

Strawberry Hill Estates Homeowners Association Board of Directors, 2019/20

Date: June 5 2019, 6:30pm

Present: President: Corinne Kass
Vice President: Dave Walmroth
Secretary/Treasurer: Larry Gauthier

Subject: Board Meeting Minutes

Old Business

Action Items from meeting of 5/5/19

- Done (mostly) - Larry coordinated with former treasurer. Still waiting for some bank records and insurance policies from Craig
- Done - Larry devised record system for Treasurer Reports that could be re-purposed as the basis for a Directory. Member contact info from the Dues form given to SHEHA directory editor
- Done – Larry to publish Revised Treasurers Report to the website (approved in this meeting)
- Done – Roads: Corinne discussed with the Pat Hohl, Hamburg Township Supervisor. Road maintenance to be performed in the neighborhood by Labor day, otherwise Corinne to notify Pat Hohl
- Pending – Roads: Dave to contact Dennis at the County Road Commission
- Pending – Communication: Dave to finalize the April 30th HOA 2019 Annual Meeting Minutes for posting to the website
- Pending – Dogs: Corinne to coordinate with the Bluffs and draft a memo to all residents about leash laws and Park Rules

New Business

Report from the JAC meeting – Larry reviewed major items from the JAC meeting minutes of 6/2/19. Edits to the JAC By-Laws and the JAC Pontoon Drawing Rules are on-going. Corinne to offer Bill Armour a role as the fourth SHEHA representative to the JAC.

JAC Seawall project - Corinne to coordinate with Bluffs President regarding the review and decision timeline for the Boards to approve the JAC Seawall Contract.

New eligibility date for SHEHA members' participation in the Pontoon Lottery – the Board unanimously approved making the date stipulated in the SHEHA By-Laws for HOA eligibility (January 31st) the same date for determining Pontoon Drawing eligibility. "The Treasurer shall remind members of the By-Laws' January 31st deadline for consideration as a *member in good standing* at the annual HOA meeting, and that this same deadline determines SHEHA member

eligibility at the annual Pontoon Drawing.” References to this decision will be included in Dues Reminder notices and in the JAC Pontoon Drawing Rules.

Revised SHEHA 2019 Treasurer’s Report - The Board unanimously approved a Revised 2019 Treasurer’s Report which will be posted to the website.

SHEHA 2020 Budget - The Board unanimously approved a 2020 Budget which will be posted to the website.

SHEHA Dues Notification and Collection Process – The deadline for 2019 Dues submission, June 1st, has passed. Larry reviewed the status of delinquent dues collections. The Board decided to pursue delinquent dues collections from 2017 through 2019, but to dismiss unpaid dues from 2016 and earlier due to the effort and expense involved in reconciling old bank statements with members’ financial records. The Board unanimously approved a timeline and process which will be followed for the remainder of the SHEHA calendar year (May 31st, 2020).

Combined Board meeting with the Bluffs and Estates Boards – Corinne to finalize list of topics discussed at today’s Board meeting and propose a combined Board meeting with the Bluffs President.

NEXT SHEHA BOARD MEETING: Wednesday, July 10, 2019 6:30pm at Gauthier’s house

Respectfully submitted,

Larry Gauthier
SHEHA Secretary

Enclosures:

SHEHA Revised 2018 Treasurers Report
SHEHA 2020 Budget
SHEHA Dues Notification and Collection process

Minutes Approval: Kass, Gauthier - 6/11/19

Strawberry Hill Estates Homeowners Association
REVISED - Treasurers Report 2019

April 10, 2018 through April 8, 2019

Beginning Balance (PNC Bank statement 4-10-2018)		\$5,058.16
Deposits		
Dues	\$2,775.00	
JAC - Park expense reimbursement	\$190.29	
SPBHA - Park Insurance Reimbursement 2018	\$1,618.50	
SPBHA - Park Insurance Reimbursement 2019	\$1,618.50	
Hamburg Twp - Hall refund	\$100.00	

		\$6,302.29
Deductions		
Insurance - Board Indemnity 2018	-\$1,096.00	
Insurance - Board Indemnity 2019	-\$1,096.00	
Insurance - Park Liability 2019	-\$3,237.00	
Postmaster - PO Box rental	-\$38.00	
Postmaster - Postage	-\$29.15	
Hamburg Twp - Hall reservation	-\$100.00	
Office - Photocopies	-\$26.80	
Website - Hosting fee	-\$93.52	
State of MI - Annual report 2018	-\$20.00	
State of MI - Annual report 2019	-\$20.00	
Park - Dock + Raft hardware	-\$43.90	
Park - Easter Egg Hunt	-\$125.53	

		-\$5,925.90
		=====
Ending Balance (PNC Bank statement 4-8-2019)		\$5,434.55

Strawberry Hill Estates Homeowners Association
 Annual Homeowners Association Budget
 April 9, 2019 –to- April 8, 2020

	Annual HOA Dues	Projected # Unpaid		
	\$75.00	5		
Deposits				
Annual Dues (52 properties*Dues)	\$3,900.00	(\$375.00)		
Hamburg Twp - Hall deposit refund	\$100.00			
	-----	-----		
	\$4,000.00	(\$375.00)		
			Projected Deposit Total	----- \$3,625.00
	Actual from SHEHA 2018	Projected % Increase 5%	Manual Adjust	
Deductions				
Insurance - Board Indemnity	\$1,096.00	\$54.80		
Insurance - Park Liability	\$1,618.50	\$80.93		
Postmaster - PO Box rental	\$38.00	\$1.90		
Postmaster - Postage	\$29.15	\$1.46	\$150.00	
Hamburg Twp - Hall reservation	\$100.00	\$5.00		
Office - Copies, paper, envelopes	\$26.80	\$1.34	\$150.00	
Website - Hosting fee	\$93.52	\$4.68		
State of MI - Annual report	\$20.00	\$1.00		
	-----	-----	-----	
	\$3,021.97	\$151.10	\$300.00	
			Projected Deduction Total	----- \$3,321.97
				=====
Projected Budget Surplus/Deficit				\$303.03

**Strawberry Hill Estates Homeowners Association
Board of Directors, 2019/20**

Date: May 5 2019, 7:00pm

Subject: Process for SHEHA HOA 2019/20 Dues notification and collection

The Strawberry Hill Estates By-Laws stipulate that:

- An Annual Homeowners meeting shall be held during the month of April
- Notification of that meeting shall be mailed to members thirty days in advance of the meeting
- The annual deadline for members' dues payment shall be June 1st of each year
- Members who have not paid their dues by January 31st of the following year shall not be considered "members in good standing"

In concert with the timeline stipulated in those By-Laws, the Treasurer will schedule dues reminders at the following intervals:

1. **Initial notification** – a preliminary dues remittal form will be included with the Annual Homeowners Meeting notice 30 days prior to the meeting
 2. **1st notice** – Will be mailed on May 15th, two weeks prior to the Dues Deadline of June 1st. The letter will be sent to members who did not pay via the preliminary remittal form or at the annual HOA meeting
 3. **2nd notice** - Will be mailed on July 1st, one month after the Dues Deadline of June 1st
 4. **Final Notice** - Will be sent via registered mailed on December 1st, six months after the Dues Deadline of June 1st and two months prior to losing "member in good standing" privileges
- Members who have not returned dues payments by January 31st of the following year shall not be considered "members in good standing" at subsequent Association meetings or at the Pontoon Drawing.

The SHEHA Board shall decide upon taking additional measures to collect payments from members whose dues payments are delinquent for three consecutive years.