

## **Deerfield Park South Homeowners Association Annual Meeting Minutes**

**Location:** Dunn Ct

**Date:** Thursday, May 15, 2025

**Time:** 7:00 pm

**Board Member Attendees:** Janet Cellitti (President), Sandra Clarke-Renard (Treasurer), Natalie Mukhtar (Secretary)

**JBC Attendees:** Jeff Podolski

**Total Attendees:** 21

### **Introduction:**

- JBC Property Management Introduction: Jeff Podolski, President
  - JBC is the largest management company in Macomb County
  - JBC manages most of the subdivisions up Card Road and Heydenreich Rd, including Summerfield, Cornerstone, Christenbury Creek, etc.
  - The JBC office is on Canal and Schoenherr

### **Updates from the Board & JBC:**

- A property management company (JBC) was select last year to support volunteers that serve on the DPS HOA Board. There is still one open seat on the Board. A minimum of 3 Board members is required, but each board should have 4 total members.
  - Although we now have JBC to manage day to day operations such as managing vendors, invoicing & collecting dues, and managing finances, a Board is still required for approvals and decisions.
  - Some of what JBC handles includes, but is not limited to the following:
    - Invoicing & Financial Management
    - Bidding for services and vendors, evaluating contracts
    - Provide insights and experiences from other communications
    - Indemnification, protecting the Association from lawsuits, etc.
  - JBC can talk to other nearby communities about collective bids for service contracts, to find opportunities for better pricing. Bidding occurs during July and August.
- HOA Decisions and voting officially requires a **quorum** (minimum number of HOA members who must be present for proceedings or votes to be valid).
  - We need **40% of the 174 Deerfield Park Homes** for a quorum, about 70 homes represented.
  - Without a quorum, we cannot have any official elections or changes to bylaws. However, Board members can be appointed without a quorum.
- **HOA Dues: \$155 due May 1, 2025**
  - Any payments received after June 1, 2025 are subject to a \$10 late fee
  - 57 homes have not paid yet.

- Collection letters will be sent to homeowners with 2 years of unpaid dues.
- If homeowners do not pay, after proper collections notice has been given, an attorney can be hired address the situation. Homeowners will be responsible to cover any attorney fees and homes can be subject to liens and/or foreclosure
- **DPS HOA Garage Sale**
  - Thursday, June 5 – Sunday June 8, 8:00 am – 4:00 pm
  - Same weekend as many surrounding subdivisions
- **Snow Removal & Maintenance**
  - We had a new snow removal company this past winter. Without a hired company we would need to wait 3 to 4 days for the county to come around to clean roads
  - We can expect snow removal of any accumulation to be typically cleaned within 4 hours. We will need to report any issues with timeliness.
  - Salting of roads is only done upon request, as needed, as each salt application is \$700. High traffic areas will be prioritized.
  - Some residents have reported issues with snow covering fire hydrants. JBC will follow up on this.
- **Drain/Storm System**
  - HOAs are responsible for the cost of storm systems repairs. Each HOA has an option to find a repair service directly or request the Macomb Township Department of Public Works (DPW) to handle the repair. If the DPW completes the repair, an administrative fee will apply on top of repair rate and result in a higher cost to the HOA.
    - If the DPW gets notified of a storm system issue from a resident, they will notify the HOA
    - If the DPW deems a repair an emergency (health/safety issue), the DPW will repair it immediately and bill the HOA
    - Be sure to monitor detention basins and yard catch basins near your home and report any issues or concerns. Keep free of leaves and debris to allow for proper drainage.
      - Forest Villa drain was reported to be in bad shape as there are grass clippings blocking it. It needs to be kept clear.

**Budget Review:** The DPS HOA budget just covers our necessary expenses. Budget information was shared in the Annual Newsletter with your Dues notice.

- **2024 Budget = \$19,770.00** – we ended up under budget
- **2025 Budget = \$26,970.00**

- Most of the budget goes towards **landscaping, mowing, holiday lights, insurance, and snow removal.**
- **Insurance:** HOA insurance increased for 2025 for commercial insurance in the area
- **Dues:**
  - The **DPS HOA dues increased this year from \$110 per year to \$155 per year** and are quite reasonable for this area. Please be sure to pay, as it is needed to cover basic maintenance of our sub.
  - **Collection letters** will be sent to homeowners with 2 years of unpaid dues, which will include an additional fee of \$75. This fee is paid to lawyers up front by the HOA and reimbursed by the homeowners when the dues are paid.
- Maintaining a **reserve in the budget** is important to have on hand for any emergencies. i.e. Storm damage that does not impact a structure (such as damage to trees) may not be covered by insurance.

#### **Open Discussion and Questions:**

- **Roads:** Questions or issues with roads can be directed to the Department of Roads for Macomb Township.
- **Holiday Lights:** DPS holiday lights previous contract was not renewed for last December, so a new vendor was selected to set up lights within the defined budget.
  - More elaborate holiday lights that other subdivisions have can run from \$6,000 to \$8,000, which would require another increase in our annual dues.
- **Blight Issues:** If you identify blight issues in our neighborhood, you can call and report them directly to Macomb County, especially if the blight is a health risk
- **Street light outages**
  - If you notice streetlights are out, you can call or go online to report to DTE to fix. You may need to provide the number listed on the streetlight post and/or the closest address to the streetlight in your report.