

TURNBERRY



VILLAGE

2022 ANNUAL MEETING

WELCOME



- **Call to Order**
 - Proposed motion: “I move that the annual meeting be called to order.”
- **Determination of Quorum**
 - A quorum of 35% of co-owners either in person or by proxy (32 co-owners out / 90 units)

AGENDA



- Welcome and Call to Order
- Determination of Quorum (35%)
- **Introductions:** Board, Management, New Owners
- **Approval of Minutes**
- **Reports:** Recap, Treasurer, Manager, Poll Results, Looking Ahead
- **Election**
- **Announcements:** Food Trucks, Vent Cleaning
- **Open Discussion**
- **Adjournment**

Please hold your comments and questions for the open discussion at the end of the meeting.

INTRODUCTIONS



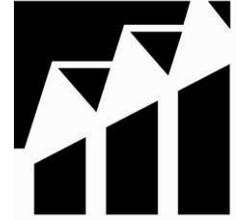
INTRODUCTIONS: **BOARD OF DIRECTORS**



- **Katie Fogleboch, *President***
Graphic Designer, co-owner since 2014
- **Janette Hyde, *Vice President***
Retired Principal Financial Analyst, co-owner since 2014
- **Lori Rowe, *Secretary***
Registered Nurse, co-owner since 2008
- **Bonnie Bonifield, *Treasurer***
Education Project Manager, co-owner since 2004
- **Chris Adams, *Director***
Consultant, co-owner since 1999

INTRODUCTIONS:

HERRIMAN & ASSOCIATES



- **Tiffany Snadon, *Community Association Manager***
 - Herriman & Associates, Inc.

- **Dan Herriman, *CMCA, President & CEO***
 - Herriman & Associates, Inc.

INTRODUCTIONS: **NEW OWNERS**



Are there any new owners since the last annual meeting?

- Please introduce yourself
- Welcome to the community!

APPROVAL OF MINUTES



Please review the minutes from the previous annual meeting.

Proposed Motion:

- “ I move to approve the minutes of the 2021 annual meeting as published.”

REPORTS



REPORTS: **2021 RECAP**



2021 Priority Poll results guided the board's decisions:

- IN PROGRESS** 1. **Landscaping** (Lawn care, trees, shrubs, etc.)
- IN PROGRESS** 2. **Maintenance** (response, quality, or completion)
- 90% COMPLETE** 3. **Concrete** (sidewalks and driveways)
-
- IN PROGRESS** 4. (Tie) Snow Removal / Communications
- 2022 PROJECT** 5. (Tie) Owner-Tended Garden Policy / Outdoor Lights
- 2022 PROJECT** 6. Masonry (brick repairs)

REPORTS: **2021 RECAP**



- **New manager at Herriman** — Since last July, Tiffany Snadon serving our community with a positive attitude, timely responses, and detailed communications. (Thanks Tiffany!)
- **New lawn care company** — Aziz from Vitale’s Landscaping has been working closely with the board to provide landscape improvements. This included: mulch, replace rotting timber at VC south entrance; cleared out underbrush at Ailsa Craig north end, trimmed dead wood from pine trees, and began lawn repair/seeding.
- **New snow removal company** — service also provided by Vitale’s; good reviews from co-owners

REPORTS: 2020 RECAP (cont'd)



- **Completed Reserve Study** — completed with ETC, Inc., a local civil engineering company; will work with them again..
- **Major concrete project complete** — Armstrong replaced a large number of curb, walkway, driveway, and parking spot segments, as well as a handful of porches and steps. This means we should only need to handle minor concrete repairs for the next several years.
- **3-year paint cycle in progress** — buildings 6-9 completed in 2021; includes replacement of wood as needed. (Wood prices were unusually high.)
- **No roof work needed** (completed 2019); under warranty

REPORTS: 2020 RECAP (cont'd)



- **Roads** — no repair w/crackfill was done in 2021, in expectation of larger repairs in 2022
- **HOA fee** — raised \$7/mo to keep up with rising costs. Inflation was high in the past year. We opted to stay on low end but we expect to continue to raise it each year to keep up with inflation year-to-year to meet our reserve projections.
- **Gardens** — “Owner-Tended Gardens Policy” pushed to 2022
- **Newsletters** — distributed Summer and Fall, with supplementary emails for specific announcements

REPORTS: 2020 RECAP (cont'd)



- **Bylaws** — No changes; received quote for rewriting bylaws to bring them current; lower priority but scheduled for discussion in 2022.
- **Maintenance** — Since October 2021, we have had monthly maintenance walkthroughs seeking to improve the overall upkeep of the property; we continue to refine the scope.
- **Herriman server issues** — In January 2022, Herriman experienced a ransomware attack. This has affected our ability to get reports and detailed accounting information over the past couple months, but we have been assured that no personal information has been compromised. (Dan will more to this in the Management Report.)

REPORTS: **TREASURER'S REPORT**



- **2021 Reserve Study**
- **2021 Financial Highlights**
- **2022 HOA Fees**
- **2022 Major Projects:**
 - Painting
 - Road Repairs
 - Masonry Repairs
 - Additional 2021 Priorities

REPORTS: TREASURER (cont'd)



Monthly board meeting includes:

- Review of invoices and financial reports from Herriman
- Comparison and alignment to budget and reserve projections



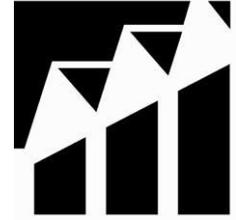
REPORTS:
MANAGER'S REPORT



Our Mission Statement:

To provide excellent service to our communities and a rewarding environment for our employees.

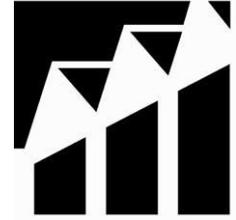
REPORTS: MANAGER (cont'd)



Our services are designed to assist condominium co-owners in:

- Protecting their investment
- Maintaining a pleasant community
- Keeping administrative work to a minimum

REPORTS: MANAGER (cont'd)

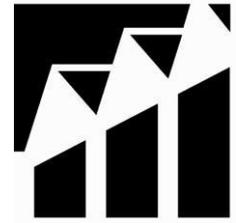


Communications

You may access service forms through the Herriman website: www.herriman.net

- Maintenance Request
- Modification Request
- Emergency Information
- Temporary Change of Address
- Change to Designated Voter Information
- Status Letter (for resale)

REPORTS: MANAGER (cont'd)

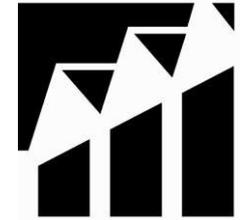


Communications channels:

- Telephone — 734-459-5440
- Fax — 734-459-0690
- Email — info@herriman.net
- Tiffany — tsnadon@herriman.net
- U.S. Mail — 41486 Wilcox Road, Suite 1
Plymouth, MI 48170-3104
- Website: www.herriman.net

*****Make sure Herriman has your current email address and contact info on file to receive notifications.***

REPORTS: MANAGER (cont'd)



re: Cyber-Attack

- ***Consulted with IT partner and relied on DHS guidelines*** for protocols pertaining to actual or possible breaches of Personal Identifying Information (“PII”).
- ***Does not maintain Sensitive PII****. Sensitive PII includes, but is not limited to, Social Security Numbers, driver’s license numbers, Alien Registration numbers, financial and medical records, biometrics, and criminal history.
- ***There is no evidence that any data has been compromised.*** Concluded that there is little, if any, risk of any adverse consequences if non-sensitive data was used by cyber-attacker(s). Further, they concluded that they do not maintain information about owners that would constitute a privacy incident if breached.
- ***Former infrastructure was completely retired*** and they are now utilizing Microsoft Azure and Microsoft 365 for all of its infrastructure and security requirements.

REPORTS: **LOOKING AHEAD**



2022 projects include:

- **Painting** — Buildings #10-13 this Summer
- **Concrete** — minor repairs if needed
- **Masonry** — major repairs where needed
- **Roads** — repairs to asphalt down center to make the road last several years before replacement, based on engineer's recommendation
- **Lawn care** — focus on turf restoration and care
- **Trees** — removals, deadwood, treatment (report)

REPORTS: LOOKING AHEAD cont'd



- **Maintenance** — since October 2021, we have had monthly walkthrough seeking to improve the overall upkeep of the property, continue through 2022
- **Lights** — Select new exterior light options, for vote and replacement in 2022/23, as budget allows
- **Policies** — Continue to review and update policies; make available online as they are approved
- **Events?** — In addition to the Turnberry food trucks (May and June!) we're looking for volunteers to coordinate community events, e.g. flower bed planting, park cleanup, ice cream social, coffee and donuts or hot dogs and chips, etc.

ELECTION

BOARD OF DIRECTORS



ELECTION: **BOARD OF DIRECTORS**



- Made up of 5 members (min. 3 required)
- Terms of office – 2 years
- Requires commitment of 2-10 hours per month; monthly meeting 90-120 minutes; emails
- Officer assignments are appointed by board members

ELECTION: **BOARD OF DIRECTORS**



This year, there are two incumbent candidates whose terms have ended and are up for re-election:

- Janette Hyde (current Vice President)
- Chris Adams (current Director)

Are there any new nominees at this time?

ELECTION: **VOTING**



- In order to achieve the meeting quorum requirement of 35%, we need 32 votes, either by written ballot or by acclamation during the meeting, if we achieve the quorum requirement during the meeting.
- 0 owners submitted ballots in advance of the meeting. Thank you.

If there is no contest, let's proceed to elect the candidates by acclamation.

ELECTION:
VOTING (IF UNCONTESTED)



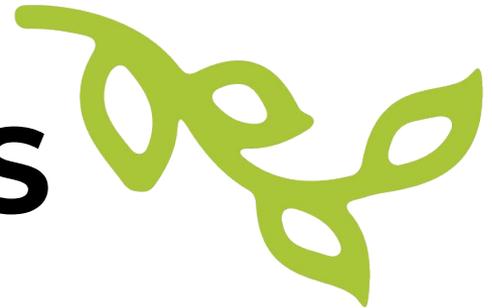
The Chair will entertain a motion:

“I move that _____ & _____ shall each be elected to a two-year term as Directors of Turnberry Village Association, by acclamation.”

(To be moved and seconded)

All in favor, signify by saying “Aye”
Opposed, signify by saying “Nay”

ANNOUNCEMENTS



REMINDER: MYTURNBERRY.com



Our website is maintained by the TVCA Board, to further our goal of ongoing communication.

The site includes:

- Announcements & Tips
- Notes and presentations from previous annual meetings
- Bylaws & Policy documents
- Please use form on website to request any *additional* information to be added



ANNOUNCEMENT: FOOD TRUCKS AT THE PARK!



Our neighbor Dyan Ali has done it again! Please support these local entrepreneurs and enjoy a great meal! Mark your calendars...

One Saturday/month 4:00 PM - 7:00 PM @ Turnberry Park

Mondays Street Food (<i>Tacos</i>)	May 14
Shimmy Shack (<i>Vegan, Gluten Free</i>)	Jun 4
Smokey Joe's BBQ	Jul 16
Fortune Cooking (<i>Asian Fusion</i>)	Aug 13
Shimmy Shack (<i>Vegan, Gluten Free</i>)	Sep 10
The Iron (<i>Waffled Cuisine</i>)	Oct 8

Updates can be found in the “A2 Turnberry Neighborhood” facebook group, and sent via email to co-owners when possible.

SPECIAL OFFER:

AIR VENT & CARPET CLEANING



Royalty Air Duct & Carpet Cleaning are offering a discount. Contact them directly and mention Turnberry Village:

Air Duct Cleaning: \$370/unit (\$29 off)

Carpet: 3 rooms & a hallway \$149 (\$20 off)

Another recommendation for carpet cleaning is **Best Way Cleaning** (bestwayteam.com).

NOTE: This does not represent a formal endorsement by the board of directors. This is being offered as an optional service for a group discount because one or more of the directors had a good experience with the service company. There is no obligation.

SPECIAL OFFER: **DRYER VENT CLEANING**



Clean & Green provided vent cleaning last year.

If we can get at least 20 units signed up the cost will be \$50 per unit.

If you would like to sign up this year please go to myturnberry.com/vents and fill out the form.

Sign up by May 31, 2022.

Service will be scheduled for September.

NOTE: This does not represent a formal endorsement by the board of directors. This is being offered as an optional service for a group discount because one or more of the directors had a good experience with the service company. There is no obligation.

OPEN DISCUSSION



OPEN DISCUSSION



- Please raise your hand to speak, send a chat, or use a hand “reaction” in Zoom
- Please identify yourself by name and unit/address, for the meeting minutes and followup
- Some questions may not be answered tonight if they require research, however they will be answered in later communications
- So that everyone has opportunity to speak, ***please limit your remarks to 3 minutes***

OPEN DISCUSSION PROMPTS



Are you noticing improvements in any of these areas:

- Lawn care?
- Snow removal?
- Maintenance request response time / completion?
- Board and management communication?

- **Do you have recommendations for service providers for co-owners?**
Electrical, plumbing, deck refinishing, cleaning, etc.

OPEN DISCUSSION



If you did not get a turn to speak, or prefer to comment privately, you can contact Herriman through their website, email or by phone.

If you need to contact the board directly, you can email **board@myturnberry.com**.

Adjournment



- Proposed motion: “I move that the meeting be adjourned.”
- Motion to be seconded.

Thank you for attending and participating
in the governance of our community!

