# Harwood Farms HOA Meeting Minutes

In-Person, Sid Oliveira’s house

Date: March 25, 2025 – 7:00 p.m.

## Opening:

Quorum established, the meeting was called to order at 7:04 p.m.

## Attendance:

* Bill Hammond
* Sarah Lang
* Sidnei Oliveira
* Chris Hall

## Approval of Minutes:

February 25, 2025 meeting minutes – approved as is

## Treasurer’s Report and Bank Business

* Discussed and reconciled units that haven’t paid, corrected some entries in PayHOA.
* Budget is complete, Chris to set up in PayHOA.
* We will set up vendors in PayHOA.
* Bill has worked with Sid and Bill Marshall to file the tax return for 2024.

## Landscaping & Snow Removal

* 4 Seasons Lawncare. We have contracted with them to do tree trimming, which is underway. This is under a separate proposal from the lawn. We will give him first lawn payment by April 1st. Need to get his current liability insurance certificate which expires next month.
* The Township has donated two small trees, we will plant them in the same place along Warner that the previous trees were planted but didn’t survive.

## New Business & Discussion

* Bill will reach out to a few residents that he believes might be interested in serving on the board to replace the vacant seat after Brenda’s departure.
* Spring clean-up scheduled for April 26, 2025, time of 9:00 am was set.
  + Litter along Michigan Ave.
* Sarah has designed Spring 2025 Newsletter, once approved it will be sent out.
* Annual picnic date and format set: September 21, 2025, HOA to provide catered sandwiches, chips, drinks, ice cream.
* Board has agreed to adopt a quarterly meeting schedule:
  + Mid-November. This meeting will be open to the residents, and will be a summary and recap of the year – including the financial summary. We will solicit feedback and input from residents, and introduce the next year’s dues amount with reasoning for any increase.
  + Mid January. This meeting is to discuss how collections are going as well as snow removal, ice rink, and any changes to landscaping contracts.
  + Spring. Late March. This meeting is to discuss finalizing dues collections, discuss spring clean-up, and finalize anything needed for landscaping.
  + Summer. Late July. This meeting is to discuss how landscaping is going and to discuss anything needed for upcoming fall/winter, including picnic in September and upcoming annual meeting in November.

## Action Items:

* Chris to send email blast to community day before spring cleanup and day before picnic.
* Chris to speak with a couple of landscapers to determine feasibility and cost of doing top-fill of new soil in common areas
* Chris to look into some kind of lighting for the mailbox area when weather warms up.
* Board will let community know there is an open spot on the HOA board if anyone wants to volunteer.

## Closing

Meeting adjourned at 8:11 pm

## Next Meeting

March 25, 2025