



## HOB Meeting Wednesday, January 18<sup>th</sup>, 2023

### Meeting Minutes –

Meeting started at 7:10 pm

- Meeting attendance – Melissa, Amy, Joe, Bill and Ellen.
- November Board Meeting minutes approved.

### President's Notes

- 1<sup>st</sup> meeting for new board members.
- Amy introduced herself and explained her role, other board members also introduced themselves and explained their respective roles.
- 2022 Success and 2023 goals
  - o Summer BBQ was successful 2022 event, residents looking forward to next one.
  - o Fall 2022 Clean up event was also a success 22 homes attended event; they installed stair railings.
  - o The sub had extensive tree trimming, tree removal and entrance cap maintenance.
  - o Gardening club was formed.

### Maintenance Director's Report- Bill

- Forest Oaks Street lighting – Bill contacted DTE and they issued a work order number, he was informed it could take up to 5 days for it to get fixed. Street light outage needs to be addressed based on specific codes on lights.
- 2023 contracts (expect 10-12 % cost increase due to inflation and material costs)
  - o He will start contacting service providers in mid Feb.
  - o Just Gardens long time vendor quality of service has decreased, we would like to replace them most likely.
- Spring Time we will install last railing needed for walking trail. We have most of the material this will be the longest set of stairs. Residents will volunteer on install as it happened in fall cleanup.
- Garden Club – it would be nice to know their plan going forward so the maintenance work and the club can coordinate efforts. Looking to understand the scope of the club.
- Sub Entrances - The entrances need freshened up, ideally hire a landscape designer to propose plants. Melissa will call vendors to request quotes for design and email board members. Amy, Melissa and Bill to form subcommittee for this project.

### Treasurer's Report – Joe

- 2022 Financial Update – Nov and Dec minimum cost as expected just utilities. Came in \$5K below budget mostly due to the volunteers on the clean up of the trail in the fall. Cash improvement of \$5K YOY.
- 2023 Forecast will start to be developed as we look on new contracts for the year and estimated fees will be assessed based on needs.

### Webmaster Report - Rich –

- Amy has been given access to Shutterfly to updated it as well.
- New website host will need to be founded as Shutterfly is shutting down that feature.
- Social Media Group in Facebook will be created.
- Mass mailing will be managed by Rich. Any communication we want to send out should be coordinated through Rich.
- Meeting Minutes need to be uploaded to website.

#### Directors Report – Melissa (expectations)

- Special projects.
- Trail / board walk maintenance.
- Event Planning (clean up, summer bbq).

Meeting adjourned at 7:53pm.