



## BHP Board Meeting Minutes 01/15/2025 10am at Compass Office

### Board Attendance


- ✓ Craig Lee, Board President
- ✓ Joe D'Avanzo Board, Vice President
- ✓ Phil Dennis, Board Treasurer
- ✓ Sharon Garbarz, Board Secretary
- ✓ Mark Nelson Board, Member at Large
- ✓ Stacey Sherrille, Compass
- ✓ Michael Taig, Compass





Meeting called to order: 10:10 am and closed at 12:18 pm.

February meeting: 2/19/2025 at Compass, 9am.

Standard meeting cadence: 3<sup>rd</sup> Wednesday of month, 9am-Noon.

### Major Agenda Topics:

Major Topic	1/15 Discussion/Updates/Decisions	Action Items
December 2024 Financials and 2025 Budget 	<ul style="list-style-type: none"> <li>• <b>2024 Financials</b> <ul style="list-style-type: none"> <li>- DTE invoice running higher than normal. Investigation needed.</li> <li>- Final 2024 financials in process, including analysis of accounting allocations.</li> <li>- Bank account read access provided to Phil.</li> <li>- A small remaining balance with Homestead remains to be pursued.</li> </ul> </li> <li>• <b>2025 Budget</b> <ul style="list-style-type: none"> <li>- Communication in Bylaw package</li> <li>- Supplemental Assessment communication to be sent out in January via email</li> </ul> </li> <li>• <b>HOA Dues Status</b> - Two residents in arrears.               <ul style="list-style-type: none"> <li>- February discussion on increasing standard late penalties.</li> </ul> </li> <li>• <b>Board Decision:</b> Discontinue HOA payment coupons in 2026 with communication.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phil and Stacey</b> to follow up on DTE bill fluctuations.</li> <li>• <b>Stacey</b> will reach out to the external accountant to review December financials and engage Phil as needed.</li> <li>• <b>Stacey and Mark</b> to pursue communications with AXIOS on Homestead balance.</li> <li>• <b>Phil</b> to draft a letter for the Supplemental Assessment to be emailed out by Compass.</li> <li>• <b>Sharon</b> to communicate discontinued coupons for 2026.</li> <li>• <b>Compass</b> to send formal notice to clear HOA arrears.</li> </ul>
10-Year Capital Plan Update	<ul style="list-style-type: none"> <li>• <b>2025 landscape beautification improvement estimates:</b> <ul style="list-style-type: none"> <li>- Pavilion fascia</li> <li>- Arborvitae replacement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to send out roofing estimates for Board review.</li> <li>• <b>Sharon</b> to schedule February</li> </ul>

Major Topic	1/15 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> <li>- Wood siding</li> <li>- Well improvements</li> <li>- Reserves for future roofs</li> </ul> <ul style="list-style-type: none"> <li>• <b>Fall 2026:</b> planned roof replacement</li> </ul>	discussion on roof replacement planning.
<b>Operating Maintenance</b>  	<ul style="list-style-type: none"> <li>• <b>Snow removal</b> performance is going well. Use of too much salt has been communicated to vendor.</li> <li>• <b>Well</b> pump and motor will be replaced within the next two weeks. Fix is expected to increase water flow to lake. Based on water flow, a future decision will be made on the need for a second well.</li> <li>• <b>Board Decision:</b> Board awarded PPM to replace MLP as the new landscape vendor with 3-year bid, \$9K under budget. PPM is a known vendor with experience with lawn maintenance/ trimming. Snow and tree trimming remain as separate contracts for 2025 winter/spring with potential to further reduce snow removal contract for 2025-2026 period.</li> <li>• Dock Staining planned for spring with Zimmer</li> <li>• Mailbox fronts will be painted by J&amp;B in the spring.</li> <li>• Flower contract was signed and sent back to vendor.</li> <li>• See Homeowner issues below.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to send bids to all Board members for their review.</li> </ul>
<b>Compliance Bylaw and Rules and Regulation Changes</b>  	<ul style="list-style-type: none"> <li>• Bylaws were recorded in December</li> <li>• Directory was updated internally</li> <li>• New homeowner binders are in process to include Welcome Package, updated Bylaws, Rules and Regulations, Maintenance Responsibilities, Directory with updated map and year end finances.</li> <li>• Advance letter will be sent to Co-owners to notify them of the planned binder delivery and provide an option to pick it up from the Compass office at a future date.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sharon</b> to send out a letter to Co-owners about the upcoming binder delivery.</li> <li>• <b>Compass</b> will complete the assembly of the binders and arrange for delivery during the last week of January.</li> </ul>
<b>Compass Status</b>  	<ul style="list-style-type: none"> <li>• The Corporate Transparency Act continues to be on hold, pending legal rulings. No update expected til March '26.</li> <li>• Compass filed LARA filing for 2024. All 2023 invoices with 2 outstanding (in process)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to provide Board access to homeowner requests.</li> <li>• <b>Krista</b> will provide Sharon a new directory list monthly.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• The newsletter will be enhanced to support increased homeowner interest in sharing topics with other homeowners. Sharon to facilitate/monitor appropriate communications.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sharon</b> to pursue a Homeowner Share page.</li> </ul>
<b>2025 Annual Meeting Date</b>	<ul style="list-style-type: none"> <li>• September 10<sup>th</sup>, 2025 is tentatively set for next Annual Board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to submit scheduling form with the Township to reserve the large conference room.</li> </ul>

**Special Projects / Vendor Specific Updates:**

Vendor	1/15 Discussion/Updates/Decisions	Action Items
MLP	<ul style="list-style-type: none"> <li>• No outstanding business/invoices. Closed contract.</li> </ul>	

Vendor	1/15 Discussion/Updates/Decisions	Action Items
J&B (Painting)	<ul style="list-style-type: none"> <li>• Spring wood repair for buildings 24-34B and 1-9</li> <li>• Painting of buildings 24-32B.</li> </ul>	
MacDemo	<ul style="list-style-type: none"> <li>• No outstanding business/invoices. Closed contract.</li> </ul>	
2025 Holiday Lighting Contract		<ul style="list-style-type: none"> <li>• <b>Stacey</b> to follow-up to ensure contract in place for 2025 holidays.</li> </ul>
Emergency water meter access	<ul style="list-style-type: none"> <li>• Final solution (e.g. Garage code or lockbox) required to gain access to water meters to shut off unoccupied units.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mike and Stacey</b> will investigate solutions.</li> </ul>
Waste Mgt Containers	<ul style="list-style-type: none"> <li>• Request process working. Closed.</li> </ul>	

**Homeowner Specific Issues:**

Topic	1/15 Discussion/Updates/Decisions	Action Items
18301 Dog Incident	<ul style="list-style-type: none"> <li>• <b>Board Decision (minus C. Lee for Conflict-of-Interest reasons)</b> to finalize the agreement based on the January 14<sup>th</sup> response from dog owner attorney.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All</b> to monitor for final agreement and monitoring of action items.</li> </ul>
Open Work Orders	<ul style="list-style-type: none"> <li>• Hamilton siding issue being addressed</li> <li>• Miscellaneous painting touch ups are held for spring.</li> <li>• Red door stained to an appropriate color (Closed).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> will provide monthly stats ongoing for Open, Closed and Aging Work orders.</li> </ul>

**Committee Updates (As available):**

Topic	11/15 Discussion/Updates/Decisions	Action Items
Welcome	<ul style="list-style-type: none"> <li>• No updates.</li> </ul>	
Social	<ul style="list-style-type: none"> <li>• 2025 Garage sale only if volunteers to lead (Newsletter)</li> </ul>	
Beautification	<ul style="list-style-type: none"> <li>• Dock stain – future approved color still to be determined</li> </ul>	
Compliance	<ul style="list-style-type: none"> <li>• See above.</li> </ul>	
Lake	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	
Capital Projects	<ul style="list-style-type: none"> <li>• Craig will lead along with Capital Committee.</li> </ul>	