

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



**Dunbarton Pines Homeowners' Association**  
Annual Meeting

Sunday, September 17<sup>th</sup>, 2023 7:00 PM  
Zoom Webinar

## Welcome!

Welcome to our third (and hopefully final?) 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 Schlemmer



## Board Members for this calendar year 2023:

President	Fred Schlemmer
V.P. Landscaping	Andy Randall Scott Mato
Treasurer	Karen Harris Alan Lach
Secretary	Matt Guyot

Looking Back at 2023

Fred Schlemmer

Financial Report – Estimated 2023 Results

Karen Harris and Alan Lach

Looking Ahead to 2024

Fred Schlemmer

Newly Elected Board for 2024

Fred Schlemmer

Open Discussion

(Moderated Q&A)

# Looking Back at 2023

Fred Schlemmer



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

- Maintained billings and collections and reported on financial condition\*
  - 100% of homeowners paid 2023 dues
- Oversaw cleanup of storm-damaged trees and limbs (multiple events)
- Contracted for storm-sewer cleanup in one section of subdivision
- Cleaned and refreshed paint on our four entryway signs
- Continued communication to homeowners
  - April, May and August Communications
  - Using broadcast emails for communications to homeowners
- Acquired new Software (PayHOA) at savings to Association
- Encouraged homeowners to register on new PayHOA Owner's Portal
  - 315 (92%) Homeowners have verified email addresses on file
  - 169 (50%) Homeowners have registered on the Owner's Portal (verifies email, enables e-payments)
  - All Homeowners have been sent an invitation to register
- Migrated hosting of our website: ***www.DunbartonPinesofNovi.com***
  - From GoDaddy to PayHOA
- Food trucks courtesy of Andrea Torres!

\*Slide Follows

# Financial Report – 2023 Estimated

Karen Harris and Alan Lach



## Dunbarton Pines Homeowners' Association Estimated Results for Year-End 2023\*

Type	Category	Estimated Actuals as of 12/31/2023	Annual Budget	Estimated Variance
Income	Annual Dues-Current Year	64,790.00	64,790.00	0.00
	Interest Income	34.00	40.00	(6.00)
		<u>64,824.00</u>	<u>64,830.00</u>	<u>(6.00)</u>
Expense	Landscaping	53,359.38	51,158.00	(2,201.38)
	Fees and Insurance	2,938.00	4,137.00	1,199.00
	Water	2,157.80	2,224.00	66.20
	Electric	1,056.60	1,066.00	9.40
	Communications	1,775.16	1,261.00	(514.16)
	Enterprise Software	4,978.35	4,452.00	(526.35)
		<u>66,265.29</u>	<u>64,298.00</u>	<u>(1,967.29)</u>
Addition to (Subtraction From) Reserves		(1,441.29)	532.00	(1,973.29)

\*Actuals through 8/31/2023 with Estimates for 9/1/2023 through 12/31/2023

Dues Collected as of 9/17/2023: \$57,730      81%      71,610.00      (13,880.00)

- ☑ Dues in 2023 based upon \$190 / lot
- ☑ Budget adjusted in March for known additional expenses (tree removal and storm sewer cleanout) – limiting planned contribution to reserves for 2023
- ☑ Outstanding collections (100%) for 2023
- ☑ Landscaping higher than adjusted budget – additional tree removal and higher than estimated storm sewer cleanout costs
- ☑ New software lower than budgeted, but includes mailing costs (formerly budgeted in Communications) and overlap costs with old software
- ☑ Collections slightly higher (81%) compared with this same time last year (75%)

# PayHOA Usage Statistics for 2023 (3 months)

Karen Harris and Alan Lach



- PayHOA software Use (active since June, 2023):
  - 315 (92%) Homeowners now have verified email addresses on file
  - 169 (50%) Homeowners have registered on the Owner's Portal
  - 279 (82% of homeowners) have paid their 2024 dues (as of 9/17/2023), such that:
    - 165 (48%) Used checks submitted to our new lockbox facility
    - 99 (29%) Paid electronically (40 with credit card, 50 with ACH)
      - 38 Homeowners (11%) using electronic payments used "Autopay"
    - 15 (5%) Submitted checks (via bank-generated payment or hand-written checks mailed to our DPHA mailing P.O. box)
- Our new lockbox facility saves manual processing time and improves accuracy!
- Our electronic payment facility adds convenience and flexibility to Homeowners

# Looking Ahead to 2024

Fred Schlemmer



## *Anticipated Costs Need to be Carefully Managed!*

- Aging of the Subdivision: Expect further impact from:
  - Tree maintenance from older growth and frequent storms
  - Selective tree replacement
  - Main Commons Woods refresh
  - Cul-de-sac refresh (11 in total, not all in one year)
  - Storm Sewer Inspection and Maintenance
- Taft Entrances repairs from construction (Dunbarton Drive and White Pines)
  - Potential impact on existing plants
  - Potential impact on sprinkler systems and electricity feed

# Newly Elected Board for 2024

Fred Schlemmer



## CONGRATULATIONS!!

- **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.

Thank you for your continued support!!



# Thanks to Former Board Members

Karen Harris



*Thanks to our former Board Members for their work this past year:*

- **Fred Schlemmer** – Presidential role and Board oversight
- **Andy Randall** – Landscaping role and onboarding of Scott Mato
- **Rod Harris** – Acquisition of new PayHOA software, migration, and training

# Open Discussion



## Questions Asked and Answered

Q: Broadcast emails are difficult to read due to the small text. Can the font be increased in size?

A: Yes, we have the ability to change font size. We will experiment with increasing the font in future broadcasts!

Q: Can we have multiple emails associated with our accounts?

A: Yes, just let us know what additional email you would like. The additional email can receive broadcast communications in addition to the main email. Just remember, only the main email can create and login to the Owner's Portal.

Q: Can the Association clean up dropped branches and dead trees in the main commons area?

A: Yes, that is the responsibility of the Association. Let us know where you see problem branches or trees at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

Q: What positions will the newly elected Directors assume on the new Board?

A: The Directors will agree on their roles for 2024 during their first meeting.

Q: Was the budget shortfall the main reason for increasing dues for 2024?

A: At the time the dues decision for 2024 was made, we were not aware that we would experience a budget shortfall by year-end. Our decision to increase dues was based upon higher costs we experienced this year from our Vendors and the expectation they would increase next year. We also had higher than planned maintenance costs from damaging storms, which we believed were likely next year as well.

Q: Given our shortfall this year will draw-down reserves, what is our current reserves balance?

A: Our reserves currently stand around \$30,000. It is prudent for the Board to maintain strong reserves to protect against unanticipated costs incurred during the year. For example, it would not be surprising to incur \$5,000 to \$10,000 in tree cleanup costs after a bad storm. That amount, if unplanned, would draw down reserves significantly.

Q: The presentation discussed potential costs of repair work for the Taft Road project. Shouldn't the City of Novi take care of those costs?

A: Absolutely. We are working closely with the City to ensure that they address damage to our sprinkler systems at our Taft road entrances. We also have some potential work that may be required on the plantings on the islands, if that is not thoroughly addressed by the City.

Q: Will future Annual Meetings be held in person, rather than via Zoom?

A: Yes, that is the Goal!

Q: Thank you to the current and ongoing Board members for their time and effort this year!!

*Thank You!*



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