

- Board voted [REDACTED] in as director for one year.
 - Still need one more director spot filled. Board member is checking with [REDACTED] to see if he is interested.
- Over next few meetings need to review bi-laws to confirm which need to be changed, removed, or added.
 - Covenants and restrictions have questionable/legal items in them
 - 9 phases total- Need to go through each line item in phases to determine what needs to be changed/updated
 - Originals were written up and reviewed with lawyer at the time of the phases being built but need to be updated.

note Bi-laws are for the whole neighborhood and are not being changed at this time. Covenants and restrictions are being amended with the goal of phases 1-9 mirroring each other, however, some phases may need to stay different due to township rules/engineering.

- Board to proactively try to send bi-laws when homes go up for sale. Does anyone know of someone with NMLS to be able to review listings?
- Reviewed phases for changes as stated below
 - Single families (section 3B) are defined in phases 1-6 and not in 7-9. Update to all have verbiage from phase 9. Lawyer may add per Federal/State law if needed.
 - Fenced Dog runs (section 3C) phases 1-6 say runs allowed. Need to update all to use language from phase 3 and add specification to where runs are allowed and that approval is needed.
 - Sanitary containers (section 3D) no change needed
 - Fences (section 3I) phases 1-6 say with approval, 7-9 say no fences. Need to update 7-9 to mirror phase 1-6. Also need to update to add preference guidelines and state that HOA approval is needed.
 - Rear yard setback- phases will remain different. No changes being made
 - Kent County drain requirements- phases will remain different. No changes being made
 - Sanitary/Sewer- needs to be added to phase 1 (already in phases 2-9)
 - Section 6- update language in phases 7-9 to mirror phases 1-6 that developer does not need to pay fees.
 - Section 9D- Zoning phases 1-6 is R3 and 7-9 is R2. No changes needed
- Phases/issues that were tabled and will need to be reviewed again
 - Recreational Vehicles (section 3H) phases 1-6 say allowed phases 7-9 say no. unclear if this has to do with construction of housing in last 3 phases. Need to research
 - Antennas (section 3J) phases 1-6 state with approval, 7-9 state no bigger than 18 inches. Plan to update to state in all phases no bigger than 18 inches but need to review with lawyer to see if anything else is needed.
 - Soil rights?
 - Recreational facilities (section 3P) need to review with lawyer to confirm what we can use this space for.
 - Adding cutting this grass to landscaping budget

- Section 9F- gift dedications- need to review with lawyer
- Solar panels? Yes or no?
- Metal Roofs? Yes or no?
- Review with lawyer how to handle outstanding HOA balances. Lien? Collections?
- Add backup access to QuickBooks for checks and balances
- Technology, sustainability, and future
- New protocol for complaints:
 - Use Google form (to be created by [REDACTED]) to submit the complaint via email. Add this info to the Jasonvillehomeowners.com site and on Jasonville FB page
 - Automated response to be sent to submitter that the request will be reviewed at next HOA board meeting
 - Board reviews and decides on action
 - Submitter to receive response via email on complaint
- Complaints brought up at annual meeting ([REDACTED]) will be addressed if and when a written complaint is sent to the board.
- [REDACTED] will get new secretary, [REDACTED], login info for social media and email. Meeting minutes will be added to website going forward once access is established.
 - [REDACTED] to make FB announcement on new HOA board once all new members are added. Waiting for last director.
- Need to add [REDACTED] to account. Move to new bank.
- [REDACTED] to take over as acting treasurer in 30 days' time.
- [REDACTED] to look into the ability to add online payment option to webpage for easier payments.
- All HOA board members to have access to FB page.
- NEXT MEETING: December 12, 7pm.
 - Review follow up items
 - Continue reviewing covenants and restrictions
 - Set next meeting date

- [REDACTED] provided email information to [REDACTED] and advised that the complaint form is in the drive. [REDACTED] to provide form to Emina
- [REDACTED] to look into form being added to the website as well as a potential different site provider. There may be a cheaper option that include the ACH payment option we are looking for. Right now, the website is \$400/year.
- [REDACTED] to make [REDACTED] an admin on the FB page. [REDACTED] to look at the layout of the page and see if changes should be made
- Banking being moved to Northpoint Bank from United bank was discussed in last meeting. This meeting it was decided that this change will not be made as United Bank is nearby and convenient for board members.
 - Adding [REDACTED] to checking account
 - Adding [REDACTED] to QuickBooks after Charlie sets it up. Dues are to be paid June 1
 - As of Nov 2021, account is \$200 to the good
- Delinquents accounts below. Get website set up with ACH payment options and if accounts stay behind look at sending out delinquent letters, either with June bill or separate.
 - 8 lots owe \$200 or more
 - 8 lots owe between \$100 and \$200
 - 5 lots 3 years or more behind
 - 50 lots 1-2 years behind
- [REDACTED] has moved to Treasurer. Need to recruit Director and new Vice President.
- Covenants and restrictions discussed to be amended
 - Recreational Vehicles (section 3H) add language from Phases 1-6 to 7-9.
 - Antennas (section 3J) change all phases to say with approval, satellite dish no larger than 18 inches
 - Solar Panels- change/add to all to say solar panels allowed if attached to primary dwelling and parallel to dominant surface I.E. siding, roof
 - Metal roofs- not adding to any phase
 - Pitbulls (section 3C) remove from all phases that have no pitbulls
 - No business use (section 3B) keeping as is, no changes needed
 - Lawn inches (section 3F) keeping as is, no changes needed
 - Street/overnight parking (section 3G) remove info on overnight parking etc. this is not something HOA has control over
 - Above Ground Pool (section 3L) all phases to say- allowed with approval and in compliance with township
 - Tree Removal (section 3S) remove from all phases
 - Veggie Garden (section 3D) keeping as is, no changes needed
 - Soil Rights & Gifts/Dedications- have lawyer ([REDACTED] review and assist
- All board members to review covenants, phases, etc before next meeting to ensure there are no other items that need to be addressed
- When ready, [REDACTED] will compose and send email to Lawyer ([REDACTED]). Lawyer also needs to confirm what green space can be used for
- NEXT MEETING: January 23rd, 2022. 7pm.

Jasonville Farms HOA Meeting notes 12.12.2021

Jasonville Farms Homeowners Association
P.O. Box 421
Caledonia, MI 49316
jasonvillehomeowners.com
JasonvilleHOA@gmail.com

Dear Fellow Homeowners,

The HOA Board has been very busy over the past few months making the following changes and improvements.

- **Annual Dues are now available to pay via Venmo and checks.** Venmo payment will have an additional processing fee of \$0.68. Checks can still be mailed to the P.O. Box above.
- **Board approval process:** New approval forms are to be completed for all items needing approval such as fences. You can find the approval forms on the website, or at this link <https://jasonvillehomeowners.com/hoa-approval-request-form/>
- **Updating covenants and restrictions (C&R):** Jasonville Farms has nine phases with non-matching C&Rs. We have consulted with an attorney with regards to updating these and getting the language to be consistent. Unfortunately, the language in the C&Rs is very restrictive and will be difficult and expensive to change. Please continue to submit your requests using the form link above and the Board will take requests into consideration.
- **Private park:** There is a green space owned by the HOA off of Sunnyview (near Rainbows End). We have a landscaping company contracted to clean out this area and will have it mowed for the summer season going forward. Anyone using this space should abide by the following guidelines:
 - No parking on the grass.
 - No dumping.
 - No littering.
 - No target shooting.
 - Dog must be leashed and picked up after.

We have begun discussions as to best utilize this space for the neighborhood and hope for your input. Please feel free to email us at the address above to let us know your suggestions for the green space.

- **Annual meeting:** The Annual Meeting will be held Saturday, June 4, 2022 at 11:30am, at the Caledonia Library. Please feel free to turn in your annual dues at the meeting. There will be an election for new Directors to serve on the Board for the 2022-2023 term. If you are interested in joining the HOA Board or have questions about what the positions entail, please email us at the address above.

- **Complaints:** If you are unable to resolve an issue with your neighbor and it involves the C&Rs, please complete the complaint form on the website. Please note that the specific section of the C&R must be included with the complaint.
<https://jasonvillehomeowners.com/hoa-complaint-form/>

Thank you for helping us keep this neighborhood a wonderful and friendly place to live!

Sincerely,

Jasonville Farms HOA Board of Directors

2022 Operating Budget

Item	Annual Cost	Cost Per House
Landscaping	\$ 3,000.00	\$ 14.35
Legal/Professional	\$ 1,500.00	\$ 7.18
Water/Electric	500.00	2.39
Office Expense	250.00	1.20
Postage/PO Box	350.00	1.67
State Filing Fee	25.00	0.12
Miscellaneous	600.00	2.87
Totals	\$ 6,225.00	\$ 30.00

Number of Houses
209

Budget Item Notes:

Landscaping includes estimated costs for all landscaping care related to the 84th street entrance. We will also be adding the clean-up and regular lawn care to the private park mentioned in the letter above.

Legal/Professional is the estimated cost of retaining an attorney to oversee matters related to enforcement of the JFHA Bylaws and Covenants & Restrictions.

Water/Electric is the estimated utility cost of operating the lawn sprinkling for the 84th St. entrance landscaped areas.

Office Expense includes paper, envelopes, checks, photocopying and printing costs, etc.

Postage/PO Box includes postage and PO box rental.

Miscellaneous is an amount equal to roughly 10% of the total of the previous items, as a contingency against unanticipated costs.

- [REDACTED] advised 2021 financials are closed and one person who was over \$400 past due has paid
 - Late fees have been entered
 - 2022 dues are entered and set for May 1, due June 1
 - [REDACTED] will go to bank this week to get added to bank account and get their online login setup
 - Motion to continue with QuickBooks was approved by group. Charlie will renew and will set up payments to be deducted as ACH from the HOA bank account
 - Charlie will give PO Box key to [REDACTED]
- Website
 - [REDACTED] will find out if we can get a refund from GoDaddy. We are looking at either adding credit card processing to GoDaddy **or** creating a new website.
 - Talked about doing a business Venmo in addition or instead of credit card processing. Fee for business Venmo is 1.9% transaction fee plus \$.10 that we would pass on to the person using the service. No monthly fees
 - Complaint form will be added to the website
- Outstanding
 - [REDACTED] is working with township on the RV storage to see about adding storage to phases 7,8, and 9.
- Facebook
 - Keeping Facebook page but adding a FB group where you have to provide your address to be able to join.
 - All members to send info and pic to [REDACTED] and she will post board members on FB page/group
- Letter/Statements
 - Once statements and letters are ready to go, send to Staples to print
 - Include voting on updates to phases when the annual statements are sent out
 - Add "Please Remit" to letters to make sure people know where to send payments to.
 - Add Venmo QR code to the letters if we decide to do that
- Past Due Accounts
 - 30 days past due send letter.
 - QuickBooks has letter options. [REDACTED] will look at these to see what we can use.
- Board Positions
 - Board voted [REDACTED] as Vice President
 - 1-2 director positions open- [REDACTED] will make an announcement on the FB page/group
- Items were tabled to the next agenda, including all items that will be included in the annual dues statement envelopes.
- NEXT MEETING: March 13 @6:30 pm

- Meeting called to order
- The board voted to add extra director positions to make a total of 9 and voted in three new directors [REDACTED].
- [REDACTED] provided written resignation from director as of 2.28.22
- [REDACTED] has been voted out by the board due to lack of/no participation on 3.13.22
- Board Members as of 3.13.2022. Terms listed are per bi-laws and would be voted upon again after the term has been completed.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- Board clarified Article 5 Section 1- officers do have voting rights by voting as directors per bi-laws. Board voted and agreed upon clarification.
- [REDACTED] follow ups:
 - Add [REDACTED] as editors to website
 - Provide new minutes to bank for account to be updated and signatures obtained from [REDACTED]. Remove [REDACTED] from account as they are no longer members of the board.
 - Move/add QuickBooks access to [REDACTED]
 - Provide keys to PO Box to [REDACTED]
 - Provide Tax ID number to [REDACTED]
 - Give lot list to [REDACTED]
 - Ensure QuickBooks payment is set up as an ACH from bank account going forward
 - Order signs for green space
- To do/follow ups
 - [REDACTED] to add complaint form to website.
 - [REDACTED] to complete and upload board approval form to website. Board will accept approval requests through form same as complaints
 - Add instructions for new complaint process to site. Need to call out that submitter must include what section within the bi-laws is being violated
 - Upload previous minutes to website
 - Add link with proposed amendments to covenants and restrictions- once ready from attorney
 - [REDACTED] to create business Venmo and obtain QR code (fee of \$14.95 approved by board during meeting). Fee for using Venmo as payment option will be passed along to homeowner if they choose this payment method
- Board voted and agreed that treasurer has the authority to make charges on behalf of the HOA up to \$50 without board approval

- [REDACTED] (Dues Sub Committee) will meet before next meeting to discuss past due options. Board can choose to waive late fees in order to bring account current if they choose. Need to review enforcement of late fees, when a property should go to collections/receive a lien
- [REDACTED] requested approval from board for 6-foot privacy fence in white vinyl or natural wood color. Board unanimously approved request.
- [REDACTED] reviewed and confirmed: we need to file the electronic form 990 postcard for 2021 and each year going forward.
- [REDACTED] will be proxy for voting when statements are sent and at that time, a survey monkey will need to be added to the website. Statements and packets need to include:
 - New collection/late policy
 - Explanation of complaint/board approval form
 - Explanation of Venmo payment option
 - Outline amendments to covenants and restrictions per phase (see below after meeting notes)- 1 vote per household
- NEXT MEETING 4.10.22 6:30 PM @ [REDACTED]
 - Review and discuss ideas on community events such as neighborhood cleanup, block party, 4th of July bike parade, meet and greet, book libraries, etc.
 - Continue discussion on empty parcel and what we want to do with it.

Proposed changes:

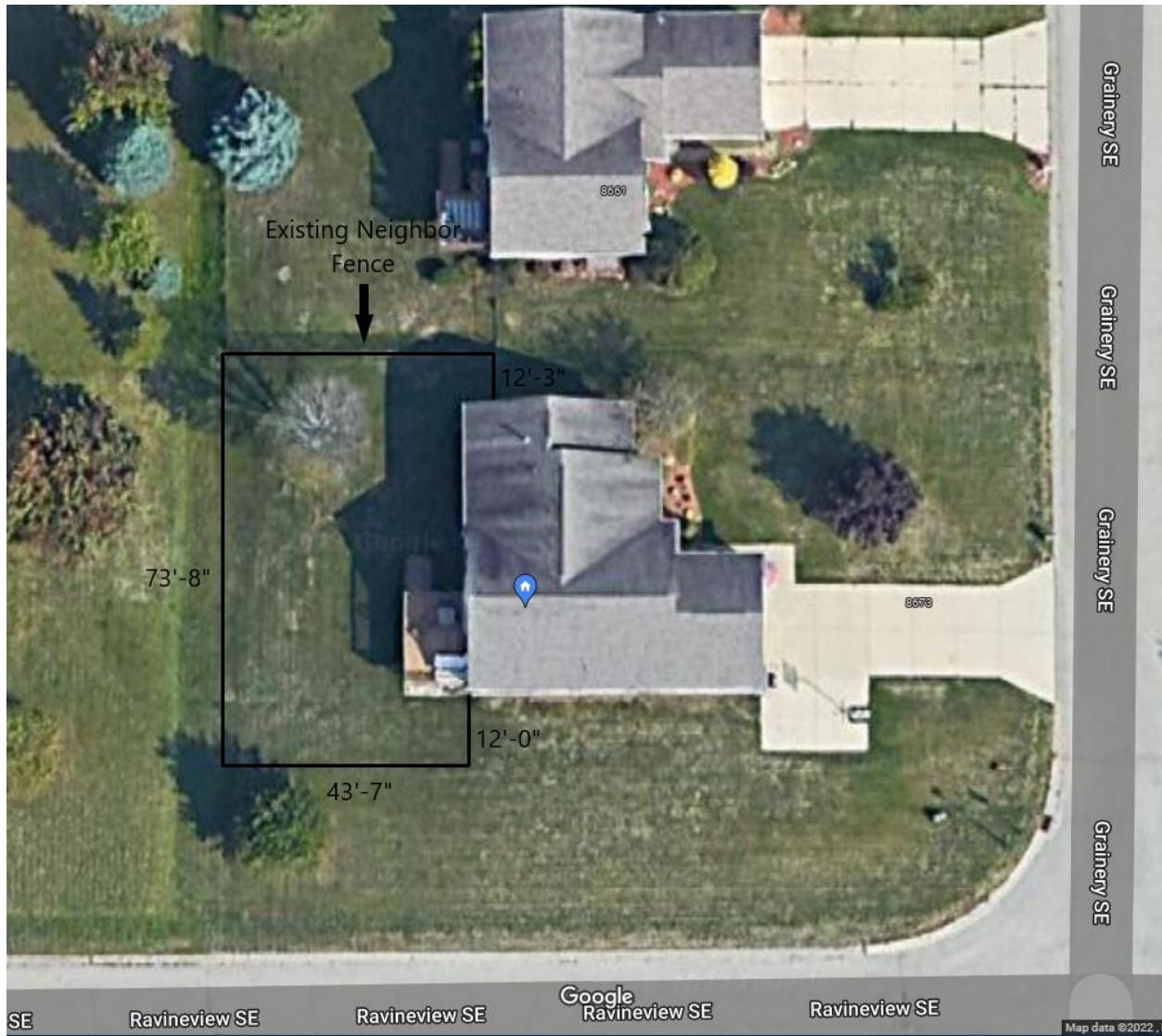
- *Single families (section 3B) are defined in phases 1-6 and not in 7-9. Update to all have verbiage from phase 9. Attorney may add per Federal/State law if needed.*
- *Pitbulls (section 3C) remove from all phases that have no pitbulls*
- *Fenced Dog runs (section 3C) phases 1-6 say runs allowed. Need to update all to use language from phase 3 and add specification to where runs are allowed and that approval is needed.*
- *Sanitary/Sewer (section 3D)- needs to be added to phase 1 (already in phases 2-9)*
- *Street/overnight parking (section 3G) remove info on overnight parking etc.; this is not something HOA has control over due to County roads*
- *Recreational Vehicles (section 3H) add language from Phases 1-6 to 7-9.*
- *Fences (section 3I) phases 1-6 say with approval, 7-9 say no fences. Need to update 7-9 to mirror phase 1-6. Also need to update to add preference guidelines and state that HOA approval is needed.*
- *Antennas (section 3J) change all phases to say with approval, satellite dish no larger than 18 inches*
- *Above Ground Pool (section 3L) all phases to say- allowed with approval and in compliance with township*
- *Tree Removal (section 3S) remove from all phases*
- *Soil Rights (section 3P) and Gifts/Dedications (section 9F) - have lawyer attorney review and assist*
- *Solar Panels- change/add to all to say solar panels allowed if attached to primary dwelling and parallel to dominant surface I.E. siding, roof*
- *Section 6- update language in phases 7-9 to mirror phases 1-6 that developer does not need to pay fees*

- Meeting called to order
- Recap from last few meetings:
 - Bank account information has been updated. [REDACTED] are now listed on the account and all signatures needed have been provided to the bank.
 - [REDACTED] ordered debit card for petty charges for the account and any recurring payments that may be needed
 - [REDACTED] obtained online banking access to the account
 - [REDACTED] has keys to the PO Box and will check it weekly
 - [REDACTED] and [REDACTED] now have QuickBooks access
 - [REDACTED] has sent email to attorney with bi-law updates and attorney should be able to review mid- April.
 - [REDACTED] will complete setting up QR code for payments
 - [REDACTED] has access to website, but we need access to WordPress to edit, which costs a fee
- Motion made to allow [REDACTED] to move forward with purchasing WordPress for the next year which is approximately \$110 for the year. Board approved the motion and Kelli will move forward.
- **207 total past due lots as of 4/11/2022**
 - 6 lots 10 years or more past due
 - 2 lots 6 years or more past due
 - 15 lots 3 years or more past due
 - 60 lots 2 years or more past due
- Proposed collections process from Dues Sub-Committee who met 4/11/2022
 - Statements to be sent tentatively May or June each year
 - Payments will be due 30 days after the statements are sent
 - Example: Statement sent May 25 would be due June 25
 - Friendly Past Due collections letter will be sent to unpaid lots 60 days after the statement is mailed
 - Example: Statement sent May 25 collections letter sent July 25
 - Final notice letter will be sent 30 days after the Friendly Past Due letter notifying the homeowner will be turned over to collections agency if the balance is not paid in ten days which is 40 days after the friendly letter has been sent to the customer which is 100 days after initial statement is sent. The customer will then go into the “bullet process” which means they get two collection letters from the credit agency at a cost to JFHHAO of \$2.25. on the 30th day, JFHHAO needs to update the balances to include the collection fee. The Homeowner will then go to the collection process and be responsible for the 35% collections fee and their credit will be impacted. This will ONLY be for homeowners who are 3+ years past due. Prior to this, we will not pursue collections.
 - Example: Statement sent May 25 lot sent to collections August 25
 - Motion was made and the board has voted and approved collections proposal above. This will be in the letters that are sent with the statements in 2022, will be added to the website, and added to the FB pages/s
- Green Space/Private Park
 - Needs to be cleaned up. Will look into seeing if neighborhood would be willing to volunteer. If not, will look at cost of hiring out the job. Most likely will need to rent large dumpster

- Motion was made and the board approved [REDACTED] to order up to 7 signs with a limit of \$35 per sign (not including tax/shipping/posts). Need to say things such as no parking, no dumping, private park or property of Jasonville HOA, etc.
- [REDACTED] is checking into obtaining a survey on the green space and will follow up
- Will need to touch base with houses surrounding greenspace to let them know of cleanup
- [REDACTED] will organize and promote an Earth Day Neighborhood cleanup effort.
- Rough Draft of the statement packet insert was provided by [REDACTED] to be reviewed by board. Would like to include why the HOA is needed. Will include proposed changes to by-laws, new collections policy, ways to submit a complaint form/approval request, etc. Board will review and provide any changes/thoughts to Shaya for update.
- [REDACTED] volunteered to coordinate:
 - 4th of July Bike Parade
 - Neighborhood Meet and Greet
 - Book house (take a book, leave a book) at or near [REDACTED] house and possibly one on the green space
- Request for 4ft black chain link fence approval at [REDACTED] was reviewed. Motion was made and the board **approved** the fence plan sent in by homeowner (drawing and details are attached)
- [REDACTED] is coordinating the next public meeting at the Caledonia library. Tentative date is June 4 or 5 approximately 10 or 11 am. More to come once library dates/hours are confirmed
 - Public comments will be accepted but time limit will be provided of two minutes and comments will be taken into consideration by board and responded to during the meeting only if they are out of board control and they need to be referred to the township I.E. street parking
- To be completed *PRIOR* to next meeting:
 - ✓ IRS filing completed for 2021- [REDACTED]
 - ✓ Website updates- [REDACTED]
 - ✓ Headshot and bio info from each board member to [REDACTED]
 - ✓ Update from attorney- [REDACTED]
 - ✓ Earth day cleanup- [REDACTED]
 - ✓ Potential survey of green space- [REDACTED]. Plan clean up day after this.
- NEXT MEETING 5.15.22 6:30 PM @ [REDACTED], weather permitting. Backup location [REDACTED] house

Jasonville Farms HOA Meeting Notes 4.10.2022

- Below is a basic drawing of what the plan is for this fence
- I will be using black vinyl coated chain link fencing (matches my neighbor)
- The fence will be 4' high
- I will be building off of my neighbor's existing fence that runs our property line, and I have gotten her approval to do this
- The long run of my fence will run along my property line with the neighbor behind me



- Meeting called to order
- Update from [REDACTED] - Heard back from attorney and we cannot change the covenants and restrictions as each phase was written and recorded in different years. Each is good for 25 years from the recorded date. 25 years after recording the covenants and restrictions can be amended/rewritten and then refiled.
 - Phase 1 expires this year
 - Would need 2/3 approval from the residents in the phase for termination of old covenants and restrictions and then would need 2/3 approval of amendments/rewrite
 - Cannot update all phases this year as we would need 100% resident approval in all phases to do so
- Due to the above, we cannot officially approve items that are banned in the covenants and restrictions. However, the board voted and unanimously approved during the meeting that we have decided not to fine for the below infractions.
 - Pitbull's
 - Above ground pools- need to meet township requirements and will need to submit plans and township permit to the board
 - Dog runs- must seek board approval and provide plans/placement of run
 - Tree removal- permitted as long as it is on your property

"Officially the HOA board cannot approve above ground pools, Pitbull's, dog runs, and tree removal per the current covenants and restrictions. However, due to past precedents of the above, the board has decided not to fine lot owners who choose to move forward with these items while following the board direction which is listed above for each item."

- Section 3A of covenants and restrictions is no longer legally applicable per response from attorney
- The attorney did advise that all approvals need to be mailed to the homeowner's address. They can still be emailed but will need to be followed up with a mailed copy.
- [REDACTED] will update the letter that is being sent with annual dues statement
 - Board agrees with updates to the changes to the letter
- [REDACTED] will follow up on landscaping contract for mowing the green space. He will also ask for quote on cost to cleanup green space.
- Annual due notices and letters to be printed and mailed no later than 5/19
- Annual HOA meeting to be held at the Caledonia Township library on 6/4/2022 at 11:30 am. Board elections will be held as well
 - [REDACTED] is not running for the board during this election. We will either need to recruit/add a director or a director would need to step down

Jasonville Farms HOA Annual Meeting

6.4.2022

- Meeting called to order by [REDACTED] 11:30 am
- Introduction of current board
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- Ballot error- Ballot should read [REDACTED]
- Reviewed expense report from last year (posted on Jasonvillehomeowners.com under Minutes and Financials 2021 P&L)
 - Total income \$4751.08
 - Total expenses \$4746.24
 - Net of \$4.84
- If there are any questions on account reports an email can be sent to jasonvillefarmstreasurer@gmail.com
- Collection's process has been voted on and implemented by board. Please refer to letter that was sent with the current year statements for information. This is also on the website for reference.
- HOA covenants and restrictions- we attempted to update to make all phases mirror each other but are not able to due to the timing of filing and needing 100% of homeowners in each phase to vote unanimously. More information in May 15, 2022 meeting notes
- The Jasonvillehomeowners.com website has been updated with meeting notes as well as new complaint and approval form to be used.
- Signage
 - Cherry Valley- maintained by Condo Association
 - 84th street entrance- maintained by Jasonville HOA - looking to add new sign
 - Common parcel- adding signage for no parking, no dumping, property of HOA
- [REDACTED] is looking into insurance for the common parcel and potentially 84th street entrance if needed. Will bring quote back to HOA committee for vote and approval
- Looking for a committee for the common parcel
 - [REDACTED] are chairing committee
 - If you are interested in being part of the committee please speak with [REDACTED] after the meeting or email jasonvillefarmstreasurer@gmail.com
- Questions?
 1. What about above ground pools? Can we have them?
 - While we cannot amend the C&R's we have voted and agreed as a board to allow them. Must submit an approval request. May be a small "permit fee"
 2. Do realtors know we are an HOA? They need to tell new buyers this. If we do a sign at 84th maybe we can put that on the sign?

Jasonville Farms HOA Annual Meeting

6.4.2022

- Realtors should be asking these questions and providing info to new buyers but we cannot control if this is not happening.
- 3. Complaint- barn in neighbors' yard does not match home. Did not receive permit from township as it is a smaller structure and did not require one.
 - Complaint form would need to be completed for board to approve
- 4. Koi pond approval? What was originally approved and can they have what is there now?
 - Complaint form needs to be filed and board can look for original approval and review complaint
- 5. Golf carts- are they legal to drive in the neighborhood? Homeowners are concerned of people getting hurt
 - These are county roads and HOA cannot override that.
 - [REDACTED] will follow up with county commissioner
 - [REDACTED] will make post on Facebook page to bring awareness to concerns
- 6. Parking wrong way on street- can people please park facing the correct direction so that taillights can be seen and accidents possibly avoided?
 - [REDACTED] will make a post on Facebook for awareness
 - Can call non-emergency line if this goes against township rules

- Meeting adjourned

Ballots were counted and new director is [REDACTED]

HOA Board Meeting
Thursday March 30, 2023

Attendees



Issues addressed:

- Parcel and entry landscaping costs and concerns for 2023
- Approved mowing costs for parcel 15' in biweekly (5-0 vote)
- Rainbows End entrance weekly for 2023 season (5-0 vote)

Rainbows End mulch beds

- Agreed homeowner is responsible for bed on the SE side of the Entrance (5-0 vote) see images below showing property lines.
- Island mulch to be completed later in the season by community/HOA members

Neighborhood concerns to be addressed via HOA letter

- Vehicles not properly tagged and in running condition being stored on property
- Siding missing on side of home
- Garage door

Yearly Dues/Budget

- Reviewed budget (To be posted)
- Increased to \$35 per year to cover inflated cost of maintenance
- Voted 5-0 to increase for 2023
- Statements to be sent by the end of April 2023 and Due May 31, 2023

Future discussions;

- Parcel grass seeding/weed control
- Collections for overdue balances

Annual Community Board Meeting @ the Caledonia Library Meeting room Saturday June 3rd, 2023 @ 10:00am – Notes were placed on statements

If anyone is interested in a board member position, please e-mail JasonvilleHOA@gmail.com prior to May 17, 2023 to be added to the ballot explaining the position of interest and what you can bring to the board.

Current Board Positions/Members

President (Annual)	[REDACTED]
Vice President (Annual)	[REDACTED]
Secretary (Annual)	[REDACTED]
Treasurer (Annual)	[REDACTED]
Director	[REDACTED]

June 3, 2023 HOA Annual Board Meeting Minutes

Meeting called to order

Parcel Update – [REDACTED]

Postponed due to cost and lack of interest

We do not want to increase dues as they were just increased due to inflation

Add more No Parking / No Dumping signs

- We have them but, the ground is very hard

- We might need to rent a gas-powered hole digger/auger

Treasurer Report – [REDACTED]

Need better explanation of the budget

Explanation of last year's delinquent dues and how they are being handled

- Last year we voted on a new collections process (this should be explained on the website)

We need to add a line item in the budget for

- Non-payment or collections to show how much we are spending on this item.

- Paper Notices

- Assessment

Need Income Stream line item

Need to show how many owners are over due by 1 year (need percentages of overdue) What does the enforcement process look like?4

Policy and Procedure changes –

We need to get the correct email addresses out to everyone again as they are still reaching out to prior board members.

Need a committee formed to organize the policy and procedures with regular meetings Do we need a budget committee?

Need explanations of what the board is doing, what control do we have and what can we do about the complaints.

Misc. Items

Violations tracked

Names and emails collected of homeowners that want to be included in future meetings: [REDACTED]
[REDACTED]
[REDACTED]

mjdelange23@hotmail.com

Top 3 items to achieve in 2023:

Mange budget

Enforce the rules we can

Make sure everyone has the correct contact information:

<https://jacksonvillehomeowners.com/> If you send us a Facebook message, we will direct you to submit a form

- Meeting called to order – [REDACTED]
- Addressing complaints received:
[REDACTED]

- Board Decision is to send a legal letter that they need to remove their trash.
- [REDACTED] will send the letter templates to [REDACTED] and [REDACTED] so that letters can be sent
- Complaints and neighborhood upkeep:
 - The board will drive around twice a year, with one being in summer to make notes of neglect (Lawns, landscaping, vehicles, etc.) and send letters. Sweeps by the board to be done by August 1, 2023 and will be reviewed at the next meeting. Streets divided among HOA Committee members to be reviewed.
- Pools - there are at least 3 above ground pools without permits requested. Board will revisit this as next meeting. May send letter that all pools needs to be approved by HOA and remind them they need a safety ladder and a fence therefore abiding by the Township Requirements.
 - Board voted and the permit for the pool is a one-time fee per owner of \$25 (board voted in the exceptions fees in April 22 however an amount was not decided on at that time)
- Collections letters to go out by August 1st for accounts over three years past due. Any unpaid accounts that are turned over to collections will then have to be paid to the collection's agency (not the HOA).
- 2022 financials need to be posted to the website
- Going forward, mulch will no longer be done on the 84th street entrance. The HOA will send a letter to the homeowner that this may affect to let them know of this.

NEXT MEETING: August 6 at 7pm, [REDACTED]

August 6 agenda:

- pool permits from HOA, letter follow up
- sweep reports and letters

- Called the meeting to order – [REDACTED]
- Collection's policy will be updated on the website by [REDACTED]
- All the other docs and minutes besides July meeting minutes are on the website
 - [REDACTED] to get July and August meeting minutes to [REDACTED]
 - 2022 P&L still need to be posted
- 26% of houses are past due for 2023
- Letters going out are for past due accounts over 3 years and are being sent to start the collections process.
 - Accounts that are less than three years/under \$100 past due will be assessed a 7% fee to the accounts by Sept 1 and will follow the collections procedure (outlined in meeting notes 4/10/22)
 - Total amount of collections letters sent for the past due accounts (three years or more) is \$4238. 65
- There will be a separate letter sent to homeowners in violation of bi-laws and this will be the homeowners first violation. A violation will be dealt with by addressing the category of violations (ex. Nuisance vs. trash etc) If they do not comply or provide their defense within the timeframe of 10 days provided in the letters the board will follow the violation process in the restrictions and covenants and will provide cleanup/collections/violation fees to be paid by the homeowner.
 - Board voted and agreed on the verbiage/plan above for the violation's procedure.
- Board review violations:
 - Sending 1st violation letters

- Board reviewed boats/campers/recreational vehicles violations and voted that during the months that they are actively being used, there will be no violations unless a complaint has been input. If there is an issue in the off season, the board will review and address if needed.
[REDACTED] Violation received between meetings – [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- Violations from the last meeting review:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- Above ground pool follow up
 - In letters being sent for 2024 dues, will include that there will be a one time pool permit fee for permanent above ground pools in the amount of \$25. After the board has reviewed, the township approval has been provided, and the fee has been paid a letter will be provided to the homeowner from the HOA board. This includes existing pools on properties. If the homeowner does not agree to the fee, they will need to remove the pool to be in compliance with the furniture; equipment section and violations will be addressed by the board.
- Will discuss having a budget meeting once the collections process has been completed as the need for this may already be addressed with implementing the collections process.
- Meeting Adjourned

2024 Annual HOA Meeting

1. Call to order - [REDACTED], President
2. 2023 Annual minutes - Copies available
3. Welcome and introductions of the board - [REDACTED], President
4. Reports of officers:
 - Treasurer report - [REDACTED] - Treasurer
 - 2023 Profit / Loss
 - Accounts Receivable
 - Current Bank Balance
 - 2024 Budget
 - Collection process - [REDACTED]
 - Covenant and Restrictions- [REDACTED] Vice President
 - Lawn Reminder: Per Covenants & Restrictions: Section 3-F: Building and use restrictions - Lawns: "Owners shall properly maintain all lawn areas on their lots and at no time shall the height of said lawns exceed five inches. All lawns shall be kept free from weeds, underbrush, and other unsightly growths."
 - If you need help with your lawn please say something
5. Report of committee:
 - Website & Email Address - TBD
 - Jasonvillehoa@gmail.com – Complaints and questions
 - www.Jasonvillehomeowners.com - Website
 - Facebook page: **Jasonville Farms – Caledonia** (You need to live in the subdivision to get approved on this site)
6. Election of officers:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
7. New Business - [REDACTED], Director:
 - Barking dogs
 - Parking in the road
 - Golf carts and recreational vehicles
 - Bonfires
 - Fences
 - Above ground pools

HOA Committee meeting – April 23, 2024, at 6:30 p.m.

Website – [REDACTED]

- Need someone to take over managing the website.
- It is hosted by godaddy.com.
- You use WordPress to edit the content on the website.
- [REDACTED] will take on this process.

Collections and Past due notices – [REDACTED]

- Create the collection/past due letters, send and track for follow up on spreadsheet located on google drive.
- [REDACTED] will need access to Google Drive where the templates are located.
- [REDACTED] will take on this process.

Landscaping – [REDACTED]

- Zen sent us an invoice that included \$170 per month for mowing the parcel, \$150 Spring Cleanup, \$450 Fall Cleanup with a total due for all of 2024 \$2,772.
- [REDACTED] will call Zen to make sure we are reading the invoice correctly and all that is included.
- [REDACTED] to draft and send a letter to the property owner on [REDACTED] with address of [REDACTED] [REDACTED] stating in 2025 we will no longer be maintaining the mulch bed that is located on his property.

Restriction Violations – [REDACTED]

- Draft letters, send and track for follow up on spreadsheets located on google drive.
- Drive by to verify whether the violation was corrected or not.
- [REDACTED] will need access to Google Drive and [REDACTED] to provide the email address for her to use.

Tax-Exempt filing with the IRS – [REDACTED]

- This is a form for 503c's that needs to be filed annually.
- [REDACTED] confirmed we are showing as a 503C on the MI Annual Report.
- [REDACTED] will email the Legal Assistant to see what the repercussions are as we have never filed the Tax-Exempt form with the IRS.
- Once that is completed, [REDACTED] will file the form for this tax year and we will worry about prior tax years at a later date.

Annual HOA meeting – [REDACTED]

- Book the community room at the Caledonia Library for Tuesday, June 4, 2024, at 6:30 p.m.
- Create signs stating HOA meeting date, time and location to stick around the subdivision – [REDACTED]
- Add a Facebook event on the Jasonville FB site regarding the HOA meeting – [REDACTED]
- If we can add this to item to the website – [REDACTED]
- If we are voting at the annual meeting, we will need to create a ballot and we will need some pens – [REDACTED]
 - o We will have an open spot for a director if [REDACTED] gets the Secretary position.

QuickBooks login - [REDACTED]

- We voted at the 4/23/24 meeting to add 2 additional QuickBooks logins.
 - o The vote passed.
 - o [REDACTED] will need a login and one other person.
- The cost is an additional \$30 totaling \$60.

2024 Statements - [REDACTED]

- Statements need to be mailed by May 4, 2024, as they need to be sent 30 days prior to our HOA meeting.
- Add golfcart rules to the statement memo section to remind residents.

HOA meeting August 12, 2024

- Discussed and agreed to pay the attorney bill
- Other HOA's hire a property management (ie: Glen Valley)
 - We would like to have a Property Management in place by October 1, 2024.
 - [REDACTED] has reached out to Grand Mark Property Management company on 8/12/24.
 - Does this need to be voted on by the residents?
 - What happens if residents don't agree to the Property Management?
- To protect ourselves we need to have a separate CPA file the taxes for the HOA. It is the 1120H form and needs to be filed going back to 2009. [REDACTED] has a contact.
- [REDACTED] the tax attorney is doing the work on the corporate transparency act.
- MAR report is due Oct 2024
- Re-write the violation letter to include the items the attorney stated
- [REDACTED] will be sending out the final notices for past due residents and sending them to collections in September 2024.
- We removed all the meeting notes, budget reports from the website as per advise of the attorney as the documents were not redacted.
- [REDACTED] has a call with the attorney on 8/14/2024 12pm-1pm.
 - Items to discuss
 - Can we hire a property management company without a quorum?
 - We have never had a quorum, what do we do?
 - What happens if residents don't agree to the Property Management?
 - We need a letter for violations
 - Violations - Pools, RV's - Can we send reminder letters?
 - Can we send people to collections instead of a lien?
 - Some C&R are not enforceable. We tried to create systems for consistency but there's a lot of legalities.
 - How do we do reminders?
 - How do we handle repeat offenders?

HOA Meeting – 10/03/2024

Attendees:



Reviewed the budget and we have a draft of a new budget which will increase the annual dues.

- All items on the budget have increased due to inflation of 5.58%

████████ – HOA Attorney

- Only responded to the Bylaws
- The Prior Boards have waived our right to enforce any above ground pool violations as they have not been enforced in prior years.
- However, Current and future boards will continue to enforce the other R&C's as it has been done in prior years consistently.
- We have an Attorney and Tax attorney bill to review

Other Discussion items:

- What does it look like if we dissolved the current tax id # and creating a new one?
 - New EIN #
 - New Name
- Board to start filing taxes (form 1120H) from 2022 – 2023 and going forward
- █████ is looking into a special assessment due to the cost of the filing of the prior taxes and any penalties for the taxes that were not filed by the prior board.
 - █████ that works at H&R Block was looking into what the penalties would be
- We will continue the violation letters
- We are looking into a new HOA attorney as █████ cost is too high for the little help we are getting from her.

HOA Meeting Notes for 10/22/24

- [REDACTED] hire them for attorney of record
 - Only pay as needed
 - [REDACTED] voted via text; 4 members ([REDACTED]) agreed to have them look over letters and make sure they follow by laws
- Completed legal entity to CPA- [REDACTED] motions to hire CPA to file taxes for last 3 years due to his recommendations. [REDACTED] 2nds this.
[REDACTED]
- Next meeting:
 - [REDACTED] role and action steps
 - Finish beneficiary with [REDACTED] (going to be about \$350)
 - Schedule a time to print out all emails for corporate binder
 - Finalize budget
 - Community explanation letter and discuss the quote for the Attorney to write it and send it.

What we know	What we need to decide	Pending/ what we do not know yet.
Attorney on file	budget	EIN keep or get new?
CPA	Craft a letter/ see if attorney will do this for us and how much it will cost	File additional years of taxes
3 years of taxes need to be filed (2021,2022,2023)	Craft a ballot for election	Potential fees/ response from IRS
By law file corporate transparency act (about \$350)	Recruit people to join (hopefully some on rainbows end?)	
	Figure out how to convey to others what we actually do!	

Committee Meeting October 30, 2024, at 6pm

Agenda:

- Collections
- Corporate Taxes
- Attorney Letter Template
- CPA
- Budget

Collections:

- We need a collections agency
- We can use the attorney to handle the collections

Corporate Taxes:

- Filed Corporate Transparency Act for 2024
- Need a copy of all of the board's driver's licenses, we all provided at the 10/30/24 meeting and we will send them to tax attorney.

HOA Attorney:

- Need to send all CC&R
- Projects average cost \$285 per hour and should be around \$600 or under
- Letter templates will be reviewed
- Set up a zoom call
- The attorney will draft a letter to the HOA homeowners regarding the HOA fees increasing. This letter will need to be sent out in December 2024 regarding the 2025 dues.
- Email the attorney letting him know the board voted, and it was agreed upon that we would like him to open a project to draft the complaint letters and the letter to the HOA regarding increased 2025 dues and to set up zoom call.
- Zoom call questions:


CPA:



- Filed 3 years (2023, 2022 and 2021) of taxes

 -  will pick up the taxes and pay  will send out the taxes
-  to draft the letter to attach to the tax form

Budget:

-  to get updated quote on mowing the front & parcel from Tyler's
- Reviewed the Budget and that would be about \$111 per household for 2025 dues

Misc item:

- [REDACTED] will combine all the HOA contacts into a spreadsheet.
- [REDACTED] will go to the township to find out why the water bill is so much if we are not using the sprinkling.
- We need to start a draft of the 2025 Annual Meeting Agenda