

HERITAGE VILLAGE OF SWARTZ CREEK

BOARD OF DIRECTORS MEETING MINUTES

March 8, 2022, 6:00 PM

Meeting Location: Held via Zoom <https://us02web.zoom.us/j/7673746424>

1. Closed Meeting Call to Order 6:02pm Ted Kramer
2. Roll Call
 - a. Board Members Present
Craig Weierhauser, Ted Kramer, Jim Harris, Dan Straka, Jason Bennett
 - b. Board Members Absent
Shandon Claspell
 - c. Leadership Management Representatives Present
Dawn Bowman
3. Finance/Budget
 - a. Cash On Hand \$4,949.88, Reserve Funds \$25,554, Money Market Account \$12,905.96
 - b. Dawn will have Nicole send out February 2022 Operating Reports this week for all to review.
 - c. 2022 Budget
 - i. Insurance Premium listed is just the liability insurance for common areas from July 2022-Dec 2022, amount for January 2022- June 2022 includes the limited common areas of the "Condo" units. Insurance policy for "Condo" area renews in July and the premium will be canceled due to units changing to site condos.
 - ii. Lawn Service quotes – we will need multiple bids, at least 3. Will need service for limited common areas through June and just common areas for remainder of year. Will seek quotes from McNamara, Zellenbaba and will source 1 additional.
4. End of Closed Meeting 6 :10 pm
5. Open Meeting Called to Order 6:12 pm, Ted Kramer
6. Roll Call
 - a. Board Members Present
Craig Weierhauser, Ted Kramer, Jim Harris, Dan Straka, Jason Bennett
 - b. Board Members Absent
Shandon Claspell
 - c. Leadership Management Representatives Present
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d. Residents Present

Liz. A, Sandy

7. Approve Meeting Minutes from January 11, 2022 Meeting - Approved

8. Resident Questions/Comments/Issues

- a. Liz A. asked if there is a distinction between the single “site condos” and the duplex units. It was explained that under the 2019 Bi-Laws and Master Deeds all units are considered equal and labeled as site condos. This was determined by the attorney that reviewed the 2019 Master Deed and Bi-Laws.
- b. Based on questions received some residents are still confused on the dates. Dawn re-enforced that all insurance, snow removal and lawn care for the condo common areas remains in effect through June 30, 2022.
- c. There was question on why and when this changed happened. Ted explained that in 2019 Bruce Pollack and associates advised that we could dissolve the condo HOA association and merge the two associations. They re-wrote the bi-laws and master deed in 2019 which then labeled all sites as site condos. The new bi-laws do not differentiate any differences in any of the units within Heritage Village.
- d. Liz and Sandy both agreed it is a good change.
- e. Residents will be able to get in contact with Dawn if they’re interested in bids for their units from the new snow and lawn companies.
- f. Some residents have question regarding the drawing of the Phase IIa lots on the master deed and what areas are considered “common areas” and which are considered co-owners property. The hash marks make it confusing. Board reiterated that the lot as a whole should be considered the co-owners property. This is determined by the lot boundaries/property lines. Dawn is contacting the attorney, Lee, to discuss his opinion on this as well so we can make sure that it is fair and legal for all co-owners.
- g. Question regarding autopayment of monthly maintenance dues – Dawn will cancel all autopayments setup through Leadership Management starting in July. If it’s an autopayment through the co-owners bank it will need to be canceled by the co-owner. A letter will be sent out to explain and remind everyone of this.

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- h. Questions regarding the vote on this change in 2019 – There was a 67% majority vote by co-owners to make these changes. The board went door to door for 3 weeks discussing this and collecting vote sheets about the change. Board at the time consisted of Ted Kramer, Jim Harris, Dan Straka, Jan Elde and Ralph Kleinedler. Jan retained those vote ballots. Will request all records from her as validation in case we have any further questions on this.
- i. Question from Craig W asking how we make sure that all residents read the letter and are fully understanding of these changes. Ted stated that the board members from those condo units should spend some time going to talk with everyone prior to July to make sure everyone received and understands the letter and what is required of them with the changes.
- j. Craig W had questions regarding the residents that own 2 lots and if they pay double dues. Residents that own 2 lots have it deeded as a single property lot so they only pay dues for one lot.
- k. Liz A asked when semi-annual dues billing is sent out, she hasn't received hers. Sandy stated that she did not either. Dawn explained that this typically happens with newer co-owners because the title companies do not send the new owners warranty deeds to Leadership Management, and they are not aware of the new residents. Dawn will work on getting those notices out to everyone again.
- l. Questions regarding taxes on the vacant lots – Dawn is still waiting to hear back from the City of SC regarding the tax assessments and why the taxes increased.

9. Board Discussion Items

- a. Ted asked how to we address the Phase IIa unit co-owners who are going to want their porches repaired by the association. The board unanimously agreed that the HOA has no obligation to repair any items for any units and all repairs are the obligation of the co-owners. While the board fixed Carleson's steps for him this was under the false assumption that the HOA had an obligation to do so. Based on the bi-laws and master deed from 2019 that is not the case and we will re-enforce that message with anyone that has question/issue with that. Board discussed how we handle Carleson's repairs,

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and should a bill be sent to him for these repairs. No decision was made but everyone agreed to revisit this discussion.

- 10. Comments/Questions from the Board – No additional
- 11. Next Meeting Tuesday April 12, 2022
- 12. Adjournment