



# FORESTER SQUARE

AT AUBURN VILLAGE

## ***Annual HOA Community Meeting*** ***Monday June 28, 2021***

**Email:** [forestersquare@hotmail.com](mailto:forestersquare@hotmail.com)

**Website:** [www.forestersquare.com](http://www.forestersquare.com)

# Agenda

1. CALL TO ORDER:
  - A. Proof of Quorum
  - B. Proof of Notice
1. INTRODUCTION of HOA BOARD and PROPERTY MANAGEMENT REPRESENTATIVES
2. APPROVE 2019 ANNUAL MEETING MINUTES
3. VOTING REQUIREMENTS/ELECTION
  - A. Voting requirements
  - B. Introduction of candidates
  - C. Call for election inspectors
  - D. Cast votes
4. PRESIDENT'S REPORT
  - A. Property Management Company (AMI) Overview
  - B. Nextdoor Phone App
  - C. Construction Update (Detached Condos)
  - D. Fire Suppression Update (Attached Buildings)
  - E. Review Forester Website
  - F. Review Past, Current & Future Community Projects
6. CO-OWNER QUESTIONS AND CONCERNS
7. ELECTION RESULTS
8. ADJOURN

# Current Board Members

- President: Eric Cionka
- Vice President: Rita Facchini (up for re-election)
- Treasurer: Rob Gladstone
- Secretary: Elizabeth Rodriguez (up for re-election)
- Director: Ken Schellenberg (Resigned – moved out of community)
- Director: Madonna Van Fossen (up for re-election)
- Director: Bob Waltenspiel

# 4 Openings on Board

1. Rita Facchini – Vice President (Running)
2. Elizabeth Rodriguez – Director (Running)
3. Madonna Van Fossen– Director (Running)
4. David Spatafora (Replaced Ken) – Director (Running)

Board Meetings are usually held on the 2nd Monday of every month at the clubhouse. These meetings begin at 6pm and last for one hour.

# **Approval of 2020 Minutes**

**Time to Vote**

# Property Management Company (AMI)

**Account Manager: Jim Dafoe**

What is a Property Management Company?

- A company that manages the day-to-day maintenance activities needed throughout the community. They hire companies to do jobs such as landscaping, snow removal and other maintenance within the community.
- The HOA Board communicates items needed to be done and the Property Manager (AMI) ensures they get done.
- Manage all work orders submitted by HOA
- Manage all complaints submitted by residents
- Clerical Work such as: Receives and deposits HOA dues, pay associations bills, manages banking, is a liaison with associations attorneys

# Construction Update

- Construction should be completed by the end of the year on the 3 homes being built in the northeast quadrant of the complex.
- This completes all home/condominium construction as there are no vacant lots left for development.



# Fire Suppression System Update

- There was one fire suppression pipe break this year in Building #6
  - Paid the \$5,000 deductible for repairs to be made to the two units impacted.
- HOA Board met with Cintas to inquire about why this is happening -
  - Discovered glycol was only put in the pipes located in the garage and not in the pipes within the interior of the units.
- HOA Board hired a heat specialist to inspect the pipes in the ceilings of the flooded units where the breaks occurred -
  - They found gaps in insulation which allowed outside cold air into the cavity between the lower unit ceiling and upper unit floor where the fire suppression pipe runs.
  - Hired Brutell Roofing to install new insulation in all the brownstone buildings (\$65,000). This was completed in November 2019.

# Website Review

[www.forestersquare.com](http://www.forestersquare.com)

- Contact the board
  - forestersquare@hotmail.com
- New Homeowner Welcome Package
- FAQ Sheet about community
- AMI Property Management Information
- Bylaws
- Board Meeting Minutes
- HOA Budget/Financials
- HOA Dues information
- Units for sale in community
- Rent Clubhouse
- Community Events Schedule
- Community Announcements
- Community Handyman
- **Input work orders**
- List of Preferred Vendors
- Modification Form
- Future Community Projects
- Insurance Quotes (Auto, Home, Renters)
- Refinance information

# 2019/2020 Notable Accomplishments

1. Dryer vent inspection and replacement - all Buildings (birds living in vents)
2. Removed two No Parking signs on Forester
3. Removed No Parking sign in back of community
4. Repaired gutter drip - Building #18
5. Added cement underneath porches - Buildings #2 and #3 - water eroded away the dirt
6. Tied three drains together between Buildings #12 and #13 (swamp)
7. Met with roofing company, discussed freezing of pipes and ventilation in the attic
8. Relocated boulders in open field behind Building #9 to other locations within the community
9. Resolved pipe banging issue - 199 Jotham
10. Removed birds' nest in cable box on side of Building #6
11. Repaired far left toilet in woman's side in bath house
12. Repaired pool gate closest to clubhouse
13. Replaced post cap broken and loose floorboards - Building #10 at 241 Jotham
14. Repaired Hot tub air circulator
15. Replaced Sliding Screen Door (non-standard size)
16. Replaced and upgraded Main entrance Forester sign lights with LED lights
17. Replaced concrete slabs - 3825 Forester, 3867 Andover, at pond and other slabs in community
18. Landscaped front of Building #9
19. Installed No Parking sign - side of Building #6
20. Cleaned pergola area - debris under tables and removed moss

## ***2019/2020 Notable Accomplishments (continued)***

21. Removed boulders in field by park entrance
22. Replaced 21 burned out garage light bulbs
23. Installed pop up drain - side of Building #3
24. 178 Amy's Walk – Ordered new front door, glued down front two steps
25. 3888 Forester – Glued down middle step
26. Removed broken elliptical from exercise room
27. Began work on 2020 budget (scheduled separate meeting to review)
28. Renewed FHA Loan Approval status (expired in Oct 2019)
29. Trimmed tree by clubhouse
30. Repaired Water fountain at bath house
31. Removed No Parking sign behind Building #11
32. Repaired broken step, 3898 Forester
33. Painted new door (Amy's Walk)
34. Fixed drainpipes on porches on Amy's Walk (down spouts not connected to drainpipe)
35. Reviewed Building #2 Renovation Quote (Paint trim, cap windowsills, rebuild deck, replace porch lights)
36. Cleaned out pop up drains around community
37. Put Christmas lights up around community (before Thanksgiving)
38. Fall Cleanup (Cut down all grasses)
39. Installed No Parking Sign in Forester Hills
40. Turned on heaters in utility closets
41. Repaired gym equipment (Recumbent bike and wire broken on weight machine)
42. Installed lock on door to exercise room so does not open
43. Repaired Building #9 porch lights
44. Repaired gutter drips on Building #2
45. Scheduled emptying dog poop stations weekly in the Spring, 2020

## ***2019/2020 Notable Accomplishments (continued)***

46. Opened pool, posted COVID safety regulations, installed hand sanitizer dispensers
47. Replaced front door, 205 Amy's Walk
48. Repaired 3 streetlights in front of Building #9
49. Repaired drainpipes, Building #6, end spout connected black tube
50. Removed bird nests and installed chicken wire and new dryer vent, 3916 Forester
51. Fixed broken decorative stone block, 3910 Forester
52. Fixed loose step at pergola
53. Fixed drainpipes on Building #1
54. Fixed garage light, 191 Amy's Walk
55. Fixed loose steps at 194 and 199 Amy's Walk
56. Installed 12" sprinkler heads in garden areas around pergola
57. HOA Board members landscaped in front of pond area (new shrubs and 1 mini tree)
58. Replaced toner in printer at Clubhouse
59. Painted bathhouse window frame/closed upper window
60. Trimmed back tree on side of Building #3
61. HOA Board member removed dog feces from Building #10, top deck in front of doorway
62. Repaired fountain in pond
63. Painted trim around new air conditioner on side of Building #18
64. Fixed drainpipe on bathhouse connecting it to pipe that goes to the sewer
65. Fixed porch light Forester, Building #9A

## ***2019/2020 Notable Accomplishments (continued)***

66. Removed excess concrete from sidewalk in front of Building #1
67. Trimmed down steel bolts sticking out of concrete in front of Building #1
68. Weeded in front of 172 Amy's Walk
69. Repaired beeping alarm in utility closet, Building #5
70. Repaired urinal in men's bathroom in the bath house
71. Repaired loose step at 164 Amy's walk
72. Opened savings account, Flagstar Bank (used proceeds from CD that matured October 2020)
73. Updated Forester Square site map
74. Updated Reserve study
75. Put up Christmas Lights
76. Replaced parking lot light bulb with lower wattage
77. Relocated Amy's Walk and Beverly street signs
78. Scheduled fall clean-up (cut down all grasses)
79. Repaired brick work on porch, 3881 Forester
80. Repaired recumbent bike and universal weight machine
81. Replaced Building 10 Fence
82. Placed snow sticks throughout community to limit damage done by snowplows
83. Cintas annual inspection of fire suppression closets
84. Cleaned out external dryer vents, Building #1
85. Repaired flickering ground light in pergola

# 2021 Notable Accomplishments

1. Landscaped new main parking lot
2. Created new site map
3. Moved Amy's Walk sign by fountain to the other side of the street
4. Replaced missing railing caps around community
5. Repaired door frame in exercise room
6. Ordered 3 "Quiet Area" signs (Designated community quiet area no music, no games, no playing)
7. Replaced porch, Building #13
8. Began installation of Andover parking lot streetlight by park entrance
9. Fixed lamp post in front of Building #9 (needed new wiring)
10. Replaced deck flooring and ramp at Clubhouse with composite boards
11. Replaced broken window and walls in exercise room
12. Installed camera in Exercise Room to monitor room activity due to recent vandalism
13. Replaced 10 garage lights
14. Removed ice dams and ice in gutters and on sidewalk from multiple buildings
15. Ordered 3 "No Commercial Vehicle or Pods" parking lot signs to be installed
16. Pool opened May 1st; Set to close Sept. 30th
17. Removed concrete slabs from Beverly Ave sidewalk
18. Replaced bricks between staircases at Building #8, 3881 Forester
19. Installed showerheads and soap dispenser boxes for outdoor showers at bath house
20. Repaired drain spout, Building #8
21. Repaired Fire Suppression side door, Building #10

# Past, Current & Future Major Projects

2016	2017	2018
(\$23k) Landscape in front of pond and around mailboxes	(\$150k) Repair steps on attached units (Forester Blvd and Amys Walk)	(\$100k) Replace porches and brick paver walls on Forester, Building #8
(\$1k) Website up and running	(\$5k) Update outside of clubhouse and pool house building (stain roof & ramp, power wash building, replace outdoor lights with LED...)	(\$52k) Renovate Building #10 (paint, porch lights, bricks, boards, fences...)
(\$40k) Renovate Building #4 (paint, lights, bricks, Boards...)	(\$30k) Landscaping around entire community (mulch, replace dead plants and bushes, weeding schedule, replace dead grass areas)	(\$21k) Landscaping around entire community (sod, mulch, replace dead plants and bushes...)
(\$8k) Paint inside of clubhouse	(\$25k) New street signs for entire community	
(\$10k) Cameras in clubhouse, upgrade key fob system	(\$90k) Renovate Buildings #1 and #18 (paint, lights, bricks, boards...)	



# Past, Current & Future Major Projects

2019	2020	2021
(\$130k) Replace brick paver walls, steps and porches on Forester Blvd, Building #9	(\$105K) Replaced brick paver walls and porches on Forester Blvd, Building #6	(\$160k) Replaced brick paver walls and porches on Amy's Walk Building #13
(\$52k) Renovate Building #11 (paint, porch lights, bricks, Boards, fences, steps, ramp...)	(\$159K) Installed pavement in parking area at the end of Andover behind Building's #9 and #10	(\$35k) Landscape around community where needed (seed, mulch, replace dead plants and bushes, install fencing)
(\$5k) Mini-renovation to Building #4 (replaced fences, fixed ramp and painted bottom deck)	(\$25K) Landscaped community where needed (seeded, mulched, replaced dead plants and bushes, put in new sod)	(\$14k) Replaced top deck and ramp in front of clubhouse with composite boards.
(\$7k) Landscaped and installed edging at Building #4 (seeded, mulched, replaced dead plants and bushes, put in rock garden next to ramp)		
(\$65K) Added insulation to all Brownstone buildings to prevent pipe breaks during winter		

# Current & Future Major Projects

2022	2023	2024
(\$200k) Replace brick paver walls, steps and porches on Forester Blvd, Building #9	(\$200k) Replace brick paver walls, steps and porches on Forester Blvd Building #5	(\$30k) Renovate Building 2 (paint, porch lights, bricks, boards, fences, steps, ramp...)
(\$20K) Landscape around community (seed, mulch, replace dead plants and bushes)	(\$20K) Landscape around community (seed, mulch, replace dead plants and bushes)	(\$20K) Landscape around community (seed, mulch, replace dead plants and bushes)
(\$30K) Replace paver area in front of clubhouse	(\$40K) Replace selected retaining walls around community	(\$100K) Replace brick pavers in Pergola area
		Begin increasing the attached reserve account (This is attainable as the next anticipated major project will be replace roofs on attached condos in 2029)

**Future project costs are estimates**  
**Projects can change at anytime**

# HOA Dues Increase (Effective 01/01/2022)

- There has not been an increase in HOA dues in 6 years
- The Attached units will increase by 10% - 20%
- The Detached Units will decrease by 10%-20%
  - Detached units only pay into the common expenses
  - There will not be many common projects left to do and those that are projected are not that expensive (Paver work, Repairs to retaining walls, Landscaping throughout the community)

2021					
Unit Type	# of Units	Attached Expenses	Common Expenses	Monthly Due Per Unit	Total Annual Dues Per Unit Type
Lower Building 1, 4, 10, 11, 18	30	\$99.84	\$62.13	\$161.97	\$58,309.20
Lower Inside	57	\$109.57	\$68.19	\$177.76	\$121,587.84
Lower Outside	10	\$115.07	\$71.61	\$186.68	\$22,401.60
Upstairs Building 1, 4, 10, 11, 18	30	\$168.37	\$104.78	\$273.15	\$98,334.00
Upper	67	\$189.94	\$118.21	\$308.15	\$247,752.60
Single Family Homes	60	\$0.00	\$126.82	\$126.82	\$91,310.40
	254				<b>\$639,695.64</b>

# Community Problems

## Garbage – Needs to be in a can and set out day of pick-up

- Garbage can may be your own container, it does not have to be from Waste Management
- Can be any color and/or size
- Put out garbage/recycling early on pick up day
- If it's put out the night before, especially when it's not in a can, animals get into it, it gets blown around the community and not respectful toward your neighbors (Remember, we live in a wind tunnel)
- Brad, the handyman's crew, come twice a month to clean our neighborhood of debris
- Residents are encouraged to pick up trash they see and dispose of properly. This is respectful of your neighbors and the community

# Community Problems continued

## Dog Poop



- Dog poop around the community is being picked up and effort is much appreciated
- Additional Poop Stations installed throughout the community
- Additional Pooper Scoopers also placed at each station
- Continued use Poop Stations and Poop Bags is appreciated
  - HOA Board asked to consider an increase in fines for dog owners who do not pick up after their dog
- As stated in the Forester Square By Laws –

**Dogs must be on a leash**

# Community Problems continued

## Snow Removal

- There are no empty lots within the complex, houses have been built on them
- High snow mounds cause blind spots.
- Lawns and shrubs are being damaged by snowplows
- Placing as many ORANGE STICKS around your yard will help
- HOA Board will work to develop a snow removal plan with vendor
  - Designate areas to dump snow
  - Possibly dump snow into field across the street from Mocerri condos?
  - HOA Board will get cost

## Ice Dams on Attached Buildings

- Install Ice Melt Wire on the roofs to prevent ice dams from forming
- Start with flat roofed buildings #'s 1, 4, 10 and 11
- Brownstones get ice dams however not as bad as the those listed above

# Community Events

MONTH	DAY	TIME	EVENT	PLACE
<b>July 18<sup>th</sup></b>	Sunday	1 -8 pm	<b>BBQ</b>	Clubhouse
<b>August 15<sup>th</sup></b>	Sunday	1 – 8 pm	<b>BBQ</b>	Clubhouse
<b>November 6<sup>th</sup></b>	Saturday	5 -10 pm	<b>Chili Cook Off</b>	Clubhouse

# Financial Review

**Forester Square has \$247,380 in operating costs and reserve expenses as of April 30, 2021**

- Operating Checking: \$9,050
- Reserve Money Market: Attached has \$17,256 and Common has \$40,911. (*This account pays Reserve Expenses*)
- Reserve CD: \$134,850 @ .50% interest rate, coming due 6/7/21. (*Upon maturity funds will be allocated accordingly*)
- Reserve Savings: Attached has \$45,313, opened account in Oct. 2020.  
(*Account interest rate .3%. Set up to access funds if needed for an emergency*)

**HOA Board budgeted \$81,183 for Attached Reserve and \$29,063 for Common Reserve**

**AMI deposits a combined minimum of 10% of dues collected into Reserve every year** (*Need a minimum \$65,000 in reserve account always*)

**95% of community residents pay their dues on time**, this is really appreciated

**Escrow account with Auburn Hills has \$240,000** (*Builder paid the City \$5,000 for each detached unit built. Funds used for future road repairs and available after completion of remaining 3 houses under construction*)

**Made \$1,000,000+ in capital improvements since 2016** and currently on budget through April 30th, 2020

**The attached reserve account will begin being replenished in 2024** (*after porches replaced on brownstone buildings*)

**Separate accounts set-up for expenses/reserves that benefit Attached Units.** (*These expenses and reserves are paid by Attached Unit homeowners*).

**separate accounts set-up for expenses/reserves that benefit both Attached and Detached Units** (*Common Expenses - road work, snow removal, clubhouse/pool maintenance, etc*).

**HOA Board reviewing historic income, expense, reserve transactions to affirm dues collected were allocated correctly to projects and expenses.** (*Example - Attached Unit only items and Common Expense items*).

**No Special Assessments are planned for the future; HOA Dues scheduled to increase January 1, 2022.**

**Financial order of operations:**

- **Monthly bills paid first** (*Electricity, water, insurance, etc.*)
- **Common elements paid second** (*Lawn Service, Snow Removal, Pool Maintenance, Landscaping*)  
ensures that common items affecting both Attached and Detached Unit owners are current
- **Major community projects discussed and determined** after monthly bills and common elements are paid



# Homeowners Questions/Concerns

# Election Results

Rita Facchini

Elizabeth Rodriguez

Madonna Van Fossen

David Spatafora

# Meeting adjourned

Thank you for your support demonstrated by taking time to learn about what your HOA Board is doing to enhance life in this community.

Your participation is welcomed and appreciated!