

TORWOOD HOMEOWNERS ASSOCIATION



September 2010

Greetings to homeowners in the Torwood Subdivision! The purpose of this annual newsletter is to make you aware of the upcoming Torwood Homeowners Association (THA) annual meeting and happenings in the neighborhood. We want you to know about activities and accomplishments, issues of concern and decisions that have been made by the Board.

Your Board is making investments to continue to make Torwood a Great Place to Live and the desired place to raise a family. It has been a pleasure to serve you this year. Current THA Board members are:

Paul Borger, President:	Current term – expires 2011. Previously served: 5 years
John Zemba, Vice President:	Currently serving 2 <sup>nd</sup> consecutive term – expires 2010
Robin Rasor, Treasurer:	Currently serving 3 <sup>rd</sup> consecutive term – expires 2010
Mary Tornquist, Secretary:	Currently serving 3 <sup>rd</sup> consecutive term – expires 2010
Heather Singh, Member-at-Large:	Currently serving 1 <sup>st</sup> term – expires 2011

As a reminder, the Torwood Website ([www.torwood.org](http://www.torwood.org)) is available for your use, and through it, just about anything you could want to know about our neighborhood is in one location.

Please also 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 should be issued at closing. This partial list will help guide homeowners in regards to landscaping requirements, physical property requirements, maintenance, and more. A complete copy of the Bylaws is available on the Torwood website.

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 that you will continue to support the Board.

If you have any questions or comments, please contact one of the BOD members listed below.

Thank you,  
Board of Directors,

Paul Borger 944-7128	<a href="mailto:gernunit@comcast.net">gernunit@comcast.net</a>
John Zemba 429-7419	<a href="mailto:zembaj@comcast.net">zembaj@comcast.net</a>
Robin Rasor 944-3359	<a href="mailto:rrasor@comcast.net">rrasor@comcast.net</a>
Mary Tornquist 429-2551	<a href="mailto:maryshortcake@frontier.com">maryshortcake@frontier.com</a>
Heather Singh 316-2504	<a href="mailto:hlhsingh@yahoo.com">hlhsingh@yahoo.com</a>

### **1. 2010 THA Annual Meeting:**

**The Torwood Homeowners Association annual meeting will take place on October 19, 2010 at 7:00 pm in Christler Hall, Saline First United Methodist Church: 1200 N. Ann Arbor Rd.** The benefit of holding annual meetings is to proactively inform the residents of the THA on the happenings over the year, to review the budget, annual dues and goals for the coming year.

Your attendance is requested, not only to hear what your Board has accomplished this year, but also that your voice be heard on areas you would like the Board to address in the 2011 year.

The terms of three Board members expire this year. Robin Rasor and John Zemba are running for re-election and Mary Tornquist has decided not to run again. Remember, any current homeowner may be nominated for an open Board position.

### **2. Torwood Welcomes New Construction and a New Builder!**

In light of the terrible economic climate present in our region and nation and compounded by the bankruptcy of Timberline Building/Torwood Development LLC, Torwood has experienced a building lull of 2+ years. In July 2010, the band sold the remaining lots to Livonia Builders, and they have begun to revitalize building activities in our subdivision. Livonia Builders is a second generation family building company who has extensive experience in subdivision building.

Livonia Builders has two spec. homes underway with plans for 4 - 5 more this year. Of the 7 planned, two of these are pre-sold.

Also underway, (under an agreement with the bank, prior to the sale of the lots to Livonia Builders) on Lot 113 on West Castlebury, is a pre-sold home being built by Essex Homes.

Livonia Builders is committed to meeting all size and architectural requirements of our By-Laws and has demonstrated a strong working relationship with the HOA. We are pleased to see activity again and look forward to building out the remainder of the subdivision. Some homeowners have inquired about appearances of house size when compared to the average Torwood homes. Be assured that they are in full compliance with our requirements. We expect that as the economy improves, so will the real estate market – and dimensions and value increases will result.

We are excited to see Torwood active again! Welcome to Livonia Builders!

### **3. Special Recognition:**

- ❖ Paul Borger for organizing a floor refinishing project
- ❖ Laurie Dawson for arranging this year's sub-wide garage sale
- ❖ Heather Singh and the residents who participated in the second annual Torwood Spring Cleanup

### **4. Committees Update:**

- **Architecture Committee**
  - The purpose of the Architecture Committee is to preserve and promote the attractiveness of the Torwood community by enforcing the architecture By-Laws.
  - Residents are advised of **how to apply for an Architecture review:**

- ✓ Retrieve an Architecture review form from the Torwood website:  
[www.torwood.org](http://www.torwood.org)
- ✓ 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 email: [Torwood.admin@torwood.org](mailto:Torwood.admin@torwood.org) or US mail to: Torwood Homeowners Association  
PO Box 622 Saline, MI 48176
- ✓ Allow 1-2 weeks for typical approval turn-around

Committee members: Sonja Caprrese, John Zemba, Chris Chapin

- **Landscape Committee**

- The Landscape Committee’s mission is to assist the Board of Directors by researching, making proposals and implementing ways to continuously beautify Torwood.
- Actions:
  - 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.
  - Review of homeowner requests made to the board as required, keeping homeowners advised of 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.
  - Hold at a minimum quarterly meetings to address landscape issues and act on those issues in a timely fashion.
  - 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 retention ponds (drains).
  - Supervise and manage the projects of any contractors who are providing services contracted by the THA Board of Directors.
  - Make recommendations and suggestions to the Board of Directors as required.

**Committee Members:** Chris Chapin, Wade Tornquist, Michael Weber

**Accomplishments (plans to-date):**

- Gained approval from the Saline City Planning Commission and Council to add 21 new mixed spruce (Colorado, Black Hill, Norway) along Austin Rd

- Three 12'-14', Two 7'-8' and Seventeen 5'6'
- Working with the City on a plan to add deciduous landscaping (flowering and fall colored trees) within the already planted twenty one spruces. The goal would be to start plantings in the early spring of 2011.
- Contracted this fall to have six arborvitae removed and seven 5'-6' mixed spruce planted on the berm just east of the front entrance along Austin Rd.
- Working on replacing plants this fall worse case early spring 2011 in each of the five courts that have been lost.
- Common area cleanup (trash & misc. debris)
- Implemented new 3yr Lawn Care and Snow Removal agreement with Kevin's Landscaping
- Mulch special with Kevin's Landscaping
- Repaired front lights auto sensor
- 1 Landscape review & 1 authorized

#### **Committee Opportunities:**

- Three volunteers needed to be part of the Landscape Committee for 2011. Please let Mary Tornquist (maryshortcake@frontier.com) know of your interest.
- The procedure for filing the landscape review is the same as that listed under architecture review

5. **Treasurer's Report:** Updates of financials and 2011 budget will be available at the annual meeting.

#### **6. Reminders about Torwood By-Laws and Homeowner Responsibilities:**

This is not intended to be a complete listing of Torwood By-Laws, Rights and Responsibilities, or as a legally binding document. It is only intended as an "Informational and Reminder," list, and is being provided in response to the most obvious violations or issues we have observed in Torwood. For further information, please refer to your "PURCHASER INFORMATION BOOKLET FOR TORWOOD" that was provided to each homeowner at closing. A free copy can be downloaded from the [www.torwood.org](http://www.torwood.org) website if you prefer. 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 sale of property.
- Any exterior structural changes to your unit must have prior approval of the Torwood Homeowners Association (THA) Board of Directors (BOD).
- All exterior paint colors and schemes must have prior approval of the THA BOD. No trailers, campers, or similar items are permitted to be placed on any unit lot for more than 24 hrs prior to and after use.
- Cul-de-sacs are not playgrounds (see Section 13 on page 19 of the By-Laws "Common Element Maintenance") and need to be respected, as all homeowners pay for the upkeep.
- Individual or group Garage Sales are not allowed unless sanctioned by the THA BOD
- Watch speed limit when driving through Torwood.
- Each unit is responsible to submit landscaping plans and obtain prior approval of the THA BOD and / or Landscaping Committee, and is required to maintain them in accordance with the By-Laws.
- Landscaping must occur within 6 months of closing on a newly constructed home.
- All garbage and refuse containers must be kept out of view, preferably in the garage. **They are not permitted to be placed on the curb until 6PM of the day prior to scheduled pickup**, and must be returned to their storage place by the end of the pickup day.

- All pets must be controlled and waste picked up if walked outside of the homeowner’s property.
- Yard waste or any other material is not to be dumped in a common area, especially not the retention 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.
- Keep yard mowed per city ordinance (nothing over 6 inches).



**Torwood Directory**

In recent years, interest in participating in a neighborhood directory has waned. Therefore, the Board has decided not to publish a directory this year. Do you wish to continue the practice of generating a yearly directory – for the use of Torwood residents? If you have an opinion on this topic, please check a box on the dues statement form.

**7. Nomination and Proxy Voting Form:**

If you are unable to attend the Annual THA Meeting on October 19, 2010, please complete the proxy information form by October 14, 2010 and mail it to the address noted below or fill out the form on the [www.torwood.org](http://www.torwood.org) website “Proxy Voting” link to send your information electronically. The board member of your choice will vote on your behalf. Only an assigned proxy will be accepted. You may also copy the form below and email it to a board member.

Also, should you wish to add a nomination for the board election and are unable to attend, please complete the proxy information accordingly. We encourage homeowners to utilize these forms electronically; doing so will cut down on mailing costs!

Any current homeowner may be nominated for a position. A current homeowner is defined as having legal rights to their Torwood home/lot with all dues current. As long as dues are current, each household is entitled to one vote.

I, \_\_\_\_\_ located at \_\_\_\_\_ hereby assign my vote via proxy to the following board member: (Place an X in only one blank.)

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| _____ Paul Borger, President     | _____ Mary Tornquist, Secretary      |
| _____ John Zemba, Vice President | _____ Heather Singh, Member-at-large |
| _____ Robin Rasor, Treasurer     |                                      |

You may also nominate a current homeowner for a board member position via proxy. If you will not be present at the meeting and wish to make a nomination, please list the individual name below:

\_\_\_\_\_

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

Email: [Torwood.admin@torwood.org](mailto:Torwood.admin@torwood.org)

**8. 2011 THA Annual Dues Statement:**

Please complete both sections of this form and enclose it with your remittance

Unit Owner(s) Name: \_\_\_\_\_ Lot Number \_\_\_\_\_ or

Street Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Amount Due – 2011 Dues \$ 150.00

Outstanding Balance (if applicable) \$ \_\_\_\_\_

Notes:

**Total Payable includes 2011 Dues and any Outstanding Balance noted above: \$ \_\_\_\_\_**

Please remit your dues by January 1, 2011 to avoid any late fees as documented in the policy below: **Torwood Homeowners Association P.O.Box 622 Saline, MI 48176**

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Note the policy regarding dues payments:

- 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 (Jan. 31<sup>st</sup>).
- A warning for payment and late fee of 3% will be provided if receipt of payment has not been received after the first 60 days (Feb. 28<sup>th</sup>).
- Any outstanding balances not met after 90 days (Mar. 31<sup>st</sup>) 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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In an effort to reduce costs and expedite decisions, the THA Board of Directors asks that you include your email address on this form when submitting your dues payment. This way, we can send you neighborhood news information in an efficient, cost-effective manner. Please sign below and include your Torwood Address and /or Lot # as well as your email address.

Name: \_\_\_\_\_ (First & Last name)

Torwood Address or Lot #: \_\_\_\_\_ Saline, MI 48176

Email Address: \_\_\_\_\_

**Torwood Directory Survey: (please mark an "X" in the appropriate blank)**

\_\_\_ **I find the directory useful and would like to see it continued.**

\_\_\_ **I don't utilize the directory and see no reason to continue generating one at this time.**