

Torwood Homeowners Association



Greetings to all of the homeowners who are a part of the Torwood Subdivision! The purpose of this annual newsletter is to remind you of the upcoming Torwood Homeowners Association (THA) Annual Meeting and to bring you up to date on happenings in the neighborhood. The Annual Newsletter is meant to inform you about neighborhood accomplishments, issues of concern to every homeowner, decisions that have been made by the Board of Directors during the past year and events and activities that will occur in the future.

Your Board continues to invest their time and efforts toward ensuring Torwood is a “Great Place to Live” and a desirable place to raise a family. It has been a pleasure to serve you this year. Current THA Board members are:

President	Heather Singh	hlhsingh@yahoo.com
Secretary	Matt Gifford	matt@agifford.us
Treasurer	Steve Ingram	scingram@comcast.net

If you have any questions or concerns, please do not hesitate to contact the Board via email at Torwood_THA@yahoo.com or one of the Board Members listed above. As a reminder, the Torwood Website (www.Torwood.org) is available for your use, and through it, just about anything and everything you could ever want to know about our neighborhood is in one location.

The **Annual Dues Statement for 2014** is attached to this newsletter as well as a **Proxy Voting Form**, a **2014 Board Member Election Ballot**, and a **Request for Updated Contact Information**. Please take a moment to complete and return these forms by the due dates listed.

Additionally, the Board encourages you to review the enclosed “Important Information and Reminders about Torwood By-Laws and Homeowner Responsibilities.” Over the recent years, we have learned that many re-sale properties are not receiving the “Homeowner’s Booklet” that was issued at closing to a newly constructed home. This partial list will help guide homeowners in regards to landscaping requirements, physical property requirements, maintenance, and more. A complete copy of the By-Laws is available on the Torwood website at www.Torwood.org.

Your Board of Directors commits a significant amount of time, energy, enthusiasm and commitment to making Torwood a “Great Place to Live”. We hope that you appreciate these efforts and will continue to support the Board and our neighborhood.

Most Sincerely,

Board of Directors
Torwood Homeowners Association

Letter From the Association President:

Dear Neighbors,

My fellow board members and I have had another busy and productive year serving on the Board of Directors. I have been excited and honored to participate in the progress and community support we have witnessed throughout my second term as President. My pride and admiration in our wonderful neighborhood of Torwood has continued to grow and strengthen.

The 2013 board continues to work with Washtenaw County Engineering to monitor the detention ponds and work towards the completion of the maintenance project that began in March of 2012. The weather played a role in repeatedly delaying the start of the project, but at least $\frac{3}{4}$ of the maintenance is expected to be completed by mid-October and at a notable savings over the contract price originally negotiated.

After many years of discussion and a 2012 neighborhood-wide vote in favor of pursuing a trails project in the common wooded area, the board created a trails project committee and has made significant progress in developing trails to connect the access points along West Castlebury to provide all residents with access to a scenic and enjoyable path through the nearly 13 acres of common woods while protecting the sensitive ecology of the area and being mindful and respectful of the privacy and property boundaries of adjacent homeowners. Steve Ingram and Matt Gifford took the lead on this project and devoted a great deal of time and physical energy toward the development of the trails. I also want to send out a special thank you to the Trails Committee - Amy Lepore, Milan Radovich, Gary Ancinec and Allan Leslie – for donating their time as well as intellectual and physical efforts to assist with the details of the project. Their input was invaluable and their help greatly appreciated!

The board continues to make notification of all association members a priority and has worked hard to send out monthly email updates regarding official board activities and reminders as well as community events and opportunities through the Torwood Community Notices email list. Additionally, the board has included in this newsletter a white-pages type directory of publicly available information for the homeowners in our subdivision to allow residents to reach out to their neighbors and a listing of residents who wish to advertise their services to our community.

I can't express strongly enough my gratitude, respect and admiration for the board members I served with this past year. Their enthusiasm for our community is contagious and their tireless work and personal sacrifices are a testament to their strength of character and dedication to the betterment of our neighborhood. It was truly a pleasure to work together with such a positive and supportive team.

And finally, I want to extend a sincere thank you to all homeowners in Torwood, new and old, for choosing to make our neighborhood your home. You are the reason our neighborhood is one of the most admired and desirable in Saline and surrounding areas. I look forward to contributing to the continued success and improvement of our community in the years to come!

Respectfully,

Heather Singh, President
Torwood Homeowners Association

2013 THA Annual Meeting:

The Torwood Homeowners Association Annual Meeting has been scheduled to take place on Wednesday, October 23rd, 2013. The meeting will be at 7:00 pm at the Saline District Library located at (just to the south of the Saline Middle School).

Your attendance is encouraged, not only to hear what your Board has accomplished this year as well as plans for the future, but also for your voice to be heard on issues you would like the Board to address.

Any current homeowner may be nominated for a Board position. If you would like to nominate a current homeowner please do so by sending an email to Torwood_HOA@yahoo.com, a note to THA at PO Box 622, Saline, MI 48176 or by filling in a name on the write-in portion of the attached 2014 Board Member Ballot and returning it to the board through one of the above means of communication.

The agenda for the October 23rd THA meeting will be the following:

- Introductions
- Submission of the 2012 THA meeting minutes into the official record
- Architecture/Landscape Committee Updates
- Treasurer's Report
 - 2012 Final
 - 2013 Year to Date
 - 2013 Estimated Finish
 - 2014 Proposed Budget
 - Annual Dues for 2014
- Voting – there are 3 board member positions up for election
- 2014 Proposed Projects
 - Continue to organize neighborhood events like the Annual Spring Clean-Up, June Garage Sale, August Garage Sale, Neighborhood Picnic
 - Implement a program and begin to replace the most worn mailboxes and posts
 - Address common area property line boundary and encroachment concerns
 - Negotiate with local nurseries to get the most competitive prices for homeowners wishing to replace dead, dying, or missing trees in the right-of-ways throughout the sub
 - Continue preservation, management and maintenance of common areas
 - Make improvements to island at the entrance of the sub
 - Make improvements to the access points to the common wooded area
 - Continue to progress Phase 1 of the Trails Project
 - Begin to develop a plan for Phase 2 of the Trails Project to connect the access points along West Castlebury with the access point off of East Castlebury
 - Complete the maintenance of the southern portion of the southern detention pond (if unable to complete in the fall of 2013)
 - Create a detailed schedule of maintenance activities for the detention ponds, common elements and trails that will be performed by the board in conjunction with the Architecture/Landscape Committee and neighborhood volunteers
 - Scan a searchable copy of the By-Laws and post to the website
- Open Q&A

Special Recognition: The Board would like to express its sincere gratitude to the following homeowners for donating their time and service throughout the year toward creating and maintaining a pleasant and beautiful neighborhood.

- Architecture/Landscape Committee Members: Gary Ancinec, Sonja Caprarese, Jen Gifford, Wade Tornquist, and Mike Weber
- Periodic Maintenance of Access Points to Wooded Common Area: Paul and Julie Naida, Ed and Pat Hollyer, Jason and Michelle Whalen, Jim and Jan Israel
- Watering of Hillside Behind Lots 108 and 109: Rahul Holla and Shilpa Rao-Holla, Matthew Williams and Gina Mueller-Williams
- Lawn Maintenance of Common Areas Adjacent to Their Homes: Glenn and Tina Munroe, Milan and Catherine Radovich, Jeff and Sherri Wolf, Adam and Jamie Huddleston, Jeff and Nevine Holtz, Chris and Paula Prisby, Richard and Cassiana Ebert, John and Joanne McDonough, Peter and Lauren Bowman, John and Kristen Phillips, Matt and Stacy Warner, Eric and Valerie Bailey, Lloyd and Lisa Bozzi, Rick and Wendy Tommelleo, George and Anna Saylon, Hsing and Sarah An, Dennis and Donna Kittel
- Trails Committee: Gary Ancinec, Amy Lepore, Allan Leslie, and Milan Radovich

Architecture/Landscape Committee Update:

Mission: The Architecture/Landscape Committee's mission is to assist the Board of Directors of the THA by addressing ongoing architecture control and landscaping modification requests submitted to the THA Board; by ensuring Project Review Application requests meet the guidelines of the Torwood By-Laws; and by researching, proposing to the THA Board, and implementing ways to continuously beautify Torwood and provide areas for relaxation and play. The purpose of the Architecture/Landscape Committee is to preserve and promote the attractiveness of the Torwood community by enforcing the architecture and landscaping portions of the By-Laws. This will be accomplished by, but not limited to, the following actions:

Actions:

- Take a leadership role regarding Architecture/Landscape reviews and issues on behalf of, and/or at the direction of, the Board of Directors.
- Take a leadership role regarding landscape issues on behalf of, and/or at the direction of, the Board of Directors including: annual mulching, planting (trees, flowering plants etc.) and maintenance programs, renovation projects, on-going landscape evaluation, landscape maintenance specifications, etc.
- Review of homeowner requests made to the board as required, keeping homeowners advised of architecture/landscape issues in a timely and consistent manner.
- Submit annual landscape budget to the board. This includes the common area mowing, fertilizing/weed control spraying, snow removal services and landscaping updates being proposed.
- Physically review the property on a monthly basis to identify problems and recommend corrective action.
- Physically review the Common Areas on a quarterly basis for sediment accumulation, floatables and debris, and erosion, per the By-laws Storm Water Management System Maintenance Plan Tasks and Schedule.
- Physically review the property on a quarterly basis and do, at minimum, the picking up of trash and/or debris that has collected in the common areas and detention ponds.
- Supervise and manage the projects of any contractors who are providing services contracted by the THA Board of Directors.
- Hold at a minimum quarterly meetings to address architectural/landscape actions or issues and act on those issues in a timely fashion. Time sensitive actions will be addressed by the committee via email or in person as needed to adequately address the timeline by the requestor or issue presented.
- Make recommendations and suggestions to the Board of Directors as required.

2013 Project Review Applications: The Architecture/Landscape Committee reviewed and approved 12 Project Review Applications, including 8 requests for additions to/planting of new landscape elements and 4 requests for decks or patio improvements

Ongoing Projects:

- Investigating the most cost effective and efficient way to replace worn and damaged mailboxes and posts
- Determining what steps need to be taken to update and spruce up the front entrance island
- Compiling a list of local nurseries willing to offer a discount to Torwood residents to replace trees in the rights-of way
- Creating a detailed request for proposal and contacting local landscapers to get bids to replace the current landscape/snow removal contract which expires on December 31st, 2013.

How to apply for an Architecture/Landscape Project Review:

- Retrieve an Architecture review form from the neighborhood website at www.Torwood.org
- Click on "Committees" button
- Click on "THA Project Review Application" link and the form will open
- Print and complete the form
- Submit the application form and supporting documentation for review by either
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- Emailing to: Torwood_HOA@yahoo.com
- Or mailing to:

Torwood Homeowners Association
PO Box 622
Saline, MI 48176

- Allow for 5-14 days for typical approval turn-around.

Treasurer's Report: Updates of THA financials and 2014 budget will be available at the annual meeting and subsequently by request.

Reminders about Torwood By-Laws and Homeowner Responsibilities:

The following information is only intended as an "Informational and Reminder" list, and is being provided in response to the most common violations or issues we have observed in Torwood. This is not intended to be a complete listing of Torwood By-Laws, Rights and Responsibilities, or to be considered a legally binding document. For further information, please refer to your "PURCHASER INFORMATION BOOKLET FOR TORWOOD" that was provided to each homeowner at closing which contains the By-Laws, the Master Deed and Amendments to the Master Deed. A free copy can be downloaded from the www.Torwood.org website if you prefer or if you did not receive or cannot locate a copy. Thank you.

- ❖ It is the homeowner's responsibility to keep the Purchaser Information Booklet for Torwood as a document of record for the property and it is to be provided to any subsequent homeowner at the time of sale.
- ❖ Individual or group Garage Sales are not allowed unless sanctioned by the Torwood Homeowners Association (THA) Board of Directors (BOD).
- ❖ Any exterior structural changes to your unit must have prior approval from the THA BOD.
- ❖ All exterior paint colors and schemes must have prior approval from the THA BOD.
- ❖ Each unit is responsible to submit landscaping plans and obtain prior approval of the THA BOD and/or Architecture/Landscaping Committee for the addition of new landscaping beds and/or the removal of trees and shrubs. Each homeowner is required to maintain their landscaping in accordance with the By-Laws.
- ❖ All garbage and refuse containers must be kept out of view, preferably in the garage. Trash receptacles should not be placed on the curb until the evening of the day prior to scheduled pickup, and must be returned to their storage place by the end of the pickup day.
- ❖ No trailers, campers, or similar items are permitted to be placed on any unit or lot for more than 24 hrs prior to and after use.
- ❖ All pets must be controlled and waste picked up if walked outside of the homeowner's property.
- ❖ Yard waste and any other materials are not to be dumped in common areas, especially not the detention ponds. Clean up contracted by the THA BOD as a result of dumping in a common area by a resident will be at the total expense of the resident who dumped the materials.
- ❖ Disposal of yard waste should be handled in a timely manner.
- ❖ Front and rear yards must be kept mowed per city ordinance (nothing over 6 inches).
- ❖ Cul-de-sacs are not playgrounds (see Section 13 of the By-Laws "Common Element Maintenance") and need to be respected as common areas since all homeowners contribute funds toward upkeep.
- ❖ Please note the Torwood speed limit is **25 mph or less**. Because many children are out playing and in deference to the safety of others, it is important to watch your speed.
- ❖ Rules regarding the use of the trails in the common wooded area:
 - For Torwood Residents Only
 - Hours: Sunrise to 9pm
 - No fires or incendiary devices (including fireworks)
 - No alcohol
 - No dumping (including yard and compostable waste)
 - No storage of personal items
 - No herbicides, pesticides or fertilizer
 - No modifications including the cutting or clearing of vegetation without prior written approval from the THA BOD
 - No firearms or weapons (including airsoft and paintball guns)
 - No pets off leash
 - No bikes or motorized vehicles

Candidates Seeking Election to the Board:

Currently, 4 homeowners are running for election to fill the 3 vacancies on the board. They have submitted brief biographies for publication in the newsletter as a chance for association members to learn more about them before the annual meeting. The candidates are listed in alphabetical order below.

Gary Ancinec:

My name is Gary Ancinec and I am running for a 1 year term on the Board of Directors. My wife, Kathy, and I have lived at 759 Pembroke Drive since 2010. We have 2 children in college.

I have been employed with the Federal Aviation Administration for 24 years as an air traffic controller and in various management positions. I am currently the Support Manager for Training at Detroit Metro Air Traffic Control Tower. I graduated from Purdue University with a degree in Leadership and Organizational Management.

I was a block representative in the Countryview Estates Homeowner's Association in Fort Wayne, Indiana. I was a member of the Harrison Hill Citizen's Crime Watch in Fort Wayne. I served for 6 years as a volunteer firefighter in Freeland, MI. I have served as a Treasurer, Vice-President, and President of Optimist Clubs in Lafayette and Fort Wayne, IN. I have been on the Landscape Committee at Torwood since last year.

I like to spend my free time outdoors, reading, or rooting for the Wolverines.

Dirk Beekman:

Chris Pottebaum:

My name is Chris Pottebaum and I am running for a position on the Torwood board of directors. My wife's name is Stacey and we have two boys. Thomas is five and attends Pleasant Ridge. My youngest son, Daniel, is one and a half. We are parish members at St. Andrew's church. Our family moved to 761 W Castlebury Circle in the spring of 2011. Over the last two years, we have met so many good people in our neighborhood and have many great friendships.

I graduated from college with a degree in mechanical engineering. For the past ten years, I have been working in the automotive industry. My current position is an engineering program manager. During my professional career, I have learned how to solve complex problems, work within budgets and lead several teams. I also have experience in landscaping and construction management.

I am interested in this position because I love this neighborhood and want to see the best for it. I would greatly appreciate if you would consider voting for me.

Thank you.

Heather Singh:

I have had the pleasure to serve on the board of the THA since January 2010 and am currently finishing my fourth year on the board at the end of my second term. I served 1 year as the member-at-large, 1 year as secretary, and for the past 2 years as president. I would like to continue on the board to assist with the completion of several projects that have been before the board for several years, including the maintenance of the detention ponds, improvements to common elements throughout the sub, and the replacement of worn and damaged mailboxes and posts.

I have been the sole-proprietor of a business offering professional childcare services since 2001 and am co-owner of StreetFest Productions, LLC, which produces and organizes large outdoor events, most notably the State Street Area Art Fair, one of the 4 main fairs that comprise the Ann Arbor Art Fair.

My kids and I moved to Saline in September of 2008 and our family resides at 674 Bannock Court. I graduated with 2 degrees from the University of Michigan in 1996 and had been trying to move back to the area since leaving for a job in Ohio in 1998. I love Saline and all of the greater Ann Arbor area. I believe Saline is the best place in the country to raise a family. Residents can enjoy all of the benefits a larger city has to offer like access to museums, cultural events, restaurants, etc., while at the same time enjoying all the perks of a small town such as less congestion, the beauty of a natural environment, the ability to run into friends and family while out and about.

I would like the opportunity to continue to generate community spirit and goodwill within our neighborhood and to work towards maintaining Torwood's reputation as one of the premiere and best subdivisions in Saline.

Nomination & Proxy Voting Form:

Any current homeowner may be nominated for a board position and is eligible to vote at the annual meeting in person, with a completed and signed ballot in advance of the meeting, by assigning their vote to a designated representative, or by designating another current homeowner to vote on their behalf at the meeting via proxy. A current homeowner is defined as having legal rights to their Torwood home with all dues current. Each current household is entitled to one vote.

Currently, there are 4 homeowners who have volunteered to seek nomination to the Board of Directors. Should you wish to add a nomination for the board election and are unable to attend, please mail your signed note of nomination to the THA at PO Box 622, Saline, MI 48176 or email your nomination to Torwood_HOA@yahoo.com prior to the start of the meeting.

If you are unable to attend the Annual THA Meeting on October 23rd, 2013, and you would like to designate another current homeowner to vote on your behalf at the meeting (a proxy), please complete the Proxy Voting Form, mail to the address noted below with a post-mark of October 18th, 2013 or before, hand-deliver the completed proxy form to the person you wish to designate as your representative, OR complete and email your form to Torwood_HOA@yahoo.com no later than the start of the meeting on October 23rd. Only a signed proxy form will be accepted. In order to vote at the annual meeting, you must be physically present at the meeting, be a Torwood homeowner and be a member in good standing at the time of the meeting (not owe any outstanding dues or fines to the THA). In accordance with the Michigan Nonprofit Corporation Act*, a voting member may only hold and vote with up to 5 proxies in addition to their own. If you wish to assign your vote via proxy to another member who will attend and vote at the meeting, please be certain they have not already received their allotted 5 proxies. Any proxies submitted to a member which exceeds 5 held by that member will not be counted in the vote.

If you choose to submit a written ballot for the election of board members and also submit a completed proxy form, your written ballot will be counted toward the board election vote and your proxy will be used for any other voting that occurs at the meeting. If you do not submit a written ballot, but do submit a completed proxy form, your proxy will be applied toward the board member election as well as any other voting that occurs at the meeting.

***450.3144 Proxies; voting by mail ballot, referendum, or electronic transmission.**

Sec. 1144. (1) Notwithstanding section 421, there shall be no proxies unless the articles of incorporation or bylaws authorize use of proxies. If the articles of incorporation or bylaws authorize use of proxies, an individual may not vote more than 5 proxies at any meeting. (2) The articles or bylaws may provide a method by which members may vote on matters submitted to a vote of members by mail ballot, referendum, or electronic transmission.

History: Add. 1984, Act 209, Eff. Nov. 1, 1985;—Am. 2008, Act 9, Imd. Eff. Feb. 29, 2008.

Proxy Voting Form

I, _____, residing at _____

hereby assign my vote via proxy to the following member of the Torwood Homeowners Association:

(Place an X in **only one** blank.)

___ Heather Singh, President ___ Matt Gifford, Secretary
___ Steve Ingram, Treasurer ___ THA member in good standing _____

Signature of homeowner assigning proxy (required): _____

2014 Board Member Election Ballot

I, _____, residing at _____

hereby submit my vote for the election of the following members to the board of the Torwood Homeowners

Association: (Vote for **UP TO 3** members)

___ Gary Ancinec ___ Dirk Beekman ___ Chris Pottebaum
___ Heather Singh ___ THA member in good standing _____

Signature of current homeowner (required): _____

If you wish to fill out the Proxy Voting Form and/or the Board Member Election Ballot, please be certain to have them post-marked and mailed to the THA no later than October 18th, 2013 at:

Torwood Homeowners Association
P.O. Box 622 Saline, MI 48176

Or scan and email to: Torwood_HOA@yahoo.com by Wednesday, October 23rd, 2013 7pm

2014 THA Annual Dues Statement:

Please Complete Both Sections of This Form and Enclose It with Your Remittance

Unit Owner(s) Name(s): _____ Lot Number _____

Street Address: _____ Saline, Michigan 48176

Amount Due – 2014 Dues \$150.00

Outstanding Balance (if applicable) \$_____ Notes:

Total Due: \$150.00

Due Date: January 1st, 2014. Please remit your dues by February 28th, 2014 to avoid any late fees as documented in the policy below.*

Mail to: Torwood Homeowners Association
P.O. Box 622
Saline, Michigan 48176

*Please note the policy below regarding dues payments (v9-26-08):

- All payments must be made to the Torwood Homeowners Association (THA) Mailing Address within 30 days of the due date unless otherwise noted.
- A reminder for payment will be provided if receipt of payment has not been received after the first 30 days (January 31st).
- A warning for payment will be provided and a late fee of 3% will be assigned if receipt of payment has not been received after the first 60 days (February 28th).
- Any outstanding balances not met after 90 days (March 31st) will be turned over to a collection agency with a service fee of 33% on any outstanding balance for payment not received by the THA, in addition to the balance or late fees on the account.

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Request for Updated Contact Information:

The Torwood Homeowners Association (THA) strives to maintain regular contact with all of our residents so we may disseminate important information regarding our subdivision quickly and efficiently. The Board currently maintains 2 lists of contact information for our residents. The primary list is used to notify homeowners within Torwood regarding official business of the Association in matters concerning all of our residents, such as dues reminders, notifications regarding Association-sponsored projects taking place within the neighborhood, safety alerts, etc. The second list for Torwood Community Notices is used to distribute information about events and opportunities within our subdivision and the community at large, and includes, but is not limited to, lost pet notifications, invitations to the neighborhood lottery pool, advance notice of parades and events within Saline, special offers from our current landscape contractor, and so forth. You have the option to opt into or out of the Torwood Community Notices Email List at any time.

Neither of our email lists is offered for sale or sharing with outside entities. Your contact information will only be shared with other Torwood residents with your prior written approval.

Homeowner(s) Name(s): _____

Address: _____

Home phone: _____

Work phone(s): _____

Cell phone(s): _____

Preferred Email Address(es): _____

Would you like to receive Torwood Community Notices? Yes _____ NO _____

