

**GreenLeaf Manor Homeowner's Association Annual Meeting
April 9, 2003**



Minutes

The 2003 Annual Meeting of the GreenLeaf Manor Homeowner's Association (GMHA) was held at the Ferguson Township Building, April 9, 2003, beginning at 7:00 PM. Present were the Association Board, Nancy Williams, Les Shaw, Kristen Fortney (substituting for Vice-President Jeff Fortney), Susan Lee, and Bil Gburek, and approximately 20 other residents of GreenLeaf Manor. The purpose of this meeting was to bring the neighborhood residents up to date on Board activities and the status of the GMHA budget, and to allow input from the residents in a public forum. The meeting agenda (attached to these minutes) had been provided to all residents prior to the meeting.

The meeting began with a welcome by Nancy Williams, Board Co-President. She introduced the other Board members. The Board members then gave a brief description of items related to their responsibilities.

Les Shaw, Co-President, detailed the facilities maintenance and improvement items the Board accomplished this past year. The grass in the park, detention basins, and strip of land adjacent to the bike path was mowed, fertilized, and weeded as needed – the Board had only come to realize this past year that we were responsible for the piece of land along the bike path. Wood chips were added to the playground area at the beginning of the outdoor season. Selected trees were removed from the park area due to their deterioration, and the wood was removed. Snow removal was also arranged. One major construction project was undertaken – paving the paths through the park and then edging and seeding along them. Les also mentioned the Board's efforts to construct signs at both entrances to the development. A question was raised at this time regarding the poorly functioning streetlight at the corner of Sandy and Tanager. Les mentioned that we were uncertain who was responsible for this, but he would look into it.

Kristen Fortney (sitting in for Jeff Fortney, Vice President) mentioned that she planned to organize a neighborhood picnic later in the year and asked for volunteers to assist her in this endeavor.

Bil Gburek, Secretary, addressed the current status and expectations for the GMHA web site, and noted that minutes from all past Board meetings now appear there. He suggested the possibility that Board meeting minutes could be distributed via e-mail if neighborhood residents were interested, but there was no reaction to this suggestion.

Susan Lee, Treasurer, discussed the primary expenditures during the 2002-2003 budget period, and summarized the current status of the GMHA budget. Budget details are also attached to these minutes.

Finally, Nancy reviewed the Board members' responsibilities prior to nominations of new Board members. Bil Gburek, Susan Lee, Nancy Williams, and Kristen Fortney (for Jeff) made known their desires to leave the Board. Following this, Les Shaw and Leah Iwinski were nominated from the floor as potential Board members and both accepted. Since this situation would leave the Board with only two members, Les suggested that new members be solicited via letter or personal contact, and the old and new Board members meet sometime in the near future to arrange a transition. This suggestion was accepted by Board members with no dissent from the floor.

Nancy then opened the meeting to questions or comments from the floor. Leah Iwinski asked if there were suggestions for possible future efforts that the Board should consider. A suggestion was made from the floor that the Board consider adding another baby swing at the park. Some brief discussion followed, with the Board indicating that it would look into the possibility of adding a full bay of baby swings. Another question was raised regarding location of the entrance sign at the Sandy-Science Park intersection. Les indicated that it would be positioned on land owned by Galen Dreibelbis along Sandy just off of Science Park. **Leah Iwinski mentioned the neighborhood garage sale was slated for 6/7/03.** There were no further questions or comments, and the meeting was adjourned at 7:50 PM.

Submitted by Bil Gburek, GMHA Secretary, 4/21/03

GMHA ANNUAL MEETING AGENDA

April 9, 2003 at 7:00 pm

OPENING WELCOME (Nancy):

Introduction of Board Members:

Les Shaw, Co-President

Nancy Williams, Co-President

Kristen Fortney, substitute for Vice President Jeff Fortney

Bil Gburek, Secretary

Susan Lee, Treasurer

WHAT WE HAVE ACCOMPLISHED (Les)

NEIGHBORHOOD PICNIC (Kristen)

GMHA WEBSITE: www.greenleafmanor.org (Bil)

BUDGET (Susan)

BRIEF DESCRIPTION OF BOARD MEMBER'S RESPONSIBILITIES AND FUNCTIONS (Nancy)

NOMINATIONS OF NEW BOARD MEMBERS

OPEN DISCUSSION/QUESTIONS FOR THE BOARD AND YOUR NEIGHBORS

PLEASE MAKE THESE ADDITIONS TO THE GREENLEAF MANOR DIRECTORY:

Anderson, Dick and Kathy
375 Farmstead Lane
238-6793

Givens, Hugh and Nancy
683 Tanager Drive
867-1384
Children: Taylor(3), Haley (2)

Hinish, Mark & Laura
698 Tanager Drive
237-7195
Children: Ryan Hinish (18), Amy Hinish (12), Matt Conner (11), Adam Conner (7)
Dogs: Chocolate Lab - Moose, Pug - Cosmo

Bonness, Bill and Linda
381 Farmstead Lane
238-1202
Children: Daniel (9), Lauren (8), Kristina (3)

Naumowicz, John and Ivy
758 Tanager Drive
234-1771

Wilkinson, Rick
790 Tanager Drive
234-0613

There have been some questions about board members' responsibilities and functions. Since we are having elections at this meeting, we felt this was a good time to clarify some of the functions and responsibilities of the board members:

The primary responsibility of the Association and, therefore, of the Board, is the maintenance of the common areas in the neighborhood, that is, the park and the two detention ponds (on Tanager in Phase 1 and on Farmstead in Ph.2).

The Board will also oversee any capital improvements or other special projects in the common areas, like paving in the park

Because we have covenants and because of the way they are written, the Board has also had to assume responsibility for covenant enforcement. So far, this has primarily taken the form of review and approval of structures (play structure, shed). So please remember, if you want to put up a play structure, shed or any other structure on your property, it does require prior approval. Please contact the board first.

The Board oversees all business done in the name of the Association, so there is also the responsibility for collecting dues, paying bills for maintenance, preparing and paying any taxes, paying the insurance policies, and managing the finances of the Association.

When this Board first started the original members, met weekly for a while until they got things organized. Now, we meet approximately once a month or as needed.

We also try to encourage neighborhood activities such as the neighborhood yard sale, neighborhood block party, creating a neighborhood directory.

It is not our responsibility to settle disputes between neighbors. We encourage you to communicate directly with your neighbors about your concerns about their children, their pets, etc. It is better to talk to them directly and try to work something out. And if a neighbor does approach you with a concern they have, try to listen with an open mind instead of being defensive. This is a great neighborhood. Let's work to keep it that way.

Also, the current members of the board feel it is not our function to act as a lobbying group with the Township regarding traffic issues, or in the possible development of the farm, etc. The new board may be willing to take on this responsibility, but the current board will not. Any concerns you have about traffic through our neighborhood, or other township-related issues, should be taken up with Ferguson Township. The board is only one voice. If a group of residents contact the Township, it will have more impact.

GMHA 2003 Budget

Fiscal year beginning 5/02

Item	GMHA Cost
Snow removal	\$195.00
Liability Insurance	\$668.00
Copies	\$40.23
Envelopes	\$2.82
Property insurance	\$50.00
Postage	\$111.67
P.O. Box rental	\$38.00
Baby swing	\$90.30
Poison ivy removal at park	\$135.15
Mowing (park & ponds)	\$900.00
Trash collection at park	\$5.00
Paving of park paths (incl. seeding)	\$6,200.00
SCASD taxes (Tanager Pond)	\$272.73
SCASD taxes (park)	\$345.89
SCASD taxes (Farmstead Pond)	\$179.41
SCASD taxes (adj. to bike path)	\$354.85
Classified ad (wood removal)	\$22.32
Deposit slips for MMA	\$8.50
Winter fertilizer (park)	\$203.52

Budget summary:

- Total expenses, fiscal year-to-date: \$9,823.39
- Total collections, fiscal year-to-date: \$10,313.51 (includes \$10,232.15 in fees and \$81.36 interest on Money Market Account)
- Total cash on hand as of 3/17/03: \$8,808.90 (\$8,319.50 in Money Market Account and \$489.40 in checking account, both at Sovereign Bank)