



DUNBARTON PINES



Homeowner Association Newsletter November 2020

President's Message

Fred Schlemmer

The Board sincerely hopes our Association homeowners have successfully weathered the Covid storm this past year as well as survived the onslaught of campaign messages in advance of the election. It has truly been a year to remember.

The Board would also like to extend our appreciation to all front-line workers who have been involved in responding to the virus and in keeping us all safe.

Your Board has continued to operate in the background – managing the affairs of the Association to ensure continued operation. We tightened down on expenses during the second half of the year and are pleased to advise all that we met our objective of coming in significantly under budget for the year (see separate article by our Treasurer, Karen Harris). That said, we have been able to conduct required maintenance in the commons areas. We also have issued our billing for annual dues and have processed payments from homeowners. As of this date, we have received payments from 304 homeowners, representing almost 90 percent of our 341 homes.

Given the restrictions regarding large gatherings this fall, we were unable to host the annual meeting for the Association. We anticipate conducting a Zoom webinar to formally present our current status to Homeowners and to answer any questions you may have. Look to your email for date, time and Zoom invitation.

Annual Meeting to be held Virtually using Zoom

Rod Harris

We were unable to conduct our annual meeting in September due to Coronavirus restrictions on public gatherings. We will, instead, conduct our annual meeting via Zoom. We have scheduled a Zoom Webinar for Sunday, December 6 at 7:00 pm. We will be sending invites and the meeting passcode to all homeowners with email addresses on file. If you have not yet registered on the Owner's Portal and would like to receive an invitation, please contact us at dunbartonpines@outlook.com.

Board for 2021

Rod Harris

The election results are in! Your board members for the upcoming 2021 year are: Fred Schlemmer, who continues his role as President of the Board; Andy Randall, continuing as V.P. Landscaping; Karen Harris as Treasurer; and Rod Harris as Secretary. The Board would like to thank the Homeowners for their confidence in affirming their nominations for the coming year. If you are interested in participating in a Board position or related activities, please send us an email at dunbartonpines@outlook.com

DUNBARTON PINES Homeowners' Association

The Dunbarton Pines Homeowners' Association (DPHA) is a non-profit corporation created in 1979 and composed of 341 homes governed by the Declaration of Covenants, Agreements and Restrictions (1979) and Bylaws (1980). These documents are available on our website:

<http://www.dunbartonpinesofnovi.com>

The Association has the duty and responsibility to maintain the open spaces, retention ponds, common areas and entry way monuments for the benefit of the subdivision and the members of the Association. Annual dues are \$170 payable September 1st.

DPHA board members:

Fred Schlemmer, President. Fred is in his second year as President and fifth year on the Board.

Andy Randall, V.P. Landscaping. Andy has participated on the Board for some 13 years and is responsible for landscaping maintenance and improvements.

Karen Harris, Treasurer. Karen continues her fifth year on the Board as Treasurer.

Rod Harris, Secretary. Rod continues his second year as Secretary. In prior years, Rod as served as President.

Deepa Elangainathan, Webmaster

Please send all correspondence to:
dunbartonpines@outlook.com

Landscaping Maintenance and Improvements

Andy Randall

We completed major cleanup in the main commons woods – widening the north/south pathway, rerouting the eastern end of the East/West pathway and creating a path for foot traffic entering the commons from the south. In September, our contractor completed the work by putting wood chips down on the paths.

We also added wood chips to the East Entrance to more clearly delineate the entryway and to guide hikers to the center path of that entrance. This completes the tree

block we placed at the East Entrance earlier this year. We also performed some additional cleanup of brush and debris in the same area.

Based upon main commons homeowner feedback, we added additional mowings during the June growth period and expanded the area to be mowed. We added a fall tree trimming and cleanup in the main commons – activities which commons area homeowners advised us they have recently been performing.

Main Commons Area Update

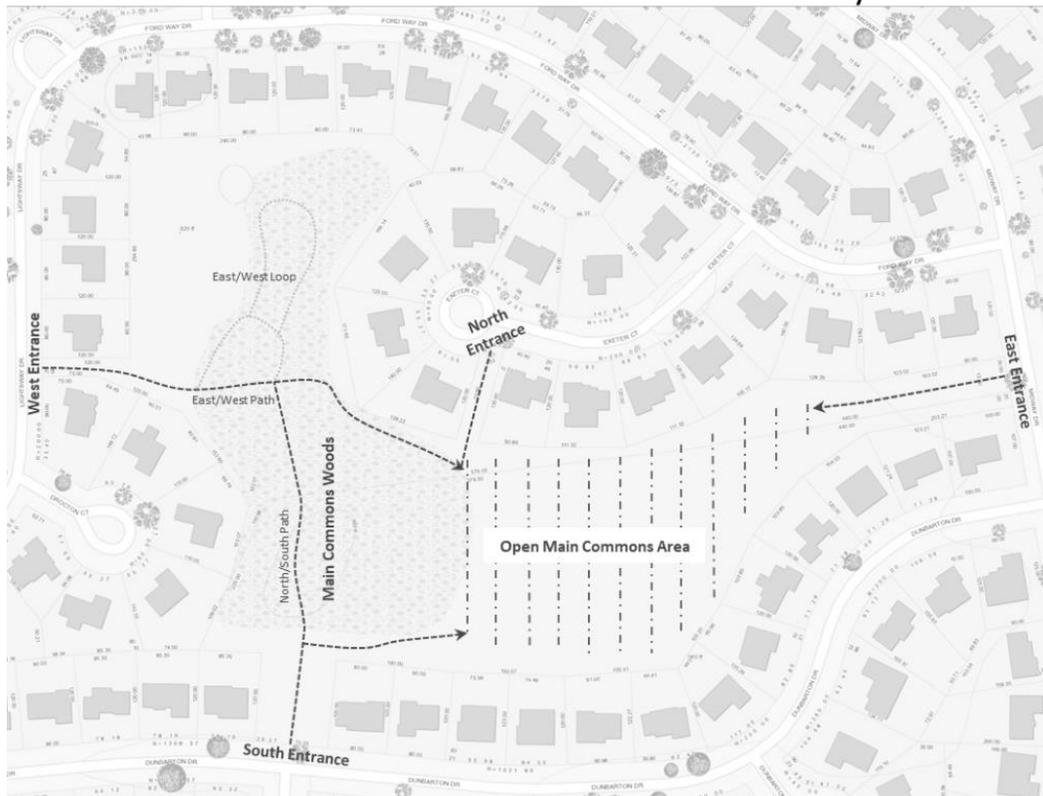
Fred Schlemmer

The Commons Area Strategy Committee has recommended the placement of a few benches within the main commons area. One of the members, Chris Williams, did some research and found several types of benches which would show well in the commons area. He reviewed these with the team, which affirmed his agreed-upon bench is simple, An example is shown here. We will installing a few of these benches We believe these will provide an to stop and admire the commons



area. He reviewed these with the recommended choice. The stable, and can be custom-labeled. be looking into purchasing and next summer, budget permitting. inviting spot for hikers and families area beauty.

Main Commons Area Entrances and Pathways



Treasurer's Report

Karen Harris

Dues have been collected from 304 homeowners for next year, leaving 37 outstanding. Four homeowners are in arrears for multiple years. We are actively working to collect outstanding balances. *If you are behind in your dues payment, please contact me to discuss payment options.*

It appears we are close to achieving our objective of staying within budget for the year, based upon our estimates for remaining 2020 expenses. Landscaping costs were higher than normal due to our focus on Commons Area improvements. We have incurred pathway cleanup expenses for the woods and entryways and for plantings that more clearly define commons area pathways. We also incurred increased landscaping costs for additional mowings during the peak growing season and branch and leaf pickup for the commons areas.

We continue to observe increased enrollment on the Owner's Portal and on-line payments. This year, some 53 homeowners paid electronically, 25

using Tops Pay and 28 using the Pay Now facility.

On a more positive note, we have had a high number of real estate transactions since January – welcoming 21 new families into the subdivision. If you are new to the subdivision and have not yet registered on the Owner's Portal, please send us an email at dunbartonpines@outlook.com

Dunbarton Pines Homeowners' Association			
Income Statement			
As of 10/31/2020			
	Actuals	Anticipated	Remaining
Income	YTD	Full Year	Costs
6010 Dues and Other Receipts	\$57,460	\$57,460	\$0
6200 Interest Income	134	134	0
Total	\$57,594	\$57,594	\$0
Expense			
7010 Landscaping	\$36,913	\$43,063	\$6,150
8010 Fees and Insurance	3,796	3,870	74
8020 Water	2,524	2,524	0
8030 Electric	935	1,112	177
8040 Communications	1,780	2,325	545
8050 Enterprise Software	3,710	4,452	742
Total	\$49,658	\$57,346	\$7,688
Dues Less Expenses	\$7,936	\$249	\$7,688
Projected Change in Reserves 2020			
Reserves end of 2019		16,895	
Projected Reserves end of 2020		\$17,144	
Cash on hand as of 10/31/2020	\$76,511		
Less: Remaining 2020 Expenses	(7,688)		
Less: Dues received for 2021 Year	(51,680)		
Reserves anticipated as of 12/31/2020		\$17,143	

Trailer and Boat Restrictions

Karen Harris

We know – you have been cooped up inside all spring and it is time to get out! Please remember as you prepare for your summer activities that parking of boats and trailers within the subdivision is prohibited! Our Declaration, Article VI – Use and Occupancy Restrictions and Covenants, Section 8: Temporary Structures and Vehicles states: No house trailer, commercial vehicles, bus or truck, boat trailer, boat, camping vehicle or trailer or motorcycle may be parked on or stored on any Lot in the subdivision unless stored fully enclosed within an attached garage or similar structure. City of Novi Ordinances separately restrict loading and unloading of such vehicles to 72 hours and does not allow parking of same on streets near residences.

Update from your Postal Carrier

Andy Randall

As winter goes into full swing, our local postal carrier wants the Board to remind all homeowners that the areas around our mailboxes need to be kept clear and free of obstructions. The requirements, we are told, are to have 30 feet overall clearance around each mailbox cluster – meaning 15 feet before and 15 feet after each mailbox. It is up to the homeowners to maintain the mailbox areas. Most of us are diligent about clearing our drives – let us take a bit of extra time and clear our neighboring mailboxes!

TOPS [ONE] Association Software

Rod Harris

This spring we sent out two broadcast email messages to all homeowners with email addresses on file. That would have been very difficult in the past! If you have not received one of our broadcast emails, we either have a bad email address or do not have any email address for you on our system. If so, please send an email to dunbartonpines@outlook.com with your name and address and we will be sure to update our files. Eventually, we would like to send all communications via email – and will require your email to do so. Our software provides a web portal for owners to maintain their contact information (phone numbers, email addresses), setup or process payments for annual dues, and access documents related to the subdivision. You will need an email address to register. Please request an invitation to register by sending us an email at dunbartonpines@outlook.com.

AutoPay or Pay Now? Payment options with TOPS [ONE]

Karen Harris

Our Association software provides flexibility to homeowners in paying their annual dues. The software uses a third-party payment provider (Zego, formerly PayLease) that accepts multiple forms of payment – ACH, Debit or Credit. Moreover, the software provides two ways for you to make your dues payment: **AutoPay** or **Pay Now**.

AutoPay provides for homeowners to set up a payment method in advance, which can be ACH or Credit Card. An ACH payment is free, while a credit card payment has a fee associated with it (3.5% of dues amount). AutoPay only happens once a year to collect annual dues. The Association initiates AutoPay transactions towards the end of August. Once initiated, an email notification is sent to each AutoPay subscriber notifying them of the pending transaction in order for homeowners to ensure enough funds are available or card information is up-to-date. To be included in the annual AutoPay set of transactions, a homeowner must be registered BEFORE we initiate the transactions. Registrations made after AutoPay has been initiated will not be included in that year's AutoPay transactions and will NOT result in payment. The homeowner instead will need to initiate payment either using the Pay Now method or submit a check for payment.

Pay Now provides for the homeowner to determine the method, amount and timing of their annual dues payment. A homeowner can "Pay Now" using ACH, Credit or Debit card information. All Pay Now methods have a fee associated with the, presented at the time of payment (currently \$2.95 for ACH or 3.5% or \$5.95 for credit card).

A few homeowners experienced problems with their AutoPay transactions this year. These were related to the setup process on the Owner's Portal. Until recently, the software allowed homeowners to exit the setup process prior to completing it properly. These few homeowners thought they had completed their AutoPay setup, only to NOT be included in the AutoPay transactions. The software has been fixed and the homeowner setups affected by the problem corrected. We apologize to those homeowners affected by this issue.

TOPS [ONE] Homeowner Portal Registration and Payment Usage

Karen Harris

We now have 168 homeowners registered on the Owner's Portal. To date we have open invitations to 128 homeowners who have yet to respond. We have no email address for 45 homeowners. If you have not yet received an invitation to register on the Owner's portal, please let us know at dunbartonpines@outlook.com. At the beginning of January, we will send another invitation to unregistered homeowners using the email address on file. We hope that this encourages homeowners to register and be able to take advantage of our many different payment options for our annual dues.

Recommended Paint for Metal Mailboxes

Karen Schubert

For those of you with metal mailboxes, Karen has found Rustoleum Oil Rubbed Bronze. See at 44784 Huntingcross.