



DUNBARTON PINES



Homeowner Association Newsletter December, 2017

President's Message

Rod Harris

Season's Greetings from your Board of Directors! On behalf of the Board, I would like to thank you for your continued confidence in our efforts and appreciate our reelection to your Board for the 2018 calendar year. We want to thank Lisa for her role as Secretary over the last four years and acknowledge her strong contribution to Association matters during her tenure. As you will see elsewhere in this newsletter, your Board has a full agenda for 2018 – primarily focused on qualifying and contracting landscaping vendor(s) for 2018 and beyond. We have benefited from landscaping costs that have remained stable for many years, but as we explained in our last letter, we have plans to continue cul-de-sac improvements as well as expand maintenance to our cul-de-sacs and commons areas. To meet our expectations, we are requalifying landscaping vendors this year using a formal review process. We are raising our expectations for landscaping and maintenance work in the years ahead, and want to ensure we have the right vendors on board to help us, at the right cost. We plan to have this process completed before spring.

Annual Meeting Follow-up

Fred Schlemmer

Thank those of you who attended the annual meeting in September. There were several items discussed during the meeting which your Board agreed to address. These included: mailbox subsidies, running of stop signs, and home maintenance.

Last year the Board discontinued the mailbox subsidies which had been in place for several years. There were three main reasons for this. First, subdivision members have noticed a degradation in mailbox quality and service provided by the contracted vendor. Second, the subsidies benefit a select number of homeowners, rather than the subdivision as a whole. Finally, the costs of the subsidies have amounted to some \$7,200 over the last several years, which is around the cost of two cul-de-sac upgrades.

Several homeowners brought to the Board's attention the unfortunate tendency for drivers to run stop signs at several of our intersections. While this problem does not fall under the jurisdiction of the Association Board, I did contact the Novi police regarding our concerns. We have since noticed the presence, on multiple occasions, of Novi police cars stationed in view of the intersections of concern, and appreciate their response.

Finally, some homeowners have brought to our attention the deteriorating condition of a few homes in the subdivision (missing shutters, lack of maintenance on siding, untrimmed bushes and/or high garden weeds). We have engaged code enforcement at the City of Novi for review and possible action.

<http://www.dunbartonpinesofnovi.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 the Association 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 (as of 2017) payable September 1st.

Current DPHA board members:

Rod Harris, President and Secretary.

Rod continues the President role this year and is assuming Secretary responsibilities.

rc.harris@outlook.com

Andy Randall, V.P. Landscaping.

Andy continues his 10-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 second year on the Board, and coordinates with the City of Novi and other third-party organizations.

fschlemmer@alcotrans.com

Landscaping Maintenance and Improvements

Andy Randall

We have just completed a Request for Proposal (RFP) for landscaping maintenance and improvements to the subdivision commons areas and cul-de-sacs for 2018 and beyond. We sent the RFP to select vendors for their review. We anticipate obtaining responses by the end of January, 2018 and to have a final selection made and contract finalized before Spring. As we raise our expectations for maintenance and service of our newly upgraded islands and cul-de-sacs, we anticipate an increase in our maintenance costs as we negotiate our upcoming contracts for next year. We are also seeing the impact of our maturing commons areas as homeowners notify us of potential encroachment / trimming needs of our aging trees. As a result, we anticipate an increase in support costs for our commons areas in the coming years as well.

We are satisfied with Begonia Brothers and their work over the last several years and have included them in our list of candidate vendors.

Many of you may have seen the improvements we made to four cul-de-sacs: Alton, Eaton, Exeter, and Louvert. These improvements included removing landscaping rocks (where present) and replacing with grass. Plans are to complete the remaining five next year, which would include: Courtview Trail (two islands), Drocton, Dunbarton Court, and Plaisance. At the beginning of this year, we had two cul-de-sacs which already had grass instead of rocks.

In addition to improving the looks of the islands and cul-de-sacs with grass, we also plan next year on making upgrades to plant life in the cul-de-sacs and entryways (adding flowers, replacing bushes and/or trees).

Finally, I'm sure you noticed the street work performed by the City of Novi before the recent snowfalls! 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.

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.

Super 5-K Annual Road Race – February 4th, 2018, 8:35 am – 9:15 am

Dawn at R F Events

Mark your calendars for Sunday, February 4th, 2018 for the Super 5-K Annual Road Race, sponsored by R F Events.

From approximately 8:15 through 9:15, Taft Road will be closed to traffic and travel may be restricted in our subdivision. The Novi PD and race volunteers will do their best to assist you in getting through during this period. Please leave yourself ample time to get where you are going! The event results in a donation to Novi Youth Council. Come out and cheer the participants!

Neighborhood Babysitting Co-op

The babysitting co-op is a group of 20 mothers who share caregiver responsibilities to Dunbarton Pines, Royal Crown, Autumn Park and Barclay Estates neighbors. The Co-op is geared to provide daytime care for children ranging in age from newborn through kindergarten. Call Nikki VanDis @ 248.790.7894 or email nvandis@hotmail.com for more information.

Related to the topic, Katherine Gutowsky, 14, is interested in babysitting opportunities. Please contact her at 248-533-8678.

Treasurer's Report

Karen Harris

The year is quickly coming to an end. Reviewing the Dunbarton Pines Homeowners' Association actual expenses versus the budget for calendar year 2017, we were within budget in all areas except for landscaping maintenance and water usage. For landscaping, we had planned to improve more cul-de-sacs than we actually did, resulting in a favorable variance. For water, we had a higher than budgeted usage for 2017, and we have yet to receive our final water 2017 bill. The attached exhibit shows our 2017 expenses through November of this year, which will be updated once all expenses have been recorded.

As we look to 2018, for planning purposes, we have developed a working budget based on 2017 numbers. We anticipate revising our budget for landscaping maintenance and improvements once the RPF process is completed with final contract negotiations anticipated to be completed by mid-February of 2018. We start 2018 in a good financial position with reserves of approximately \$28,000 based on our 2017 actual results and 2018 working budget

As of this writing, 13 homeowners are delinquent paying their 2017-2018 HOA dues. The third notice of past due payment for the 2017-18 year was sent in November, requesting payment by December 15. There are three homeowners with more than one year's delinquency. In January, 2018, we will begin the process of placing liens on those

homeowners who are past due. This is never a pleasant exercise – but as directed by our bylaws, it is our obligation as a Board to ensure the financial viability of the Association and to protect the interests of all Association members.

As a reminder, reserves are essential for unusual expenses pertaining to the maintenance of the subdivision. Such expenses could include but not limited to damage to our properties, legal expenses or any other unforeseen expense (i.e. storm damage, sewer repair).

**Dunbarton Pines Homeowners Association
Statement of Activities and Financial Positional
November 30, 2017**

	2017	
	YTD Actual	Budget
Revenue:		
Annual Dues - collected 2016-2017	\$ 50,850	\$ 51,150
Other Income (past dues collected)	75	-
Total Income	50,925	51,150
Expense:		
Communications	1,893	2,000
Fees and Insurance	2,447	2,200
Landscaping Maintenance	39,497	51,000
Office	212	500
Mailbox Program (discontinued)	720	-
Electric	1,009	1,900
Water	2,155	1,400
Total Expense	47,934	59,000
Contribution (Reduction) to Reserves	2,991	(7,850)
Reserves - Beginning of Year	25,049	25,049
Reserves at End of Period	\$ 28,040	\$ 17,199
Annual Dues collected 2017-18	55,760	
Total Funds Available	83,800	
Bank Reconciliation		
Bank Balance (End of Period)	86,300	
Checks outstanding	(2,669)	
Deposits outstanding	170	
Balance at End of Period	\$ 83,801	

Upcoming Directory Update

Karen Harris

We will be updating the DPHA directory at the end of this year. Margie Wells has graciously offered to help with publication and mailing.

Please verify the spelling of your name(s) that are printed on your annual dues invoice – that will serve as the basis for the directory. If you prefer to use a different name

(nickname), indicate that on the invoice. To have your phone number included in the directory, please add it to your contact information. All names found in public records will be included in the directory.

For updates and corrections, contact me at 248-380-3752.

Dunbarton Pines Homeowners' Association

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