

Arbor Ridge Community Corporation 2009 Annual Report

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Safety Note:

There are 2 complementary ways to stay apprised of neighborhood safety items.

- 1) Send your email to a Board member or Pinnacle Management for addition to a community email distribution list. Your email will be used only for Arbor Ridge communications and will be concealed by a generic arborridge.net address in a manner that prevents publication of your actual email address.
- 2) Visit the web site shown here to register for text message alerts.
www.nixle.com

Spring Curbside Property Inspection:

At least 2 directors will conduct visual property inspections from the street in mid-April. To note deficiencies, Directors will issue warnings to effected co-owners via the address on record with Pinnacle Management. Failure to address the noted concerns will result in fines. Fines not paid are subject to late fees. You can be assured that the fines will be significant relative to the cost of the repair needed. The directors want to make sure that the neighborhood houses remain in reasonable states of repair and maintenance.

Our Gigantic Trash Cans:

Directors have received complaints regarding storage of the large, blue trash cans issued in the last year to Pittsfield residents.

Please keep these trash cans stored such that they are not visible from the street in front of your house. This means either behind the house or in the garage. Receipt of more complaints will incur a warning and then a fine.

Financial Highlights, Year-End 2009 Snapshot

	Closing Balance 2009	%Change From 08
Income		
Association Dues/Fees	\$ 39,853.00	
Other Income	\$ -	
Late Fees	\$ 2,386.00	
Interest Income	\$ 1,309.00	
Legal Fee Reimbursement	\$ -	
Total Income	\$ 43,548.00	-8%
Operating Expenses		
Administrative		
Accounting	\$ 200.00	-13%
Permits & Licenses	\$ 20.00	0%
Miscellaneous Expenses (1)	\$ 852.00	224%
Legal Fees	\$ 66.31	-92%
Management Fees	\$ 3,465.00	0%
Postage/Print/Office Supply	\$ 427.00	14%
Taxes & Insurance		
Taxes	\$ 196.00	-63%
Property Insurance	\$ 2,039.00	50%
Utilities		
Electric	\$ 102.00	5%
Water/Sewer	\$ 99.00	0%
Grounds Expenses		
Grounds Services/Improvem.	\$ 780.00	-27%
Fertilization	\$ 1,862.00	-21%
Mowing	\$ 4,170.00	-44%
Snow Removal	\$ 12,904.00	-7%
Asphalt Seal/Repair	\$ 11,228.00	
Sprinkler Maintenance	\$ 522.00	41%
Maintenance		
Repair Services	\$ 785.00	84%
Total Operating Expenses	\$ 39,717.31	20%
Net Operating Income	\$ 3,830.69	-73%
Assets		
Checking	\$ 595.00	-89%
Reserves	\$ 14,009.00	-35%
CDs	\$ 61,722.00	35%
Total Assets	\$ 76,326.00	5%

Notes to Financial Highlights

(1) Annual Meeting door prizes and the summer picnic accounted for most of the Miscellaneous expenses.

2009 Items of Note

- 1) Road seal and crack fill
- 2) Storm water drain repair
- 3) New lawn service and snow removal provider

Investment Summary

CD Investments as of February, 2010

Balance	APY	Term	LOCATION
\$ 5,962.16	0.52%	12	State Farm
\$ 6,100.27	1.51%	12	MCB
\$ 11,593.83	1.97%	12	MCB
\$ 4,357.07	0.95%	12	MCB
\$ 4,367.40	1.97%	12	MCB
\$ 10,074.53	0.95%	12	MCB
\$ 5,000.00	2.02%	12	MCB
\$ 6,053.47	1.51%	12	MCB
\$ 4,310.16	1.51%	12	MCB
\$ 4,381.68	1.51%	12	MCB
\$ 62,200.57			

Notes to the Investment Summary

- 1) The Board of Directors has a responsibility to safeguard against loss of reserves. Therefore, the Board seeks to invest in only FDIC-insured investments.
- 2) Pinnacle will continue investment in a laddered structure of CDs that will mature roughly quarterly. The Directors may modify the CDs at renewal to shorter terms if interest rates start increasing.
- 3) Pinnacle Management has successfully leveraged its increasing portfolio of managed properties to insure that local financial institutions provide Arbor Ridge with among the highest, local interest rates.

Street Lamps - Did you know....

...that anyone can call DTE to request service for a malfunctioning street lamp? You'll need the ID number from the tag on the lamppost.

From the Board of Directors

Through ongoing rough times, the Association assets increased marginally, falling well short of the \$100,000 reserve goal. Given the large 2009 expenses for road maintenance and snow removal, this was a reasonable outcome. Again, the Board thanks all of you who, in this difficult financial time, pay your dues promptly. To facilitate timely payments, co-owners can now utilize automatic payments. (See the *Forms* section at <http://www.arborridge.net/> for more information.)

The dues for 2010 remain the same as 2009, \$365 in two payments for a total of \$730 per year. That means living in Arbor Ridge costs each co-owner \$2 per day for mowing, fertilization, irrigation, and clean-up of the common area (mostly along Hunt Club Drive), and maintenance of streets and walkways (including asphalt/concrete repairs, snow removal, and salt application).

The 2009 Annual Meeting on Nov. 11 at the Township Building featured the election of one “recycled” Director, Gary Charson. Thanks to all who attended or submitted proxies, and welcome back to Gary (Vice President). Also, thanks to Ron Torrella for his service. Ron continues as our web site administrator.

For 2010MY, at the request of Co-owners, the Directors expect to hold two picnics, most likely in late June and again in the Fall, and another community-wide garage sale. Attendees generally reported a great time at the 2009 Association picnic. We hope to keep it up and get more attendance in 2010.

The Board is always open to help from individuals interested in their community. To date, and in addition to the Board, we have two active Committees (Website, and Landscaping). Please contact Pinnacle Management or a Board member if you are interested in forming or joining a committee. Also, if you would like to voice a concern to the Board, please feel free to contact Pinnacle or a Board member. Please note that identities of those expressing a complaint are not shared with other residents. The Board encourages the residents of ARCC to voice their concerns and opinions.

The Association has an online presence at <http://www.arborridge.net> . Co-owners may find Association Documents, forms, information about Board Meetings, email addresses, and other useful information there.

Best wishes for 2009,
Arbor Ridge Community Corporation Board of Directors

Frank Lotfian, President	646-0202
Gary Charson, Vice President	528-1061
Jeff Fry, Secretary-Treasurer	434-0086
Pinnacle Management	222-3700 (FAX: 222-9677)
*To email all Board members: arcaboard@arborridge.net	

Collection Policy

(effective 4-10-02)

1. Assessments may be paid in a single payment on January 1¹ or they may be paid in two equal payments on January 1 and July 1. Arbor Ridge Condominium Bylaws provide for a 10-day grace period. [Article II, Section 2] During the grace period no late fees will be assessed.
2. A late fee of \$25 will be assessed, each and every month, beyond the grace period of ten (10) days. Assessments not paid by the close of business on January 10th (or the last business day immediately preceding the 10th) will incur a late fee. Thereafter, each month that assessments (including all late and legal fees) are not paid in full, another \$25 late fee will be assessed. If an outstanding balance of \$100 or more remains for sixty (60) days, a formal collection process will be initiated and a lien warning will be mailed. A copy of the warning will be sent to the Co-owner's mortgagee, per the Bylaws.
3. If full payment is not received within ninety (90) days of the original due date, a lien will be placed on the Co-owner's title. A copy of the lien will be sent to the delinquent Co-owner's mortgagee, per the Bylaws. Outstanding liens will incur an additional \$100 monthly assessment, plus the maximum allowable interest rate retroactive to the first missed due date, until the lien is satisfied.
4. If full payment has not been submitted within 180 days-of the original due date, foreclosure proceedings on the delinquent unit will begin, per the Bylaws [Article II, Section 5].
5. **The Board of Directors will not consider exceptions to this policy.**

The Directors wish to make it clear that if you are delinquent for more than 60 days (past the last business day in February or August), you will likely incur legal fees for which you will be held responsible AND which, if unpaid, will be treated as outstanding assessments (per the Bylaws). That means your balance continues to collect late fees, regardless of its amount. In other words, *make sure your assessment payments reach the Managing Agent on time.*

Examples of Application of the Collection Policy

- 1) Unit 99 mails a check for six months' assessment on December 31. It reaches The Managing Agent on January 3, beyond the January 1 deadline. However, no late fee is assessed because of the 10-day grace period.
- 2) Unit 101 mails a check for six months' assessment on January 9. It reaches The Managing Agent on January 11. A late fee of \$25 is assessed bringing Unit 101's balance to \$25. Per the Bylaws, this is treated as \$25 of *assessment* owed. Unit 101 should get a reminder notice in the mail

¹ Where specific dates are mentioned, the deadline is on or before the close of business on the prior business day, if the date mentioned falls on a non-business day for the Association management.

stating that there is a \$25 balance owed. Unit 101 ignores the reminder past January 31. \$25 additional late fee is assessed bringing the total balance to \$50. Unit 101 ignores the second reminder mailed in February. After February 28, The Managing Agent contacts the Board, which examines Unit 101's ledger. The Board may decide to pursue collection per the Policy. If the Board decides to pursue collection, the Association Counsel would be contacted to open a collection account on Unit 101 and mail a lien-warning letter in March. This incurs substantial legal fees and another \$25 fine, bringing the balance to over \$140 after legal fees are billed.

- 3) Unit 103 mails a check for six months' assessment, which reaches The Managing Agent on January 10. The Managing Agent submits the check for cashing, but the check bounces. This makes Unit 103 late because the grace period expired, incurring a \$25 late fee. The bounced check incurs a \$40 fee. Unit 103 must now write a new check for \$365 and get it to The Managing Agent prior to the close of business on the last business day in January.

Reminders

- 1) Please remember that ***before starting or obtaining Township approval for a project***, you must obtain approval of any ***exterior modifications*** (for example, decks, fences, major landscaping, new exterior paint colors, satellite dishes, exterior lighting, grade changes) to your Unit with the Architectural Control Committee (currently the Board of Directors). This is basically a formality and not very painful, unless you do not seek approval before starting your project. Contact a Board member and review your Bylaws (Article VI) for further information.
- 2) Please ***park your vehicles*** in your driveway when the streets need plowing or when significant snowfall (three inches or more) is forecast. This will keep costs down.
- 3) Please make sure the ***exterior condition of your unit***, including the yard, driveway, all sides of the house, and the roof, is good. The Board will conduct periodic inspections throughout the calendar year. Please help us promote ***safety and the highest possible property value***.

Budget Review

The 2010 budget, mailed separately, remained largely unchanged.