

# THE GLENS AT CARLSON PARK ASSOCIATION

\* Salisbury's Systems & Solutions \* PO BOX 65 \* Mt. Clemens, MI 48046 \*  
\* Phone – 586- 948-1447 \* Fax – 866-929-1098 \* [ssas\\_2004@yahoo.com](mailto:ssas_2004@yahoo.com) \*

## NOTICE OF 2017 ANNUAL MEETING

We want to hear from you and your fellow neighbors! Whether you are satisfied with the way the sub is running (communication, service providers, upkeep) or feel that things need to change we want your feedback! Tell us what you LOVE or what you would do differently.

So please join us at the 2017 Annual Meeting for The Glens at Carlson Park Homeowners Association. The meeting will be held at the Troy Community Center, located at 3179 Livernois, Troy, MI 48098, Room 302, on **Tuesday, May 2, 2017**. Registration begins at 6:30 P.M. and the meeting will commence at 7:00 P.M.

This meeting will have **three (3)** important factors that you should be aware of:

1. **Discuss proposed amendments to the Bylaws and if any of the three (3) proposals passed.**
2. **Discuss updates to the mailbox and posts. All homes will have new mailboxes and posts installed in 2017.**
3. **Elections for the board of directors. This year there are three (3) seats up for election. We are seeking homeowners to volunteer for a seat on the Board of Directors. We have been short a board member for over a year. There are 159 homes in the subdivision. Please consider joining the board!!!**

If you wish to place your name in nomination or to nominate another resident (with their approval) to be part of The Glens at Carlson Park Board of Directors, please fill out the enclosed resume form and return to the address indicated no later than April 25, 2017. A copy of your resume will be handed out at the meeting. Nominations will also be accepted from the floor on the night of the meeting and each nominee will be asked to give a brief introduction.

Provided below is a quick summary of the responsibilities of a Board member:

1. Meet for two hours every quarter and once in May for the Annual Meeting.
2. Read and reply to emails concerning contracted services for the Association and sub related content.
3. Discuss and prepare for social events. Be available during social events to help setup, supervise, and clean up.
4. Talk about infractions to the governing documents.
5. Review and approve/deny modification requests.
6. Keep a plan for community improvements (Capital Plan)
7. Take note that page 8 of The Glens at Carlson Park **By-Laws**; Article IX Section 3, Section 4, and Section 5; offers the complete description of the Board of Directors powers and duties.
8. The Glens at Carlson Park is professionally managed by SSSAS, a community management firm. This firm handles the day to day operations of the subdivision and provides the board the necessary information to make informative decisions.

The Glens at Carlson Park consists of 159 homes. The By-Laws state that in order to hold elections at the Annual Meeting you **must** have thirty-five percent (35%) of residents who are in good standing in person or by **proxy**. As of today there are 154 residents who are in good standing. This mean quorum is set at **54 residents**, in person or by proxy.

**If you are unable to attend the meeting, please submit your proxy so we can count your house vote and achieve quorum.**

We do hope to see you at the **Annual Meeting on Tuesday, May 2, 2017**.

Sincerely,

The Glens at Carlson Park

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## ANNUAL MEETING TUESDAY, May 2, 2017 Troy Community Center Room 302

### **Please sign in...Thank You!!**

- I. Registration 6:45 – 7:00pm
- II. Call Meeting to Order 7:00pm
- III. Introductions
  - a. President/Social (one year term)
  - b. V.P./Traffic & Safety Becky Demings (term ends)
  - c. Secretary/Communications Dennis Hendren (term ends)
  - d. Treasurer/Finance Pradeep Dilli
  - e. At Large/Grounds Debbie Sosa (term ends)
  - f. Management Firm Dedra Salisbury
- IV. Financial Review
- V. Discuss Proposed Amendments
- VI. Current Business
  - a. Mailbox replacement project
  - b. Phragmites in the wetlands
  - c. Plans to widen and clean up trails
- VII. Q & A
- VIII. Elections
  - a. Introduction of Nominees
  - b. Casting of ballots
  - c. Appoint inspectors and tally ballots
- IX. Election Results
- X. Adjournment – 8:30pm

Should you wish to be included on this agenda or have a specific topic added, please submit your request in writing to Dedra Salisbury at [ssas\\_2004@yahoo.com](mailto:ssas_2004@yahoo.com).

The Glens at Carlson Park - 2017 Budget

Expenses	2015 Actual	2016 Actual	2017 Budget	Notes
Bad Debt	\$ -	\$ -	\$ -	
Licensing & Reporting	\$ 20.00	\$ 20.00	\$ 20.00	State Annual Report
Management Fees	\$ 13,856.00	\$ 15,110.06	\$ 17,172.00	SSAS - fee increase 8/2016
Meeting Room Charge	\$ 150.00	\$ 120.00	\$ 125.00	\$25 per hour - Troy Community Center
Miscellaneous Expenses	\$ 58.19	\$ 50.00	\$ -	Annual meeting raffle - \$50 gift card
Postage & Mailing	\$ 322.48	\$ 238.46	\$ 250.00	
Printing & Reproduction	\$ 378.77	\$ 300.74	\$ 300.00	
Web Hosting Fees	\$ 155.88	\$ 155.88	\$ 155.88	\$12.99 fee per month - Increased \$1 in 2015
<b>Office Expenses Sub Total</b>	<b>\$ 14,941.32</b>	<b>\$ 15,995.14</b>	<b>\$ 18,022.88</b>	
Accounting	\$ 350.00	\$ 350.00	\$ 1,350.00	Bylaws require audit of books
Legal Fees	\$ (348.00)	\$ 1,746.00	\$ 500.00	
Liability Insurance	\$ 1,142.00	\$ 959.00	\$ 959.00	Signs, split rail and I75 fence and liability
<b>Finance &amp; Legal Sub Total</b>	<b>\$ 1,144.00</b>	<b>\$ 3,055.00</b>	<b>\$ 2,809.00</b>	
Capital Improvements	\$ 3,075.00	\$ -	\$ 32,645.00	Mailbox replacement
Entrance	\$ 1,948.00	\$ -	\$ 500.00	Remulch entrance and edging of all beds
Fence Repairs	\$ 177.00	\$ 80.00	\$ 150.00	I-75 Fence repairs/split rail fences
Flag Maintenance	\$ -	\$ 489.25	\$ 489.25	Flag replaced each quarter
Flower Program	\$ 1,773.00	\$ -	\$ 1,000.00	Entrance - April - Pansies; June - Begonia; September - Mums
***Geese Control		\$ 160.00	\$ 160.00	Cost is a \$100 service visit + \$10 per nest that is located.
Holiday Lights	\$ 2,012.50	\$ 1,725.00	\$ 2,300.00	Contracted for 2,300
Islands	\$ 12,275.75	\$ -	\$ 1,500.00	Island maintenance - 2 times per year (weed and mulch (once)
Mailbox Maint. & Repair	\$ 980.00	\$ 548.08	\$ 125.00	Replace/Repair mailbox, pepperbox, post
Miscellaneous Expenses	\$ 149.52	\$ 75.00	\$ 1,500.00	Spraying phragmites at both ponds
Spring/Fall Cleanup	\$ -	\$ -	\$ -	Included in landscaping contract
Salting	\$ -	\$ -	\$ -	Keep as a safety net
Trail Maintenance	\$ 1,012.00	\$ 686.00	\$ 1,500.00	Cut back overgrowth and keep 2' clearance on both sides of path
Trail Re-chipping	\$ 8,343.00	\$ -	\$ 8,000.00	Every other year. Dues this year (2017) HERBICIDE NEEDED!!
Tree/Shrub Maintenance	\$ -	\$ -	\$ 750.00	Trim evergreens at entrance
<b>Grounds Maint. Sub Total</b>	<b>\$ 31,745.77</b>	<b>\$ 3,763.33</b>	<b>\$ 50,619.25</b>	
Fertilization	\$ 108.00	\$ -	\$ 160.00	4 applications (Spring, Early Summer, Late Summer, Fall)
Irrigation and Repair	\$ 835.00	\$ 1,000.00	\$ 350.00	Repairs to irrigation line and backflow testing by City.
Lawn Cutting	\$ 2,106.00	\$ -	\$ 1,080.00	As contracted by JC Landscaping.
<b>Lawn Maint. Sub Total</b>	<b>\$ 3,049.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,590.00</b>	
Electricity	\$ 241.06	\$ 168.89	\$ 200.00	Based on 4 year average
Water & Sewer	\$ 1,013.41	\$ 1,873.64	\$ 1,100.00	Based on 4 year average
<b>Utilities Sub Total</b>	<b>\$ 1,254.47</b>	<b>\$ 2,042.53</b>	<b>\$ 1,300.00</b>	
Design Contests	billed Jan 2016	\$ 189.95		Holiday Light Contest
Egg Hunt	\$ 190.82	\$ 292.94	\$ 250.00	Bunny costume, eggs, candy, flyer
Fall Festival	\$ 1,237.19	\$ 1,577.23	\$ 1,500.00	Food, supplies, bounce house, magician, flyer
Garage Sale	\$ 61.20	\$ -	\$ -	No yard sale for 2016
Ice Cream Social	\$ 158.25	\$ 108.25	\$ 150.00	Ice Cream, toppings, flyer
Safety/Signage	\$ -	\$ -		New kids at play signs
<b>Social Events Sub Total</b>	<b>\$ 1,647.46</b>	<b>\$ 2,168.37</b>	<b>\$ 1,900.00</b>	
Annual Reserve Deposit	\$ 4,452.00	\$ 4,452.00	\$ 923.87	10% of annual assessments
<b>Annual Res. Sub Total</b>	<b>\$ 4,452.00</b>	<b>\$ 4,452.00</b>	<b>\$ 923.87</b>	
<b>Expenses Grand Total</b>	<b>\$ 58,234.02</b>	<b>\$ 32,476.37</b>	<b>\$ 77,165.00</b>	
Reserve Deposit-Additional Funds	\$ -	\$ -		Excess funds to be deposited into Reserves Account
<b>Res Dep. - AF Sub Total</b>	<b>\$ 4,452.00</b>	<b>\$ -</b>	<b>\$ 923.87</b>	
<b>Total Expenses Grand Total</b>	<b>\$ 58,234.02</b>	<b>\$ 28,024.37</b>	<b>\$ 77,165.00</b>	

Income	2015 Actual	2016 Actual	2017 Budget	Notes
Assessments	\$ 30,456.24	\$ 35,437.00	\$ 26,680.00	Remaining balance after early payments (total 44,520)
Assessments paid early	\$ 4,760.00	\$ -	\$ 17,840.00	2017 dues paid early in Nov & Dec 2016
Capital Improvement (Reserves)	\$ -		\$ 32,645.00	
Cash Carry Forward	\$ 13,783.87			End of year checking balance carried over to 2017
Interest Income	\$ 167.11	\$ 137.11	\$ -	
Late Charges	\$ 160.00	\$ 100.00	\$ -	
Legal Fee Recovery	\$ -	\$ -	\$ -	
Miscellaneous Income		\$ 70.06	\$ -	
Violations (Fines)	\$ -		\$ -	
<b>Income Grand Total</b>	<b>\$ 49,327.22</b>	<b>\$ 35,744.17</b>	<b>\$ 77,165.00</b>	

<b>Net Income</b>	<b>\$ (8,906.80)</b>	<b>\$ 7,719.80</b>	<b>\$ -</b>	
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## PROXY

I hereby constitute and appoint the person listed below (person you give authority to vote for you). This person can be one of the Board Members listed below or any other resident in the Homeowners Association that will *be at the meeting*. This Annual Meeting is to be held **May 2, 2017** from 7:00 P.M. to 8:30 P.M. at the Troy Community Center, 3179 Livernois, Troy, MI 48083, Room (302) and any adjournment or adjournments thereof.

\_\_\_\_\_  
Print resident or Board Member's name you wish to vote in your absence

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Date

## INSTRUCTIONS

While it is important for everyone to be present at the Annual Meeting, we realize that attendance is not always possible due to prior commitments. To ensure that we have quorum for the 2016 Annual Meeting, please fill out this proxy and return to SSAS (***and be entered to win a \$50 gift card to Amazon***). *This proxy will be void if you attend at the Annual Meeting* In your absence at the Annual Meeting your vote will be counted. An absentee ballot will be mailed in the Annual Meeting packet prior to the meeting in May. **Please return this proxy signed.**

1. Print the name of the resident or Board Member you wish to vote in your place at the Annual Meeting.
2. Enter your name, sign and date, complete your address where indicated
3. **Mail, email ([ssas\\_2004@yahoo.com](mailto:ssas_2004@yahoo.com)), or fax 866-929-1098.**

Current Board Members and positions are:

Seat unoccupied (Social, President)  
Becky Demings (Traffic & Safety, Vice President)  
Pradeep Dilli (Finance, Treasurer)  
Dennis Hendren (Communications, Secretary)  
Debbie Sosa (Grounds, At Large)

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## ANNUAL MEETING May 2, 2017

### INDIVIDUAL RESUME (Nominating yourself)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WHY I WOULD LIKE TO BE ON THE BOARD OF DIRECTORS: (Please include any business and/or community involvements you have had)

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### NOMINATION (Nominating someone OTHER than yourself)

I WOULD LIKE TO NOMINATE:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF NOMINEE: \_\_\_\_\_

(Signature of nominee is required so nominee is aware and agrees to run for a seat on the Board.)

ADDITIONAL COMMENTS:

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PLEASE RETURN COMPLETED FORM PRIOR TO APRIL 25, 2017 to:

THE GLENS  
P.O. BOX 65  
MT. CLEMENS, MI 48046

*or*

[ssas\\_2004@yahoo.com](mailto:ssas_2004@yahoo.com)

*or*

Fax to: 866-929-1098