

Harwood Farms HOA

Meeting Agenda

August 28, 2019

7:00 PM

Type of Meeting: Open Board Meeting

Location: Pittsfield Township Offices

- I. Call to order - Meeting was called to order by Jeremy at 7:00 pm
- II. Roll call
 - a. Jeremy – President, Vance - Vice President, Nate - Board Member at Large
- III. Review of agenda
- IV. Approval of minutes from last meeting
 - a. Approved online, prior to the meeting
- V. Old Business
 - a. Status of Peter's being released
 - i. Still TBD, won't be released until berm and retention pond done.
 - ii. Jeremy clarified that Peters, the original builder, has roughly \$35k in holding with the township. Before township will release the funds back to Peters, they have to get signatures for retention pond.
 - b. Discuss berm maintenance, traffic circles and Warner Rd entrance maintenance
 - i. Waiting to hear back from Kevin's landscaping and need to get a quote from Jason of Ground Logic.
 - ii. We can also try KBK.
 - c. Fertilizer, weed control, tick control issues
 - i. Completed
- VI. Open Issues

a. Treasurer's Report

- i. Not a lot of change from last month. Transfer fees from real estate sales. Board has sent out notices to the three home owners who have not paid their dues yet — haven't gotten a response from that.
- ii. Beyond that, not much has happened this month.
- iii. Motion to accept the financial report as given. Vance motion. Jeremy seconded. Motion approved.

b. Original berm plan from Peter's

- i. Board has hard copy and everything that was presented. Also have it in digital format. Hard copy will go to Kim and will put the digital files on Google docs
- ii. Spoke about the various landscaping aspects of the plan and how it shows more. For example, we can see the number of trees and bushes. The plan appears to be missing a lot in real life.
- iii. Discussed that the township shouldn't accept it until it's back to plan that was originally presented by Peters. And that as soon as we see any work beginning we should go to the township and let them know that we want to sign off on it before they release the money
- iv. Plan is to put these in Google docs.
- v. Motion to accept this paperwork by Jeremy. Seconded by John.

c. Retention pond compliance

- i. No new updates on the retention pond. Haven't heard or seen anything.
- ii. Vance moved to table this discussion until there's something active. Done with both until further attention / Peters begins work on one or both. Jeremy seconded.

d. Tree replacement on Heartwood Ln

- i. TBD in spring due to shortage of Maples right now

VII. New business

- a. Shed review – 610 Marblewood Ln
 - i. Don't have shed details. Have requested further info on where it will be in the layout. Haven't gotten anything back from the township either. Don't have enough info to do a review without that information. Will table until next meeting. [SEP]
- b. Compliance issue with garbage cans – letters drafted by Kim prior to the meeting
 - i. Discussed having letters go out explaining the bylaws, asking residents to become compliant. If they feel they can't become compliant then they can come to the next meeting. And if they still don't do it then they'll get a second letter. Sent out and will finalize in the next few weeks.

VIII. Annual Meeting

- a. Discussed that there's a of what needs to be done. In the past, an opt-out letter, nomination form, and proxy were mailed. Discussed this as being a lot of labor and also discussed the increased postage costs. Discussed whether forms should go on the website somewhere and to send out postcards.
- b. Discussed putting some info on the Facebook page in addition to sending out the postcards.
- c. Discussed that the board would need to check on what has to be mailed (i.e., the notice of the meeting).
- d. Also discussed that we'd need to research this further to find out if the bylaws allow that.
- e. Discussed that there will be nominations for three positions. The intent is to have half the board turn over each year. Two year terms.
- f. Plan to get updates on emails and phone numbers as a board document in case we need to contact someone, when the board needs to get involved. It's unclear how accurate information still is. Will update it and get it ready for the annual meeting. John will give Vance the current master lists to make the main list from.

- g. Haven't scheduled the annual meeting yet but the plan is for early November. Looking at second week of November. Will get post cards out, Facebook notices out.

IX. Open Business

- a. Sylvia on Harwood Farms. Wants to put a fence up. Home Depot drew it up. 4 foot height.
 - i. Share that the board wants permit from the township along with a print out of what is to be installed. Shared that the township will come out and survey. And after that they'll sign off on it. Shared that once they have that info they'll provide that by sending the information to the board and board will then decide whether to approve or not.
 - ii. Board shared that we'll need the signatures and approvals.
 - iii. Board was also asked about requirements for a shed. Shared that it's a similar process in terms of getting approval from the township and then approval from the board.

X. Adjournment at 7:51

- a. Motioned by Jeremy. Vance seconded.