

**Woods of Novi
Homeowners Association
General Meeting – July 15, 2020**

AGENDA

WELCOME

INTRODUCTION OF BOARD MEMBERS

GUEST SPEAKERS

- Novi Police Department
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NEW BUSINESS

- **Welcome Committee**
 - We have a Nextdoor.com group and would welcome anyone interested
 - Please do not hesitate to send an email/message/alert a board member to new neighbors
- **2020 – 2021 Dues**
 - Remain unchanged at \$275
 - Please remit to Treasurer Ed Soltysiak by July 31, 2020
 - Late fees will begin to accrue on September 1, 2020
 - To-date: 24 of 82 houses have paid 2020 – 2021
- **Work completed on Novi Road fence**
 - Work was completed to replace 10 posts along Novi Road (metal replace rotted wood)
 - To reiterate, maintenance and upkeep of the fence is the homeowner’s responsibility. The HOA takes care of staining the exterior of the fence for purposes of keeping the fence in good cosmetic condition and to include uniformity.
 - Work undertaken by homeowner’s on the fence is highly recommended to be completed by Novi Fence
- **Summer Party**
 - The board would like to still host the Annual Party; however, with the current state of COVID-19 and Orders from the Governor’s office it is difficult to definitively plan.
 - We will use as much time as we can before reaching a decision
 - If we believe it is safe to do so, please expect the Annual Party to be mid to late-September
- **Sidewalks**
 - Please monitor the sidewalks in the front of your home; you have liability
 - City did undertake some repairs last year (limited pool of funds)
 - Board is undertaking a more thorough review of sidewalk issue
- **Insurance**
 - We switched insurance carriers (commercial liability, property, and D&O liability) from Auto-Owners (Cobb-Hall Insurance) to U.S. Liability Ins. Co. (Apogee Insurance Group) and it will save us approximately \$600 per year for identical coverage.
- **Maintenance / Upkeep**
 - Please mow your lawns, tend to any weeds or overgrowth of shrubs, bushes, trees, etc.
 - Please be cognizant of the need for repainting, trim work, etc.
 - Please do not place trash cans in front of home; they should be in your garage or around the side of your home “out of view” from the sidewalk in front of your home
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- **Novi Neighborhood Entryway Enhancement Matching Grant Program 2021**
 - Not entirely sure if this will be occurring in 2021 ([link to 2020 program](#))
 - Neighborhoods are eligible for a 50% match up to a maximum of \$5,000 at the City's sole discretion.
 - Ed attended information session last year and significant work is needed to prepare to submit an application
 - Board will be looking into City of Novi grant-matching program; anyone with knowledge or interest is invited to assist
 - Volunteers:
- **Board Member/Years remaining**
 - Ed Soltysiak(Treasurer) – 2 Years
 - Leslie Capell – 2 Years
 - Luke Wolf (President) – 1 Years
 - Patrick Cusick – 1 Years
 - Darcy Donakowski – 1 Years
 - Ian Monson – 1 Years
 - Mychael Fields – 1 Years
 - Chris Niedzinski – expiring term
 - John Hulyk – expiring term
 - Brian Lonnerstater – expiring term
- **Election of Board Members**
 - Nominations:
 - Results:

TREASURERS REPORT

- 2019 – 2020 fiscal year ended June 30, 2020 / 2020 – 2021 fiscal year began July 1, 2020
 - 2019 – 2020 FY expenses: [REDACTED]
- Current account balances as of July 14, 2020:
 - Checking account balance: [REDACTED]
 - Savings account balance: [REDACTED]
 - **Does not** include pending deposit of [REDACTED] re: 2020-2021 dues payments
- Projected end of year balance
 - Checking [REDACTED]
 - Savings [REDACTED]
- 2019 – 2020 dues collected from 81 of 82 homes (\$610 outstanding)
- Efforts with IRS to obtain homeowners' corporation EIN, and LARA to reinstate Domestic Nonprofit Corporation status for 2014, 2016, 2017, 2018, 2019, and 2020. \$120 filing fee.
- Procedures for late/unpaid dues
 - Dues are mailed out to homeowners at the end of June.
 - Homeowners have 90 days to pay without penalty. If dues are not paid by September 1st a \$10 late fee will be applied.
 - An additional \$20 per month late fee will be applied after October 1st.
 - Unpaid dues after January 1st **CAN** be sent to a collection agency.
 - Unpaid dues after June 1st of the following year **SHALL** have a lien filed on the home.
 - If a home is put up for sale in the subdivision and the homeowner is not current on their dues a lien **CAN** be filed immediately.

OLD BUSINESS

- **Feral Cats**
 - John & Lori Hulyk have graciously taken on this task over the past year
 - Update on status of his efforts
- **Mailboxes**
 - We hired Handy Dan Novi LLC d/b/a HandyMan Dan to do significant work on the mailboxes

- Mailboxes were in need of repair. Repairs included replacement of broken/rotting wood, base trim, leaning posts, loose door handles, broken/missing flags, painting, sanding, filler, and doors that did not open/close properly.
 - New mailboxes will be on the horizon
 - No official quote has been received for replacing mailboxes, but could easily be as much as \$300 per household
 - A special assessment in either case to cover/defer at least a portion the cost
- **Repair / repainting of entrance signs**
 - HandyMan Dan completed work

General Announcements

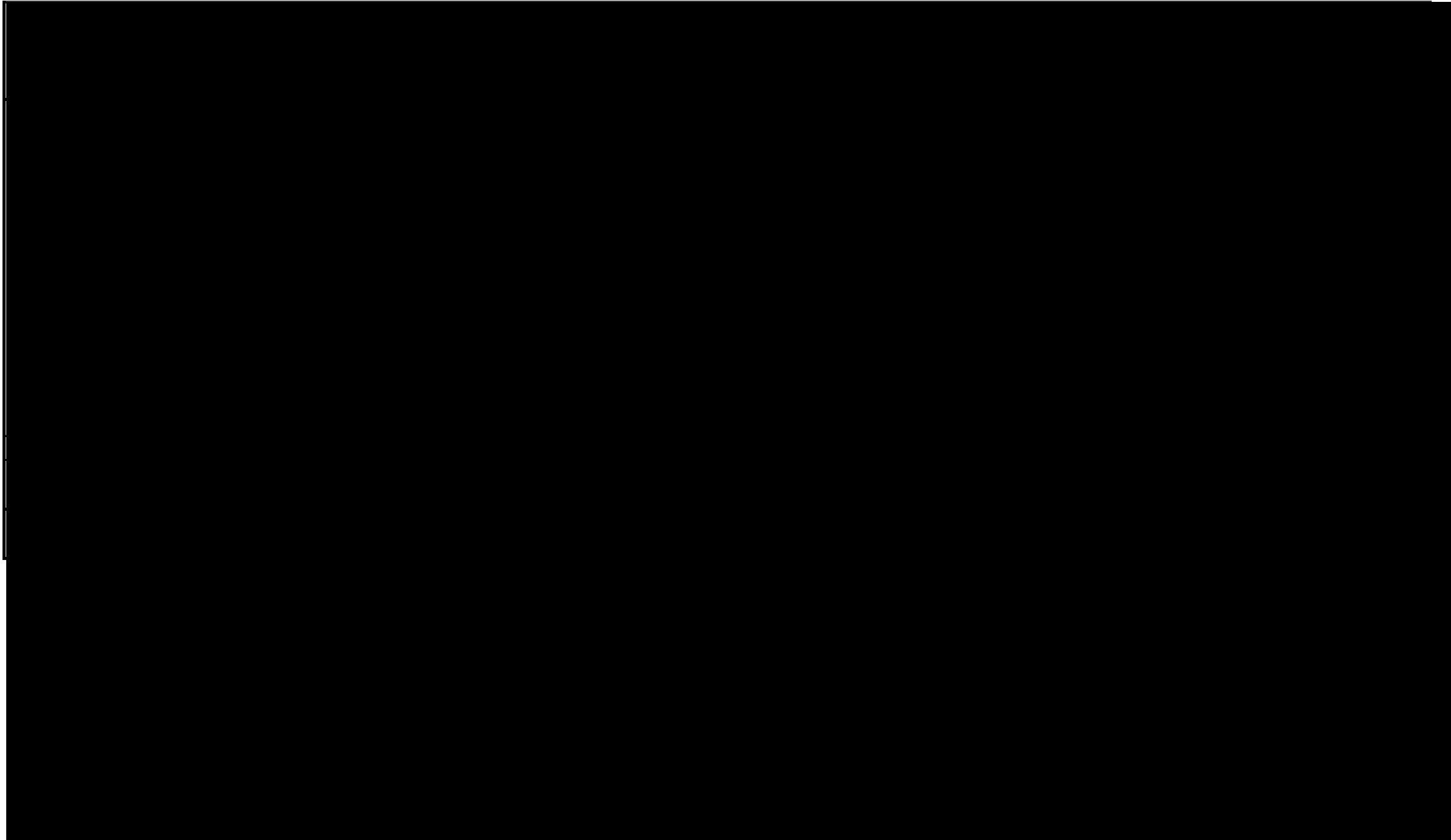
- Please sign up for our website- www.woodsofnovi.nextdoor.com
 - ___ Households are on the website as of today
- City of Novi mandatory watering time restrictions
 - Automatic sprinklers to be used on alternate days between 11pm and 5am
 - Odd number addresses water on odd number days. Even number addresses water on even number days.
- Sprinkler Blow Out
 - The subdivision coordinates a sprinkler blow out in October with Water Wheel. A flyer will be distributed at that time. Fee is typically around \$30.
- Summary of Bylaws, City Ordinances and General Recommendations
 - Copy (Summary of Bylaws – 2020 Update) on Nextdoor.com under the documents tab
 - Convenient place to reference common rules for the sub
 - Complete reference of all the City of Novi ordinances can be found at www.cityofnovi.org
 - A copy of the Woods of Novi Bylaws can be found at www.woodsofnovi.nextdoor.com
- Responsible dog ownership
 - Please make sure to clean up after your dogs
 - If you have an electric fence, please make sure the dog is properly trained and check the battery in the dog's collar often
 - Electric fence should next extend all the way to the sidewalk
 - If you use a tie out, please make sure that the dog is not able to reach the sidewalk
 - **Please remember that we are surrounded on 3 sides, effectively, by wooded areas as well as our close proximity to the lake. There are wild animals nearby and we must be mindful that they can cause injury to our pets.**

Social Committee

- Looking for volunteers. Email lwolf14@gmail.com if interested
- Summer Play Date Group
 - Please join private group on website if interested
- Subdivision Summer Party
 - Mid-late September
- Chili Cook-off
 - Fall
- Winter Walk/Spring Fling
 - February/March/April
- Egg Hunt
 - Weekend before Easter or Saturday before Easter
- Subdivision Garage Sale
 - 2nd Thursday, Friday, and Saturday in June
- Road Rally
 - Fall/Winter

Open Floor Discussions

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Woods of Novi Association Dues Notice - 2020/2021

1st Notice
June 25, 2020

Annual Dues

Dear Woods of Novi Homeowners,

The 2020/2021 Homeowners Association fiscal year begins on July 1, 2020. This year's dues will need to be submitted by July 31, 2020. **This year's dues are \$275.** We were able to sustain the cost of dues this year. Please make your checks payable to **Woods of Novi Homeowners Association** and submit your check by **July 31, 2020.**

As a reminder, late fees will begin to apply on **September 1, 2020.** First month's late fee will be \$10 and then \$20 per month thereafter. The board can authorize usage of a collection agency after 6 months. If dues are not paid by July 1, 2021, a lien may be filed. Late fees and legal expenses will be charged to the Homeowner.

Board Member Information

If you are having difficulty with making your payment, please call the Treasurer or any one of your Board Members to help make arrangements. If you contact one of us, we will know of your concerns and will work with you to find a solution.

Woods of Novi Homeowners Association Officers:

- **Luke Wolf, President** | [REDACTED] |
Email: lwolf14@gmail.com
- **Ed Soltysiak, Treasurer** | [REDACTED] |
Email: edward.soltysiak@sbcglobal.net
- **Patrick Cusick, Member** | [REDACTED]
- **John Hulyk, Member** | [REDACTED]
- **Ian Monson, Member** | [REDACTED]
- **Chris Niedzinski, Member** | [REDACTED]
- **Darcy Donakowski, Member** | [REDACTED]
- **Leslie Capell, Member** | [REDACTED]
- **Mychael Fields, Member** | [REDACTED]

**You may also use the following email address for general communications, questions, or concerns that are directed toward the board: WoodsofNoviHOA@gmail.com.*

*Neighborhood
Events*

The Association will be hosting events throughout the year. Please join us on 'Nextdoor' app or online at www.nextdoor.com.

- > Angie Niedzinski – [REDACTED]
 - > Darcy Donakowski – [REDACTED]
 - > Courtney Wolf – [REDACTED]
 - > Ariella Monson – [REDACTED]
-

WOODS OF NOVI HOMEOWNERS ASSOCIATION DUES

2020/2021 FISCAL YEAR

*PLEASE REMIT THIS SECTION WITH YOUR PAYMENT

Amount Due: \$275

Due: JULY 31, 2020

*MAKE CHECKS PAYABLE TO: WOODS OF NOVI HOMEOWNERS ASSOCIATION

HOMEOWNER(S) NAME	
ADDRESS	
PHONE	
EMAIL	

Mail to: **Ed Soltysiak, WON Treasurer**



To Be Completed by Association

Check#	Rcvd Date	Dep. Date	Logged Date

Woods of Novi Homeowners' Association

July 15, 2020

Dear Woods of Novi Residents,

Spring is finally here to stay and the Woods of Novi Board Members would like to thank all of our residents for helping making the Woods of Novi one of the most desirable subdivisions in the area.

In effort to maintain this status, we ask that all of our residents put forth the effort to maintain the exterior of their home throughout the upcoming spring, summer and fall months. This would include, but is not limited to, ensuring the grass is watered and properly cut, sidewalks are neatly edged, weed preventative is routinely used and flower beds are kept tidy, etc. We appreciate all of our resident's cooperation in this endeavor to keep our neighborhood beautiful.

Here is a list of recommended vendors that are currently utilized in the neighborhood.

Lawn Cutting Services

Lawn Barber – (248) 669-8938

Marcelino & Son Landscaping – (313) 554-2617

Fertilizing/Weed Control

The Contenders – (248) 698-4470

Natural Way – (888) 438-4733

Tru Green – (248) 218-0386

Aeration and Re-Seeding

Pullin' Plugs – (313) 522-4813

Fence repair

Novi Fence – (248) 513-8189

Should you have any questions or concerns about this letter or any of the information contained within, please do not hesitate to reach out to a Board Member and we will strive to answer any question(s) you may have.

Thank you,

Woods of Novi Board members

Woods of Novi Summary of Bylaws, City Ordinances, and General Recommendations

Introduction

The board members of the Woods of Novi are dedicated to keeping our subdivision safe, attractive, and family friendly. As a member of the Homeowners Association, we ask for your help in maintaining these high standards. Please take a moment to familiarize yourself with the following ordinances, bylaws and recommendations. This list is not exhaustive and you can find a full copy of the City of Novi ordinances at www.cityofnovi.org, as well as a copy of the Woods of Novi Bylaws at woodsofnovi.nextdoor.com. Together we can help make the Woods of Novi one of the most desirable subdivisions in which to live.

Security and Safety

- Do not leave valuables in your vehicle in plain site
- Make sure your garage door is closed at night
- Leave your porch/exterior lights on at night
- Be vigilant. Report any suspicious activity to the Novi Police
- Novi Police non-emergency number: (248) 348-7100
- The speed limit in the sub is the same as any other residential street, 25 MPH. Please use caution when driving in the sub as there are many small children
- Traffic entering the sub on Berkshire Blvd. and traffic exiting Lancelot Court must yield to thru traffic on English and Wimbledon Way

Garbage Collection

- Garbage collection is provided by the City of Novi. In June 2016, the City of Novi contracted with Waste Management of Michigan, Inc. to be the sole provider of the curbside trash, recycling, yard waste, and bulk item collection services for the entire city
- Each home was provided with a 96-gallon trash cart and 64-gallon recycling cart (yellow top)
- Waste Management's Customer Service Line: (866) 797-9018
- By city ordinance and HOA bylaws, **REFUSE BINS ARE TO BE PLACED AT THE CURB NO MORE THAN 24 HOURS BEFORE THE COLLECTION TIME and MUST BE REMOVED NO LATER THAN 12 HOURS AFTER COLLECTION.**
- **BOTH REFUSE and TRASH BINS HAVE A LID AND MUST BE CLOSED AT ALL TIMES**
- **REFUSE BINS MUST BE SCREENED FROM PUBLIC VIEW.** Please store your bins in your garage or in your side or back yard where it will not be a nuisance to your neighbors

Pets

- Dogs in ANY public area **MUST** be restrained on a lease **AND** vaccinated against rabies
- Droppings **MUST** be immediately removed from ANY public area
- Yards **MUST** be kept free of accumulated droppings
- No more than 3 dogs **OR** cats are permitted per household
- The State of Michigan requires **ALL** dogs over the age of 4 months to be current with rabies vaccine and be licensed

Yard/Exterior Maintenance

- You are responsible for maintaining your property so that it does not become unsightly or unkempt
- Weeds exceeding 8 inches in length are NOT permitted on any property occupied by a structure
- No fence, patio, paved area, deck, wall, or hedge shall be erected without prior written approval from the Board of Directors
- All sidewalks, walkways, stairs, driveways, parking spaces, and similar areas SHALL be kept in a proper state of repair, and maintained free from hazardous conditions
- If you fail to maintain your property the Association CAN enter your property and make the necessary repairs at your expense
- Do NOT store outdoor appliances or tools in the front of your house unless they are shielded from public view
- Landscaping supplies may NOT be stored on any property for more than 30 days

Lawn Watering

- Automatic sprinkler systems are only to be used on alternating days between 11PM and 5AM
- Houses with ODD NUMBERED addresses shall water on ODD NUMBERED days.
Houses with EVEN NUMBERED addresses shall water on EVEN NUMBERED days.

Vehicles

- No inoperable, junk, or unlicensed vehicles are permitted on any premises unless in a garage or completely screen from public view
- Areas in the subdivision where parking is prohibited:
 - 1) On a sidewalk;
 - 2) In front of a public or private driveway;
 - 3) Within an intersection;
 - 4) Within fifteen (15) feet of a fire hydrant;
 - 5) Within twenty (20) feet of a crosswalk, or if there is not a crosswalk, then within fifteen (15) feet of the intersection of property lines at an intersection of highways;
 - 6) Within thirty (30) feet of the approach to a flashing beacon, stop sign, or traffic-control signal located at the side of a highway;
 - 7) On a street in such a way as to obstruct the delivery of mail to a rural mailbox by a carrier of the United States postal service;
 - 8) On a street in a manner that leaves an insufficient width of the roadway available for free movement of a vehicular traffic; and
 - 9) On any front, side or rear yard

Land Recognition

- Please be aware that our subdivision includes and/or is otherwise bordered by land that has been designated as protected Wetlands and/or protected Woodlands by the City of Novi and/or Michigan Dept. of Environment, Great Lakes, and Energy (f/k/a MDEQ). The City of Novi website is a great place to start: <https://www.cityofnovi.org/Community/Map-Gallery.aspx>
- As a property owner, your property may be included within and/or adjacent to those lands identified above. It is your responsibility, as a property owner, to be aware of and understand the status of your property and property adjacent to your own, as well as the regulatory effects of such designation
- Finally, as an association, we also ask that everyone pay attention to and keep an eye on association property that may be near your own so that we may react quickly if/when people outside of the association take enter or otherwise attempt to take action on association property

Soliciting

- Door to door peddling, solicitation, and sales are allowed in the City of Novi. In most cases a permit is required from the City Clerk's office. The exceptions include a minor engaged in solicitation or peddling for civic, philanthropic, religious, educational or athletic purposes (*i.e.* Girl Scout cookies, etc.)
- NO PEDDLING OR SOLICITATION MAY BE CONDUCTED AFTER 9:00PM OR DUSK (WHICHEVER IS EARLIER) OR BEFORE 9:00AM, PREVAILING TIME.
- Solicitors and peddlers are not allowed to enter into property displaying as sign of at least sixteen (16) square inches mounted in a conspicuous and prominent location with wording equivalent to "No Solicitation," "No Trespassing," "No Peddlers or Agents," or "No Advertisements"
- Novi City Council has amended the Peddling and Soliciting portion of the City Code. The new ordinance created a "**NO KNOCK REGISTRY.**" Residents who sign up for the registry may restrict peddlers and solicitors from coming to their homes. Representatives of religious or political organizations, who are distributing information, are not subject to these requirements. Please visit: <https://cityofnovi.org/Government/City-Services/City-Clerk/Do-Not-Knock-Registry.aspx> for more information

Snow Removal

- SNOW and/or ICE THAT FALLS DURING DAYTIME HOURS SHALL BE REMOVED FROM SIDEWALKS WITHIN 12 HOURS OF THE CESSATION OF THE SNOWFALL. WHEN SNOW OR ICE FALLS CEASE DURING NIGHTTIME HOURS, SIDEWALKS MUST BE CLEARED BY 6PM THE FOLLOWING DAY.
- No person shall park a motor vehicle on a street, highway, roadway, or other public right-of-way under the jurisdiction of the city during a snow emergency until such time as the street, highway, roadway or public right-of-way shall have been plowed of snow, or until salt shall have been spread for the control of freezing rain.
- A snow emergency shall be deemed to exist whenever:
 - (1) Freezing rain, sleet or four (4) or more inches of snow has been forecast for the area by a newspaper circulated in the City, or by a radio or television station with a normal operating range covering the City;
 - (2) Freezing rains or sleet has fallen or four (4) or more inches of snow have accumulated in the City; or
 - (3) The Director of the Department of Public Services, or his designee, on the basis of falling snow, sleet or freezing rains or on the basis of a forecast of snow, sleet or freezing rains, finds that it is necessary for plowing or salting purposes that parking be prohibited, and causes a declaration of such snow emergency to be publicly announced on the municipal access channel on cable television or by broadcast from a radio or television station with a normal operating range covering the City, and, if time permits, by publication within the official paper or a paper of general circulation in the City.

Annual Dues

- ALL HOMEOWNERS IN THE WOODS OF NOVI ARE REQUIRED TO PAY ANY FEES, DUES, OR ASSESSMENTS DEEMED NECESSARY BY THE BOARD OF DIRECTORS
- FAILURE TO PAY ANY FEES, DUES OR ASSESSMENTS SHALL RESULT IN A LIEN ON YOUR PROPERTY
- Dues are mailed to the Homeowners in June. A **\$10 late fee** will be assessed for dues not received by September 1st of that year. An additional **\$20 late fee** will be applied each subsequent month after September 1st. A lien will be filed on the property if payment is not received by July 1st of the following year.