



# DUNBARTON PINES



## Homeowner Association Newsletter November 2021

### President's Message

Fred Schlemmer

Holiday season is upon us! Time to start preparing for those long-awaited gatherings with friends and family!

We conducted the Annual Meeting on September 26<sup>th</sup>. We sent a follow-up broadcast message to homeowners with email addresses on file, summarizing the questions posed to us and providing a link to the presentation on our website. That presentation is still available on the site. During the meeting we confirmed the re-election of the current board for the upcoming 2022 year. The Board thanks all for your confidence in our continued roles with the Association.

In this newsletter Karen reviews our financial condition as we near the year end. We also discuss plans to add three benches to our commons area next year. Finally, we review several topics which have been raised by homeowners over the last year as well as presented in past newsletters.

### Board Confirmed for 2022

Rod Harris

The Board members have been confirmed for 2022. Fred Schlemmer will continue as President, Andy will reprise his role as V.P. Landscaping, Karen will provide support as your Treasurer, and Rod will continue as Secretary for the Association. We are always looking for backups and volunteers – and would be glad to provide training. If interested, please send us an email at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

### Mailboxes and Snow Removal

Karen Harris

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 mailboxes as well!

### Family Pets

Fred Schlemmer

The City of Novi code provides for no more than 3 dogs and 3 cats per household. Pets should be properly controlled while walking your pet on the streets in the subdivision. At no time should pets be allowed to run free – not all homeowners feel kindly towards man's best friend! Finally, common courtesy applies should your dog do its business on another homeowner's lawn – please clean it up!

## 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 \$190 payable September 1<sup>st</sup>.

### DPHA board members:

**Fred Schlemmer, President.** Fred will be in his third year as President and sixth year on the Board.

**Andy Randall, V.P. Landscaping.** Andy has participated on the Board for some 14 years and is responsible for landscaping maintenance and improvements.

**Karen Harris, Treasurer.** Karen continues with her sixth year on the Board as Treasurer.

**Rod Harris, Secretary.** Rod continues his third year as Secretary. In prior years, Rod has served as President.

**Deepa Elangainathan, Webmaster**

Please send all correspondence to:  
[dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

**Main Commons Area**

Andy Randall

The Board approved the purchase of three benches for the main commons area. We plan on having our Commons Area Strategy Committee assist in determining the location for the new benches. The anticipated bench is simple,



stable, and can be custom-labeled. An example is shown here.

We also anticipate removal of select dead and/or dying trees. If you notice a distressed tree in one of the entryways, cul-de-sacs, or commons area, please advise by sending an email to [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

**Rental Property Owners**

Fred Schlemmer

If you own property in the Dunbarton Pines subdivision, but rent that property, you are responsible for ensuring your home, and renters, are in compliance with the Association Agreements and Bylaws as well as City of Novi Ordinances. That includes the payment of Association annual dues and maintenance of your property, landscaping and yard. You may have an understanding or an agreement with your renters to maintain the rental property. If so, you need to make sure your renters fully understand their maintenance responsibility. As homeowner and renter, you are ultimately responsible for adhering to Association rules and City of Novi Ordinances. Lawns that are not maintained could be subject to City of Novi penalties as well as Association fees – which would be your responsibility, as homeowner, to pay.

**We Need Your eMail Address!**

Karen Harris

We are trying to move to email as the primary means of Association communications. For those of you who have provided us your email information, thank you! For those of you who have yet to do so, we need you to submit your preferred email to us for our files at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com). All email and phone information remains strictly confidential. To begin the Owner’s Portal registration process, please send us an email requesting Owner’s Portal access. Once registered on the Owner’s Portal, you have the ability to process payment for your annual dues! If you have any questions or concerns about your contact information, please reach out to us at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com).

**City of Novi Yard Waste and Trash Collection**

Andy Randall

Yard waste will be collected through the second week of December. As a reminder, trash bins must be stored in an enclosed building or within the rear yard of your property, per City of Novi Ordinances!

**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.

**Certify Your Garden!**

Laura Williams

Turn your yard into a Certified Wildlife Habitat®. Rapid and large-scale changes to our lands and waters mean wildlife are losing the habitats they once knew. By adding pollinator-friendly and monarch-friendly plants when you certify, your garden also counts toward the Million Pollinator Garden Challenge. When you certify, your \$20 application fee supports the National Wildlife Federation’s programs. Certification requires applicants provide food, water, cover, and places to raise young. Visit: <https://www.nwf.org/Garden-For-Wildlife/Certify.aspx> I am a promoter of the National Wildlife Federation garden certification program. Please reach out with questions to me at: [lauramwilliams1950@gmail.com](mailto:lauramwilliams1950@gmail.com). Be sure to include “NWF cert” in the subject line!

## Treasurer's Report

Karen Harris

We have collected dues from 331 out of 341 homeowners (97%) for the 2022 year. Accolades to those who have submitted their payments! Late notices have been sent to delinquent homeowners, and our collection process will continue as per last year. Lien process costs have increased from last year, and are around \$600, well above the cost of annual dues.

We currently show a favorable year-to-date variance against our budget, with some outstanding expenses yet anticipated before year end. That said, it looks like we will end the year favorably and above break-even. We experienced fewer landscaping and communication expenses than budgeted. The board approved the purchase of three benches for the main commons area, and will be purchasing those for installation next spring.

We anticipate dues for 2022 to be near \$64,790, which will provide some flexibility on cul-de-sac and entryway maintenance in the coming year. Part of

the increased dues has been offset by increases in vendor costs, which were assessed this year (2021).

When we compare our annual dues to neighboring HOA's, we are still the lowest in the neighborhood! The average of the six we obtained dues information for was \$330 a year (see below).

**Dunbarton Pines Homeowners' Association  
Income Statement  
As of 10/31/2021**

	Year to Date Thru October			Estimated
	Actual	Budget	Variance	Full Year
<b>Income</b>				
6010 Dues and Other Receipts	58,650	57,970	680	58,650
6200 Interest Income	24	142	(117)	28
<b>Dues and Receipts Total</b>	<b>58,674</b>	<b>58,112</b>	<b>563</b>	<b>58,678</b>
<b>Expense</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Yearly</b>
7010 Landscaping	29,796	38,945	9,150	36,546
8010 Fees and Insurance	3,061	3,000	(61)	3,350
8020 Water	2,849	2,600	(249)	2,600
8030 Electric	1,044	915	(129)	1,185
8040 Communications	580	1,840	1,260	680
8050 Enterprise Software	3,710	3,710	0	4,452
<b>Expenses Total</b>	<b>41,040</b>	<b>51,010</b>	<b>9,970</b>	<b>48,813</b>
<b>Net Income</b>	<b>17,634</b>	<b>7,102</b>	<b>10,532</b>	<b>9,865</b>
6110 Dues (Next Year)	62,120	62,510	(390)	64,790
Reserves	17,179			17,179
Cash in Bank	96,933			91,834

## Annual Dues Comparison with Neighboring HOA's

Karen Harris

We worked with Margie Wells (of Real Estate One) to gather information on annual dues from HOAs in our neck of the woods. This helps to put our dues into perspective given the highly competitive real estate market. What we found confirms what we have believed for some time – that we are the best deal going! Our annual dues next year at \$190 are less than all of the HOAs we surveyed – by a considerable amount. Other association homeowners pay, on average, \$330 – some \$140 more than what we have set for 2022.

Dunbarton Pines	\$190
Addington Park	\$325
Autumn Park	340
Barclay	400
Bradford	325
Mystic Forest	365
Royal Crown	225
Average	\$330

## Trailer and Boat Restrictions

Karen Harris

We know – you've enjoyed a summer four wheelin' and boating across Michigan. Now that you're preparing for winter, please remember that parking of boats and trailers within the subdivision is prohibited! 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.

## Food Trucks at our Subdivision over Summer!

The Board would like to thank Dawn Carson and Andrea Torres for their work organizing food truck visits to the subdivision this summer. They reached out to potential vendors, scheduled interested trucks, addressed last minute schedule changes, and kept the subdivision signs updated with the latest schedule. Thank you Dawn and Andrea!

## Association Newsletter – Discontinuing Delivery by USPS Mail

Rod Harris

We started sending our Dunbarton Pines Newsletter via email with our May 2021 issue. All homeowners with an email address on file with our TOPS [ONE] software received the letter (about 299). Sending by email will save some \$800 per mailing. For those of you who have yet to provide us an email address (about 42), we have printed and mailed you a hard copy for this issue. Starting next year, we will only be sending our Newsletter via email and posting editions on our website. You can maintain your contact information on the Owner's Portal – request an invitation at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

## Reminder about Your Payment Options on TOPS [ONE]!

Karen Harris

Homeowners who register on the owner's portal may use the Association software to pay their annual dues. Owners have two options to make payments: AutoPay or Pay Now. Here's the link to the owner's portal: <https://owner.topssoft.com/DPHA/Account/Login> . Remember, your information is not stored on TOPS [ONE] but maintained by third-party payment provider (Global Payments, formerly Zego, formerly PayLease).

**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 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).

## TOPS [ONE] Homeowner eMails and Portal Registration

Karen Harris

We now have email addresses for some 299 homeowners, and 174 homeowners have formally registered on the Owner's Portal. To date we have open invitations to 122 homeowners who have yet to respond. If you have not yet received an invitation to register on the Owner's portal, please let us know at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

## Planning a Garage Sale?

Karen Harris

Post your sales information and items for free at [www.garagesalefinder.com](http://www.garagesalefinder.com); [www.yardsalesearch.com](http://www.yardsalesearch.com); [www.garagesaletracker.com](http://www.garagesaletracker.com); [www.nextdoor.com](http://www.nextdoor.com); and Craig's List.

## Interested in Participating in Neighborhood Garden Walks?

Laura Williams and Karen Harris

Several homeowners have expressed an interest in sharing their love of gardening with similarly inclined Dunbarton Pines homeowners. We are looking at putting together a Dunbarton Pines homeowner group if enough gardeners express an interest. All that is required is an avid interest in home landscaping – and a garden in progress! If you are interested in participating in such a group – sharing your garden work with others or getting ideas from the creativity of others, please contact Laura Williams at [lauramwilliams1950@gmail.com](mailto:lauramwilliams1950@gmail.com) or 248-349-3259.