

08/18/2025

Monday, August 18, 2025

8:00 PM

1. Call to Order
 1. Time: 8:04pm
 2. Attendance:
 1. Board - BG/NP/PR/DZ/WV/TK/JH Absent - None
 2. Public -
 1. 248-459-1581 William & Erin De Las Navas
 2. 906-250-9389 Nicole & Dan Braska
 3. 954-770-0061 Danielle McCarrek
 4. 616-227-5523 Sudbury
2. Approval of Minutes from Previous Meetings
 1. Motion to approve: WV
 2. Second: JH
 3. In favor: All in favor (no oppose)
3. Public Comments
 1. 248-459-1581- Concern that the ACC is not following the bylaws, but it has been confirmed we are.
 2. 906-250-9389 - Update for the front entrance landscaping, sign and electrical work.
 3. 954-770-0061 - HOA funds to support social activities.
 4. 616-227-5523 - Interested in water system updates
4. New Business
 1. IAI Settlement Terms (GORBY)
 1. Latest settlement terms revision has been completed
 2. <<2025.08.05 Final Settlement Agreement (Fully Executed)(32944263.1).pdf>>
 3. Board vote to officially approve final revision.
 1. Motion to approve: NP
 2. Second: WV
 3. In favor: All in favor (no oppose)
 2. Irrigation Scheduling (GORBY)
 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.
 3. John from Turfs is willing to help adjust residents irrigation schedules to even out the demand.
 4. We can also request volunteers via Facebook to adjust irrigation timing. 50 volunteers (split odd/even addresses)
 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.
2. Suggest we do not use "Approved with Conditions" anymore.
 1. Entire Board agrees we will not use this anymore.
3. Thom to look for standard work instructions for this process in CINC that we can use as training.
4. Resident ACC Request (GORBY)
 1. Urban Monarch legal representation sent letter to resident to stop construction until full approval is granted.
 2. Send Thom responses to email with explanations of violations that need to be addressed.
5. CINC billing (KOHL)
 1. How do residents know when a bill has been posted? System will send generic automated email saying a charge was added to their account.
 2. When bill is posted, how do they know what the due date is? Mailer will show due date.
 3. Going forward, bill we be posted in CINC at the end of the month and mailer will be immediately sent.
 4. Confirm no late fees are being charged until after 8/29 since the mailers were sent out late on 07/29.
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.
8. Check Valve Replacement
 1. On 07/25, there was a leak found coming from the check valve on domestic pump #1.
 2. F&V along with Peerless recommended immediate replacement.
 3. Quote obtained for \$6,672.45 and approval to proceed was given.
9. Insurance Statement of Values (KOHL)
 1. Review statement
 2. Send closure report to LMIA and request they reassess value of WWTP.
10. Review Potential ACC Violations (REESE/VANKAMPEN)

1. Per email details from last ACC request
 2. Send email to Peter/Warren to start reviewing claims to ensure they have submitted ACC request and if not, have it done.
5. Old Business
1. 2nd Quarter Meter Readings (KOHL)
 1. Meter readings completed 06/27. RPS reading also taken on 06/27.
 2. Provide readings to Plainfield Twp.
 2. 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.
 3. 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. Extend contract to 3-year term.
 3. Add school sidewalk clearing of snow, string trimming of well heads at water plant.
 4. 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.
 5. 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.
 3. Pond has turned more into a swamp, would need to dredge out if we want to improve.
 4. Will move to parking lot.
 6. 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. F&V will submit plan to pump at 35 GPM that will evacuate the tank within 7 hours.
 5. Still need approval from NKSA and Plainfield Township
 7. 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.
 8. 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. Eastbrook has submitted closure report to EGLE on 08/13.
9. Road Replacement Quotes (REESE/KOHL)
 1. New curbing in front entrance will be separate line item.
 2. Front entrance and main roundabout also needs to be separate line item so we know what portion to charge to RPS.
 3. Also request cost for adding speed bumps as a-la-cart.
 4. Request meeting with all 3 suppliers to walk the site so they can update quotes as needed.
10. Front Entrance (KOHL)
 1. Get quotes to replace front entrance sign, landscaping and electrical work (lights & outlets).
 1. Received two quotes, both are close to \$11k.
 2. Have Bazen confirm how much allowance they have in the quote for LV cables.
 2. Obtain quote refurbishing the sign and keeping whatever existing structure that is not rotted out.
11. 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.
12. Plainfield Sewer Billing (KOHL/GORBY)
 1. Still waiting for confirmation of when first bill will be sent out.
13. Update Allocation of Cost Worksheet (GORBY)
 1. Plainfield finalizing total construction costs soon.
 2. Final assessment number will be determined after this.
14. 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. Send \$75 violation.
 2. Gregory, 2734 W Morgan Trail NE - Expand driveway (was never submitted to ACC). Letter sent 06/20. Thom to follow up on request.
 3. 9557 Sunset Ridge - Irrigation timing violation sent, fine rescinded once resident confirmed they changed their irrigation timing.
7. Architectural Requests (REESE / VAN KAMPEN)
 1. APPROVED REQUESTS - 1
 1. Wood, 9293 Sunset Ridge Drive NE - Swimming Pool
 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 -
 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 - New pool and fence (pending fence installation)
 3. Bartula, 9880 Sunset Ridge Dr NE - Shed (pending finish)
 4. Struble, 2824 S Saddle Ridge Ct NE - New fence (pending finish)
 5. McKenna, 9540 Sunset Ridge Dr NE - Shed (pending installation)
8. Treasurer (HOPPS)
 1. Delinquent Report (HOPPS)
 1. Review delinquent report.
 2. 4 delinquent accounts (all 4 are in collections)
9. Communications (ZEMENS)
 1. HOA Emails to Address
 1. Edgerton Trails asking to have permission to use neighborhood for a walk-a-thon.
 1. No issues, but need advance notice to notify residents.
 2. Neighborhood Newsletter (send within 2 weeks of meeting)
 1. Next Board Meeting details
 2. Update on Plainfield billing status (if any).
 3. Back to school reminders
 1. Slow down, stop at all stop signs, drop off is only in the loop at the school not the main entrance.
 4. No parking at any location along main entrance, especially the passing lane.
 5. 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.
 6. Save the date for neighborhood Halloween party.
 3. Website
 1. Add July Board meeting minutes
 2. Any updates needed for FAQ's?
10. Public Comments
 1. 906-250-9389 Braska - Even though funding was forecasted for social committees, it will be paused until next year.
 2. 616-227-5523 Sudbury
 1. Sink hole developing in asphalt on top of hill on North side of 2931 South Saddle Ridge.
 2. Need more communication with residents to explain risks of overstressing water plant. Make video explaining issue to residents.
 3. Obtain more than 3 quotes for snow & lawn bids and include resident rate for lawn mowing and snow plowing.
 4. Get more quotes for electrical work up front, Rockwell Electrical.
11. Set Next Meeting
 1. Date/Time: Sept 15th @ 8:00pm
12. Adjournment
 1. Time: 10:30pm