



DUNBARTON PINES



Homeowner Association Newsletter June, 2019

President's Message

Rod Harris

It has been a tough spring! With all the rain, we barely have time to mow the lawn in between downpours! Perhaps mother nature is setting us up for a really hot summer? In any event, in this letter we cover the licensing and implementation by your Board of Directors of new Association software for use by the subdivision. This software, called TOPS [20], will provide Homeowners' web access to maintain their contact information, enable payment of annual dues using ACH without fee and help the Board make improvements to back-office processes. Also in this letter Andy reviews this year's plans for Landscaping and Karen provides an update on the financial status of the Association.

Board Licenses TOPS [20] Association Software

Rod Harris

The state of third-party software supporting Homeowner Associations has advanced significantly over the last decade. Your Board did a review this winter of different offerings and identified a product that would support our Association nicely. From a Homeowner perspective, the software provides a web portal for owners to maintain their contact information (phone numbers, email addresses), setup ACH payment processing for annual dues, and access documents related to the subdivision and City of Novi. From a Board perspective, the software provides full financial processing and reporting, including billing, accounts receivable and accounts payable. It also has interfaces to third party providers to assist in mailings for annual dues and ongoing homeowner communications. Over time, it will enable us to become "paperless" as we invoice, pay, and communicate to Homeowners electronically. Finally, it provides the capability to define recurring Board activities so that the work of the Board becomes codified for use by the Board as members change over time. All in all, we believe that this is a great move in the management of the Association!

Volunteers Needed to Pilot New Software

Fred Schlemmer

We need homeowners willing to pilot the new TOPS [20] software. This would involve registering on the new homeowner portal, updating contact information and setting up ACH payment processing. We would like to iron out the process prior to a broader rollout to all homeowners in the Association. All that is required is a valid email address and some time to go through the process (and to advise us of any issues that arise). If interested, please contact Karen Harris at 248-380-3752.

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, storm sewer system, 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.

Current DPHA board members:

Rod Harris, President and Secretary. Rod continues the President role this year as well as assuming Secretary responsibilities. rc.harris@outlook.com

Andy Randall, V.P. Landscaping. Andy continues his 11-some year run on the Board looking out after all things landscaping. AndyRandall2@aol.com

Karen Harris, Treasurer. Karen reprises her role as Treasurer, having served on the Board several years ago. ks.harris@yahoo.com

Fred Schlemmer, V.P. External Liaison. Fred is in his third year on the Board, and coordinates with the City of Novi and other third-party organizations. fschlemmer@alcostrans.com

Deepa Elangainathan, Webmaster

Landscaping Maintenance and Improvements

Andy Randall

This year we plan on completing our cul-de-sac work by updating the last remaining two: Courtview Trail North and Plaisance.

In addition to finalizing the updates to our cul-de-sacs with grass, we also plan on making upgrades to plant life in the cul-de-sacs where needed and to our entryways (adding flowers, replacing bushes and/or trees).

We also expect to perform additional tree and brush trimming for our commons areas as these areas mature and potentially encroach on homeowner properties. If

you have concerns about dead or dying trees in an area maintained by the subdivision, please contact me. We will be glad to review and schedule maintenance as appropriate.

Finally, a reminder about the street work performed by the City of Novi. This is part of their ongoing maintenance and improvement effort. These small projects are managed by the City and prioritized based upon a road rating they use for residential roads across the City boundaries

Subdivision Garage Sale, May 17th and 18th

Karen Harris

It appears the subdivision garage sale was a success! We had good weather and good attendance from garage sale shoppers. Your feedback as to we should continue sponsoring a subdivision-wide garage sale is encouraged – as well as the timing, number of days, and hours each day that should be publicized. Please email dunbartonpines@outlook.com with comments.

Update from your Postal Carrier

Karen Harris

The City of Novi is making some long-anticipated improvements in the subdivision roads. For those affected by the partial road closures, please be mindful of where you park. Mailbox groups must have 30 feet of clearance for the mail carrier to be able to deliver the mail. This means 10 feet to either side of the mailboxes. In some instances, temporary mailboxes may be erected by the postal service if service would otherwise be impaired by the road improvements.

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.

Novi City Ordinances - Reminder

Fred Schlemmer

Maintaining your yard. Common courtesy and pride in your yard should apply when maintaining your property. All homeowners should maintain their lawns and property in manner that is in keeping with good aesthetics. The City of Novi code requires lawns and weeds to less than 8 inches at high. Homeowners are encouraged to follow the city's guidelines and keep lawns cut to the 8-inch requirement.

Pets. The City of Novi code is no more than 3 dogs and 3 cats per household. Pets should be properly controlled while on public property (meaning while walking your dog on the streets in the subdivision). Common courtesy also applies here should your dog do its business on your neighbor's lawn – please clean it up.

Treasurer's Report

Karen Harris

Financially, we have a great start to the year. We have estimated a balanced budget, which includes provision for improvements to the cul-de-sacs and commons area maintenance. We have added a provision for the new Association software, which is paid monthly. It provides for Homeowners to make annual dues payments via ACH at no cost to the Homeowners or Association.

With our healthy reserves, we will be able continue in 2019 with the refurbishing of cul-de-sacs, the last two being Plaisance and Courtview Trail North. Cleaning up of common areas will continue with the trimming of trees and shrubs so trails can be safely navigated. An additional expense for 2019 will be the trimming of trees at the four entrances to meet the compliance requirements set forth by the City of Novi.

HOA dues collections for 2018 continue with a total of \$1,490 owed by less than 2 percent of Homeowners. We are tracking 6 homeowners delinquent in their payments, two of those owing dues for past years. We have initiated filing liens on those two homeowners and are working to collect from the remaining four homeowners. Our HOA Agreement provides for the placing of liens on Homeowners who have not paid their

annual assessment and to collect the legal fees incurred to do so. Those fees are currently estimated at \$450 and will need to be paid in addition to the past due annual assessment.

The new TOPS [20] software provides for registered Homeowners to pay for their annual dues using an ACH payment free of charge to the Homeowner. We will be soliciting Homeowners who are interested in registering on the Homeowner Portal and in creating their ACH account. Those registered Homeowners will be notified on an annual basis of the upcoming dues, providing an opportunity to update the ACH information (or discontinue the process) if desired. This should improve the timing of annual dues collections.

**Dunbarton Pines Homeowners' Association
Income Statement
2019 YTD**

Run Date: 06/02/2019
Run Time: 09:08 PM

Income

Account	Actual	Yearly Budget
6010 Dues and Other Receipts (Current Year)	\$56,970.00	\$57,970.00
Total	\$56,970.00	\$57,970.00

Expenses

Account	Actual	Yearly Budget
7010 Landscaping - Maintenance (Default)	\$11,493.36	\$35,000.00
7020 Landscaping - Improvements	\$0.00	\$10,770.00
8010 Fees and Insurance	\$0.00	\$2,500.00
8020 Water	\$0.00	\$2,200.00
8030 Electric	\$536.59	\$1,200.00
8040 Communications	\$1,123.30	\$2,450.00
8050 Enterprise Software	\$975.33	\$3,850.00
Total	\$14,128.58	\$57,970.00

Net Income **\$42,841.42** **\$0.00**

Cash Balances

1010 (Current Year Operating)	\$	42,671.42
1110 Cash(Reserves)	\$	38,147.06
Total Cash	\$	80,818.48

Homeowner Contact Information

Karen Harris

We have email addresses for over 78 percent of all Homeowners. We will be verifying those addresses in July when we send out invitations to register on the Homeowner Portal for TOPS [20]. You must have a valid email address to be able to register – moreover, we must have that valid email address on file in the system in order to initiate the registration process and to maintain communications during the billing cycle.

All email and phone information will remain strictly confidential. If you have any concerns about your contact information, please contact me to verify what we have on file.

You will also be able to update your other contact info! For email changes, please contact me at 248-380-3752.

Dunbarton Pines Homeowners' Association

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Novi, MI 48376

Dunbarton Pines Homeowners' Association Board Members:

President

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Treasurer

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