

# 12/16/2024

Monday, December 16, 2024

8:00 PM

1. Call to Order
  1. Time: 8:06pm
  2. Attendance:
    1. Board - BG/NP/DZ/TK Absent - WV/JS
    2. Public -
      1. Cynthia Moralez (W Morgan Trail NE)
2. Approval of Minutes from Previous Meetings
  1. Motion to approve: NP
  2. Second: DZ
  3. In favor: All in favor (no oppose)
3. Public Comments
  1. None
4. New Business
  1. Permanent Lift Station Construction (GORBY/PASCH)
    1. Some delays with deliveries require the temp pump to operate through December and January.
    2. P&N added heater elements to temp pump station lines to protect from freezing during winter.
    3. Currently pouring concrete slab for control panel and installing the electrical conduit.
    4. Lift station should be completed and operational end of January 2025.
  2. WTP Backwash Plans (GORBY/PASCH)
    1. F&V to quote costs to design and manage construction.
    2. Initial plan drafted, but need EGLE feedback to ensure we are meeting all their expectations.
    3. Backwash volume is about 15,000 gallons per cycle, would require 2-3 days draw down to release to sewer at acceptable rate.
    4. We currently do 2 backwash cycles per week of the full 15,000 gallons, which has eliminated resident complaints for brown water.
  3. Administrative Consent Order (GORBY/PASCH)
    1. ACO amendment date of June 30th, 2026 is the date we submitted to EGLE for cease of the NPDES permit for discharge.
    2. Blake submitted Amended ACO response to EGLE on 11/22/24, we are waiting for their feedback with any changes.
    3. Once we have lift station finished and backwash completed, we can put in a request to terminate the permit mid-cycle.
  4. Elementary School Nature Center Access Drive (GORBY/PASCH)
    1. Send bill to RPS for fixing speed limit sign that was run over.
    2. RPS has put a hold on building access road to nature center.
    3. RPS to provide engineered proposal to SR HOA to determine what approvals/easements are needed.
    4. F&V to review proposal to determine if any utilities are at risk or not.
  5. RPS Easement (Main Entrance)

1. Per original easement agreements, RPS can use main entrance drive.
2. Saddle Ridge can charge RPS \$1,000 for maintenance of the entrance.
3. RPS is responsible for landscaping on North side of entrance.
4. Need to calculate maintenance and upkeep on that section to charge accurately to RPS.
6. Saddle Ridge 2025 Budgets (GORBY)
  1. Draft budgets created for 2025.
  2. UM confirming income numbers for utility systems.
  3. Reviewed and approved Association budget.
7. Turfs R Us
  1. Confirm if they will add the new sidewalk to the school as part of the snow removal process.
  2. Discuss cleanup of the wooded landscaping on North side of the entrance per contract.
  3. Confirm if they put mulch in the neighborhood this year or not.
5. Old Business
  1. Saddle Ridge Website (ZEMENS)
    1. Hosting Fee & Domain Registration needs to be renewed in January 2025 (\$450)
    2. Costs added to the budget starting January 2025, will be included every 3 years.
    3. David to take over as main contact for hosting service to keep site running.
    4. David to send receipt to UM for reimbursement as charges come up.
    5. Investigate terms and determine how to proceed.
  2. 3rd Quarter Billing (KOHL)
    1. Calculate total neighborhood billing amount for utilities.
    2. Based on total utilities, calculate 2/3 to send to Eastbrook.
    3. Set up an account for Edgerton Trails to bill water utility usage.
    4. Edgerton Trails Meter readings: Sept 30th - 192 (need to confirm units)
  3. 4th Quarter Billing (GORBY)
    1. Need to figure out daily usage for residents between meter readings 09/23 - 10/24.
    2. Calculate final sewer charges for residents between 09/23 - 10/10 to add to 4th quarter utility bill.
    3. Blake confirmed the sewer funds can be used for reserve funds for whole utility system including water system.
  4. Defective Meters (KOHL)
    1. All 5 homes with previous issues have been fixed plus 4 others.
    2. Two more homes are still having issues, one needs meter replacement, other unknown because cannot get access to investigate.
  5. Plainfield Sewer Billing
    1. Confirmed they will be using a winter month average to set usage cap for following year.
    2. They bill quarterly so depending on location in their system, that "winter reading" is determined in either December, January or February.
  6. Update Allocation of Cost Worksheet (GORBY)

1. Final costs for Plummers P&H between 09/01 and 10/10 confirmed and added to worksheet.
2. Need to update final construction costs once lift station is completed.
3. Once confirmed, will update and obtain agreement with Plainfield on final assessment \$ amount.
4. Special assessment will start Q1 2025 sewer bill.
7. Stop Sign Replacement (KOHL)
  1. Replace with new 18x18 stop sign (\$300).
  2. Sign received in, work order submitted to install.
  3. Do we need to stain the post? It looks bare.
8. School Traffic in Main Entrance (PASCH)
  1. Initial feedback is that the private road is up to the HOA to manage.
  2. Still need to reach out to the Rockford school resource officer for any help.
  3. Suggested angling passing lane to be more gradual return to road.
  4. Adding paint to road could also help guide traffic.
  5. Adding signs along road could also help.
  6. Create traffic drawing to share with residents to educate them.
9. Construction Entrance (GORBY)
  1. Plan to keep for emergency access and to have secondary entrance in case main entrance becomes blocked or impassable.
  2. F&V will quote moving gate further west down the path so natural barriers (trees) can be used to prevent driving around it.
  3. Investigate adding additional signage (No outlet, sign on gate saying emergency vehicles only, etc.)
  4. Remove old sign and investigate if we need a new sign up that states "Emergency Vehicles Only"
10. Bylaw Updates Needed - ON HOLD UNTIL ACO IS FINALIZED
  1. Solar panel guidelines
  2. Cross connection inspections required every 5 years
  3. Removing EB from contract language
  4. Easement language
  5. Porta-john restrictions
  6. Hydrant permit required to pull water out
  7. No grass clippings in the roadways
  8. Do we need to add late fee assessment process?
    1. After due date missed - email to resident
    2. 1 month past due - 10% fee added to \$ amount overdue.
    3. Each additional month past due - Add another late fee equal to the original late fee amount.
11. Solar Panel Guidelines (VAN KAMPEN)
  1. Review input and if no issues, update HOA bylaws with new guidelines.
12. Cross-connection program implementation (ZEMENS)
  1. Four remaining residents that have not completed were turned over to F&V to address.
  2. F&V reports these non-compliances to the State.
6. Parking Lot

1. Investigate options for residents to boost water PSI. Ask F&V for help with recommendations.
  2. Investigate hooking up to Plainfield Water system
  3. Make annual start of summer party an HOA sponsored event.
  4. Review plans to flush out storm sewer drains.
  5. Update bylaws to include cross connection inspection requirements every 3 years.
  6. Obtain quotes for 2024 X-mas light decoration in the main entrance.
  7. HOA Board incentive (waive annual association fee for Board members)
  8. Adding speed bumps to Sunset.
  9. Plan for digital meter readings to avoid having to manually take readings from each house.
  10. Lock up de-commissioned sewer plant so nobody can get into the building.
  11. Update one-way signs in the roundabouts.
7. By-Law Infractions (ZEMENS)
1. Parking violations
    1. 2734 W Morgan Trl - Issue warning
    2. 2742 W Morgan Trl - Issue warning
    3. 9700 Sunset Ridge - Issue warning
8. Architectural (VAN KAMPEN)
1. APPROVED REQUESTS - 1
    1. Pasch, 2705 W Morgan Trl - Deck expansion
  2. PENDING - 0
  3. DENIED - 0
  4. CONFIRMATION - 3
    1. Hendon, 2884 S Saddle Ridge Ct NE - Deck and Four seasons room addition
      1. Contractor problems resulting in new start date of April 1, 2025.
    2. Courteau, 2874 Sunset Ridge Ct NE - Deck reconstruction
      1. Done, awaiting Algoma inspection.
    3. Bartholomeu, 2852 N Saddle Ridge Ct. - Deck expansion
9. Treasurer (SUCHY)
1. Overdue/Outstanding Dues
    1. Association Fees - TBD
    2. Utility Fees - TBD
10. Communications (ZEMENS)
1. HOA Emails to Address
    1. Plainfield billing cap calculation to be same as we have done it in the past w/December usage.
      1. Respond to email once we confirm with Plainfield.
  2. Neighborhood Newsletter
    1. Next Board Meeting details
    2. Homeowner Q&A's
    3. Information about new app we will be using for Urban Monarch.
    4. All kids walking to Edgerton Trails must be using the main sidewalks around the roundabout and along the main entrance and young kids must have chaperone.
    5. No parking on main entrance for any reason.

6. No parking on roads overnight.
7. Request residents to not walk through the woods to River Bluff as it is private property.
8. Reminder residents are responsible to shovel and de-ice sidewalks in front of their property.

3. Website

1. Add November meeting minutes.
2. Update contacts page with new information.
  1. Concerns about Sewer System - Plainfield Twp
3. FAQ's need to be reviewed and updated.

11. Public Comments

1. None

12. Set Next Meeting

1. Date/Time: January 20th @ 8pm

13. Adjournment

1. Time: 10:14pm

<<Saddle Ridge HOA Board Mtg Agenda (12-16-24).docx>>