

Torwood Homeowners Association  
Board Meeting  
Dec. 4, 2012  
7:00 p.m.

Present: Heather Singh, Steve Ingram, Paul Borger, Tom Krisher

1. Detention Ponds

Paul Borger reported that the application has been filed to get a Michigan Department of Environmental Quality permit to do maintenance work on the detention ponds. Washtenaw Engineering, the firm hired by the association to design and manage the work, said it will take several weeks for the permit to be processed. Maintenance cannot be scheduled without the permit. Residents will be notified via email when work is scheduled.

2. Mailbox Posts

The board discussed but made no decision on replacement of deteriorating mailbox posts. It was suggested that the worst posts toward the front of the community be replaced first.

3. Architectural/Landscape committees

The board has merged the landscaping and architectural committees, and the merged committee will have five members. The committee will now decide on landscaping plans for lots, as well as decks, housing paint colors and other architectural changes. The board will send letters in the spring to all homeowners who have not installed landscaping. The community's bylaws require that landscaping be in place within six months of the closing date on a home. The board also is working on a new Project Review Application.

4. Common Areas

Treasurer Steve Ingram reported to the board that he has taken down 18 dead trees and many dead branches and hanging limbs in the common area woods. The branches and trees either posed a danger to hikers, have damaged young growth in the woods, or they have blocked water flow in the small stream west of West Castlebury Circle, causing erosion along its banks. Steve estimated that there are more than 100 dead trees that are leaning or fallen in the woods. He has created some wood piles. The board discussed offering logs to residents for firewood, or trading firewood for services in removing dead trees. Steve also said the board may want to rent a wood chipper to turn dead wood into mulch. He also has discussed

with an arborist how much it would cost to bring down some of the larger dead trees.

#### 5. Meeting Minutes

The board decided on a procedure for meeting minutes. The secretary shall submit them for input within two weeks of a meeting and the minutes should be posted on the Torwood HOA website by the date of the next monthly meeting.

#### 6. Financial Review

Secretary Tom Krisher reported that he contacted five local accounting firms to get prices for either an annual audit or review of the association's finances. Such a review has not been done for at least four years, even though it is required by the bylaws and Michigan law. Two firms said they would do such work, an audit would cost \$3,000 to \$5,000 per year. The Board considered that prohibitive. But a review, which is less extensive, would cost \$500 to \$1,000. Tom also reported that both accounting firms, Rhodes and Doehrer of Saline and Grzywacz and Grzywacz of Ypsilanti, recommended that the board require two signatures on every check. Currently only the treasurer's signature is required. The board decided to get two more quotes before making a decision on hiring a firm at a meeting later in December. Treasurer Ingram proposed that in addition to bringing bank statements to each meeting, that he would do a detailed review of the finances every quarter with one of the other board members.

Meeting adjourned at 8:51 p.m.