

HERITAGE VILLAGE OF SWARTZ CREEK
BOARD OF DIRECTORS MEETING - **COMMUNITY**
JANUARY 12, 2021

The ZOOM meeting was called to order at 6:18pm by Ted Kramer

Board Members Present: Ted Kramer, Ralph Kleinedler, Dan Straka, Betty Limban,
Jim Harris, Shandon Claspell and Jan Elde.

Property Management: Dawn Bowman

The minutes of the November 10, 2020 meeting were reviewed and approved.

Motion by Betty Seconded by Ralph

FINANCE REPORT – Dawn

1. Delinquency Report:

a. The dues for HOA lots show as a deficit. We do not pay these dues.

Ted asked Dawn if these dues can be removed from our deficit. Dawn will
Remove these dues from our deficit report.

b. Ted asked Dawn to check with the City of Swartz Creek to confirm the lots
we own.

c. Any lots that the City of Swartz Creek owns will remain with Swartz Creek
until the lot is sold then will be transferred to HOA. This prevents the HOA
from having to pay taxes on these lots.

OLD BUSINESS

1. Posting the HOA Minutes on the Heritage Village website. The Board made
the decision to post the meeting minutes to the web site to inform the
community of the business being handled on a monthly basis by the Board.

a. Minutes will be posted to the website each month after the Board
approves them beginning with the January 2021 meeting.

b. General business will be written into the minutes. There will not be any
personal financial information, resident's names or other personal
information posted.

2. Architectural Modification Form

a. The Board discussed the necessity of placing a warning on the existing
form stating that MISS DIG MUST be contacted prior to any modification
that requires digging.

b. Dawn will make the addendum to the form.

3. FaceBook and Newsletter –A resident contacted Dawn and is interested in doing a Newsletter and FaceBook page but is currently too busy to do them at this time. Dawn will continue to be in contact with her to let her know the Board is still very interested when she is available.
4. Plugged Sewers
 - a. Dawn spoke with Adam Zettel to determine which sewers are the City’s responsibility.
 - b. Adam is going to have his road crew team check the drains. A few Board members have noticed that the City Crew have been checking and clearing debris from the drains. Dawn will check with Adam on the status of the drain clearing.
 - c. Alley Drains – these drains are our responsibility. Some drain into the retention ponds and others drain into the city sewers. Jim suggested that if we have a problem with the alley drains, that we could contact the Genesee County Drain Commission for assistance.
5. Damaged Step repair in the Condo section
 - a. Step repair is complete.
 - b. Jim Harris and Shandon Claspell have offered to replace the railings (HOA will pay for materials and the labor will be donated). This project will occur when the weather gets better.
 - c. Ted suggested a sign or caution tape be put into place at the steps until the railings can be installed. Dawn will check with the owner.
 - d. Insurance Update – Ted contacted the insurance agent to see if the previous denied claim could be reconsidered. He has not gotten a call back.

NEW BUSINESS

1. Gift Baskets – for new residents. This was done in the past but was suspended as a cost savings measure.
 - a. The Board discussed the delivery of these gift baskets with COVID concerns. Dawn suggested we could send a gift card instead of a basket for now. Ted use to deliver the baskets to new residents and he had an opportunity to meet and welcome them personally. He felt the interaction was very good. Ted suggested that the individual board members could do a video welcome and the video could be sent with a virtual e-gift card.

- b. The board discussed the pros and cons of this method and decided to revisit this issue in the spring/summer and maybe the COVID situation will be better to allow a personal on porch visit.
2. Delinquent Dues – Any resident who is delinquent in paying dues will be handled on an individual basis by the Property Management and according to the Heritage Village ByLaws.
3. Condo owners payment booklets for 2021 – Dawn stated there was a delay in printing and there are significant delays in the postal service delivering them. Dawn said the payment books should arrive soon.
4. Signs – There has been several complaints made concerning residents placing signs in their yards (mainly political signs).
The Heritage Village ByLaws (Exhibit A, Article 2, Section 8, Advertising) state that NO signs other than standard Realtor signs can be displayed in residents yards.
 - a. There was a lot of discussion concerning political signs which can and do create controversy and can be offensive vs. positive signs (ex. Celebrating Swartz Creek students especially in this COVID quarantine climate).
 - b. Dawn stated that our ByLaws specifically state NO SIGNS but that the Board does have the ability to review the signs and give permission on an individual basis.
 - c. The board decided to handle signs on an individual basis.
5. Realtor Status on lots owned by the HOA
 - a. Our current contract with Birkshire Hathaway expires January 17, 2021
 - b. The Board held ZOOM interviews with two realtors on December 15, 2020. The interviews were held with Lucy Ham from Flushing and Yvonne Perry from Fenton. The Board discussed the pros and cons of each realtor. Both Realtors gave a very good presentation discussing targeted direct advertising, contacting local builders and possibly national builders.
 - c. The Board made a decision to sign a contract with Lucy Ham. Motion made by Ted, Seconded by Jim .
 - d. Ted said he will contract her and will have her report to him/board each month on the status of the lots. He wants her to be very proactive in advertising these lots.
 - e. To assure the architectural integrity of Heritage Village, the purchaser of each lot **must** have their builders submit the plans for their homes to the Board for approval.

6. Snow Removal- a resident had a complaint about incomplete snowplowing in their alley after a significant snowfall. Everyone on the Board indicated that their alleys were appropriately cleared after that snowfall. The board felt that this was a “fluke” and perhaps the plow driver forgot to complete that alley. Ted asked the Board to keep an eye on the alleys post plow to assure an adequate job. Dawn will contact McNamara if there are any additional complaints.
7. Ponds- Dawn wanted the issue of the Ponds placed on the Spring agenda. Our ponds are so shallow that we have an ongoing serious algae problem. Per our last discussion in October 2020, about what we can do to inhibit algae in our ponds next summer, we talked of lily pads, algae eating fish additional bubblers or aerators. Jan will put Ponds on the Spring agenda.
8. Garbage Cans – There are complaints of residents leaving their garbage cans outside of their garages. Dawn will send the these residents a letter.

Content of these minutes have been edited for privacy

Respectfully submitted,

Jan Elde, Secretary