

Torwood Homeowners Association  
Annual Board Meeting  
October 25th, 2011  
United Methodist Church of Saline  
7:10 pm

1. Attendance
  - Board Members Present: Paul Borger, John Zemba, Heather Singh, Tom Krisher  
Absent: Steve Ingram
  - Additional Homeowners Present: 12, representing 9 households
  - Proxies received: 17
2. Introductions: Paul introduced the current Association Board of Directors
3. Building Activity: Paul Borger
  - Livonia Buiders purchased Torwood's remaining 24 undeveloped lots in July of 2010
  - As of the date of the meeting, 14 homes have been completed, 7 houses are planned or under construction, with 3 lots unassigned
  - Estimated completion date and build out of subdivision is Spring of 2012
  - Prices of homes have ranged from the low \$200,000's to ~ \$360,000 with an average sales price of \$260,000
  - Building activity in Torwood has added \$3.6 million/\$1.8 million State Equalized Value (SEV) to the City of Saline
  - By the end of the project, Torwood will have added roughly \$6.2 million in property value or an approximately \$48,500 increase in tax revenue for the City
4. Architecture Committee: John Zemba
  - The Architecture Committee handles requests submitted to the Board and was established to maintain and enhance the appearance of Torwood
  - The committee holds quarterly meetings and currently processes Project Applications within 1-2 weeks from times of submission
  - So far during 2011, the Architecture Committee has reviewed and approved 5 applications and denied 0
  - The Architecture Committee will be taking an active role in the maintenance of the retention ponds
5. Landscape Committee: Chris Chapin
  - The Landscape Committee is responsible for evaluating the courts and common grounds within Torwood for the purpose of creating additional value for homeowners and increasing the marketability of the subdivision
  - The committee reviews Project Applications and manages mulching, plantings, projects and spring/fall clean up within the beds on the courts, at the entrance, and on the common spaces
  - The Association is within the second year of a 3 year contract with Kevin's Landscaping for lawn maintenance, snow removal on common sidewalks and fertilization (3 times per year)
  - Torwood planted 7 spruce along the berm facing Austin Rd. in 2010, 6 of which were

replaced for free under warranty in 2011

- The Association planted and refreshed plants in the courts and front entrance in 2011
- At the request of the City of Saline, Torwood, through the Landscape Committee oversaw the completion of a 2 part project to plant trees along Austin Rd. In 2011, Torwood planted deciduous trees as well as 1 spruce tree along the Austin Rd. right-of-way
- The committee facilitated the offering of a mulch and soil special for Torwood residents from Kevin's Landscaping
- The Landscape Committee reviewed 5 Project Applications and approved all 5
- Remaining projects for 2011:
  - mow weeds by detention pond and lot 154
  - replace 1 dead spruce along Austin Rd.
  - replace 1 dying maple tree along Austin Rd.
  - install holiday lights at Torwood entrance
  - trim trees along northern most retention pond
- 2012 upcoming projects:
  - replace trees near front entrance lost to high winds in 2010
  - replace dying maples along Austin Rd. (many under warranty)
  - refresh lost plants on courts/entrance (many under warranty)
  - refresh wood Torwood sign at front entrance

6. Thank you's: Paul Borger

The Board wishes to specially recognize and thank the following persons for their time and service to the Association

- Members of the Architecture Committee: John Zemba, Sonja Caprarese and Chris Chapin;
- Members of the Landscape Committee: Chris Chapin, Mike Weber, Wade Tornquist;
- Kathy Mahalick for organizing the Annual Garage Sale

7. Financials: Paul Borger for Steve Ingram

- Steve provided a history of Torwood dues. Dues did not increase from 2010, nor will they increase for 2012
- Torwood's dues are low in comparison to comparable subdivisions within the greater Saline area
- Reminder of Torwood's Dues Collections policy (refer to the 2011 Newsletter or visit [Torwood.org](http://Torwood.org))
- Nearly a 100% of homeowners paid their 2011 dues
- \$150 in outstanding dues - 1 homeowner has outstanding dues for 2011
- YTD financials: The Association started 2011 with a balance of \$10,999, brought in \$18,502 in revenue, had \$14,656 in expenditures and holds a balance of \$14,845 as of the date of the meeting
- The Association is building funds for the maintenance of the retention ponds
- 2011 Expenses:
  - Landscaping/snow removal - \$8820.03
  - Landscaping capital improvements - \$3,705
  - Insurance - \$1,196
  - Administrative expenses (mailings, news, etc.) - \$737.46

- utilities - \$197.53
  - 2012 Budget – Steve is currently in the process of finalizing the 2012 budget, but does not expect major changes over 2011
8. The Annual Torwood Community Garage Sale 2011: Paul Borger
- Kathy Mahalick organized the 2011 garage sale
  - The garage sale took place on Friday, June 10th from 9AM until 5PM and Saturday, June 11th from 8AM until 2PM
  - 9 houses (10 families) participated in the sale
  - The cost was \$5/house to participate
9. 2012 Goals and Objectives: Paul Borger
- Continue with Board comprised of 5 volunteer members
  - Continue with master plan maintenance schedule
    - mailboxes
    - common areas
    - detention ponds
    - courts
  - 100% payment rate of annual dues
  - continued budgeting for retention pond maintenance
  - investigate forestry management practices that will promote the health and sustainability of wooded common land
  - investigate feasibility of developing walking trails on common land
  - continue maintenance of Torwood.org website
  - continue with master landscaping design plan
10. Authorized Mailbox and Post Replacement: For a detailed explanation of Torwood's regulations regarding the replacement of mailboxes or posts, please visit [Torwood.org](http://Torwood.org), click on the tab for Master Deeds/Bylaws/Policies/Other documents, then select “click here” under the section titled “Authorized Mailbox and Post Replacement Policy”
11. Reminders: Paul Borger
- Garbage should not be left out prior to 6 pm the evening before collection
  - Trailers are not permitted to be parked or stored within Torwood, except within the confines of a homeowner's garage
  - Basketball hoops are not permitted within the streets or placed so that they are blocking sidewalks
  - All plans for structures or landscaping must submitted through the Project Application process and approved by the required committee and Board of Directors
  - Surface drainage easements exist throughout the Torwood subdivision and should be maintained in such a way as to allow for the proper drainage of storm water
  - All dogs must be leashed or properly restrained and attended to while outdoors within Torwood and all dog waste must be promptly removed and disposed of properly
  - All yard signs must comply with Torwood By-Laws
12. Election of Board Members
- The positions held by Paul Borger and Heather Singh are up for election in 2012

- Paul and Heather are both seeking re-election
- Paul and Heather were unanimously re-elected by a count of the votes collected at the meeting as well as the proxy votes submitted

### 13. Questions and Answers

- **Q:** A homeowner asked what is involved with the maintenance of the retention ponds.  
**A:** A schedule for the maintenance of the retention ponds is outlined in the Torwood By-Laws. Maintenance is required by the Washtenaw County Drain Commission, involves removal of sediment and foliage and is expected to cost several thousand dollars per pond.
- **Q:** A homeowner asked about what would be involved with the formation of walking trails and expressed concern regarding the entrances along Castlebury and maintenance costs.  
**A:** The Board is currently planning to address the possibility of creating nature trails within the common spaces of Torwood during 2012. The process will include the formation of a trails committee as well as bringing this topic before the Association for a vote.
- **Q:** A homeowner asked if the Board would be willing to again address the issue of firearms within Torwood.  
**A:** The Board agreed to re-issue a reminder to all homeowners that per Saline City Ordinance, the discharging of any firearm, including bb guns, airsoft rifles and toy guns is strictly prohibited within Saline City limits, including the Torwood subdivision. The concerned homeowner was advised to contact the Saline Police Department anytime they were suspicious of illegal activities within our neighborhood.
- **Q:** A homeowner expressed concerns regarding the drainage of storm water behind lots 125-128.  
**A:** The Board explained that Livonia Builders is expected to hire an independent engineer to certify proper grading and storm water control at the rear of those lots. Further, it is the Board's understanding that the City of Saline will not issue a certificate of occupancy until the final grading is reviewed and approved by the City. Although the Board does not have the expertise to analyze the drainage conditions at those lots, the Board intends to take an active role in overseeing that the persons/entities involved with the proper grading and storm water management behind those lots perform their duties as required.
- Relative to many of these questions, the Board discussed the issue of encroachment onto Torwood Common Lands and properties adjacent to Torwood and reminded homeowners to be mindful and respectful of property lines.

Meeting adjourned at 8:40 PM