

Foxcroft Homeowner's Association
Board Meeting Minutes
September 7, 2022

- Meeting held at the home of Laurel Whalen; called to order at 7:10 p.m.
- Attending:
Jeff Cooke, Laurel Whelan, Phil Trierweiler, Amy Harper, Sarah Strohl, Randy Schaefer, Julie McIntosh
Steve Fitzpatrick was not able to be present

Old Business (From Annual Meeting):

1. Decide board positions of volunteers nominated
2. HOA legal document revision
3. Request to shorten dues non-payment notifications from 5 to 3 to lessen administrative fees
4. Get breakdown of administrative fees from the Highlander Group
5. Decide if we must have THG prepare status letter for sale or refinance of property or if HOA can resume managing this
6. Complaints of snow removal and lawn care

New Business:

2022-2023 Board:

President: Laurel Whalen
Vice President: Jeff Cooke
Treasurer: Phil Trierweiler
Secretary: Amy Harper
Beautification Chair: Randy Schaefer
Architectural Chair: Sarah Strohl
Social Chair: Steve Fitzpatrick
New/ Bylaw Chair: Julie McIntosh

President's Report: Laurel provided her goals of increasing cohesiveness during the next year by improving communications with homeowners, increasing social events, and evaluating the effectiveness of THG. 4 metrics that will be used to evaluate THG :

1. Ability of THG in solidifying vendors and ensuring quality execution of services
2. Effectiveness of ensuring dues payments
3. Ability to effectively assist in communicating with homeowners using timely and regular emails
4. Facilitating HOA document revision

Vice President's Report: Jeff will assume at point contact with THG. He will also obtain copies of contracts for lawn and snow removal companies to add to Google Drive. Jeff will also get updates from Amanda on which law firms she plans to contact ASAP to start

document revision. Jeff will consult Amanda on ability to delete THG involvement in managing the status letter for sale or refinance of property, and to decrease dues non-payment notices to 3 instead of 5 before lien is placed.

Treasurer's Report: Phil will collaborate with THG to prepare budget for next year and request that the administrative fees are broken down further in the Statement of Income and Expense. He will also ask for (check register if not already being done)

Secretary's Report: Amy will assist in getting meeting minutes updated to Foxcroft's old Google Drive. Amy will write out recurring blast emails re: rust removal, fireworks, parking in street during snow emergencies, trimming tree canopies, etc.... for THG to email yearly. Amy will update Welcome Letter to remove statements re: HOA Board need for approval for interior changes.

Beautification Report: Randy and Jeff will review contract (3 yr.) with K&T Landscaping, which is also providing snow removal. Sarah requested that a representative from K&T meet with HOA member prior to snow removal and lawn mowing seasons to review our needs and expectations. Need to assess if contract can be broken if services continue to be dissatisfactory. THG will be asked to find vendors for sprinkler blow out and rust removal at front entrance and K&T for fall cleanup at the front entrance. Commerce Township will be contacted for follow up on homeowner discharging water softener regeneration waste on to HOA property along Benstein.

Social Report: Steve will plan a fall/ Halloween party in October. Laurel recommending that we hold 20 minute information sharing on HOA document updates at social gatherings throughout the coming year. Steve and Amy will be looking into other ideas for social activities for kids and adults.

Architectural Report: No requests have been submitted for approval

New: Bylaw Committee: Julie McIntosh has offered to head the HOA document revision committee. All Board Members are included in this committee and Sarah will reach out to other homeowners who had previously expressed interest in participating. Sarah and Julie will be contacting their legal contacts to see how to proceed with possibly writing our own documents using other HOA documentation that is already in possession. The bylaw committee will be meeting next week.

Meeting adjourned at 8:20 p.m.