

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

BOARD MEETING

February 9, 2022

4:00 PM

Calabay Parc at Tower Lake
539 Pineloch Dr (Clubhouse)
And Via Teleconference

- I. Call to order at 4:00 PM by President Colin Barr
- II. Verification of Quorum: All Board members present either in person or online.
- III. Ratify approval of Minutes from previous Board Meeting: Bill moves to ratify approval, Josh seconds the motion and motion passes with unanimous approval.
- IV. Purpose of Meeting
 - a. Finance Items
 - i. Irrigation Invoices for December and January charges are high
 1. Worried that they irrigation tech is charging his monthly inspection hours on the invoice. Jennifer to follow up.
 - ii. Status of property insurance quotes – Still gathering quotes. Current insurance quote will be available late March or early April.
 - b. Landscaper
 - i. January Irrigation Report
 1. Locked Water Meters (9) These should all be on the violation report from the HOA to the homeowners
 2. Controllers turn off (7) These should all be on the violation report from the HOA to the homeowners
 3. Irrigation water turn off (2) These should all be on the violation report from the HOA to the homeowners
 4. Controllers not working (17) These need to be verified of the issue prior to Board approval for repairs to be done.
 - ii. Need irrigation to ensure clear documentation on damaged repaired items. Was this landscaper damage, property owner, or normal wear and tear. To be followed up with DTE
 - iii. Need to have pesticide signs posted in the community when work is being done. To be followed up with DTE
 - c. Security
 - i. Discussion meeting on Feb 9th with Freeman. Reviewed and modified HOA security expectation procedure document. This document has been posted to the community website and attached to the meeting minutes.
 - ii. Discuss installation of an rfid reader on the front pedestrian gate. Josh proposed to install keypad entry for the pedestrian gate, John seconded the motion, and motion passes with unanimous approval. Once installed communication to the community will be sent the code to be used.
 - iii. Discussion on false allocations on security guard. Email was sent to HOA community on February 6th.

- d. Violations
 - i. How to address homeowners that block or partially block sidewalks at the end of the driveway. Community communication on this topic will be done followed by violation notices.
- e. ARC Request Review
 - i. Review Open ARC as needed- none to address at this time
- f. Old Business
 - i. Ratify the Visitor and Permanent Vehicle Treatise. Bill moves to ratify approval, Josh seconds the motion, and motion passes with unanimous approval. Treatise was emailed out to all Homeowners and is on HOA website.
 - ii. Status of commercial vehicle definition – Still looking to finalize the maximum vehicle size and revisions prior to final review and approval.
 - iii. Review and modify yellow no parking painted lines – completed Feb 4th, 2023
 - iv. Freshen up the white paint strips at the stop signed. Pending available time.
 - v. Replace the spike strip at Minniehaha exit gate – Unit Received, just need time to install. Replacement unit was paid by person who damaged it. Affected homeowners with damage were given contact information to file claims.
 - vi. Discussion on installation of new Camera on the Minniehaha exit gate on the east side to view plates better. To get quote from camera vendor.
 - vii. Posting and sending information about the community speed limit. Colin proposed to have a community speed limit maximum of 15 mph, John seconded the motion, and motion passes with unanimous approval. Signs will be posted at the entrance gates, and be included with community communication.
 - viii. Purchase and Installation of speed bumps. Colin proposed to purchase used speed bumps at the cost of \$200 and install at high risk areas. John seconded the motion, and motion passes with unanimous approval. Signs will be posted under new Speed limit signs.
 - ix. Hire HCPD at the cost of \$50/Hour with a min of 4 hours/day \$80/Hour for holidays. Discussion with what John found out from HCPD on this topic. At this point it in time it was tabled to see if speed limits and speed bumps help mitigate the situation.
- g. New Business
 - i. Discuss options for the front entrance gate.
 - 1. Install split gate (quote \$19,342)
 - 2. Install an arm bar on the sidewalk side. To be used 7am to 7pm. (quote \$10,114)
 - 3. Install an arm bar on the guard house side. To be used 7am to 7pm. (quote \$7,791)
 - 4. Looking at an option that the board would subcontracts the work out to have an cheaper alternative for a split gate solution. This is pending complete quote.
 - ii. The 2023 community walking inspection will be done in early April.
 - iii. The need for an HOA newsletter. It was agreed this is needed to at a minimum capture the items discussed at this month's board meeting like Speed Limits, upcoming speed bump installation, community work party, driveway parking, etc.
 - iv. It was decided that we would put on the calendar for every 3rd Saturday at 10 am a community work party to help get some jobs done and mitigate impacts on the budget. Community communication will be done on this. The first work party will be February 18th at 10am.
- h. Pending Projects
 - i. New Thermostats (3) installation at Clubhouse. – Completed 1/23/23
 - ii. Replace timer boxes (2) for the front lights. – Boxes received, just need time to install.

- iii. Clubhouse exterior painting – John proposed asking current quote for \$5,800, Bill seconded the motion, and motion passes with unanimous approval.
- iv. Discuss fixing major raised sidewalks causing tripping hazards. We will need to collect additional inform on where these are and get quote for resolution. Areas where the issue is, then we need to ensure the tree(s) causing the issue are removed by homeowner before resolution.
- v. Discuss replacement of sliding door on the entrance side of the guard house. Bill proposed finalizing quotes and have this done as soon as possible. Leo seconded the motion, and motion passes with unanimous approval. Board will review proposed work with Lowes for quote – if quote is less than current quotes, Board unanimously approves Lowes.
- vi. Retaining wall reinforcement on new HOA Tower Lake lot. Still working on solidifying optimum solution and getting a quote.
- vii. New parking lot by guard house. Pending quotes on installation of gravel.
- viii. Discussion on storm drain sinking will be causing safety issues. We will need to collect additional inform on where this is occurring and get quote for resolution.
- ix. Refresh street name signs, and stop signs. We have a homeowner that runs a vinyl company that is going to quote the work at cost. This is pending until we get quote.

II. Adjournment was called at 5:29 PM

Calabay Parc at Tower Lake Security Procedures

1. Overall Contract
 - a. Provide in person guards for the front gate 7x24x365
 - b. Security company to provide education to the all guards on duty
 - c. Security company to perform random checks on guards performing their duties.
2. Allow Vehicle Entry into the Community under these situations
 - a. Allow all emergency marked vehicles into the community without registration.
 - b. Residents with a current HOA permit are allowed entry without registration.
 - c. Visitors with current Hang tags are allowed entry without re-registration.
 - d. Visitor Hang tags are to expire at the end of the visit or at the end of the current month. Vehicles will be required to re-register for new hang tags if required each month.
3. Deny Vehicle Entry into the Community under these situations
 - a. If there is a reason to turn away a guest (ie Restraining order, etc) then this information should be provided to the guards to be posted in the guardhouse.
 - b. Restricted Access List: Any owner may provide a list of people that are only allowed access during a given timeframe. Entry for people not on the list is to be denied.
 - c. Prevent large trucks such as semi trucks into the community. Only exception to this if construction material is being delivered.
4. Complete Inbound Vehicle Logs
 - a. All vehicles are required to be given community access provided they are not on the restricted access lists, have a valid visiting community address, and have a valid driver address.
 - i. If resident does not have a Driver License, then they need to provide vehicle registration with their community address. Please note this situation in the log and allow access.
 - ii. If resident has a Driver License that is not valid, then not it in the log and allow access.
 - b. Document entry vehicles that are not registered (HOA permit, or valid Hang tag) required information (Date, Time, Address Visiting, Driver Name, Car plate number, ...etc)
 - c. Hang tags are allowed to be distributed to only non-residents that are staying in the community more than 3 days.
5. Gate Damage
 - a. Security is required to monitor both gates and report any damage as soon as possible to Security and HOA management. This will include" an incident report, picture/video of the damage cause, possible property address, police report (if one was required).
6. Accident and Incidents
 - a. Security is required to report all accidents and incidents directly to: police, HOA management, and Security management. Guard is responsible to send all reports and pictures.
7. HOA Communication
 - a. At the end of shift provide to HOA mgmt. and HOA board the visitor information log
 - b. At the end of shift provide the HOA mgmt. the visitor driver license information log.
8. Miscellaneous Items
 - a. Trash Cans
 - i. Wednesday evening after 5pm put trash can to curb on the east side of the gate house.
 - ii. Thursday evening after it has been collected, return trash can up at the wall.
 - b. Pedestrian Gate
 - i. Lock the front entrance pedestrian gate at 10:00 pm
 - ii. Unlock the front entrance pedestrian gate at 6:00 am