



# DUNBARTON PINES



## Homeowner Association Newsletter January, 2019

### President's Message

Rod Harris

With the holidays behind us, it seems like a good time to update our homeowners on the latest Dunbarton Pines activities! The 2019 Board would like to thank the homeowners for their continued confidence in the Board by reelecting Rod, Andy, Karen and Fred to their respective posts as President, Vice-President Landscaping, Treasurer, and Vice-President External Liaison. In this newsletter Andy discusses the upgrades made to cul-de-sacs last year and plans for this year, Karen discusses the current financial health of the Association and reviews recent tardiness in annual dues payments by many homeowners. As always, we encourage your feedback!

### Annual Meeting and Election of Board Members

Rod Harris

The annual meeting was held on Sunday, September 23<sup>rd</sup>, at 7:00 pm, in the Novi Community Center. Rod presented the "year in review", supported by Andy, Karen and Fred. Key accomplishments in our report included: preparing proposals for, reviewing responses to and contracting services in support of ongoing landscaping work. We selected Begonia Brothers based upon their competitive proposal and past performance. We also issued an updated directory to all homeowners and produced three newsletters (December, 2017, April and July 2018). Finally, we maintained billings, collections, and vendor payments and reported on the financial condition of the Association. We also reminded those present that we are looking for volunteers to assist in Board activities and perhaps run for office for the 2020 year. Comments from participants at the meeting included concerns that select homeowners are not maintaining their landscaping properly (these may potentially be rental properties), request for the Board to investigate having "one side only" parking on busy streets, and concern that lawn clippings and street drains are not being maintained in some areas by homeowners. At the end of the meeting the remaining ballots were collected, and results tallied. Homeowners reelected the current Board for the 2019 year.

### Super 5K Run Sunday, February 3<sup>rd</sup>

Fred Schlemmer

RF Events has received approval from the City of Novi to host the Super 5K race on Sunday, February 3<sup>rd</sup>, starting at 8:30 am. Runners are reminded about proper conduct while running the course and course marshals will be posted in our subdivision. Any interested homeowners can contact RF Events for a discount on the cost of the run.

## 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 1<sup>st</sup>.

### 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](mailto: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](mailto:AndyRandall2@aol.com)

**Karen Harris, Treasurer.** Karen reprises her role as Treasurer, having served on the Board several years ago.

[ks.harris@yahoo.com](mailto: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.

[fshlemmer@alcostrans.com](mailto:fshlemmer@alcostrans.com)

**Deepa Elangainathan, Webmaster**

---

## Landscaping Maintenance and Improvements

Andy Randall

Begonia Brothers was retained this year to manage our landscaping needs. Last year, we upgraded our cul-de-sacs (Courtview Trail South, Drocton, and Dunbarton Court), addressed commons area pathways, and maintained our newly grassed cul-de-sacs (Alton, Eaton, Exeter, and Louvert).

This upcoming year we plan on completing our cul-de-sac work by updating the remaining two – Courtview Trail North and Plaisance. We also anticipate additional tree and brush trimming for our commons areas as these areas mature and potentially encroach on homeowner properties.

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).

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 17<sup>th</sup> and 18<sup>th</sup>

Karen Harris

Mark your calendars for Friday and Saturday, May 17<sup>th</sup> and 18<sup>th</sup> for the annual subdivision garage sale! The Association will be taking out a newspaper ad for sale. Hours are from 9:00 am – 4:00 pm each day.

---

## Update from your Postal Carrier

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 neighboring mailboxes!

---

## 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 and Novi City 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

A quick review of Dunbarton Pines Homeowners Association financials shows a healthy reserve. Expenses for 2018 were within budget except for Fees and Insurance, and Water. We had a slight increase in insurance premiums and water usage. Budget amounts for 2019 will be adjusted. With the \$0.05 increase in 1<sup>st</sup> class postage, we expect an additional \$17.05 for each mailing. It is forecasted that an additional \$100 will be spent on mailings in 2019. These mailings include three newsletters, annual HOA dues invoices, and late notice mailings.

With our healthy reserves, we will be able to 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 2018-19 continue with 14 homeowners delinquent in their payments, two of those owing dues for past years. A third late notice was sent in January to delinquent homeowners. The next step for nonpayment is taking legal action to collect the dues as permitted by HOA Bylaws. Legal expenses for

placing and removing a lien on a home will be paid by the homeowner.

The number and percent of homeowners not paying by September 1 due date:

<u>Month Beginning</u>	<u>Homeowners</u>	
	<u>#</u>	<u>%</u>
September 1, 2018	122	- 36%
October 1, 2018	55	- 16%
November 1, 2018	37	- 11%
December 1, 2018	20	- 6%
January 1, 2019	14	- 4%

NOTICE: To encourage prompt payment in the future, a late fee will be assessed monthly beginning with the 2019-20 HOA dues, and will continue until full payment is received. This will help offset the cost of envelopes, printing and mailing late notices, currently in excess of \$100.

**Dunbarton Pines Homeowners Association  
Statement of Activities and Financial Position  
December 31, 2018**

	<b>2018 Actual</b>	<b>2018 Budget</b>
<b>Revenue:</b>		
Annual Dues - collected 2017-2018	\$ 57,630	\$ 57,970
Other Income (past dues collected)	900	-
<b>Total Income</b>	<b>58,530</b>	<b>57,970</b>
<b>Expense:</b>		
Communications	1,284	2,450
Fees and Insurance	2,558	2,500
Landscaping Maintenance	41,045	49,000
Electric	1,088	1,200
Water	2,249	2,200
<b>Total Expense</b>	<b>48,224</b>	<b>57,350</b>
Contribution (Reduction) to Reserves	10,306	

**Statement of Reserves**

Reserves - Beginning of Year	27,591
Reserves - End of Year	37,897
2019 Annual Dues Received	55,100
<b>Reserves and 2019 Annual Dues</b>	<b>\$ 92,997</b>

**Bank Reconciliation**

December 31, 2018 Bank Balance	100,565
Checks outstanding	(7,568)
Deposits outstanding	-
<b>Checkbook Balance End of Period</b>	<b>92,997</b>

## Homeowner Directories

Karen Harris

Margie Wells graciously provided financial assistance with publication and mailing of our association directory. We updated the directory based on residents "on file" as of the end of 2017, and verified names, addresses, and phone numbers based upon the questionnaire returned with the annual dues payments. This includes alternate

names and whether to list your phone number in the directory. Names found in public records were included. If you have not yet received a new Directory, please advise!

The directory has also been posted to our website!

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

Dunbarton Pines Homeowners' Association

P. O. Box 470

Novi, MI 48376

**Dunbarton Pines Homeowners' Association Board Members:**

President  
Rod Harris  
248-380-3752  
[rc.harris@outlook.com](mailto:rc.harris@outlook.com)

V.P. Landscaping  
Andy Randall  
734-674-5750  
[andyrandall2@aol.com](mailto:andyrandall2@aol.com)

Treasurer  
Karen Harris  
248-380-3752  
[ks.harris@yahoo.com](mailto:ks.harris@yahoo.com)

V.P. External Liaison  
Fred Schlemmer  
248-347-1736  
[fschlemmer@alcotrans.com](mailto:fschlemmer@alcotrans.com)