

STONEWATER HOA
BOARD of DIRECTORS MEETING
Jan 10, 2022
ZOOM WEBINAR MEETING 6:30 PM

#	Agenda	Topic	Lead/Presenter	Duration (min)	Start	End	Request/RFP	Status from BoD Mtg	Date Open	Actioned by BoD	Date Closed
1	Call to Order		Director Khatiwala	1	6:30 PM	6:31 PM					
2	Community Forum		Director Khatiwala	15	6:31 PM	6:46 PM		6:31 PM - called to order -	1/10/2022		1/10/2022
		ACC CHECKLIST Audit Report					ACC Check List Rework with questions Bylaws are clear that we have an audit. The audit documents sent by KTM were not an audit report. Significant # of errors in the report. Request Myler accounting to perform a new audit.	Mr. Peterson volunteers to help rewrite the check list KTM requested to confirm what happened with previous CAM. KTM Joe Hayes to follow up with Mylar (email contact was sent by Director Khatiwala on 11/8/21) and have a proper annual audit completed prior to year end. Confirm that SW HOA will be reimbursed from KTM for the unauthorized financial 3rd party assessment initiated by Matt Snyder (Previous CAM)	1/10/2022 11/8/2021		3/31/22 P OPEN
		Quality of Financial reporting					Operating costs for fountain appears to be misbinned into wrong category. General liability insurance is \$7k per year with Auto Owners. It looks like there's \$600 paid this year. Check to make sure they are binned properly. Workmans comp credit. KTM Joe Hayes to confirm the account binning for invoices related to fountain expenses, liability insurance etc.	KTM to follow up and correct.	11/8/2021		OPEN
3	Approval of Minutes	Approval of Prior Meeting Minutes	Director Crawford	2	6:46 PM	6:48 PM					
							November 8, 2021 Meeting minutes require approval.	All board members approved the November 8, 2021 meeting minutes; minutes to be posted in google shared drive by Director Khatiwala	11/8/2021	11/8/2021	1/10/2022
4	Interim Action of BoD										
		Jay Shah removal from SW BoD					Meeting notice for Special Board meeting sent on 11/27/2021 by Director Crawford. Meeting was scheduled for Dec 1, 2021. Agenda for the meeting: 1. Removal of Director Shah from an officer (treasurer) position for the Stonewater Homeowners Association. Majority vote required from BoD per SW HOA Bylaws. 2. Confirmation of Director Shah's forfeiture from the Stonewater BoD position for failure to meet article V Section 8E and Article V Section 9 of the Stonewater Homeowner association Bylaws.	12/1/2021 Special Meeting minutes: Agenda Item #1 & 2 was confirmed by 4 of 4 Board members. Effective 12/1/2021 Mr. Shah is no longer a BoD member for the Stonewater Homeowner association. Director Khatiwala will take over as President and Treasurer until replacement is found	11/27/2021	12/1/2021	12/1/2021
5	Confirmation of Agenda	Agenda for Board Meeting	Director Khatiwala	2	6:50 PM	6:52 PM					
							BoD agreement on Agenda for Public Meeting	All board members confirmed agreement, no changes requested	1/10/2022	1/10/2022	1/10/2022
6	Presidents Report										
		Open Position on Board effective Jan 1, 2022	Director Khatiwala	1	6:52 PM	6:53 PM	SW HOA CURRENTLY HAS (2) open board positions as of Jan1, 2022.	10/11/2021: KTM requested to send notice to community to identify potential replacement. 11/08/2021: KTM confirmed notice was posted on TSQ on Nov 8, 2021.	10/11/2021	OPEN	OPEN
7	Management Company Report		KTM- Joe Hayes	7	6:53 PM	7:00 PM					
		Homeowner Property Reviews for CC&R violations.					KTM will focus on the following: 1) Mailboxes 2) Street Trees- Branch Height above sidewalk and steet at least 8 ft 3) Sidewalks- Leveling 4) Portable Basketball nets	Discuss Status in Executive Meeting	06/14/21	-	OPEN
8	Financial Report	Financials	Director Khatiwala	5	7:00 PM	7:05 PM					
		Treasurers Report	Director Khatiwal				Director Khatiwala went through the report and will supply it with a copy of the meeting minutes.	Joe Hayes will provide delinquency report by 1/17/22. He will also post in Townsq regarding this error. Treasure report will be posted on Townsquare with a copy of the January meeting minutes.	11/08/21	-	01/17/22
		2020 Audit Tax Filing	KTM-Joe Hayes				2/16/2021- President Westermann moved and Director Khatiwala seconded approval of Myler & Szczypka to perform our 2020 Audit & Tax Filing. The motion was unanimously approved.	8/9/2021: Per KTM, Audit was completed and to be loaded to Townsquare. 11/8/2021: KTM requested to confirm what happened with previous CAM. KTM Joe Hayes to follow up with Mylar (email contact was sent by Director Khatiwala on 11/8/21) and have a proper annual audit completed prior to year end.	02/16/21	02/16/21	OPEN

STONewater HOA
BOARD of DIRECTORS MEETING
Jan 10, 2022
ZOOM WEBINAR MEETING 6:30 PM

9	Committee Updates	Architectural Control Committee	Director Gray	5	7:05 PM	7:10 PM						
							Status of ACC requests	1/10/22 - there are several items still open and will be addressed by the ACC committee.	11/08/21	-		OPEN
10	2021 Projects											
		Entrance Sign Painting	KTM- Joe Hayes	10	7:10 PM	7:20 PM	Clean and Repaint Entrance Signs and Letters for main entrances to community 7 mile, Beck Rd and 6 mile, including the Entrance signs to the different phases of the community.	8/9/21: Per KTM August target for entrance sign painting 10/11/21: Per KTM vendor postponed project till spring 2022 due to labor issues. 1/10/22: on track to have work performed by Spring 2022; per Joe Hayes. Targeted date will be provided closer to the date.	12/14/20	07/12/21		OPEN
		Common Area Shrub/Tree Replacment List					Request for Association Landscape Maintenance Contractor to provide a list of recommended replacement shrubs and trees.	7/13/2021: KTM to provide Status- proposal coming to KTM 6/28/21 from Great Oaks with dead bush replacements. Not Received from Great Oaks. On his list of things to do. 8/9/21: Great Oaks to provide. Look at off line approval. 10/11/21: Executive Meeting Only. No Public Meeting 11/08/21: Not discussed at meeting due to time constraints. Follow up offline. 1/10/22: Pending decision on landscaping contractor.	12/14/20	-		OPEN
		Six Mile Road Wood Fence Straightening					Straighten fence posts on 6 mile road.	6/14/2021: RFP sent to 6 vendors. No response received. Board directed KTM to contact Kurt Ritter (handyman) to perform work with a NTE \$3000. 8/9/2021: KTM to follow up with Ritter (handyman) and confirm start date. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Per KTM, Ritter (handyman) to complete this in the next couple of weeks. 1/10/22: Per Joe, we will target to have work done in the spring. Joe will reach out to handyman regarding completion. Handyman will be needed to repair the top post. The landscaper may be able to do the repairs. Joe will follow up with them.	02/06/21	06/14/21		OPEN
		Inspect Lake Equalization Culverts					The Board requested KTM to develop an RFP and request bids for inspecting the lake equalization culverts between Springhill and Teal Lake, and between Parkshore and Teal Lake, to confirm whether they need to be cleaned. Previous proposals received by the Board will be provided to KTM for reference.	8/9/21: Hibbard insure wont do it. Michigan excavation and culvert. RFQ. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: We have a visual inspection quote for \$6k. KTM to review previous invoices for inspection and cleanout and compare to the 1 quote that we've received. Come back to the board by 11/22/21. 1/10/2021: Not discussed	02/16/21	2/14/2022 - P		OPEN
		Adding a new row of Stones to the South Embankment					South embankment restoration and landscaping. Project completed. More stones are needed.	1/10/22: Additional stones needed to complete the work. Existing stones are taking on water. Joe will obtain quote for the additional stones.	01/10/22			OPEN
		Shorebrook Park Gazebo Roof Replacment & Reinstall Windows					The Board requested KTM to develop an RFP to request bids to replace the cedar shingle roof and reinstall windows (plexiglass) in June.	8/9/21: 2 bids received. Looking for 3rd bid and 4th bid. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: due to high material cost, postpone till spring - JG motion to postpone to spring, SK 2nd. Remaining board members agreed. March 2022 agenda schedule. 1/10/22: Decision will be made at March 2022 meeting - Joe to send out RFP package requesting more bids.	02/06/21	-		OPEN
		Stone Walls- Power Wash and Water Seal					The Board requested KTM to get a quote from our handyman to power wash and water seal (with MasterProtect H 1000 (Hydrozo 100), 100% Silane Penetrating Sealer (5G) provided by the Association) the stone walls and caps repaired late last fall; and the Phase III walls. 1. Stoneridge Drive Bridge Walls 2. Manorwood Entrance Sign 3. Shorebrook Entrance Bridge Walls & Entrance Sign 4. Sheffield Entrance Sign 5. 7 Mile & Overlook Trail Road Entrance Sign	10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Clean it with an organic cleaner and seal. Joe to confirm the timing with Ritter. 1/10/22: Joe will confirm completion date and time with Ritter. Joe will make sure that the H1000 Sealer is used.	03/16/21			OPEN
		Tree Stake Removal					The Board requested (2/16/21) KTM to survey the parks and identify the locations where tree anchor stakes and rope are no longer in use or needed and request a quote from our Landscape Maintenance contractor to remove them. There are known tree stakes no longer in use in Mystic Shores Park (North and South) and Bayshore Park.	8/9/21: covered in normal maintenance fee. No additional fee. Current vendor to complete this work since it does not exceed \$750. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Completed per KTM. Joe to site check during next weekly visit. 1/10/22: 3 additional spots have been found; per Joe.	02/16/21	-	1/30/22 - P	

STONewater HOA
BOARD of DIRECTORS MEETING
Jan 10, 2022
ZOOM WEBINAR MEETING 6:30 PM

	Peninsula Pedestrian Bridge Wood Plank Replacement					Request for RFP to replace the complete decking with select structural fir in accordance with the Continental Bridge Company specifications.	KTM sent out RFP's on 5/24/2021 with 2 week expectation 8/9/21: need to get 3 quotes. 1 quote received. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Vendor 1, Vendor 2, vendor 3 (bridge company pref) - Special Select Douglas Fir not available. KTM to identify the worst areas and get a quote to replace those boards with an alternative material. 1/10/22: Vendor, recommended by Kurt, with wood option will provide material costs to Joe. Additional vendors did offer quotes. Joe will provide all quotes at the March 2022 meeting.	02/16/21		3/15/22 - P
	Website Maintenance Services					Payment has been sent to HostGator to setup a new account (3-year subscription) so the Stonewatersub.org website can be migrated to the new account.	7/13/2021: All Data is transferred. Web7- need board members updated, meeting minutes, and board meeting dates. 8/9/21: jay to send his bio. 1/10/22: Director Khatiwala will go through bios for any updates needed.	02/14/21	-	4/30/22 P
	Pet Waste Stations-Additional Stations					5/13/2021 BoD approved additional pet waste station for Parkshore/Clairmont location.	7/12/2021: Per KTM, additional station ordered but not delivered. Joe Hayes to confirm with homeowner prior to install on the radar gun post 8/9/21: Joe has reached out. Hasn't received a notice. Send them a mail. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Per KTM ordered recently by Ritter.	05/13/21	05/13/21	12/01/21
	Parkshore drive at Ridge Road (cul de sac)	KTM- Joe Hayes	10	7:20 PM	7:30 PM	Trees and shrubbery was originally planted to hold boulders in place. Great Oaks has removed the trees and shrubs creating a safety washout concern.	7/12/2021: J. Hayes to confirm with Great Oaks timing to plant. 8/9/21: Great Oaks to provide quote per KTM. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: Great Oaks to quote per KTM 1/10/22: Pending new contractor decisions.	07/12/21	-	OPEN
	Mulch Plan (annual basis)	KTM-Joe Hayes				site review and plan for additon of mulch	7/12/2021: Great Oaks working on mulch reduction plan and price along 6 mile road. (total # yards to be included) 10/11/21: Executive Meeting Only. No Public Meeting 11/08/21: Not discussed due to time constraint. Punt issue to Feb 2022 1/10/22: Pending new contract decisions.	07/12/21	-	OPEN
	Stonewater Creek Erosion Remediation					Preliminary Engineering is in progress.	2/16/21: Preliminary Engineering is in progress. A design level topographical survey has been completed of the entire creek (approximately 1 mile) through our subdivision. The Engineer is currently developing plan, profile, and cross-section drawings for the existing conditions for the areas where improvements are needed. A preapplication meeting with Michigan Department of Environment, Great Lakes, and Energy (EGLE) has also been requested to discuss the proposed project before an Application is submitted. 10/11/21: Executive Meeting Only. No Public Meeting 11/8/2021: Budget not available for discussion/decision. 1/10/22: Project is budgeted for 2022 start. Kurt will work on the system integrator to obtain quotes. Bid packages to be sent 2/16/22. Final design 1/21/22.	02/16/21	2020	OPEN
	Christmas Decorations					RFP for Christmas Decorations	10/11/21: opened as new business item, KTM to get quotes to support post thanksgiving install 11/8/21: 3 vendors, 6 total, 2 declined, 1 no- A) 10k, B) 13200, c) 11k Vendor A was 1 year, previous vendor. Authorized 1 year at \$10k. All board members agree with exception of director Crawford. Jay Shah to pull together scope of work for next year in august for cost opportunity. 01/10/2021: BoD authorized new vendor prior to Christmas. Original vendor rejected working with Stonewater after meeting with Director Shah prior to Thanksgiving holiday. New Vendor was authorized in emergency situation at \$3k over original budget	10/11/21	11/08/21	01/10/21
	Other streetlights need to be repaired						1/10/22: Replacement lights are in; they just need to be installed. Electrician needs to come out.	01/10/22		1/24/22 - P
	Bayshore fountain control panel safety issue					Maintenance request in town square	10/11/21: Executive Meeting Only. No Public Meeting 1/10/22: Repairs were not completed. Proposal will be needed in the spring.	09/01/21		3/1/2022 - P
	Mystic Lake fountain not in operation					Maintenance request in town square	10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: KTM to confirm the panel for electrical is fixed. 1/10/22: Repairs were not completed. Proposal will be needed in the spring.	09/13/21		4/15/22 - P
	Township drain next to teal lake on the path not emptying water. Drain is located behind 48844 Wellsley Ct.					Maintenance request in town square	10/11/21: Executive Meeting Only. No Public Meeting 1/10/22: Joe will follow up with township to see if work was completed or not.	09/16/21		OPEN

STONEWATER HOA
BOARD of DIRECTORS MEETING
Jan 10, 2022
ZOOM WEBINAR MEETING 6:30 PM

		Stonewall Repair & Limestone Cap				2/16/21: Brighton Stone has submitted proposed pricing for the third phase of stone wall repairs and capping. The third phase consists of the: 6 Mile Road Shorebrook Entrance middle island stone wall and two flanking bridge walls; 6 Mile Road and Sheffield Entrance middle island stone wall; and 7 Mile Road Overlook Trail Road Entrance sign stone wall. This phase will complete all of the entrance sign walls into the subdivision. The proposed cost is under the budgeted amount. President Westermann moved and Director Gray seconded the award of the third phase of stone wall repair and capping to Brighton Stone. The motion was unanimously approved.	2/16/2021: The proposed cost is under the budgeted amount. President Westermann moved and Director Gray seconded the award of the third phase of stone wall repair and capping to Brighton Stone. The motion was unanimously approved. 11/8/2021: KTM to follow up on status with Vendor. 1/10/22: Joe talked to Brighton Stone and they think the whole community is complete. Joe will send invoice to Director Khatiwala to review. Director Khatiwala said 3 phases total need to be complete; but they have not yet completed the 3rd phase. Joe will contact Brighton Stone regarding the remaining walls that need work.	02/16/21	3/15/22 P	6/15/22 - P
		Boulevard Island Mulch Reduction				The Board requested KTM to develop an RFP and request bids to remove the existing mulch from the following Phase II Boulevard Islands: Four Seasons (4), Marble Head (1), Shorebrook (1), and Sheffield (1), and install compost and triple shredded hardwood mulch in May. The previous RFP developed by the Board for the Phase I work should be used by KTM.	8/9/2021: KTM working with Vendors to solicit bid 10/11/21: Executive Meeting Only. No Public Meeting 11/8/21: due to high material cost, postpone till spring - JG motion to postpone to spring, SK 2nd, Remaining board members agreed. March 2022 agenda schedule. 1/10/22: Joe obtained quote. Will wait until March 2022 meeting to review and authorize.	02/06/21	-	3/15/22 - P
		Roadway Crack Sealing				The Board requested (3/10/21) KTM to send out an RFP that the Board developed, to request bids to seal the cracks in the roads by March 19, 2021, and request proposals by April 2, 2021. Advise the contractors that the work will be awarded on April 13th, and is to be completed before April 30, 2021. (Contractors start work the third week in April (15th).	8/9/2021: Crack sealing to be handled by Wayne County Roads. Homeowners directed to utilize wayne county site to identify locations. 1/10/22: Joe will send general reminder notice to the co-owner's regarding Wayne County Services for crack sealing.	03/10/21	-	OPEN
		Landscape contractor quotes pkg status				New Contract	11/8/21: Bid package needs to be reviewed at the next BoD meeting at January 2022 meeting. KTM to setup a share of the bid pkg on the Townsquare pkg. 1/10/22: Proposal was updated and sent to the Board to review. Trees within culdesacs and boulevards should be maintained/trimmed (as needed for traffic safety). Consistency will be needed in all areas of the community (visible & remote). Reports will be required, from the vendor, or payment will be withheld.	10/11/21	1/14/2022 - P	OPEN
		Pavers from sidewalk to street at manor wood boat launch.				grass area is damaged at boat launch. Investigate and budget for repair	11/8/2021: KTM to get rfq for repair. Look at budgeting for pavers to prevent grass damage 11/15/2021: Added to 2022 budget.	11/08/21	-	OPEN
11	Future Topics	2022 CY FUTURE TOPICS								
		2021 AUDIT TAX FILING	KTM-Joe Hayes			NEED TO HAVE BOD APPROVE 2021 AUDIT COST APPROVAL WITH ACCOUNTING FIRM MYLAR.		01/20/22	3/15/22 P	OPEN
		ANNUAL ELECTION-CANDIDATE SOLICITATION				NOTICES NEED TO BE SENT TO COMMUNITY TO SOLICIT CANDIDATES/PROFILES		06/14/22	8/01/22 P	OPEN
		ELECTRONIC VOTING-TPA QUOTE APPROVAL				TPA QUOTATION: TPA REQUIRES APPROVAL AT JUNE/JULY BOD MEETING		06/01/22	06/30/22 P	OPEN
		ELECTRONIC VOTING-HOMEOWNER NOTIFICATION				CONFIRM KTM PLAN TO PROVIDE HOMEOWNERS WITH EMAIL FOR VOTE 30 DAYS PRIOR TO ANNUAL MEETING APPROX 9/21/22		06/01/22	6/30/22 P	OPEN
		UPCOMING ANNUAL MEETING NOTICE				MEETING NOTICE FOR 2022 ANNUAL MEETING- NEED TO BE SENT 30 DAYS PRIOR TO MEETING DATE . MEETING DATE IS APPROX SEPT 21, 2022		06/14/22	8/20/22 P	OPEN
		CHRISTMAS DECORATIONS				RFP for Christmas Decorations- SCOPE OF WORK DISCUSSION START AT JULY/AUGUST 2022 MEETING.		06/01/22	8/20/22 P	OPEN
		2023 ANNUAL BUDGET				PREPARE AND APPROVE BUDGET FOR 2023		06/01/22	8/31/22 P	OPEN
		KTM TO ISSUE ANNUAL DUES ASSESSMENT NOTICE				KTM TO PREPARE AND SEND ANNUAL DUES NOTICE-TARGET RECEIPT BY HOMEOWNERS PRIOR TO THANKSGIVING		10/01/22	11/01/22 P	OPEN
12	Meeting Closed	Meeting ended	Director Khatiwala			7:54 PM				
						Meeting concluded at 7:54 pm		1/10/2022		1/10/2022