

**Saddle Creek HOA Board of Directors  
Meeting Minutes/Summary of Discussion  
October 12, 2022  
Submitted by Robin Whitfield, Director at Large**

**Attendance:** Scott Henderson, Tom Kasper, Paul O'Connell, Tara Sharpe, Robin Whitfield, Dennis Nagy

**Regrets:** None

**Call to Order:** 6:35pm

**OLD BUSINESS**

The board discussed open/on-going items from the last year and board members volunteered to lead the efforts to see them through to conclusion.

**Snow Plowing Service**

Dennis Nagy, Property Manager, presented this year's bid from Lyon Homescape for now removal. Lyon Homescape presented two options: a Season Rate or a Per Push Rate. Salting of the intersections and cabana are additional costs. (See contract) After discussion, the board concluded that the Per Push Rate would be the best option. It was agreed that snow plowing would happen at minimum of 2" of snow fall. Special attention will be given to the cabana area with additional salting as it is the school bus stop. Salt will also be available at the cabana for use to keep the area safer. Dennis will execute the contract with Lyon Homescape. Also, Scott & Son's takes care of cleaning the path and bridge along Pontiac Trail. That is a separate contract and was also approved.

**Budget for 2023 – Scott Henderson, Paul O'Connell, Tom Kasper**

Scott will take the lead on developing the annual budget for 2023. There was a discussion on rising costs and that it will need to be addressed in the budget. The goal is to have the budget ready for Board review and at the December meeting. It is the Board's intention to have the budget ready for distribution with the mailing of the January dues invoice.

**Storm Drains – Paul O'Connell**

According to Article VII Section a of the Master Deed, we are required to allow Lombardo to tie into our storm drain system for the adjacent sub south of Saddle Creek. Lyon Township is requiring Lombardo to agree to a maintenance agreement to determine responsibility of maintain the portions of the Saddle Creek storm water system which will be used by Sterling Trail. Paul has been working on this project and is negotiating usage fees with Lombardo.

**Lombardo Handover – Paul O'Connell and Tom Kasper**

Now that all the homes have been delivered, Lombardo is ready to close out the sub. We can present any issues that we believe are their responsibility to address before we sign off. Paul and Tom will work with Dennis to walk through the sub and make a comprehensive list of items to submit to Lombardo.

### **Planter near cabana – Dennis Nagy**

The planter in the median near the cabana has begun to deteriorate. Dennis has some information on repair or demolition. He will talk to another contractor and bring back information to the next board meeting. This may become part of the Lombardo punch list

### **Bylaw Review – Paul O’Connell and Robin Whitfield**

The review and update of the bylaws has been an ongoing issue for some time. Members of the community have submitted suggestions and worked on this in the past. To continue to make Saddle Creek a great place to live and to preserve our collective property values, this needs to be addressed sooner than later. Paul and Robin will work to see what our option might be to update our bylaws. This may include getting a professional legal opinion.

### **Finance**

Scott Henderson has been working with Dennis Nagy to get up to speed on our current financial situation. Items that are at the top of the list include: reviewing bank accounts for FDIC limits, reviewing the adequacy of the sub insurance policy, updating bank signatories, updating the reserve study and analysis of residents with past due HOA dues.

### **Website Maintenance**

Former HOA President, Matt Maltarich, has offered to continue to manage the sub website and to continue to issue pool keys. The board agreed that this was a good idea, and asked Dennis Nagy to work out the details with Matt.

### **NEW BUSINESS**

The board elected officers and discussed additional priorities for 2023.

### **Election of Officers**

The board members agreed to serve in the following positions:

President – Paul O’Connell

Vice President – Tom Kasper

Treasurer – Scott Henderson

Secretary – Tara Sharpe

Director at Large – Robin Whitfield

### **Communication – Tom Kasper and Tara Sharpe**

The board discussed the desire to improve communication and transparency with/for our residents. Items discussed included posting board minutes on the website and the potential of a HOA Board Facebook profile to communicate with the residents. It was also noted that approximately fifty homeowners do not have a phone number on file, a dozen or so lack e-mail addresses and we get quite a few ‘bounce backs’ on e-mail that we have on the email list. Tom and Tara will work together and bring options back to the board for discussion. Also, the board agreed how they would communicate with Dennis and each other on urgent and not-urgent business. Group text for urgent needs, email for non-urgent items.

### **Operational Continuity Plan/SOP's – Scott Henderson and Tom Kasper**

Scott Henderson mentioned the need for having a centralized location for information about responsibilities, contacts, financial information, a master board calendar etc. Scott will work with Tom to set up a cloud account and begin the process of setting up the SOP's.

### **Regular HOA Board Meetings**

The board agreed to meet on the 2<sup>nd</sup> Thursday of each month. Tom Kasper will host November and Scott Henderson will host December. We will need volunteers for January and February 2023. The dates are as follows:

November 10<sup>th</sup>

December 8<sup>th</sup>

January 12<sup>th</sup>

February 9<sup>th</sup>

March 9<sup>th</sup>

April 13<sup>th</sup>

May 11<sup>th</sup>

June 8<sup>th</sup>

July 13<sup>th</sup>

**Meeting adjourned at approximately 8:00pm**