



# DUNBARTON PINES



## Homeowner Association Newsletter September, 2019

### President's Message

Fred Schlemmer

It is a great honor to serve as your future President for 2020. I believe I have gained a good insight into the workings of the Board over the last three years and look forward to leading the Board members in the year ahead. Some of goals for next year include: working with homeowner volunteers to set an improvement plan for the commons areas beginning with the main commons in the center of the subdivision; continuing to further utilize our new Association software; address the trespassing issue we found in our commons property; and provide ongoing communication to the Association on our activities.

### Annual Meeting Notes

Rod Harris

The annual meeting of the Association was conducted on Sunday, September 23 at 7:00 pm. We had seven homeowners in attendance. Rod Harris presented the activities completed in 2019, which included implementing the new Association software, encouraging homeowners to enroll in the Owner's Portal, processing invoices and sending past-due notices. Karen reported on the financial condition of the Association, indicating we anticipated being on budget for the year (see her report in this letter). Andy reported that the final two cul-de-sacs were scheduled to be updated by year-end. Group discussion focused primarily on plans for main commons area – with Fred volunteering to create a working group of interested homeowners to develop a multi-year plan. Voting for the Board was completed. After the meeting the votes were tallied and slate confirmed. Board members for 2020 are: Fred Schlemmer, President; Andy Randall, V.P. Landscaping; Karen Harris, Treasurer; and Rod Harris, Secretary.

### TOPS [20] Association Software

Rod Harris

By now you should be aware the Association is using new software to support the Association. From a Homeowner perspective, the software provides a web portal for owners to maintain their contact information (phone numbers, email addresses), setup or process payments for annual dues, and access documents related to the subdivision and City of Novi. From a Board perspective, the software provides full financial processing and reporting, including billing, accounts receivable and accounts payable. It also has interfaces to third party providers to assist in mailings for annual dues and ongoing homeowner communications. Over time, it will enable us to become "paperless" as we invoice, pay, and communicate to Homeowners electronically. Finally, it provides the capability to define recurring Board activities so that the work of the Board becomes codified for use by the Board as members change over time.

## 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>.

### DPHA board members:

**Fred Schlemmer, President.** Fred is in his first year as President and fourth year on the Board.

**Andy Randall, V.P. Landscaping.** Andy has participated on the Board for some 12 years and is responsible for landscaping maintenance and improvements.

**Karen Harris, Treasurer.** Karen continues her fourth year on the Board as Treasurer.

**Rod Harris, Secretary.** Rod assumes the role of Secretary after having been President for the last three years.

**Deepa Elangainathan, Webmaster**

Please send all correspondence to:  
[dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

## Landscaping Maintenance and Improvements

Andy Randall

Plans are on track to complete our cul-de-sac work by updating the remaining two: Courtview Trail North and Plaisance. We found last year that waiting until the fall to make the cul-de-sac upgrades improved the survival rate of the newly installed grass and plantings.

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).

We also expect to perform additional tree and brush trimming for our commons. I plan on working closely with Fred and his group of homeowner volunteers in

developing a multi-year plan for the subdivision commons areas. Meanwhile, if you have concerns about dead or dying trees in an area maintained by the subdivision, please contact me. We will be glad to review and schedule maintenance as appropriate.

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

## TOPS [ONE] Testimonial

Karen Harris

A quick update on the value of our new Association software! In early September I took a short vacation in Kentucky with family. During that trip, we received an urgent email requesting a homeowner status letter for a pending sale to be completed by the end of the week. I was able to login to the software, review the status of the homeowner, and provide a "pro forma" status letter in email form to the title company within the hour! That is one of the key advantages to having web-based software residing "in the cloud." Without the new software, the title company would have had to wait until we returned from our vacation and fired up the stand-alone computer and software!

## Push or Pull? New payment options with TOPS [ONE]

Rod Harris

One of the reasons we selected our new Association software was for the flexibility it provided homeowners in paying their annual dues. The new software uses a third-party payment provider (PayLease) that accepts multiple forms of payment – from ACH to Debit and Credit. In addition, the software provides for two mechanisms for making your payment: Push and Pull. The Push method provides for a homeowner to "Pay Now" from their Owner Portal, entering ACH, Credit or Debit card information to make payment. This method has a fee associated with it, presented to the homeowner at the time of payment (ACH fee is \$2.95 and Credit card fee is 3.5% of amount). The Push method provides for the homeowner to determine the method, amount and timing of the payment. The Pull method provides for homeowners to set up a payment method in advance, which can be ACH or Credit Card. An ACH payment is free, while a credit card payment has a fee associated with it (3.5% of amount). The Pull method provides for the Association to charge dues at a time selected by the Association. Only one Pull is made by the Association for annual dues, which is in the third week of August. Owners who wanted to use the Pull payment approach, but registered late, must either use the Push (Pay Now) method or submit their payment by check.

## 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 as well as City of Novi 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.



## Treasurer's Report

Karen Harris

As reported at the annual HOA meeting, we are heading towards the end of the year in good financial standing.

Collections of dues for 2019 were received from 336 of 341 homeowners. Liens were placed on two homeowners with more than 2 years past due payments. Those past due dues payments have now been collected and are reflected in the Annual Dues revenue amount. Expenses are on target with budgeted estimates. Expenses remaining for the year include utilities, upgrade of the remaining 2 cul-de-sacs, insurance and the last 3 contracted installment payments for landscape maintenance.

The current HOA association dues payment deadline was September 1. As of this writing, 63 homeowners still have not paid their dues which is \$10,710. Reminder notices are now arriving in the mail. Of the 63, three homeowners also owe for last years. Liens will be levied at the end of the year if the account is not paid in full.

The migration from our old system to the new TOPS system went very smoothly. This new system has met the request of many homeowners for additional payment options other than a check. Many homeowners used the ACH payment option which withdrew the

dues payment from their specified bank account at the end of August. Several more accessed the PAY NOW option, using a credit card or a bank account. We are thrilled that all payment options worked as expected with no issues.

As we near the end of the year, the 2020 budget will be prepared using the actual expenses for 2019. We will be budgeting for additional maintenance and enhancements to the main commons area in 2020 now that the cul-de-sac work will be completed in 2019.

### Dunbarton Pines Homeowners' Association Income and Expense January YTD 2019

Dues and Receipts	Actual*	Yearly Budget
6010 Dues and Other Receipts (Current Year)	\$58,881.47	\$57,970.00
<b>Expenses</b>		
7010 Landscaping - Maintenance	\$28,879.36	\$35,000.00
7020 Landscaping - Improvements	\$0.00	\$10,770.00
8010 Fees and Insurance	\$3,237.68	\$2,500.00
8020 Water	\$884.65	\$2,200.00
8030 Electric	\$882.43	\$1,200.00
8040 Communications	\$2,436.30	\$2,450.00
8050 Enterprise Software	\$2,926.00	\$3,850.00
<b>Total Expenses</b>	<b>\$39,246.42</b>	<b>\$57,970.00</b>
<b>Net Receipts Against Expenses</b>	<b>\$19,635.05</b>	<b>\$0.00</b>
2019 Anticipated Expenses Remaining	\$20,000.00	0
6110 Dues Received for 2020	\$47,005.00	\$57,970.00

#### 2020 Annual Dues Collection Recap:

275 Paid in Full  
63 Delinquent for 2020  
3 Multi-year delinquencies  
341 Total Homes

2 Liens placed and paid in 2019

\* as of 2019-09-21

## Homeowner Contact Information

Karen Harris

We are trying to use email as a secondary means of Association communications. To do so, we need to have homeowners submit their email to the Association and to register on the Owner's Portal. We must have a valid email address on file in order to initiate the registration process and to maintain communications during the billing cycle.

**All email and phone information will remain strictly confidential.** To request an email invitation to register on the Owner's Portal, or if you have any concerns about your contact information, please reach out to verify what we have on file at [dunbartonpines@outlook.com](mailto:dunbartonpines@outlook.com)

Once registered on the Owner's Portal, you have the ability to process payment for your annual dues!

## Newsletter!

Dunbarton Pines Homeowners' Association

P. O. Box 470

Novi, MI 48376

Dunbarton Pines Homeowners' Association encourages you to participate!



The National Wildlife Federation hopes you will certify your garden to show your commitment to wildlife!

Anyone can create a welcoming haven for local wildlife. Turning your yard, balcony container garden, schoolyard, work landscape, or roadside greenspace into a Certified Wildlife Habitat® is fun, easy, and can make a lasting difference for wildlife.

Rapid and large-scale changes to our lands and waters mean wildlife are losing the habitats they once knew. Every habitat garden is a step toward replenishing resources for wildlife such as bees, butterflies, birds, and amphibians – both locally and along migratory corridors. By adding pollinator-friendly and monarch-friendly plants when you certify, your garden also counts toward the Million Pollinator Garden Challenge.

When you certify, your \$20 application fee supports the National Wildlife Federation's programs to inspire others to make a difference and address the issues leading to declining habitat for wildlife nationwide. A portion of your fee also supports work for local wildlife in select affiliate partner states. Certification requires that applicants confirm they've provided the required number of elements for each of: food, water, cover, places to raise young, and sustainable practices. For more information, visit:

<https://www.nwf.org/Garden-For-Wildlife/Certify.aspx>

Also, one of your local homeowners is a participant in the City of Novi Beautification Commission and ardent promoter of the National Wildlife Federation garden certification program. She can be reached at : [lauramwilliams1950@gmail.com](mailto:lauramwilliams1950@gmail.com). Be sure to include "NWF cert" in the subject line.

*Information for this article was obtained from the National Wildlife Federation website: [www.nwf.org](http://www.nwf.org)*