

**HERITAGE VILLAGE OF SWARTZ CREEK**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**OCTOBER 26, 2021 - COMMUNITY**

Meeting took place at residence of Ted Kramer - 6224 Bainbridge.

CALL TO ORDER: Meeting called to order by Ted Kramer at 6:07 p.m.

BOARD MEMBERS PRESENT:

Ted Kramer, Shandon Claspell, Jason Bennett, Mike Weiershauser, Daniel Straka, Jim Harris, Tina Ruhlman

BOARD MEMBERS ABSENT: N/A

PROPERTY MANAGEMENT PRESENT: Dawn Bowman (via Zoom)

MINUTES OF LAST MEETING REVIEWED AND APPROVED:

Motion: N/A

Second:

FINANCE REPORT – PROPERTY MANAGER:

- |                       |             |
|-----------------------|-------------|
| 1. Cash:              | \$ 712.49*  |
| Reserve:              | \$30,078.51 |
| Money Market Account: | \$ 9,056.18 |
| 2. Receivables:       | \$10,187.00 |

\*Property taxes recently paid from cash account.

OLD BUSINESS:

1. N/A

NEW BUSINESS:

1. Determination of 7 Board Members, per By Laws:
  - a. Ralph Kleinedler has retired from the Board.
  - b. New Board Members as follows:

President:	Ted Kramer
Treasurer:	Mike Weiershauser
Secretary:	Tina Ruhlman
At-Large:	Daniel Straka
	Shandon Claspell
	Jim Harris
	Jason Bennett

2. St. Charles Pass Alley

- a. Resident [REDACTED] contacted management company regarding poor repair of alley.
- b. Dawn will contact Hutch Paving to revisit site/alley for possible correction.
- c. Discussion of having engineer inspect alley to give opinion for solution to drainage problem, as alley appears to be an improper grade.
- d. Other solutions discussed: Possibility of adding a curb to alleviate the issue of water reaching the homes, or tying in another drain if possible.
- e. Decision made to create a committee to meet with Hutch Paving and engineer to determine best plan, including cost analysis between asphalt and concrete.
- f. Further discussion regarding possible liability of City for alley passing initial inspection, as well as original builder for constructing a subpar alley.
- g. Upon completion of meeting with engineer, assigned committee with arrange to meet with City representative to discuss situation.
- h. Committee Members: Jim Harris (Chairman), Jason Bennett, Shandon Claspell.
- i. Additional discussion regarding condo alleys and builder's truck usage. Ted will speak to Lucy Hamm about additional language in sales agreement for lots to indicate that construction trucks are prohibited from alley usage and to use City streets only to and from site.

3. Armstrong Masonry bid for condo on Mansfield [REDACTED]: Dawn will get another bid for comparison and will present at next meeting.

4. McNamara snow removal/lawn mowing bid.

- a. Dawn recommended keeping snow service as is due to dependable labor shortage. Confirmed that once the contract is signed, the cost of salt or any expense relative to the contract will be locked in.
- b. Motion to approve McNamara bid for 2021/2022 snow removal.  
Motion: Jim 2<sup>nd</sup>: Mike Motion passed with unanimous vote.
- c. Lawn mowing bid will be revisited in the Spring with Dawn obtaining additional bid for comparison.

5. Items mentioned by residents at Annual Meeting of September 21, 2021:

- a. Street lights in condo area requested by some residents.
  - i. Discussion whether the street lights would be installed by City, since originally the condo area was not part of the City street system, but now the streets are owned by the City.
  - ii. Ted indicated that he will contact City regarding the street lights. Additionally, he will discuss enforcing City ordinance regarding land owner mowing vacant lots (although it was mentioned that ordinance is only enforceable if there is a home on the lot).
- b. Possibility of relocating condo mailboxes to individual addresses.
  - i. Discussion that prior attempts to have postmaster approve moving the boxes were unsuccessful.
  - ii. Since the USPS is a federal entity, possibly reaching out to Congressman Dan Kildee would be beneficial to accomplish objective. Ted knows Kildee and will contact him.
  - iii. Mike has prepared a petition to circulate to condo residents.

- c. TruGreen treatments for entire condo area, as some condos are not being treated.
  - i. Dawn will get new bids from TruGreen and others for next season, and will provide the entire condo area addresses for the same.
- d. Future condo roof replacement/conversation how to fund.
  - i. 10 percent of yearly dues must be in reserve at all times, so cannot deplete beyond that amount.
  - ii. Ways to pay: Loan, assessment, increase dues. Dawn will speak to Lucy Hamm and inquire regarding dues paid by other condominiums in the area.
  - iii. Discussion of starting a reserve fund, with condo co-owners contributing \$300 (for an example) per year, to prepare for the expense.
  - iv. Possibility of repairing when needed and replacing when warranted, and not all at once.
  - v. Ted recommended Clarkston Roofing as a reputable company.
  - vi. Decision to get an inspection of condo roofs to get an idea of the status and order of need for attention.
  - vii. Discussion of what units are actual condominiums. By Laws to be reviewed, but it has been understood that all units north of the second ponds are condominiums.

DATE/TIME OF NEXT MEETING: November 9, 2021 at 6:00 p.m.

MEETING ADJOURNMENT:

Time: 7:55 p.m.  
By: Ted Kramer

Respectfully submitted,  
*/s/ Tina M. Ruhlman*