

BONNER HILLS ESTATES BOARD OF DIRECTORS

Regular Board Meeting Minutes

Date: Wednesday, August 5, 2026

Time: 2:00 PM

Location: Home of Rudy Paluch, 1077 Preservation Drive, Tecumseh, MI

1. Call to Order

The meeting was called to order at 2:00 p.m.

2. Establishment of Quorum

A quorum was established.

3. Approval of Previous Meeting Minutes

The Board reviewed the April 16, 2026 meeting minutes.

Motion: Rudy Paluch moved to approve the April 16, 2026 meeting minutes.

Second: Kellie Chapman.

Motion carried unanimously.

4. Reaffirmation of Emailed Modification Request Approvals

The Board reaffirmed the telephonic approvals previously granted for the following modification requests:

- Daniel Gordon – Landscaping
- Donnelly – Landscaping
- Donnelly – Deck
- Kirsten Phenicie – Driveway Expansion
- Mitsis & Isley – Deck
- Arbaugh – Storm Door
- LaViolette – Generator
- Kellie Chapman – Front Door Paint Color

Kellie Chapman disclosed her modification request for approval of a new front door paint color..

Rudy Paluch made the motion to approve the request, and **Richard Lossing** seconded the motion. Kellie Chapman abstained from voting due to the conflict of interest.

Motion: Rudy Paluch moved to reaffirm the telephonic modification request approvals, including the approval of Kellie Chapman's front door paint color request.

Second: Richard Lossing.

Motion carried unanimously.

5. Shed Survey

The Board discussed conducting a survey of sheds located within the Estates. The survey will be used to document existing sheds and establish a complete inventory for the Association. Future changes to HOA requirements regarding sheds, if any, would be addressed separately by the Board.

Motion: Kirsten Phenicie moved to approve completion of a shed survey for the Estates.

Second: Richard Lossing.

Motion carried unanimously.

Action Items:

- Rudy Paluch will confirm with **Select Management** that the Association's email distribution list is accurate and up to date.
- Select Management will distribute the shed survey to homeowners via **both email and U.S. mail**.
- The survey will be updated to include information identifying the homeowner submitting the survey.
- Once responses have been received, the Board will review the completed survey results together to ensure the Association's records are accurate.

6. Acquisition of Unit #3

The Board discussed the proposed abandonment of **Lot #3** by the developer and the necessary steps required for **The Estates of Bonner Hills** to accept ownership of the property.

Following discussion, the Board approved proceeding with the transfer of Lot #3 to **The Estates of Bonner Hills**, subject to the following conditions:

- The developer shall formally abandon Lot #3 and transfer ownership to **The Estates of Bonner Hills**.
- Prior to **The Estates of Bonner Hills** accepting ownership, the developer shall satisfy all outstanding obligations associated with the property, including, but not limited to, all real estate taxes, assessments, liabilities, costs, and any other incidental expenses.
- The developer shall be responsible for preparing and recording all legal documents necessary to complete the transfer of ownership.
- The developer shall also prepare and record an amendment to the **Master Deed of The Estates of Bonner Hills** to revise the total number of residential lots within the Estates from **47 lots to 44 lots**, reflecting the abandonment of Lot #3 and the resulting change to the development.

- **The Estates of Bonner Hills shall not accept ownership of Lot #3 until all of the above conditions have been satisfied and the transfer documentation has been properly executed and recorded.**

Motion: Rudy Paluch moved to approve the transfer of Lot #3 to **The Estates of Bonner Hills** subject to the conditions outlined above.

Second: Kellie Chapman.

Vote: Motion carried unanimously.

7. Drainage Issues on War Bonnet

The Board received an update regarding the drainage investigation on War Bonnet.

Current findings indicate a blockage between existing drainage tiles. Additional hand excavation and testing will be completed to determine the appropriate repair. Contractor bids are being obtained before moving forward with corrective work.

8. Streamlining Modification Requests

The Board discussed improvements to the architectural modification request process.

Motion: Kellie Chapman moved to streamline the modification request approval process.

Second: Richard Lossing.

Motion carried unanimously.

Action Items:

- Jim Southworth will send written approval notifications following Board approval.
- Kirsten Phenicie will revise the Modification Request Form for Board review.

9. Old Business

The Board discussed the status of liability insurance coverage for the Board of Directors.

- Jim Southworth inquired about the current status of liability insurance coverage for the Board.
- Rudy Paluch will follow up with Jim Sutton regarding the coverage and report back to the Board.

10. New Business

The Board discussed the following items:

- **Community Light Poles:** The Board discussed community light poles.

- **Community Association Board Representation:** Kellie Chapman is a member of the Community Association Board and represents The Estates of Bonner Hills.
- **HOA Payment Information and Homeowner Communications:** Kellie Chapman reported that she and other homeowners have not yet received information from Select Management regarding payment of HOA fees. The Board also discussed that some homeowners may not be receiving email communications from Select Management because email addresses are missing from the Association's records. Rudy Paluch will follow up with Select Management regarding both the HOA payment information and the completeness of the homeowner email distribution list.
- **1079 Preservation Drive – Deck Modification:** The Board discussed updates made to the deck at 1079 Preservation Drive, including the addition of a deck covering that was not included in the original approved modification request. To ensure the Association's architectural records remain complete and accurate, Select Management will request that the homeowner submit a modification request documenting the completed deck updates.

Motion: Jim Southworth moved to direct Select Management to request a modification request from the homeowner at 1079 Preservation Drive for the completed deck updates.

Second: Kirsten Phenicie.

Vote: Motion carried unanimously.

Action Items:

- Rudy Paluch will follow up with Jim Sutton regarding the status of liability insurance coverage for the Board.
- Rudy Paluch will follow up with Select Management regarding HOA payment information for homeowners.
- Rudy Paluch will work with Select Management to address missing homeowner email addresses and ensure the Association's email distribution list is accurate and complete.
- Select Management will request a modification request from the homeowner at 1079 Preservation Drive to document the completed deck updates.

11. Adjournment

Motion: Rudy Paluch moved to adjourn the meeting.

Second: Richard Lossing.

Motion carried unanimously.

The meeting adjourned at **3:20 p.m.**

Additional Emailed Board Action

Following adjournment of the meeting, the Board considered an emailed request to approve payment of a **Mannik & Smith Group, Inc.** invoice in the amount of **\$2,825.00**, representing engineering and surveying services related to The Estates of Bonner Hills.

The invoice consisted of the following:

- **\$610.00** – Dimensioned plat drawing of all lots within The Estates of Bonner Hills.
- **\$735.00** – Survey of Lot #3 (Association expense).
- **\$740.00** – Survey of Lot #26 (1086 Preservation Drive). This cost will be invoiced to the homeowner.
- **\$740.00** – Survey of Lot #28 (1090 Preservation Drive). This cost will be invoiced to the homeowner.

The Board approved payment of the invoice, with the understanding that the survey costs for **Lot #26** and **Lot #28** will be reimbursed to The Estates of Bonner Hills by the respective homeowners.

Motion: Jim Southworth moved to approve payment of the **\$2,825.00** Mannik & Smith Group, Inc. invoice.

Second: Kirsten Phenicie.

Vote: Motion carried unanimously via email following the August 5, 2026 Board meeting.