

07/14/2025

Monday, July 14, 2025

8:00 PM

1. Call to Order
 1. Time: 8:02pm
 2. Attendance:
 1. Board - BG/NP/JH/DZ/PR/TK/WV Absent - None
 2. Public - David Majeski (616-589-3372)
2. Approval of Minutes from Previous Meetings
 1. Motion to approve: NP
 2. Second: JH
 3. In favor: All in favor (no oppose)
3. Public Comments
 1. None
4. New Business
 1. IAI Settlement Terms (GORBY)
 1. Latest settlement terms revision has not been completed yet. Will HOLD on vote until final revision is completed.
 2. Irrigation Scheduling
 1. Odd/Even scheduling current in effect.
 2. F&V recommends the following:
 1. Make odd/even permanent requirement or,
 2. Work with residents the even out the scheduling times between 9pm and 5am. Large spikes are happening at 9pm and 5am.
 3. Notify residents that they will be fined if irrigating outside of approved hours.
 4. Put together explanation of why we need to observe irrigation schedules in order to avoid equipment wear and boil water situations. (PASCH draft communication)
 5. Send communication via newsletter and mailers to all residents.
 6. Add 2 signs to the entrance "ODD/EVEN IRRIGATION RESTRICTIONS IN EFFECT"
 3. ACC Process in CINC (KOHL)
 1. Can we consider updating ACC procedure like the following proposal:
 1. ACC members will do the first review of requests and either deny or recommend to the board based on our bylaws. Denials would be if homeowner didn't provide a drawing, specs, etc, that don't meet the minimum requirements for approval. The board should have a full package for review.
 2. When requests are recommended to board, we have the opportunity to all "vote" within CINC or ask questions as needed to approve or deny requests.
 3. If requests are denied by the board, a letter explaining the reasoning will be sent to the homeowner with the board signing off on it. That way it doesn't fall onto any one individual.
 4. Gandia ACC Request

1. Classification of swim spa
 1. Feedback from Algoma Twp planning supervisor classified this as a body of water that has a depth which requires automatic cover or fencing.
 2. Board Vote - Is swim spa considered a pool and must be in-ground?
 1. 4 - NO / 2 - YES
 2. Board vote agrees to proceed with swim spa project as long as fencing guidelines for a pool are followed and it is not in the easement.
5. CINC billing (KOHL)
 1. How do residents know when a bill has been posted? Does system send automated email?
 2. When bill is posted, how do they know what the due date is? Mailer is supposed to be sent at the time of bills issued in CINC.
 3. Thom to follow up to make sure this process is being followed.
6. Past Due Fine Schedule
 1. Once bill is issued, there is a 30-day period for payment.
 2. After 30 days, a 10% fine is assessed along with a letter notifying homeowner of past due bill.
 3. After 60 days, a 10% fine is assessed along with a certified letter notifying homeowner of past due bill.
 4. This process continues every 30 days with normal letter until payment is made.
 5. Board to review delinquent report to determine when to send to collections.
7. Annual Neighborhood Meeting Planning
 1. Tentatively planned for 12/17/2025.
5. Old Business
 1. 2024 Consumer Confidence Report - Water Quality (ZEMENS/KOHL)
 1. Upload report to Saddle Ridge website.
 2. Send email notice to all residents with active link to 2024 CCR.
 3. Send hard copy in mail to residents that don't have active email addresses in the directory.
 4. Must be fully completed by July 1st.
 2. 2nd Quarter Meter Readings (KOHL)
 1. Meter readings completed 06/27. RPS reading also taken on 06/27.
 2. Provide readings to Plainfield Twp.
 3. Defective Meters (KOHL)
 1. As of last water readings, there are 4 meters with errors.
 2. Only 1 was a repeat offender.
 3. Schedule a test/evaluation on these prior to next readings.
 4. Outdoor Maintenance Quotes (KOHL)
 1. Current contract with Turfs R Us will be ending on November 14, 2025.
 2. Need to prepare RFQ and send out for quotations. Send Thom previous RFQ documents to review/update.
 3. Add school sidewalk clearing of snow, string trimming of well heads at water plant.
 5. RPS Water Billing (KOHL)

1. Need to confirm bill was sent to RPS for 1st quarter water bill.
6. Landscape Trimming (KOHL)
 1. Trimming of bushes, shrubs and trees to ensure continuous sculptured and clean look will happen later this month.
 2. Brush hogging of larger common areas to be done once a month, but string trimming around the well heads will be weekly.
7. Edgerton Trails Signs (PASCH/ZEMENS)
 1. Reply to RPS email questioning the legal direction for these signs because they are not consistent spacing or located at other elementary schools.
 2. The quantity of fence signs is in alignment with advisement from district legal counsel.
 3. For liability purposes, they need to have the signage as it has been placed.
8. Pond Treatments (KOHL)
 1. Investigate costs to treat the pond out front to control the algae smell that happens in spring and fall.
 2. Pond specialist did not find any issues except there are many phragmites that should be removed/cut out or else they will take over.
9. Plainfield Sewer Billing (KOHL/GORBY)
 1. Still waiting for confirmation of when first bill will be sent out.
10. WTP Backwash Plans (GORBY/PASCH)
 1. Preliminary prints completed
 2. Disconnect overflows from backwash and keep operational
 3. 35' x 20' x 12' tank, 20-50 GPM pump
 4. >5 GPM will need approval from NKSA and Plainfield Township
11. Administrative Consent Order - WTP Backwash (GORBY/PASCH)
 1. Not later than June 30, 2026, the Saddle Ridge Site Condominium Association shall submit to the WRD, certification by a professional engineer licensed in the state of Michigan, that discharges to surface water as authorized in the NPDES Permit from the Water Treatment Plant have been eliminated and are collected and transported to the NKSA WWTP for treatment and discharge under the NKSA's NPDES permit and that the required Permits were obtained for any related projects, such as Part 41, Part 91, Part 303, or Construction Stormwater Notice of Coverage, if applicable.
12. WWTP Decommissioning (GORBY)
 1. Eastbrook getting quotes for decommissioning of the building per the MOU.
 2. They will be removing the equipment and either burying or removing the tanks with building being left in its as is condition.
 3. EB will have 75 days from May 30th to retire the plant and submit a closure report to EGLE.
13. Road Replacement Quotes (REESE/KOHL)
 1. Request updated quotes for road repair and replacement based on 2024 quotes. Add new curb in front entrance.
 2. New curbing in front entrance will be separate line item.

3. Front entrance and main roundabout also needs to be separate line item so we know what portion to charge to RPS.
4. Also request cost for adding speed bumps as a-la-cart.
5. Create accurate RFQ documents to send to suppliers to re-quote work.
6. Request meetings on-site with suppliers to confirm quotes are correct.
7. Peter create summary sheet of existing quotes received so far.
14. Mulch Replacement (KOHL)
 1. Request TRU to refresh mulch in neighborhood this year.
 2. This will happen in June.
15. Front Entrance (KOHL)
 1. Get quotes to replace front entrance sign, landscaping and electrical work (lights & outlets).
 1. Received one quote, awaiting additional quotes.
 2. Look at just refurbishing the sign and keeping whatever existing structure that is not rotted out.
16. Elementary School Nature Center Access Drive (GORBY/PASCH)
 1. RPS to provide engineered proposal to SR HOA to determine what approvals/easements are needed.
 2. F&V to review proposal to determine if any utilities are at risk or not.
17. RPS Easement for Main Entrance (GORBY)
 1. RPS responsibility was calculated as 9.5%.
 2. Confirm Urban Monarch has billed RPS for pothole repair.
 3. Thom to put together calculation map to justify the value for future reference.
 1. The 9.5% was calculated by measuring the total length of the roads in the development and calculating what percentage of the total is made up by the portion from the entrance to the circle. My calculations showed a total of 2.42 miles and the entrance road is 0.23 miles. 0.23 divided by 2.42 yielded the 9.5%.
18. Update Allocation of Cost Worksheet (GORBY)
 1. Plainfield finalizing total construction costs soon.
 2. Final assessment number will be determined after this.
19. Updates to Bylaws (GORBY)
 1. Start working on updating now that the ACO is finalized.
 2. Send to Blake asking him to draft new Bylaws.
6. By-Law Infractions (ZEMENS)
 1. Clark, 9520 Sunset Ridge Dr. - Mailbox and post does not comply to letter and delivery box standards. Letter sent 06/20.
 2. Parking on road complaint - send warning letter to 9401/9404/9407 Sunset Ridge. Letter sent 06/30.
 3. Gregory, 2734 W Morgan Trail NE - Expand driveway (was never submitted to ACC). Letter sent 06/20.
7. Architectural Requests (REESE / VAN KAMPEN)
 1. APPROVED REQUESTS - 0
 2. PENDING - 2
 1. Gandia, 9432 Sunset Ridge Dr - Swim spa
 2. Hadlock, 2718 W Morgan Trl NE - Deck request but no plans submitted.

3. White, 9861 Sunset Ridge Dr - Fence for pets (Thom to make sure note sent to homeowner)
3. DENIED - 0
4. CONFIRMATION - 3
 1. Hendon, 2884 S Saddle Ridge Ct NE - Deck and Four seasons room addition
 1. Construction has started, about 90% finished.
 2. Pasch, 2705 W Morgan Trl - Deck expansion
 3. Pasch, 2705 W Morgan Trl - New pool and fence
 4. Bartula, 9880 Sunset Ridge Dr NE - Shed
 5. Struble, 2824 S Saddle Ridge Ct NE - New fence
 6. Suchy, 2729 N Saddle Ridge Ct - Basketball court (completed)
 7. Leiter, 2729 W Morgan Trl NE - Expand driveway (completed)
 8. McKenna, 9540 Sunset Ridge Dr NE - Shed
 9. Suchy, 2729 N Saddle Ridge Ct - Driveway expansion (completed)
8. Treasurer (HOPPS)
 1. Delinquent Report (HOPPS)
 1. Review delinquent report.
 2. 13 delinquent accounts.
9. Communications (ZEMENS)
 1. HOA Emails to Address
 1. Question if Board is going to do the tree trimming down all the roads?
 1. Yes we are considering it in the future.
 2. Email requesting additional information for CINC and other items after completing application.
 1. Send email to Thom to address.
 2. Neighborhood Newsletter (send within 2 weeks of meeting)
 1. Next Board Meeting details
 2. Update on Plainfield billing status.
 3. Remind residents they need to submit any exterior modifications to the ACC. Reference them to review the Bylaws, Fencing Guidelines and Shed Guidelines located on website.
 4. Irrigation communications.
 3. Website
 1. Add June Board meeting minutes
 2. Website FAQ's (ZEMENS)
 1. Live on the Saddle Ridge Website. Adjust/add any other information as needed.
10. Public Comments
 1. None
11. Set Next Meeting
 1. Date/Time: August 18th @ 8:00pm
12. Adjournment
 1. Time: 10:23pm