



Meadowbrook Hills, Woods and Forest Homeowners Association

www.meadowbrookhills.com PO Box 531531, Livonia 48154-1531 mhwfassoc@gmail.com

**Meeting of the Board of Directors
December 10, 2025 @ 6:30pm
Location: Whispering Willows 20500 Newburgh Rd, Livonia, MI 48152**

Call to Order: By: Alisia O’Driscoll Time: 6:47 PM

Roll call:

- [x] Alisia O’Driscoll
- [x] Becky Swain
- [x] BethAnn McNabb
- [x] Natasha Kinsky
- [Absent] Mike Buzar
- [x] Pamm Linton
- [x] Jason Puscas
- [Absent] Derek Wooster
- [x] Yoni Seevers

Open Forum #1 Residents are welcome to address the Board, subject to the following guidelines:

- (i) There is a 3-minute limit per speaker (sign-in required)
- (ii) Comments must be directed to the Board and pertain to community matters & relevant to agenda topics
- (iii) No immediate Board response should be expected; items may be taken under advisement.
- (iv) Disruptive behavior, repetitive comments, or discussion of matters requiring executive session (e.g., legal or delinquency issues) will be ruled out of order.

Approval of the agenda: The Board will either approve the agenda as presented or amend the agenda with the approval of the Board.

**Motion: AO 2nd: JP
Yes: X No:**



Meadowbrook Hills, Woods and Forest Homeowners Association

🌐 www.meadowbrookhills.com 📍 PO Box 531531, Livonia 48154-1531 ✉ mhwfassoc@gmail.com

Officer Reports

President's Report:

- Quick wins & progress since last meeting
 - Halstead is open, sprinklers were fixed, and our street sign has been installed. Sprinkler testing, **Spring time activity**
 - Becky is quoting storage units, **5'x 10' \$65/mo at a place to store (BS)**
 - Becky installed Christmas decorations, **Thank you! Electrical not working at Caunnaght & Lujon. AO called electrician 12/10**
 - MI Corp annual filing done by Natasha. **Claimed 6 people (minimum requirement)**
- Major upcoming events or deadlines
 - The board will be on holiday break starting December 23rd-Jan 2nd
 - Dues mailer sent out by January 30th – Committee meeting TBD. **Separate date in January for committee to work, treasurer & secretary to be present, window favorable invoices. Do away with website b/c of fees. Keep Zelle & checks. Opportunity to collect data from home owners. Add QR code and or form for information [collection](#). AO to do a letter with invoice.**
- Significant issues or challenges
 - Electrician hired to check status of plugs at Lujon and Connaught. *** Note to test for electrical working before it gets cold.**
 - City not responding to complaint filed for damage to walls and entrance landscape. **Will keep on it.**
 - Pam Gerald communication, letter sent to notify of boards position. Position is to officially communicate via appropriate channels.
- Recognition and shoutouts
 - Thank you to BA and the board members for hosting Santa in the Park, a successful event and under budget.

Secretary's Report

- Recurring Items
 - Correspondence Summary & Email Activity. **One status letter, playhouse via ACC. BS to keep access.**
 - Homeowners Records Updates: **Keep in quickbooks for data storage and editing. Clear up labels in quickbooks dues & Special assessments**
- Other Items
 - Sharing draft meeting minutes via email. **New process: Send to HOA board for review within 48 hours, webmaster to publish pending minutes while in approval process. Goal to post meeting minutes within 72 hours pending approval.**



Meadowbrook Hills, Woods and Forest Homeowners Association

🌐 www.meadowbrookhills.com 📍 PO Box 531531, Livonia 48154-1531 ✉ mhwfassoc@gmail.com

Treasurer's Report

- Recurring Items:
 - 2025 Budget / 2026 Budget Planning
 - Statement of Activity for November 2025
 - Bank Balances
 - Dues status
 - Liens status: **9 liens as of 10DEC25.**
 - Status letters: **4 through fiscal year, 1 new**
 - **Add to letters Proof of deed restrictions and bylaw acceptance**
 - **Updated contact information**

- Other items:
 - Landscaping
 - **Dixon contract up, autopay canceled and pay as we go.**
 - **Open quote process underway**

 - Dues Letters to be sent in January, Committee TBD
 - Interest in hiring accountant – 4 month contract 2/1/26-5/1/26, **budget ~\$XX / month. Need statement of work to shop, data entry, AR for dues.**
 - Tax filing
 - **Review moving to money in high yield savings account (needs to be commercial). Can look @ Dam fund & special assessment opportunity.**

Committee Reports

Architectural Control Committee (Chair: Becky Swain)

- Tree Removal Requests : **Zero**
- Request for Sheds (2): **1 Spring install, 1 pending**
- Landscape revision request
- Violation Letter Status : **2 outstanding letters**

Communications Committee (Chair: [__TBD__])

- Website
- Neighborhood Directory

Covenants & Contracts Committee (Chair: Jason P.)

- Potential Bylaws amendments: **12 month process with neighborhood input.**
 - **Revise for clarity. Goal for one updated revision.**



Meadowbrook Hills, Woods and Forest Homeowners Association

🌐 www.meadowbrookhills.com 📍 PO Box 531531, Livonia 48154-1531 ✉ mhwfassoc@gmail.com

- **Reduction in board size from 9 to 7.**
- **Increase dues to \$150/annually in 2028**

Landscaping Committee (Chair: Alisia O'Driscoll)

- Desire to re-bid a number of vendors
- Christmas Décor
- Potential Projects
- Quoting rubber mulch option that does not break down (\$1,350-4,000)
- Grading of Baseball Diamond/Soccer Field
- Stone Walls-cracking and mortar replacement (\$1,350-9,000)
- Electrical upgrade - going solar
- Sign at Westfarm Park Entrance
- Sign for Tennis Court
- Swing Set Removal and New Installation (\$16,255)
- Meters at Entrances
- Benches at Tennis Court
- Walking track – potential for accessibility grants
- Paint Bouncers
- Additional Picnic Tables (\$900/ea.)
- Fence Painting
- **Deed restricted community signage at entrances**
- Outstanding Issues:
 - Rhonswood Entrance
 - Water Meter Issue at Entrances - Readings are questionable
 - Cut sprinkler lines - working with City to reimburse for plants

Social Committee (Chair: BethAnn)

- Santa in the Park-recap: ~\$200, 50 people, donations from neighbors, bench, fire pits, wood, treats & patio heater.
- Proposed Calendar of Events for 2026
 - Summer: Block party at the park with food truck potential
 - Block party sponsorship in summer | Block captains elected
 - Fall movie night/ pumpkin decorating
 - Winter: Santa in the Park

Welcome Committee: (New Chair: Derek Wooster)

- Need volunteers for distribution of welcome bags
- Contact neighbors

Action Items:



Meadowbrook Hills, Woods and Forest Homeowners Association

www.meadowbrookhills.com PO Box 531531, Livonia 48154-1531 mhwfassoc@gmail.com

Approval of the November 2025 meeting minutes:

Motion: NK 2nd: AO
Yes: X No:

Approval of the 2026 Annual Budget: Moved to January

Motion: 2nd:
Yes: No:

Open Forum #2

Executive Session (if needed)

Announcements: The next regular meeting of the Board of Directors will be held January 14, 2026. Tuesday January 13, 2026

2025/2026 Monthly Meeting Schedule:

- January 14th, 2026 > Move to Tuesday January 13, 2026
February 11th, 2026 > Move to Tuesday February 10, 2026
March 11th, 2026 > Move to Tuesday March 10, 2026
April 8th, 2026
May 13th 2026
June 10th, 2026
July 8th, 2026
August 12th, 2026
September 9th, 2026
October 21st, 2026 (Annual Meeting)

Adjournment Meeting: Time: 8:31 PM

Motion: AO 2nd: BS
Yes: X No: