

Arrowwood Hills Cooperative

August 2023 newsletter



Letter to the Community

Dear Community Members,

We hope this newsletter finds you well and enjoying the beautiful (if stormy at times!) summer days. Taking a stroll around the cooperative we are grateful to count so many talented gardeners among our members!

There may be no board meeting in August, but the work of the board continues nonetheless. The search for our new site manager yielded over 15 applications. We are currently reviewing them and will soon be conducting interviews with the top candidates. We appreciate your patience as we strive to find the individual best-suited to lead our community forward.

And speaking of community, we hope you will join us for the annual **Family Fun Night** on **August 25th!** This event will be a great opportunity to connect with neighbors, make new friends, and enjoy delicious food and exciting activities for all ages.

Sincerely,

Your Board of Directors

Next Board Meeting:

*No Board meeting
in August*

The next Board meeting will be September 19, 6:30 PM, at the Community Center

Board of Directors

Juan Montalvo

President

Frederique Laubepin

Vice President

Wanda Dawson

Treasurer

Dawn Richberg

Secretary

Gerald Cargile

Member-at-Large

AUGUST CALENDAR

- 1:** Carrying charges are due
- 6:** First late charge added
- 11:** Food Gatherers (11 AM–1 PM)
- 11:** Senior Night (6-8 PM)
- 11:** Movie Night (starts at 9 PM)
- 16:** Communications Committee meeting (6:30 PM)
- 21:** Second late charge added
- 25:** Family Fun Night
- 28:** Bulk pickup day (9 AM-3 PM, call office to schedule)

UPDATES - Management

Property Improvement Project

We are approaching the end of the major construction work with the siding, insulation, windows, doorwalls, front doors, storm doors and 2 bedroom bathroom frozen pipe improvements. As we do, please know that each building will undergo yet another 360 degree exterior inspection, with inspections performed by Marcus Management, Rocket Exteriors, and our staff. We will develop a punch list of items that will begin the close-out of the contract with Rocket. Members are encouraged to report exterior items as well. In terms of interior items, we will be passing out an inspection survey report so that you will have a standardized form to submit any remaining interior items inside your home that may need attention. When you receive your survey form, please complete it and turn it into the office, even if you do not have any remaining items needing attention. We wish to receive a survey form from each and every member.

As we close out the contract, please know that there is a 5 year warranty that begins once the project is substantially complete. The project is substantially complete when all punch list items have been completed. So, we do wish for all survey forms to be returned in a timely fashion so we can create the final punch list of items and provide it to the contractor. Final payment to the contractor (over \$200,000.00) will not be made until all repairs have been completed.

Reporting of any of the construction issues associated with this improvement program are to be provided to Ralph Marcus at [REDACTED] or by calling the Arrowwood Hills Office, and staff will forward your concerns to Mr. Marcus.

Staffing/Hiring

Site Manager: The Board has screened applications and is setting up interviews with top candidates.

Maintenance technician: Arrowwood management has interviewed for the position and selected a candidate. Management is in the process of completing the background check and checking references.

Wanted: Seasonal grounds people. Arrowwood is looking to hire interested members to do seasonal work. Seasonal workers will assist with the maintenance of outside areas of the property (completing grounds work orders, repainting parking lot numbers, etc.). Must be 18 years of age or older. Applications can be emailed to [REDACTED] or [REDACTED], or dropped off at the office.

UPDATES - Committees

Committee Charters

The Board is in the process of completing charters for all board committees. A board committee charter is a document that outlines the specific purpose, authority and procedures for a particular committee. Each committee charter will serve as a plan to illustrate that a particular committee's work is aligned with the mission of the Cooperative.

If you are interested in serving on a Committee, please contact the Board of Directors:

- Email: [REDACTED] Attn: Board of Directors
- Mail or drop off correspondence to the Arrowwood office marked Attn: Board of Directors

Communications Committee

The Communications Committee would like to hear from you! Please complete our anonymous survey to help us improve the type of information that is shared and how it is shared.

Find the survey at [REDACTED] or scan the QR code to the right.



If you prefer to fill out a print version of the survey, see the last page of this newsletter. Please return the completed survey to the Arrowwood Office. Thank you!

COOPERATIVE LIVING

The Cooperative Spirit: Fostering Member Participation & Democratic Decision-Making

Importance of Member Participation

The strength of a housing cooperative lies in the active involvement of its members. By participating in cooperative affairs, members become active stakeholders, sharing responsibilities, and contributing to the vibrant community life. Through member participation, housing cooperatives flourish as dynamic and inclusive spaces. Diverse perspectives enrich discussions, leading to well-rounded decisions that consider the interests and needs of all members.

Roles and Responsibilities of Cooperative Members

Members shoulder essential roles and responsibilities that contribute to the community's well-being. Beyond being residents, they actively engage as co-owners, board members, committee participants, and volunteers. As co-owners, members share the responsibility of maintaining the property, paying cooperative fees, and ensuring the cooperative's financial sustainability. Board members play a crucial leadership role, overseeing operations and making decisions on behalf of the community. Committee participation allows members to contribute their expertise and interests to various areas, such as maintenance, finance, or social events.

Democratic Decision-Making Processes

Cooperatives operate as self-governing entities, with decisions made collectively and transparently. Democratic decision-making ensures that each member has a voice in shaping policies, making financial choices, and determining the cooperative's overall direction. Emphasizing inclusivity and consensus building, this approach strengthens community ties and encourages a culture of respectful communication and mutual understanding.

How to Engage in Cooperative Affairs

- **Attend General Meetings:** Participate in regular general meetings, where important decisions are made, and where every member's vote counts.
- **Join Committees:** Contribute your skills and interests to committees that align with your expertise, such as finance, landscaping, or community engagement.
- **Share Ideas and Feedback:** Actively communicate with fellow members and board representatives, sharing your thoughts and ideas to enrich the cooperative's discussions and planning.
- **Volunteer for Community Projects:** Take part in community-building events and initiatives, creating bonds and nurturing a strong sense of community.



BYLAWS BULLETIN

Welcome to the first installment of our series on the By-Laws Bulletin. Each month we will list one of the by-laws and explain its meaning. The first bulletin is related to the membership certificates.

Article 3. Section 5 Membership Certificates. Each membership certificate shall state that the Corporation is organized under the laws of the State of Michigan, the name of the registered holder of the membership represented thereby, the Corporation lien rights as against such membership as set forth in this Article, and the preferences and restrictions applicable thereto, and shall be in such form as shall be approved by the Board of Directors. Membership certificates shall be consecutively numbered, bound in one or more books, and shall be issued there from upon certification as to full payment. Every membership certificate shall be signed by the President or Vice President, and the Secretary or Assistant Secretary, and shall be sealed with the corporate seal.

What does this mean?

Arrowwood Cooperative is a member-owned cooperative. As members, we collectively own the corporation that is Arrowwood Hills Cooperative but do not own our individual units outright. Each member of the cooperative is a shareholder and the membership certificate is a certificate of stock or share in the corporation; the certificate is proof that you are a registered owner of an equal share of stock in the corporation.

According to the by-laws, Arrowwood is responsible for making sure that every member is in possession of a membership certificate that is signed by the board president and secretary. Some members are in possession of a membership certificate while other members are not. Management and office staff are putting together a plan to complete the distribution of the certificates.

REMINDERS

August is National Back to School Month

August is National Back to School Month which means the 2023-24 academic school year is right around the corner. For children attending school in the Ann Arbor Public Schools, Monday, August 28 is the first day of school. For AAPS enrollment information, contact the AAPS Student Accounting department at enroll@a2schools.org or 734-994-2249.

Grill Safety Guidelines

As we savor the joys of outdoor cooking this summer, we want to ensure the safety of our community. Kindly remember to position your grills at least 10 feet away from the building. Additionally, grills should never be placed on wood decks, as this poses a fire hazard. Thank you for keeping our community safe!

Board of Directors Monthly Meeting

If you wish to address the board about an issue related to AHC policies and/or governance of the cooperative, email the board at [REDACTED] OR leave a written notice at the office.

Please include your name, address, phone or email, and the topic you would like to address the board about.

Requests to address the board at the September meeting must be made in writing by September 13 (the Wednesday prior to the meeting).

Anonymous Tip line

If you have any information pertaining to the shooting incident that took place on June 22, contact the tip line at (734) 794-6939 or tips@a2gov.org

CONTACTS

Board of Directors

- Email: [REDACTED] Attn: Board of Directors
- Mail or drop off correspondence to the Arrowwood office marked Attn: Board of Directors

Arrowwood office

- Phone: (734) 665-3116
- Email: [REDACTED]

Construction concerns: Marcus Management

- Phone: (248) 553-4700
- Email: [REDACTED]

Arrowwood Communications Committee Survey

We value your input so we can improve the type of information that is shared and how it is shared. Your responses will be anonymous, unless you choose to share your name and email address with us.

COMMUNICATIONS QUESTIONS:

What is the PRIMARY/MAIN language spoken in your household? If there is more than one primary/main language, please list them.

In addition to your primary/main language(s), what other languages are spoken in your household?

What types of content have you liked seeing in the Arrowwood newsletter?

What are some ways we could improve the newsletter, and what additional information would you like to see in the newsletter?

We are considering making a digital version of the newsletter in addition to print. Would you be interested in receiving this by email? (Please check one)

- Yes, I prefer email only.
- Yes, and I would like a print version too.
- No, I would like the print version only.

What ideas/suggestions do you have to improve communications between the Board of Directors, Arrowwood staff, management, and members?

Would you be interested in signing up for an emergency notification system by text, WhatsApp, email, or some other method? (Please check one)

- Yes
- No
- Other:

Arrowwood Communications Committee Survey (cont.)

MEMBER PARTICIPATION QUESTIONS:

Our community has many opportunities for members to get involved and connect with each other, including Senior Nights, the after-school children's program, summer camp, Family Fun Night, Movie Night (new!), board meetings, and working committees. We have a fabulous Community Center that can be used for a variety of activities. Please tell us about your ideas and interests, especially if you are willing to step up and organize or lead an event!

What activities would you like to see happen in our community (classes, workshops, social gatherings, etc.)?


Describe a skill or interest you have that you would be willing to teach/share with other members.

Are you interested in joining the Communications Committee or the LACE (Landscaping, Architecture, Conservation and Energy) Committee, or another committee that does not yet exist?

_____ Communications Committee

_____ LACE Committee

_____ Other (please describe):

If you would like to be on a committee or lead an activity, please provide your name and email address or phone number. If you prefer to keep your survey responses anonymous, leave this blank and email us instead at 

Please return your completed survey to the Arrowwood Office. Thank you!