b>				\$350.00	
Min. 10% dues to Reserve Fund				\$3,300.00	
Total General Fund Budg w/ 10% holdback				\$29,606.53	
<b>Contingency to the General Fund</b>				\$3,393.47	
<b>EXPENSE ITEM - RESERVE FUND (RF)</b>					
ROAD REPAIR - crack filling	\$ 4,800.00	\$5,085.00	(\$285.00)	\$5,000.00	est
ROAD REPAIR - seal coating				\$16,720.00	2023 est + 10%
SPRINKLER BOX REPLACEMENT	\$ 1,000.00	\$117.73	\$882.27	\$0.00	
ATTORNEY FEES	\$0.00	\$5,409.88	(\$5,409.88)	\$0.00	
<b>TOTAL RESERVE FUND EXPENSES</b>	<b>\$5,800.00</b>	<b>\$10,612.61</b>	<b>(\$4,812.61)</b>	<b>\$21,720.00</b>	
<b>ASSET SUMMMARY</b>	<b>Value as of 3/31/24</b>	<b>Value as of 3/31/2023</b>	<b>Change in Value</b>	<b>Potential Change to Reserve Fund</b>	
US Treasury Investments	\$28,999.29	\$29,544.49	(\$545.20)	w/NEW BUDGET	
Checking Account	\$4,894.66	\$28,131.47	(\$23,236.81)	from 1 Apr 24	
Money Market	\$31,195.07	\$0.00	\$31,195.07	to 31 Mar 25	
<b>Reserve Fund Total</b>	<b>\$65,089.02</b>	<b>\$57,675.96</b>	<b>\$7,413.06</b>	\$65,089.02	1 Apr 24 Bal
Total Potential Addition to Reserve after General Fund Budget expenses (\$33,350- \$26,307)				\$7,043.47	
Potential Reduction to Reserve Fund after Reserve Fund Budget expenses				(\$21,720.00)	
<b>Estimated Total Reserve</b>				<b>\$50,412.49</b>	



BUDGET DETAIL APR 2023 - MAR 2024

DATE	CK Acct Bal	DEBITS	CREDITS	Huntington Money Market	US Treasury Investments	Notes
D&D Tree Service	11/7/2023	\$300.00				Inv 4798 Ck #156 Remove Tree from Cul-de-sac
		\$300.00				
<b>COMMONS MAINTENANCE</b>						
<b>Lawn cutting</b>						
Year Round Property Maint	5/24/2023	\$562.50				1 of 6 payments for 27 cuts; check #135
Year Round Property Maint	8/3/2023	\$1,687.50				2,3,4 of 6 payments, check #148
Year Round Property Maint	10/11/2023	\$562.50				Inv 1330 Ck#154
Year Round Property Maint	10/31/2023	\$562.00				Inv 1344 Ck#155 (final payment for lawn cutting)
Total		\$3,374.50				
<b>Park Maintenance</b>						
Year Round Property Maint	5/5/2023	\$885.00				Trim brush 2ft behind sprinklers along pond -Ck 134
Year Round Property Maint	10/31/2023	\$1,000.00				Check 155, clear park, laid down weed fabric
Year Round Property Maint	11/28/2023	\$700.00				Inv # 0001, Ck #158 Park Pathway
Total		\$2,585.00				
<b>Spring/Fall Cleanup</b>						
Year Round Property Maint	5/5/2023	\$475.00				Spring Clean up Edging - Ck #134
Year Round Property Maint	5/5/2023	\$575.00				Spring Clean up debris/trash - Ck #134
Year Round Property Maint	11/28/2023	\$250.00				Inv # 0001, Ck #158 Fall Cleanup up leaves/debris
Total		\$1,300.00				
<b>Weeding</b>						
Year Round Property Maint	5/5/2023	\$275.00				1 weeding during spring clean up Ck #134
Total		\$275.00				Reimburse J MacLellan for spray used Ck#
<b>Schrub Pruning</b>						
Year Round Property Maint	5/5/2023	\$925.00				Trim Bushes/Trees in Entrances & Islands - Ck #134
Total		\$925.00				
<b>FERTILIZATION</b>						
Go Green	5/4/2023	\$109.50				Bill pay Ck# 5107
Go Green	5/23/2023	\$109.50				Check 136 - Lawn fertilization
Go Green	8/8/2023	\$109.50				Check 149 - Lawn fertilization
Go Green	9/29/2023	\$109.50				Check 152 - Lawn fertilization
Total		\$438.00				
<b>SNOW REMOVAL</b>						
Year Round Property Maint	3/31/2024	\$825.00				Check #161 - 3 plows @\$275 ea
Total		\$825.00				
<b>LAWN SPRINKLERS</b>						
Sprinkler open & repairs	6/15/2023	\$257.50				bill pay 5110, John Boes
Sprinkler Box Repair - GF	6/20/2015	\$117.73				Reimbursed R Morley for parts Ck#138
Sprinkler close	11/13/2023	\$130.00				bill pay 5110, J. Boes Inv # for close & park moves
Total		\$505.23				
<b>ROAD REPAIR/Maintenance</b>						
HD Sealcoating	6/27/2023	\$2,542.50				Deposit (50%) for crack fill
HD Sealcoating	8/3/2023	\$2,542.50				Inv 20814, Check #144
Total		\$5,085.00				Check #147
<b>MISCELLANEOUS</b>						
Painting ent. & street signs	6/14/2023	\$164.61				Reimb. J MacLellan for paint & supplies Ck#139
Flowers for the Front Ent.	6/23/2023	\$84.72				Reimbursed Jennifer Morley for flowers Ck 140
Stamps used in prior year	7/27/2023	\$19.53				Reimbursed B Bodecker Chk# 146
Road patch	9/26/2023	\$14.56				Reimbursed Jim Bodecker check #151
Postage, printer ink, bank cks	2/1/2024	\$91.67				Reimb. J Boedecker Ck#162, \$27.86+\$25.95+\$37.86
Total		\$375.09				
<b>ATTORNEY FEES</b>						
Barris, Scott, Dennis, & Driker	7/21/2023	\$1,086.80				Inv 89172, Ck #145 Review of Bylaws
Barris, Scott, Dennis, & Driker	8/3/2023	\$418.95				Inv 89224 Ck #150 Search for transfer of MD
Barris, Scott, Dennis, & Driker	11/15/2023	\$940.50				Inv 89544 Ck #157
Barris, Scott, Dennis, & Driker	1/16/2024	\$2,098.13				Inv 89797 Huntington Bill Pay
Barris, Scott, Dennis, & Driker	2/14/2024	\$865.50				Inv 89939 Huntington Bill Pay
Total		\$5,409.88				
<b>ANNUAL REPORT SOM</b>						
Filing Fee to State of MI	9/26/2023	\$20.00				Reimbursed Jim MacLellan - ck #153
Total		\$20.00				
<b>EP WEBSITE RENEWAL - 1yr</b>						
Sebastian Tkaczyk	5/2/2023	\$60.00				Website Hosting renew thru 4/20/24 - bill pay #5108
Web Name Silo	7/27/2023	\$10.79				Reimbursed B Bodecker Chk# 146
Total		\$70.79				
<b>TOTAL EXPENSES</b>			\$27,637.52			
<b>Subtotal Checking Acct only</b>		\$28,131.47	(\$73,927.47)	\$50,690.66		
<b>Total Checking only</b>				\$4,894.66		
<b>Total Money Market only</b>					\$31,195.07	
<b>Total US Treasury Investments</b>					\$28,999.29	