

STONEWATER HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING

July 22, 2024

Zoom Webinar Meeting

**1) CALL TO ORDER: 6:32 PM**

**ROLL CALL: Directors:** K. Westermann, A. Roy, J. Evangelista, J. Gray

MGMC: JC Palmer, Kate Oliver

Homeowners: Alexander Shalhoub-47680 Manorwood Drive, C. Petersen Clairmont Circle East, Randy Pedersoli 48724 Stoneridge, Thomas Miller 48232 Four Seasons Blvd.

**2) INTERIM ACTION OF BOARD (President Westermann):**

- Mystic & Heather Lake Makeup Well Pump Electrical Equipment Replacement Contract Award – Contract awarded to Adams Well Drilling, Inc. on July 4<sup>th</sup>.
- Storm Sewer Cleaning & Inspection Contract Award – Three (3) year contract awarded to Metro Environmental Services on July 15<sup>th</sup>.

**3) COMMUNITY FORUM**

- C. Petersen – Thanked PLM for weed treatments on lake, much better than last year. Also, there is an abandoned paddleboat on lake that needs to be removed. There is graffiti scraped into the steel on Peninsula Bridge. He counted 74 Canadian geese in a Common Area. He knows the State of Michigan will not allow any round ups this summer but hopes the Association will do it next summer, if permitted.
- A. Shalhoub – Said he received his 2024 Annual Assessment invoice late. He has lived in the community since 2010. He asked to have his late fee waived. President Westerman reminded him he was speaking in Community Forum, and he should have asked for a hearing so his information would remain private. He asked for a hearing, so President Westerman said the Board would try to schedule a hearing within a week. (In accordance with the Association's Collection Policy, "Once an account has been referred to the attorney, no further notices or communications will be handled by the Board of Directors or the Management Company (or Association). All communications with the Lot owner and payoff amounts will be handled strictly by the attorney's office.")

#### 4) CONFIRMATION OF AGENDA ITEMS

- Motion to Approve – KW
- Second – JE
- Vote – All approved

#### 5) PRESIDENT’S REPORT (President Westermann):

- **Community Update** – See attached PowerPoint slides, and Stonewatersub.org website which has been updated.

#### 6) PROPERTY MANAGER’S REPORT (J.C. Palmer):

- **Homeowner Property Inspections**

- Mailboxes – Inspections completed, and courtesy notices sent April 17<sup>th</sup>. All Homeowners have forty-five (45) days to complete this work.
  - ❖ Number of Courtesy Notices Issued – 221 Courtesy Notices issued to Homeowners. (However, 41 Courtesy Notices were issued with a 10-day correction period, instead of 45 days. New notices will be issued giving these 41 homeowners a 45-day correction period.)
  - ❖ Number of Reinspection’s -
    - Number Corrected – 144 corrections completed prior to reinspection and second letter being issued.
    - Number of Fines Issued – 77 second notice letters (\$100 fines) issued to Homeowners.
- Street Trees – Now that all deciduous trees have leafed out, JC will initiate the **street tree inspections by May 20<sup>th</sup>**. Three MGMC staff members will be scheduled to complete this function over a two-week period or less. Tree canopies should be lifted to provide 8 feet of clearance over sidewalks and the road. Limbs should be removed around the complete circumference of the tree. Street tree inspections were completed on June 8<sup>th</sup>. Rob Locher will begin working at MGMC full time beginning **July 1<sup>st</sup>**, so he will be available more often for site inspections.
  - ❖ Number of Courtesy Notices Issued -
  - ❖ Number of Reinspection’s – Just over half of the inspections have been completed. Our administrative team is working to generate

courtesy notices for all addresses that have been inspected by Rob Locher.

- The Management Company will discuss with the Board an approach where homeowners are notified that if no action is taken within 30 days, the Association will hire a contractor to do the required trimming, and back charge the homeowner.
- Sidewalks - Inspector Robert Locher will be assigned to this function for compliance inspection. Adjacent sidewalk sections that are ¾-inches or more out of level with each other need to be replaced. - Anticipated start date: **First week of July** (coincides with Rob Locher's availability).
  - ❖ Number of Reinspection's – Inspections will be done in August. (Street tree inspections have utilized all of the allocated July inspection site time).
- Fire Lane Signage – Met with Wayne Co. Traffic Maintenance Engineer Eric Lentz on May 30<sup>th</sup>. Notified him of the current issues with fire lane signs. On June 10<sup>th</sup> the Board requested MGMC to send Wayne County a request to install approximately 20 fire lane signs/year in the three phases (Phase 1 - Manorwood-Clairmont Circle East-Stonewater Blvd North; Phase 2 - Stonewater Blvd South-Clairmont Circle West-Parkshore Drive-Sheffield; Phase 3 – All other streets and cul-de-sacs) - project will be split into phases Number of Courtesy Notices Issued -
  - ❖ Date notification sent to Wayne County – Management sent a Satellite Site map with two entryway locations (Sheffield Blvd/Parkshore and Stonewater Blvd/Clairmont Circle) marked for easy reference at the Wayne County Traffic department. However, the Board pointed out as noted above, Phase 1 is supposed to be Manorwood to Clairmont Circle East to Stonewater Blvd (see attached).
  - ❖ Management is also remarking those locations this week so that Eric Lentz will be able to easily identify and set his installation marker locations.
  - ❖ Response from Wayne County – Eric Lentz indicated that by the end of July he would have a better idea of when the replacement project would take place.
- Entrance Sign Letters – MGMC has asked Molly at Signs and More to meet at the property on **Friday, May 17th**. - Met with Molly from Signs & More, they will be generating a proposal for the Board to review shortly.

- ❖ Proposal received – Proposals originally sent to the wrong email. Management now has the original proposal from Signs and More and will discuss the next steps to repair the following signs:
  - The Overlook Trail
  - Manorwood Drive
- ❖ Management has also asked Trikes Sign to meet on the property and discuss possible solutions.

- **MGMC Priority Projects**

- Well Pump Inspections (2) – 6 Mile Irrigation Well Pump & Mystic/Heather Lake Makeup Well Pump – The Board provided the documentation for a request for quotation to MGMC on January 3, 2024. Inspections are on hold until a vendor is selected for the pump electrical and controls replacement work. Management would like to schedule an inspection in July with the chosen vendor.
  - ❖ Management is hopeful that this project can be completed in two weeks.
  - ❖ Management will complete the pump system inspections with Adams Well drilling during the installation of the new equipment.
- Mystic/Heather Lake Makeup Well Water Pump Power/Control Panel Replacement – The Board provided a Contract Agreement & Scope of Work Provided to MGMC on February 3, 2024 to issue for bids. A contract was awarded to Adams Well Drilling.
  - ❖ Management spoke with Brody at Adams Well Drilling; he was waiting to hear back from his electrical supplier today who was supposed to have the equipment ready for installation in two or three weeks back on July 1st.
  - ❖ The Board reminded the Management Company that the contractor is supposed to submit for owner approval, manufacturer information for the electrical components, and electrical drawings for the custom electrical/control panel.
  - ❖ Contractor Expected Installation Completion Date – By the end of July.
- Stormwater System Inspection & Cleaning (Parkshore & Teal Lake Areas) – The Board provided MGMC a Contract Agreement and Scope of Work to MGMC on February 8, 2024. Bids have been received from three vendors. Advanced Underground, Metro Environmental, and

PowerVac of MI. The Board requested MGMC to also request bids for the 2025 and 2026 bid packages, with the intent on signing a three-year contract if the overall cost can be reduced.

- ❖ Phase II and III Bid Submittal Date – Approximately July 1<sup>st</sup>
- ❖ Management was able to confirm with Metro Environmental Services, Drew Mapes, they understand they understand the work will be completed over a three-year period. The Board awarded a three-year contract to Metro Environmental Services.
- Fire Lane Signage - The Board provided background information to MGMC on 11/13/2023. Markings placed on curbs where signs are to be installed – orange “FS”. Met with Wayne Co. Traffic Maintenance Engineer Eric Lentz on May 30<sup>th</sup>. Notified him of the current issues with fire lane signs. On June 10<sup>th</sup> the Board requested MGMC to send Wayne County a request to install approximately 20 fire lane signs/year in the three phases (Phase 1 - Manorwood-Clairmont East-Stonewater Blvd North; Phase 2 - Stonewater Blvd Sout-Clairmont West-Parkshore Drive-Sheffield; Phase 3 – All other streets and cul-de-sacs).
  - ❖ Date notification sent to Wayne County – Monday, July 8<sup>th</sup>.
  - ❖ Response from Wayne County – Eric is anticipating a project start of August 12<sup>th</sup>. He has promised to contact Management in early August to confirm.
- Pine Creek Estates Property Boundary Fence Installation – Completed Wednesday, June 12<sup>th</sup>. A pollinator garden will be installed from fence line to shaded area.
- 6-Mile Road Wood Fence Repair – The Board provided MGMC a bid package on 4/27/2024. Bid requests were sent to eight contractors, only Ponds & Waterfalls has submitted a quote.
  - ❖ AF General Fence – Management has been pressing Alberto Fragozo to meet and review the specification on site to perform the fence work and provide a quote. S&S Concrete has provided a quote to install the 115 linear feet of concrete sidewalk.
  - ❖ Greenlawn Landscaping - Brian Frazer has provided a full-service quote.
- Lighting Replacement Work - The Board provided MGMC a Scope of Work to replace Gazebo (2) lighting; under Peninsula bridge; and in Peninsula Park on May 23, 2024.
  - ❖ Quotes received from – Adams’ Electrical and RCI Electric

- ❖ Management will spend this week chasing vendors for at least two more quotes for the two specified Sternberg bollards for along the pedestrian pathway in Peninsula Park.
  - Surveying Work - Surveyor to mark 822' elevation inside Mystic/Heather makeup well water pump discharge catch basin. Completed on Tuesday, June 11<sup>th</sup>.
  - Dead Tree & Fallen Limb Removal - On July 19<sup>th</sup> our handyman completed the removal of seven (7) dead trees (and their stumps) and eight (8) additional stumps. Several fallen and dead tree limbs have also been removed from the park areas.
- **Common Area Inspections**
  - Shoreline, Parks, & Dog Station Inspections - MGMC's Alan Ruan will be inspecting shorelines, parks, and dog waste stations for any required maintenance. Alan was on site today, **Monday, June 10<sup>th</sup>**, and reported violations.
    - ❖ Number of Courtesy Notices Issued – A new map of approximately 30 compliance issues has been sent to MGMC administrative support, and those notices have been sent.
    - ❖ Reinspection Date – August 8th
- **New Action Items**
  - Road Repair Locations Reported via Wayne County Connect App – Rob Locher will be testing out reporting road hazards via Wayne County Direct app this week and provide copies of his reports.
  - He will also remark the locations as needed.

## 7) TREASURER'S REPORT (Director Westermann):

- June Financial Statement – MGMC's financial staff has closed the financial reporting gap created by the former Management Company. The Association's financial reporting is now up to date and in a better position to manage the budget.

The Association is currently under budget, primarily due to timing differences in launching priority projects (some due to bid delays and contractor availability). However, we should be caught up on all planned projects by this fall.

- 2023 Audit & Tax Filing – Our auditors, Myler & Szczypka CPA, are nearing completion with the 2023 audit and tax returns. Additional time has been necessary due to the change in Management Companies. The final audit reports will be distributed to homeowners via email once complete.
- 2024 Reserve Study - We are currently updating our 2021 Reserve Study in accordance with our Bylaws, and just received a draft update for review. We expect it to complete the update in time for the 2025 budgeting process.
- 2025 Draft Budget – The Board will be reviewing and approving the 2025 budget and Long-Range Plan prior to the September Annual Meeting.

## **8) COMMITTEE UPDATES:**

- Architectural Control Committee (ACC) – (Director Gray) –
  - ACC requests need to go to both [accstonewater@gmail.com](mailto:accstonewater@gmail.com) and Vicki Strong at the Management Company [vstrong@mgmc.net](mailto:vstrong@mgmc.net) .
  - Solar System Policy – Policy will be drafted.

## **9) UNFINISHED BUSINESS:**

- Stop signs (Director Evangelista) – Scott Frush (Northville Township Trustee) submitted our request to Wayne County for additional stop signs. Our service request number is 321827. Wayne County responded that a road survey needs to be done. No date has been set for this yet.

### 2024 Board Managed Remaining Priority Projects (President Westermann)

- 7 Mile Entrance Landscape Lighting – Light fixture installed, but some cable still needs to be buried.
- Stonewatersub.org Website Reconstruction – Completed.
- Shorebrook Park Security Camera – Completed.
- Lake Fountain Shore Power Panel Replacements (2) – Panels ordered.
- Stonewater Creek Erosion Remediation – Completed.

## **10) NEW BUSINESS:**

- Vote HOA Now – Will be used for Board of Directors electronic voting.
- Appoint Election Secretary – Vicki Strong will be election secretary
- MGMC to identify delinquent accounts by July 23, for ineligible voter notices.
- MGMC will be provided Candidate Information Package on or before July 24<sup>th</sup>.
- MGMC to confirm one active email for each lot, and addresses for those who cannot receive electronic delivery of Election Notice and Ineligible Voter Notices (account must be paid in full 30 days prior to election) on July 24<sup>th</sup>.

- MGMC to confirm candidates are qualified before sending a Candidate Information Package.

**11)NEXT MEETING:**

- August 12<sup>th</sup> – Zoom webinar meeting

**12)ADJOURNMENT: 7:49 P.M.**

There being no further business, President Westermann adjourned the meeting.