GOLF HIGHLANDS HOA
BOARD OF DIRECTORS MEETING
August 30, 2021

Minutes of the Board of Directors Meeting of the Golf Highlands HOA, Oxford, Michigan, held virtually using Zoom on August 30, 2021.

I. CALL TO ORDER.

The meeting was formally called to Order by the President, Brian Janks, at 7:08pm.

II. ROLL CALL OF BOARD MEMBERS.

Present: Brian Janks (President), Matt Wells (Vice President), Stacy Harris (Secretary), Christina Moser (Treasurer), Dustin Foster (Member at Large), Doug Harris (Committee Member – At Large), Jen Wells (Committee Member – Communications)

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

There was a motion to adopt the Minutes from the July 27, 2021 HOA Board meeting by Matt, and Christina supported. The minutes were approved as submitted for the Golf Highland HOA Board of Directors Meeting from July 27, 2021.

IV. REPORTS OF OFFICERS.

a) **President –** no formal report
b) **Vice President –** no formal report
c) **Treasurer –**
   i. Financial Reports – The budget performance for July was discussed. Christina has multiple questions that need to be answered before the annual HoA meeting. She will contact NOPM. Brian to contact NOPM regarding completion of hedge trimming and weeding per the contracted schedule, as it appears it may not be happening frequently enough.
   ii. Customer Balance Report / Dues Outstanding – Report still needs to break out interest and source of balance due.
   iii. 781 Chelsea Ct. refinancing – Christina to contact NOPM regarding payment from Equity Experts and any other amount that was collected.
d) **Secretary –** no formal report

V. COMMITTEE REPORTS.

a) **Architectural Committee (report given by D. Foster):**
   i. Requests received since the last meeting.
      a. 1435 Glass Lake Circle – street trees – approved maple but not lilac trees
      b. 1409 Glass Lake Circle – initial landscape plus patio – approved
      c. 1271 Glass Lake Circle – street trees - approved
b) **Communications Committee:**
   i. No formal report
c) **Beautification Committee:**
   i. No formal report

VI. OLD BUSINESS.

a) Water leak at Chelsea & Market – NOPM was to have line disconnected permanently. Brian to confirm.
b) Landscaping of neighborhood entrances – Brian proposed getting the entrances completely redone in the spring of 2022. Board approved.
c) Equity Experts Contract – Will postpone further discussions. No updates needed at this time.
d) Install missing sidewalks on Brooks Lane & Cedar Street – Bay Village HoA President (Kitty) and Brian will continue to pursue discussion with the Township to try to pass an ordinance to require sidewalks in subdivisions on golf courses. However, we will go forward with Bay Village to do the section at the top of Cedar Street if they agree to pay half. Brian to contact Kitty.
e) 1220 Glass Lake Circle – damage to common area due to installation of fire pit – no update
f) 1270 & 1420 Glass Lake Circle – pontoon boats on lake – Board to review the Master Association declaration to determine if there are requirements that apply to all lakes in the sub.
g) Management of Boats on Glass Lake & use of Birdie Beach to launch – Signs will be installed on all common areas that say "Motorized vehicles prohibited on common areas; fines will be enforced". Brian to consult with attorney regarding proper legal wording for the signs, then have NOPM order/install.
h) Chelsea & Brooks common area electricity not working – assume repair has been made as no additional issues have been raised. Issue closed.
i) Birdie Beach improvements – Board reviewed and approved new proposal from A-1 to correct erosion issue pending the contract will include a guarantee of work to ensure job is completed correctly. Doug and Brian to meet with A-1 to formalize contract requirements.
j) Landscaping repairs to common area next to 1190 GLC – no update
k) Annual Meeting - September 21st - advanced preparation
    i. Need to have the latest list of homeowners on that date for check-in/quorum
    ii. Jen to send Facebook reminders for feedback prior to the deadlines in the notification letter sent to homeowners
    iii. Reviewed draft of presentation slides. Each board member needs to add content for their respective sections. Will do a higher-level summary slide of the Survey Results with more detailed responses available to read on the website.
    iv. Dry run of annual meeting – scheduled for September 16th 7pm at the Well's (not Zoom)
    v. Brian to set ground rules for the annual meeting and Q&A at the beginning of the meeting. Jen to verify how many microphones will be available for Q&A.

VII. NEW BUSINESS.

a) Complaint of pet ducks – Paragraph U of declaration covers this topic. Brian to call and discuss with the homeowner.
b) 1270 GLC proposal to address erosion at retention pond – Matt to respond to homeowner

c) Date for next board meeting – Monday, September 27th at 7pm

IX. <u>ANNOUNCEMENTS.</u> None

X. <u>ADJOURNMENT.</u>

The Golf Highlands HOA Board of Directors meeting was adjourned at 8:58pm by President Brian Janks.