

*Please wait for the Webinar to start . . . !*



**Dunbarton Pines Homeowners' Association**  
Annual Meeting

Sunday, September 18<sup>th</sup>, 2022 7:00 PM  
Zoom Webinar

## Welcome!

Welcome to our second Zoom Webinar annual meeting!

This is a Zoom Webinar, which means:

- We use a moderator
- Only one presenter can talk at a time
- Only presenters are visible on your screen
- Participants can ask questions through the use of the “Q&A” function
- Questions will be addressed at the end of the presentation
  - The moderator will review / consolidate questions and direct them to one of the presenters for discussion
- As you would hope and expect – we will focus on Association matters

# Agenda

Fred



## Board Members for calendar year 2022:

Fred Schlemmer	President
Andy Randall	V.P. Landscaping
Karen Harris	Treasurer
Rod Harris	Secretary

Activities Completed in 2022

Fred

Financial Report – 2022 Year-to-Date

Karen Harris

Contributions of Current Board Since 2015

Rod

Newly Elected Board for 2023

Fred Schlemmer

Open Discussion

(Moderated Q&A)

# Activities Completed for 2022

Fred Schlemmer



## Thanks to Board members for their work this year!

- Continued landscaping improvements
  - Purchased and installed three park benches around main commons
- Maintained billings and collections and reported on financial condition\*
  - 100% of homeowners paid 2022 dues
  - 70 Homeowners (20%) paid electronically for 2022 (55 “Pull”, 15 “Pay Now”) (as of 9/15)
- Continued communication to homeowners
  - April, July and August 2022 Newsletters
  - Using broadcast emails for majority of communications to homeowners
- Continued to encourage homeowners to register on Owner’s Portal
  - 304 (89%) Homeowners have email addresses on file (not all are verified)
  - 191 (56%) Homeowners have registered on the Owner’s Portal (verifies email, enables e-payments)
  - 150 (44%) Homeowners have been sent an invitation to register, but not yet done so
  - 37 (11%) Homeowners have not provided an email address to the Association
- Upgraded Dunbarton Pines website: ***www.DunbartonPinesofNovi.com***
  - Thanks to: Deepa Elangainathan for her support over the years!
- Food trucks courtesy of Andrea Torres!

\*Slide Follows

# Financial Report – 2022 Year-to-Date

Karen Harris



## Dunbarton Pines Homeowners' Association

### Income Statement

Year-to-Date August 31, 2022

	Year to Date			Yearly Budget
	Actual	Budget	Variance	
<b>Income</b>				
6010 Dues and Other Receipts	\$65,336.00	\$64,790.00	\$546.00	\$64,790.00
6200 Interest Income	\$15.93	\$0.00	\$11.92	\$0.00
<b>Dues and Receipts Total</b>	<b>\$65,351.93</b>	<b>\$64,790.00</b>	<b>\$557.92</b>	<b>\$64,790.00</b>
<b>Expense</b>				
7010 Landscaping	\$22,474.43	\$28,411.00	\$5,936.57	\$42,126.00
8010 Fees and Insurance	\$2,281.45	\$346.00	(\$1,935.45)	\$3,145.00
8020 Water	\$892.48	\$1,219.00	\$326.52	\$2,849.00
8030 Electric	\$736.87	\$909.00	\$172.13	\$1,227.00
8040 Communications	\$1,103.57	\$562.00	(\$541.57)	\$977.00
8050 Enterprise Software	\$2,968.00	\$2,968.00	\$0.00	\$4,452.00
<b>Expenses Total</b>	<b>\$30,456.80</b>	<b>\$34,415.00</b>	<b>\$3,958.20</b>	<b>\$54,776.00</b>
<b>Net Income</b>	<b>\$34,895.13</b>	<b>\$30,375.00</b>	<b>(\$3,400.28)</b>	<b>\$10,014.00</b>

☑ Outstanding collections  
(100% in 2022)

☑ Managed expenses

Reserves Beginning of Year	26,965.51
6110 Dues (Next Year)	40,878.50
Cash in Bank	<u>102,739.14</u>

☑ Good reserves

☑ Strong cash position

# Contributions of Current Board Since 2015

Rod Harris



- Established [www.dunbartonpinesofnovi.com](http://www.dunbartonpinesofnovi.com) website
- Established common [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com) email address and monitoring
- Confirmed competitiveness of our landscaping service through RFP process
- Licensed TOPS[ONE] software to manage Association and reduce volunteer time
  - Supports financial management of the Association
  - Provides for electronic payment of annual dues
  - Supports broadcast communications to Homeowners
  - Provides for templates to ease response to inquiries (e.g. Statements of Account for home purchases)
  - Provides transparency to Board members and eliminates need for Association computer
- Reinstated periodic newsletters to Homeowners
- Improved Commons Area pathways
- Installed three park benches within main commons area
- Upgraded website to easier-to-maintain web environment
  - Eliminated need for custom maintenance webmaster (thanks to Deepa Elangainathan for help in past)
- Achieved 100% annual dues collections for 2021 and 2022!
- Tested electronic voting tool for director elections for 2023
- Solicited and obtained new director candidates for 2023 year

# Newly Elected Board for 2023

Fred Schlemmer



Also on our website: [www.dunbartonpinesofnovi.com](http://www.dunbartonpinesofnovi.com)

- **Matt Guyot**

Matt moved to Dunbarton Pines in April 2006. Matt has worked 24 years with a company whose passion is to create career opportunities in the facility services and construction industries in Michigan so we may enhance people's lives. He has served in various positions in the companies continual and advancing journey and growth.

- **Karen Harris**

Karen returned to Dunbarton Pines in the spring of 2015. She has been the Treasurer of the Board from 1996 through 2005, and from 2015 to present, some 16 years. Karen has an MBA and experience as a systems analyst for a major steel company and petroleum company

- **Alan Lach**

Alan moved to Michigan and Dunbarton Pines in October 1999. He recently retired after working 25 years for a large global engineering and services company where he started as a senior engineer and rose to the position of Director supplying various engineering and support services to the automotive industry. He is also a retired Air Force officer who served 23 years in various operational, project, and program management positions. He holds a BS in mechanical engineering and an MS in mechanical and aeronautical engineering.

- **Scott Mato**

Scott has lived in Dunbarton pines since January 2021. He works for a tier 1 automotive supplier as a project manager and is well skilled at successfully managing large scale projects. This is his first time running for the board. He is a MSU alumni and an avid Spartan fan.

- **Andy Randall**

Andy has lived in Dunbarton Pines since 2003, and is self-employed as a lighting consultant for industrial and commercial buildings. Andy has held the role of Vice President, Landscaping, on the Board since 2005, some 17 years.

- **Fred Schlemmer**

Fred has resided in Dunbarton Pines for over 30 years and has been on the Board for over four years. Fred is currently Board President. Fred is the Chief Financial Officer for a large steel concern and has over 40 years' experience in accounting and finance. He has an MBA and CPA.

***226 Homeowners submitted ballots (66% of homeowners)***

***The new board will convene and agree to roles and responsibilities for the 2023 calendar year!***

# Open Discussion

Moderator



- Questions?

1. Can the food truck vendors be reminded of the preferred orientation of their trucks (facing out towards the street rather than towards individual homeowner properties).

*Answer: Andrea Torres, who coordinates the food trucks serving in the subdivision, was asked if she could remind the remaining truck vendors scheduled for this fall as to their preferred orientation.*

2. Can we put a link to the City of Novi Platt map on our website?

*Answer: Link placed on website under Documentation, Association.*



*Thank You!*



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