

# **Prestwick Village Neighborhood Association**

## **Annual Meeting June 13, 2007**

**<http://www.pvgcc.com/homeowners.asp>**



# Agenda

- ✓ Overview
- ✓ Committee Reports
- ✓ Treasurer's Report / Budget
- ✓ Closing Remarks
- ✓ Q&A

# Overview

- ✓ Purpose of the Meeting
- ✓ Purpose of a Homeowner's Association
- ✓ Review Charter
- ✓ Primary Association Responsibilities
- ✓ High Level Neighborhood Stats

# Meeting Purpose

- ✓ Create awareness about...
  - ✓ the role of the Association
  - ✓ the participants on the Board
  - ✓ what we've been doing for the last year
  - ✓ future issues of importance
- ✓ Gain support for future plans and activities

# Purpose of an Association

“...to enforce the Master Deed and Bylaws...”

“...to provide management and oversight (in a deed restricted community) for that which is commonly owned...”

Question: What is the desired outcome of designing a community where there is common ownership?

# PVNA BOD Charter

“To facilitate development and maintenance of an attractive, functional, highly valued, harmonious 😁 neighborhood community, consistent with an upscale golfing and social lifestyle theme....”

# PVNA BOD

## Primary Responsibilities

- ✓ **Maintenance**
  - ✓ Roads, Common Elements, Community Septics
- ✓ **Appearance**
  - ✓ Growth, architecture & landscape compliance, uniformity
- ✓ **Safety**
  - ✓ Primarily road related
- ✓ **Enforcement**
  - ✓ Rules & Regulations, By-Laws, Master Deed
- ✓ **Administration**
  - ✓ Maintain insurance, collect dues, act as advocate for community

# Prestwick Village Subdivision Statistics

|                           |     |               |
|---------------------------|-----|---------------|
| ✓ Total Units             | 301 |               |
| ✓ Prestwick Village       | 244 |               |
| ✓ Woods of Prestwick      | 57  |               |
| ✓ Development Status      |     |               |
| ✓ Developed Lots          | 258 | 86% Developed |
| ✓ Undeveloped lots        | 43  |               |
| ✓ Property for Sale       |     |               |
| ✓ Houses                  | 24  | 10%           |
| ✓ Undeveloped Lots        | 25  | 44%           |
| ✓ Sales in last 12 months |     |               |
| ✓ Properties              | 8   |               |

# PVNA Committee Reports

- ✓ Architecture & Landscape
- ✓ Roads & Safety
- ✓ Water & Septic
- ✓ Rules & Regulations
- ✓ Special Report – Legal Document Updates

# PVNA Committee Reports

## Architecture & Landscape

### Committee Members:

- ✓ Jodi Szymanski
- ✓ Greg Harris

### Primary Responsibilities:

- ✓ Review and approval of
  - ✓ New Builders
  - ✓ Site development plans
  - ✓ Site landscaping plans

...in accordance with By-Laws and Architectural Guidelines

- ✓ Landscape, Mowing, and Maintenance of Common Areas
- ✓ High Visibility Item Monitoring & Enforcement
- ✓ Form relationship with Highland Township to stay abreast of regulations, ordinances, and process changes

# PVNA Committee Reports

## Architecture & Landscape

### Activities in last 12 months:

- ✓ No new builder(s) approved
  - ✓ Currently, 8 builders approved for PV
  - ✓ Builder list posted on website
- ✓ Livingston Road Entrance
  - ✓ landscaping planning completed and work in progress
- ✓ Vacant Lot Upkeep
  - ✓ Board to pro-actively identify vacant lots requiring cleanup, grading and mowing/cutting
  - ✓ Third party provider to execute needed services
  - ✓ Lot owners to be billed for services

### Upcoming Issues:

- ✓ Work with Golf Club to upgrade / refresh neighborhood signs at
  - ✓ Milford Road
  - ✓ M-59 Entrance
  - ✓ Livingston Road
- ✓ Evaluate installation of extra lighting for key entrance signage
- ✓ Improve enforcement of mailbox upkeep by providing notices and taking direct upkeep action in the event individual homeowners do not act
- ✓ Continue to evolve processes and procedures for review and approval of home building and landscape plans
- ✓ Evaluate potential corrections or clarifications required in Architectural Guidelines as part of the Master Deed / Bylaws review

# PVNA Committee Reports

## Roads & Safety

### Committee Members:

- ✓ Ron Michalak
- ✓ Thom Hayes

### Primary Responsibilities:

- ✓ Road Maintenance
  - ✓ Snow Plowing
  - ✓ Street Sweeping
  - ✓ Road / Curb Repairs
  - ✓ Street Signs (Stop, Hump, Street ID, Speed Limits)
- ✓ Safety
  - ✓ Speed Deterrents
  - ✓ Road Use Restrictions

# PVNA Committee Reports

## Roads & Safety

### Activities in last 12 months:

- ✓ Worked with snow-plowing vendor to improve service at no additional cost
- ✓ Worked with Golf Club to increase snow fencing at key points around neighborhood
- ✓ Repaired curbs / sidewalk expansion joints in target areas of need (ex; pool area)
- ✓ Fully funded the Road Reserve Fund with \$30k
- ✓ Refreshed paint on Stop Signs
- ✓ Chaired a committee to discuss Motorized Scooters and implemented recommendations (as posted in Links)

### Upcoming Issues:

- ✓ Evaluate speed humps effectiveness and consider if expansion is appropriate
- ✓ Street sweeping
- ✓ Add permanent, more appealing speed hump signs consistent with neighborhood sign standards
- ✓ Act upon additional snow fencing opportunities at key “drifting” points around the neighborhood
- ✓ Major update of road signs
- ✓ Ensure Road Reserve fund continues full planned funding

# PVNA Committee Reports

## Water & Septic

### Committee Members:

- ✓ Joe Hanish
- ✓ Greg Harris (Consultant)

### Committee Motto:

“Your waste flowing in  
the right direction”

### Primary Responsibilities:

- ✓ Water
  - ✓ coordinate with OCDC on cross connection control compliance
- ✓ Septic
  - ✓ Coordinate neighborhood information campaign and manage relationship with Highland Township regarding participation in Sewer project
  - ✓ Liaison with Community Septic leaders (John Reinders / Jerry Lafountain) on community septic operational and risk status
  - ✓ Inform residents on compliance and operational matters related to septic maintenance in general

# PVNA Committee Reports

## Water & Septic

### Activities in last 12 months:

- ✓ Coordinated several major informational presentations to inform residents of the plans and progress related to participation in the proposed sewer installation project
- ✓ Facilitated petition process for community septic users to signal desire to participate
  - ✓ Petition passed in January
- ✓ Surveyors completed work in April

### Upcoming Issues:

- ✓ Work with Highland Township, Septic Sub-Committee(s) and Golf Club to move forward with community septic users desires to hook up to the proposed sewer project
  - ✓ Agree upon “paths” needed to install sewers in designated areas
- ✓ Facilitate follow-on petitions (as necessary) as the project moves forward thru cost estimating stage towards final installation
- ✓ Hold more informational meetings to inform the community of final plans and any impact(s)

# PVNA Committee Reports Rules & Regulations

## Committee Members:

- ✓ Cathy Catallo
- ✓ Jeff Justin

## Primary Responsibilities:

- ✓ Update and maintain the community's Rules and Regulations (which are a function of the Master Deed & Bylaws)
- ✓ Enforcement of Rules & Regulations via the following process:
  - ✓ Receive violation notifications and complaints from membership
  - ✓ Send warning notices and cure procedures
  - ✓ Assess fines, consistent with By-Laws, for continued non-compliance

# PVNA Committee Reports

## Rules & Regulations

### Activities in last 12 months:

- ✓ Total of 21 violations received and processed

#### Violation Types

- ✓ For-Sale signs
- ✓ Golf Carts
- ✓ Pets
- ✓ Unauthorized vehicles in driveway
- ✓ Dumping in street

### Upcoming Issues:

- ✓ Evaluating an update of our supporting documents (Master Deed, Bylaws, Rules & Regs)
  - ✓ Changes to Rules and Regulations controlled by the BOD but constrained to interpretation of By-Laws
  - ✓ Changes to Master Deed and By-Laws must be approved by 2/3 of the membership in a vote
- ✓ Add Architectural Guidelines to the Website

# Special Report

## Legal Documents Upgrade

### ✓ Purpose

- ✓ Ensure the members, via the association, continue to have the legal rights and foundation for control as originally envisioned for the development

### ✓ Initial Review Findings

- ✓ Two associations operating as one
- ✓ 2002 Condo Act changes not incorporated in existing docs
- ✓ Opportunities for clarifications on rights & responsibilities of the Association (acting for the benefit of the members)
- ✓ Potential to add some “teeth” on matters of compliance

### ✓ Next Steps

- ✓ Association respond to attorney initial review questions
- ✓ 6 – 9 month review and edit process
- ✓ Culminates in member adoption vote (two thirds required to pass)  
– target vote timing is next summer

# Treasurer's Report Overview

## PVNA Treasurer

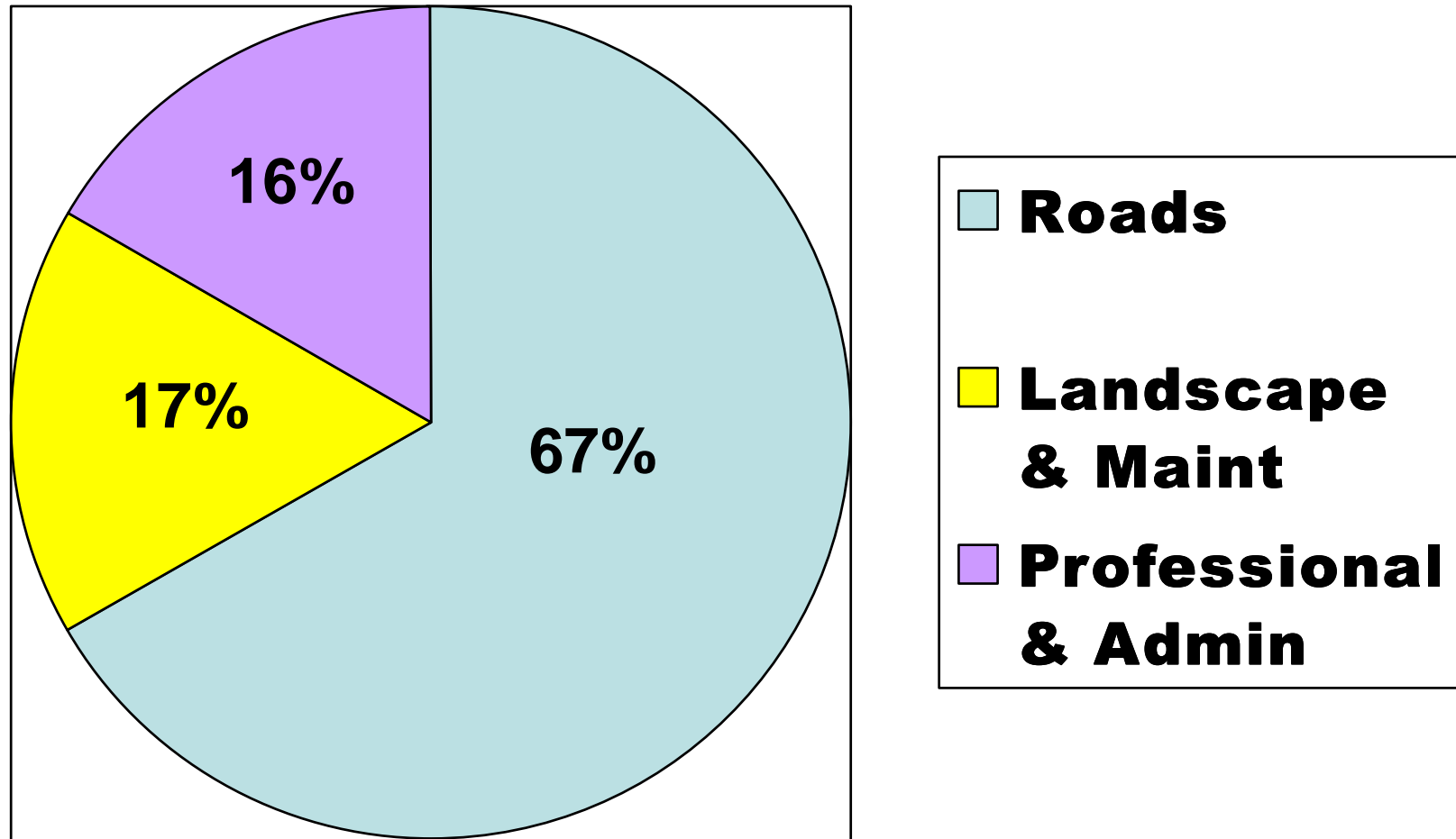
✓ Chuck Brandt

### Primary Responsibilities:

- ✓ Manage the invoice and collection of annual dues and septic user fees.
- ✓ Efficiently manage the various bank accounts, including the Road Reserve Fund.
- ✓ Facilitate and plan for the annual budget.
- ✓ Reconcile account receivable issues.

# Treasurer's Report

## High Level -- How are dues used?



Note: Based on average of last 3 years

# Treasurer's Report

## Proposed PVNA Budget (07/08)

- ✓ Budget not 100% final as of Annual Meeting
- ✓ **However**....Revenue equation unchanged
- ✓ Expect final spending plan to be substantially similar to prior years in terms of spending categories
  - ✓ Exception – increased focus / spending on high visibility matters (vacant lots, signs, mailboxes)
- ✓ Spending increases offset by carryover from prior year line items (deferred or under budget)
- ✓ Annual Dues Unchanged -- \$350/member/year
  - ✓ Note – prior year dues increase seems to have been effective in providing the Association with needed cash flow flexibility

# Treasurer's Report

## Road Reserve Fund

- ✓ Single largest asset of the Association
- ✓ \$150k in fund at present
- ✓ Plan to continue to allocate \$30k to fund each year
- ✓ 10 Year Plan
  - ✓ Accumulate the equivalent of \$600K in fund
  - ✓ Use to offset major road repair & upgrades
  - ✓ May use for preventative maintenance in nearer term to extend existing roads' available life

# Closing Remarks

- ✓ BOD Performance Review
- ✓ Objectives – Next Twelve Months
- ✓ What Can You Do To Help?
- ✓ Election Results / Q&A

# BOD Performance Review Past Twelve Months

## Planned Objectives

- ✓ Stay aligned with our charter
- ✓ Better execution on those items that are HIGHLY VISIBLE to the community
- ✓ Work more closely with the Golf Club
- ✓ Improve the quality and increase the frequency of our communications to the membership
- ✓ Facilitate the community septic users' participation in the township sewer project
- ✓ Undertake a process to upgrade our legal documents (Master Deed & Bylaws) – any changes will require a two thirds approval vote by the membership
- ✓ Improve our enforcement of existing regulations

## Self Assessment

**Good**

**Okay**

**Improved**

**Good**

**Good**

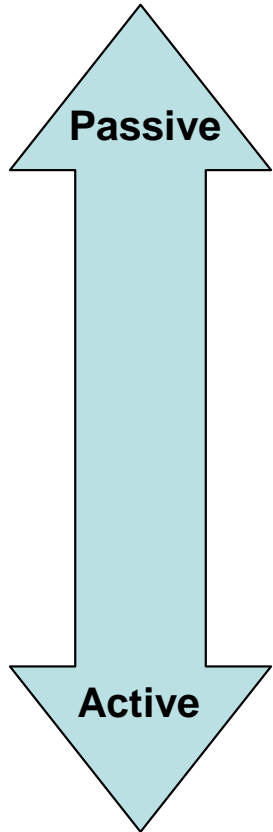
**Deferred**

**Not-so-good**

# Next Twelve Months Objectives

- ✓ Continued focus on addressing issues that are HIGHLY VISIBLE to the community
- ✓ Work more closely with the Golf Club
  - ✓ Develop shared service adjacencies where possible
  - ✓ Promote / Market Prestwick to potential buyers
- ✓ Continue high quality and frequency of our communications to the membership
- ✓ Finalize the community septic users' participation in the sewer project
- ✓ Execute a process to upgrade our legal documents (Master Deed & Bylaws)
  - ✓ Understand what “enforcement” looks like....
- ✓ Identify cash flow improvement opportunities (aging/distressed receivables)

# What can you do to help?



- ✓ Educate Yourself
  - ✓ Re-read our Master Deed, By-Laws and Rules & Regulations
- ✓ Communicate directly to your Board representatives on
  - ✓ ... matters both positive and constructive
  - ✓ ... ideas that you see working well in other locations
- ✓ Engage
  - ✓ Join one of our committees as a resident advisor
  - ✓ Consider running for a future Board position

# Election Results & Q&A Session

## Election Results:

## Q&A Ground Rules:

- ✓ State your name and the topic for your question or comment
- ✓ If you have constructive feedback:
  - ✓ Stick to facts
  - ✓ Please state your issue, followed by:
    - ✓ A proposed solution or a process to get to one
- ✓ No personal attacks
- ✓ No privacy violations