

**WEST POINT HILLS SUBDIVISION HOMEOWNERS ASSOCIATION  
NOTICE OF ANNUAL MEETING 2025**

Dear Homeowners:

Pursuant to Paragraph 31 of the Declaration of Restrictions for West Point Hills, this letter is being sent to notify you of the 2025 Annual Meeting of the Members of the West Point Hills Subdivision Homeowners Association, which will be held on **April 12, 2025 @ 10:00AM**, at the **Hamburg Township Library**, located at 10411 Merrill Rd, Hamburg, MI (just south of M-36, in the same complex as the township hall).

The purpose of the Annual Meeting will be to:

1. Elect Five (5) - Nine (9) Homeowners to the Board of Directors.
2. Discuss the financial status and operations of the Association.
3. A general discussion of Association business.

Each owner of a lot, whether one or more persons, is entitled to only one vote, but everyone is welcome to attend the meeting. We encourage all Homeowners to carefully consider their ability to serve their community. Below you will find special instructions to Homeowners which explains the enclosed forms.

We hope each of you will be able to attend this meeting so you will have an opportunity to discuss the future plans of **your** association.

**SPECIAL INSTRUCTIONS TO HOMEOWNERS**

We will be accepting nominations for directors from the floor at the meeting. If your intended nominee is not able to attend the meeting, please confirm that the nominee is willing to serve as a Director before making the nomination.

The Proxy Form is to be used if you cannot attend the meeting to vote on the new members of the Board of Directors. Indicate on this form who you are assigning your proxy to, have all Owners of your lot sign the form and fill in your address and Lot number. The person you have assigned your proxy to, and who will be voting for you at the meeting, should bring your signed proxy form with them to the meeting.

If considering nomination to the board, please take a moment to make sure that your life schedule will allow you to attend the board meetings when scheduled.

**ADDITIONAL INSTRUCTIONS**

Please use the included form to update your contact information. Your phone and email information are only used for official association business and for emergency contact purposes. If you do not wish to have your contact information published, check the box on the form.

The Association has adopted a Solar Energy Policy as required by the "Homeowners' Energy Policy Act" (Michigan Act No. 68, Public Acts of 2024). A copy of the Policy is attached.

The current board members and officers are listed on the update form. The update form also provides mailing and email addresses for the Homeowners Association.

# Help us keep our Subdivision Homeowners Contact List updated!

Has your information changed?

- Complete this form and
  - bring it to the annual meeting,
  - hand it to any board member,
  - mail it to the board,
- or email your updates to [clerk@wphhoa.org](mailto:clerk@wphhoa.org)

We will distribute an updated subdivision directory to homeowners following the annual meeting.



I'm a new neighbor ☐

Please update ☐

Homeowner Name(s): \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Lot #)

Telephone #: \_\_\_\_\_ ☐ Do not publish in directory.

E-mail address: \_\_\_\_\_ ☐ Do not publish in directory.

Children's Names: \_\_\_\_\_

Pets: \_\_\_\_\_  
(Type & Name)

Please contact any of your board members if you have questions or concerns:

Eric Waltersdorf, President

Jordan Kmiecik, Vice President

Barb Davis, Treasurer (734-564-2280)

Al Charles, Secretary (248-408-0400)

Tracy Gowan, Director

Gale Otremba, Director

June Sadonis, Director

Irene Ward, Director

WPHS  
P.O. Box 79  
Lakeland, MI 48143

email: [clerk@wphhoa.org](mailto:clerk@wphhoa.org)



WEST POINT HILLS SUBDIVISION HOMEOWNERS' ASSOCIATION PROXY FORM FOR THE ANNUAL MEETING

I, \_\_\_\_\_ of \_\_\_\_\_  
(Lot Owner) (Address)  
\_\_\_\_\_, Lot No. \_\_\_\_\_, being a member in good standing of the West  
Point Hills Subdivision Homeowners Association under the provisions of the duly recorded legal  
instruments governing said community, assign my proxy to \_\_\_\_\_, for the  
purposes of voting at the 2025 Annual Meeting of the West Point Hills Subdivision Homeowners  
Association Meeting held on April 12, 2025, at the Hamburg Township Library, 10411  
Merrill Road, Hamburg, MI. I understand that there exists one vote per lot.

\_\_\_\_\_  
(Signature of Lot Owner)

Dated: \_\_\_\_\_ 2025

**WEST POINT HILLS SUBDIVISION HOMEOWNERS ASSOCIATION**

Annual Meeting – April 12, 2025

**BALLOT**

I (we) wish to vote as follows for Directors of the Association:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Lot Owner)

\_\_\_\_\_  
(Lot Number)

## West Point Hills Homeowners Association 2024 Financial Summary and 2025 Operating Budget

### 2024 Financial Summary

Starting Balance	\$	10,448.68	
2024 Actual Expenses	\$	(3,045.87)	
2024 Dues Received	\$	6,070.00	Assessment & Late Fees (43 Lots x \$140/Lot Assessment + \$50 Late Fees)
Ending Balance	\$	13,472.81	

### 2024 Budget, 2024 Actual Expenditures and 2025 Budget Detail

Category	2024 Budget (Reference Only)	2024 Actual	2025 Budget	Comments
<b>Other Expenses</b>				
Attorney Fees (Review and update Articles of Incorporation, Deed Restrictions,	5,000.00	0.00	10,000.00	-Overall review and incorporate known updates required by state lawchanges. - Internal review of documents performed in 2024-5 prior to engaging attorney to ensure we get the desired result. - Budgetary amount from discussion with Attorney
<b>Total Other Expenses</b>	5,000.00	0.00	10,000.00	
<b>Maintenance and Administrative Expenses</b>				
Insurance (HOA Liability)	766.80	653.00	718.30	Budgeting 10% Increase over 2024
Landscaping Maintenance (Mulch, Weed Control)	2,365.00	300.00	2,365.00	Entryway will be mulched again in 2025. (New mulch was not needed in 2024.)
Entryway Insect/Hornet Control	249.00	0.00	249.00	Insect treatment. Only applied if needed.
Subdivision Road Snow Removal	1,764.00	1,680.00	1,848.00	Budgeting 10% Increase over 2024
Postage	50.00	27.20	94.17	\$.73 x 43 Lots x 3 Mailings
Office Supplies	150.50	21.75	100.00	
Zelle Fees		3.50	10.00	Fees paid for receipt of electronic dues payments through Zelle
Sandwich Board Sign Refurbishment	350.00	282.42	0.00	
PO Box Fee	56.00	58.00	58.00	
Non-Profit Filing Fee	20.00	20.00	20.00	
<b>Total Maintenance and Administrative Expenses</b>	5,771.30	3,045.87	5,462.47	
<b>Total Expenses</b>	\$ 10,771.30	\$ 3,045.87	\$ 15,462.47	Total Expenses = Maintenance & Admin + Other Expenses

### 2025 Annual Dues Assessment and Rationale

Starting Balance	\$	13,472.81	(2024 Ending Balance)
Budgeted Expenses	\$	(15,462.47)	(2025 Total Expenses from Budget Detail)
Target Budget Reserve (Set by Board as 1 year of currently budgeted Maintenance and Administrative Expenses.)	\$	(5,462.47)	(Association has no line of credit. Must maintain reserve to ensure cash on hand to pay bills.)
Required Income to meet Target Budget Reserve	\$	7,452.13	

#### 2025 Dues Assessment

**\$ 170.00**

Required Income apportioned equally to 43 Lots in Association. Dues Assessment rounded to the nearest \$10 to simplify accounting.

# **West Point Hills Subdivision Homeowners Association Solar Energy Policy**

**Adopted: March 15, 2025**

## **Purpose**

This Solar Energy Policy is established in accordance with Michigan law to provide guidance for the installation, maintenance, and operation of solar energy systems within the West Point Hills Subdivision Homeowners Association (Association), located in Hamburg Township, Michigan. This policy ensures compliance with state regulations while maintaining the aesthetic and structural integrity of the community.

## **Definitions**

1. **Solar Energy System:** Equipment that captures sunlight and converts it into usable energy, including photovoltaic panels, inverters, and other associated components.
2. **Energy-Saving Improvements:** Modifications or installations designed to reduce energy consumption, including but not limited to insulation, high-efficiency windows, rain barrels, clotheslines, or energy-efficient HVAC systems.

## **Section 1: Solar Energy System Standards**

1. The approval of an adjacent home or unit owner is not required to approve a Member's application to install a solar energy system on the Member's home or unit.
2. The Association may not require specific solar technology types such as solar shingles or traditional solar panels.
3. The Association shall not impose conditions that reduce the system's electrical production by more than 10% or increase the installation cost by more than \$1,000.
4. Visible components such as frames, support brackets, conduit, or wiring must be in silver, bronze, or black tones commonly available in the marketplace.
5. Solar energy systems may not extend more than 6 inches above the roofline or fail to conform to the roof's slope with a top edge parallel to the roofline.
6. Solar energy systems installed in fenced yards or patios must not exceed the height of the fence line.

## **Section 2: Application Process**

1. Members seeking to install a solar energy system must submit a written application including:
  - o The Member's name.
  - o The street address of the location where the solar energy system will be installed.
  - o The name and contact information of the person that will install the solar energy system.
  - o An image that shows the layout of the solar energy system on the member's home or unit.
  - o A description of the solar energy system to be installed.
2. The Association will review and approve or deny applications within 30 days of receipt. If the Association fails to act within this period, the Member may proceed with installation without penalty.
3. Members may resubmit denied applications for reconsideration.

### **Section 3: Maintenance and Removal**

1. The Association may impose reasonable conditions concerning the maintenance, repair, replacement, or removal of a damaged or inoperable solar energy system provided that the conditions are not more burdensome than the conditions imposed on nonsolar energy projects.

### **Section 4: Restrictions and Conditions**

1. The Association may deny an application to install a solar energy system or require the removal of a solar energy system if 1 or more of the following apply:
  - A court has found that the installation of the solar energy system violates a law.
  - The installed solar energy system does not substantially conform with the Member's application to install the solar energy system as approved by the Association.
  - The Association has determined that the solar energy system will be installed on the roof of a home or unit of the Member requesting installation and 1 or more of the following apply:
    1. The solar energy system will extend above or beyond the roof of that home or unit by more than 6 inches.
    2. The solar energy system does not conform to the slope of the roof and has a top edge that is not parallel to the roof line.
    3. The solar energy system has a frame, support bracket, or visible conduit or wiring that is not silver, bronze, or black tone that are commonly available in the marketplace.
  - The Association has determined that both of the following apply:
    1. The solar energy system will be installed in a fenced yard or patio rather than on the roof of a home or unit.
    2. The solar energy system will be taller than the fence line.
2. The Association shall not do any of the following:
  - Inquire into a Member's energy usage.
  - Impose conditions that impair the operation of a solar energy system.
  - Impose conditions that negatively impact any component industry standard warranty.
  - Require post-installation reporting.
  - Require a fee for submitting an application to install a solar energy system above that which it assesses for other applications related to a change to the property.
  - Prohibit a Member from resubmitting a written application to install a solar energy system after a written application submitted after the effective date of this act was denied by the Association.
3. The Association shall not deny a Member's application to install a solar energy system because of the identity of the entity that owns the solar energy system or financing method chosen by the Member.

## **Section 6: Member Rights and Legal Compliance**

1. Members shall comply with state and local building codes and permit requirements in the replacement, maintenance, installation, or operation of an energy-saving improvement or modification or the installation of a solar energy system.
2. If a violation of this policy occurs, a Member may pursue civil action and may be entitled to damages, attorney fees, and court costs if successful.

**Policy Amendments:** This policy may be amended by a majority vote of the Association Board, provided amendments remain compliant with the Homeowners' Energy Policy Act.

**Enforcement:** Any violations of this policy will be addressed in accordance with the Associations governing documents.

**Effective Date:** This policy is effective immediately upon adoption by the West Point Hills Homeowners Association Board and will be posted on the Association's website for public access.



**ANNUAL WEST POINT HILLS SUBDIVISION HOMEOWNERS ASSOCIATION MEETING  
SATURDAY April 27, 2024, HAMBURG TOWNSHIP LIBRARY**

**MINUTES**

In attendance: Bledsoe, Borton, Charles, Christie, Davis (proxy), Goetz, Gowan, Hoskins, Kmiecik, MacDonell, Meyer, Otremba, Pieper, Pollock, Sadonis (proxy), Waltersdorf, and Ward.

Meeting called to order at 10:06 by Eric Waltersdorf, Association President.

**Old Business:**

- Review of minutes from 2023 Annual Meeting, Gale Otremba moved to approve, seconded by Jordan Kmiecik. Motion carried.

**New Business:**

- Discussion of last year's Constitution Boulevard Strip clean-up. The boulevard clean-up and mulching are complete. (Thanks for all your work to make this a success, Tracy!). We are continuing with the same weed and insect control approach in 2024.
- Discussion to verify support for reviewing/updating the Subdivision Deed Restrictions and HOA Articles of Incorporation. Discussion led by Al Charles
  - Intent is to make the documents more user friendly, remove any overlap/conflict with Hamburg Township regulations, and ensure restrictions are legally enforceable.
  - Those at the meeting supported the review.
- Review of 2023 expenses and 2024 proposed budget led by Al Charles. Discussion followed.
  - Most of the 2024 budget line items will be the same as last year, with adjustments for inflation. The 2024 budget will include a line item for attorney fees to review the deed restrictions and articles of incorporation.
  - Expect a reduction in HOA dues for 2024 compared to last year.
  - The approved 2024 operating budget will be included with the annual dues invoice.
  - Eric Myer asked a question about the Association's financial records from prior years. The question was beyond the scope of the Annual meeting. Eric Meyer will send his question(s) to the Association Treasurer.
- Single Garbage collection update, led by Jordan Kmiecik. – Details will be in the newsletter.
- We now have a web presence. The web site is: [www.wphhoa.org](http://www.wphhoa.org). The website is at no cost to the HOA. Jordan created a private Facebook group for the subdivision.
- The Homeowners Association will promote a subdivision garage sale again this year. Details will be in the newsletter.

- Attendees provided additional topics of interest/concern for the newsletter.

Voting for board members for the fiscal year 2024-2025. All current board members have agreed to remain on the board. Fred Goetz moved to retain the current board membership. Bruce Pollock seconded the motion. Motion Carried. The association board members are: Al Charles, Barb Davis, Tracy Gowan, Jordan Kmiecik, Gale Otremba, June Sadonis, Eric Waltersdorf, and Irene Ward,

The minutes of the meeting we read by Al Charles. Eric Meyer moved to approve the meeting minutes. Sue Goetz seconded the motion. Motion carried.

The 2024 Annual Meeting of the West Point Hills Homeowners Association adjourned at 12:00 pm.

### 2023 Cash Flow Statement For the period 1/1/23 - 12/31/2023

<b>Beginning Balance</b>		<b>\$</b>	<b>7,790.32</b>
<u>Deposits:</u>			
39X \$175.00	\$ 6,825.00		
2x185	\$ 370.00		
2 X \$175+13 fee bank	\$ 363.00		
	\$ (175.00)		
1x195	<u>\$ 195.00</u>		
		<b>\$</b>	<b>7,578.00</b>
<u>Checks/Withdrawals:</u>			
Attorney		<b>\$</b>	<b>-</b>
Insurance		<b>\$</b>	<b>(639.00)</b>
Landscaping Maintenance/	\$ 2,150.00	<b>\$</b>	<b>(3,830.00)</b>
sSnow removal	\$ 1,680.00		
Postage/Office Supplies		<b>\$</b>	<b>(37.80)</b>
P.O. Box Fee		<b>\$</b>	<b>(56.00)</b>
Annual "Non-Profit Status" filing		<b>\$</b>	<b>(20.00)</b>
Orkin		<b>\$</b>	<b>(249.00)</b>
Nsf fee		<b>\$</b>	<b>(15.00)</b>
Office supplies mailing		<b>\$</b>	<b>(72.84)</b>
<b>Ending Balance</b>		<b>\$</b>	<b><u>10,448.68</u></b>