



Olde Franklin Towne

HOA Annual Meeting

Monday November 10

7pm The Hawk

Agenda

- I. Roll Call
- II. Year-in-Review
- III. Treasurer Report
- IV. Committee Updates
- V. Voting for Board Members
- VI. New Business

Board Member Roll Call

Jason Sabada – President

Rachel Sabada – Treasurer

Matt Letizio – Vice President

Jen Hassell – Secretary

Lovely Avington

Michael Brady

Jimmy Eagle

Eugene Greenstein

Jim Schelberg

Ashley Zair

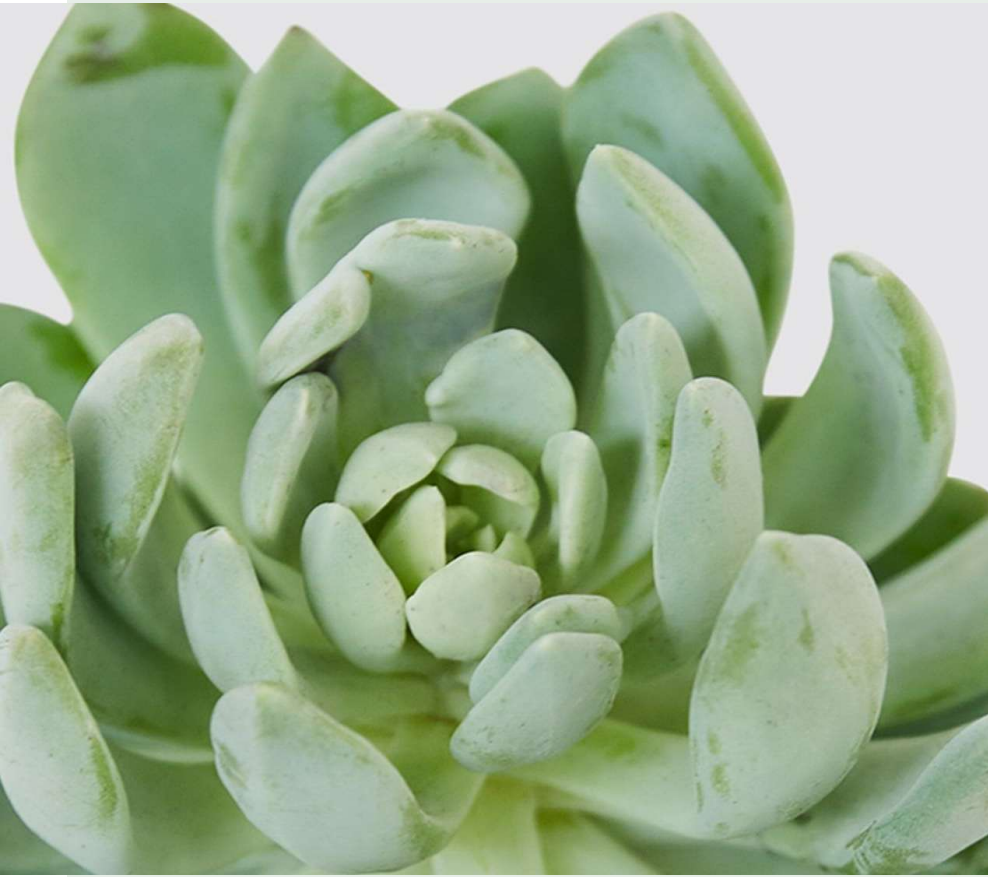
Ted Bishop

Clarice Bridges

Michael Foster

Bob Kaplan

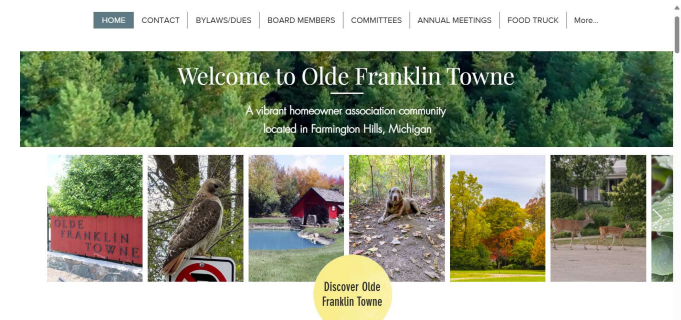
Steve Reifman



Reports of Officers

HOA President: Year-in-Review

- Understand exactly how funds are utilized, areas that could be more fiscally efficient
- Launched a brand-new website in February!
- Fireside Q&As in April and August
- Updated Registered Agent with State of Michigan
- Events!
 - Bi-weekly Food Trucks, Beautification Days, Garage Sale Weekend, Block Party, Pumpkin Painting, Boo Bash, Cookie Exchange



[HOME](#)[CONTACT](#)[BYLAWS/DUES](#)[BOARD MEMBERS](#)[COMMITTEES](#)[ANNUAL MEETINGS](#)[FOOD TRUCK](#)[More...](#)

ABOUT US

Hello Olde Franklin Towne neighbors! Please scroll down to meet your OFT Board Members and Committee Leaders. Please use our [contact form](#) if you would like to reach us!

Click below to see what tasks we are currently working on as a Board

[BOARD TASKS](#)

Check Out the Board Tasks

August 2025

- Held the first ever Block Party with at least 100 neighbors in attendance!
- Researched aeration systems for the water wheel pond and obtained quotes
- Met with Tim from Ace Outdoor Services to check-in and ensure high-quality maintenance of grounds and landscaping
- Held a subdivision-wide garage sale

September 2025

- Jason installed an aeration system in the water wheel pond to aid in reducing the muck and improve visual appeal
- Held the second Fireside Q & A, to give updates and neighbors a chance to ask questions
- Continued to treat the pond with wildlife-safe chemicals to reduce the amount of muck
- Finance Committee met to review current financial status and discuss budget and future projects

October 2025

- Held a Board Meeting on Tuesday October 14th, that was open to neighbors who were interested in learning more about the Board or thinking about joining in November
- Jason and Rachel held a Pumpkin Painting event for the littles of OFT!
- Held our Annual Halloween Boo Bash on Halloween prior to Trick-or-Treating!

HOA Treasurer Report



Financial Overview

- February 15th Account Balance: \$49,288
- An additional \$11,766.58 came in after the February dues deadline!



Average Expenses Over Five Years

- Average expenses over the past 5 years: \$60,284.97
- February Account Balance: \$49,288
- Special Assessment (\$8,250) = \$57,538
- The Finance Committee was concerned we would not have enough to cover all 2025 expenses without utilizing 2026 dues collected in November

Efforts Made to Reduce Costs in 2025

- Rachel and Jason took over all mailings (Saved \$1,300)
- New contract with ACE Landscaping started \$3,000 lower than the base contract with Troy Clogg
- Neighborhood Clean-Up days
- Obtained multiple quotes for various grounds issues
- Monitored expenses carefully throughout the year
- Made sure expenses did not exceed \$61,054



Dues Collected

	2023	2024	2025
Dues Overview			
Households	162	147	170
Total Collected	\$52,834.74	\$51,693.16	\$61,054.58
Expenses	\$51,768	\$66,394.68	

* Average collection over the past 5 years: 152 households

Financial Report 2025

- Overview of expenses for 2025



Olde Franklin Towne Profit & Loss 2025 Review

January 1 – October 27

Dues Collected	\$61,480.58	← Collected dues from 170 households
Expected Expenses	\$56,586.09	
Potential Buffer	\$4,894.49	← Excluding any emergency expenses

ACCOUNTING

Cindy Lang	\$3,250.00	
<i>Accounting Total</i>		\$3,250.00

LANDSCAPING

Ace Weed Spray	\$610.00	
Ace Mowing	\$20,624.00	
Tree Removal	\$1,330.00	
Irrigation	\$345.00	
<i>Landscaping Total</i>		\$22,909.00

GROUNDS:

Water Wheel Plants	\$436.52	
DZI Tree Trimming + Weeding	\$1,950.00	
Spot Fungus	\$195.97	
<i>Grounds Total</i>		\$2,582.49

Water Wheel:

Water Wheel Materials \$1,735.03

← Marine Grade Wood, Stain, Tools, etc.

Water Wheel Total \$1,735.03

Water Wheel Pond:

Pond Aeration + Chemicals \$3,480.96

← New SW40 Aeration System

Backflow Testing \$375.00

Water Wheel Pond Total \$3,855.96

INSURANCE

Liberty Mutual \$2,354.00

Insurance Total \$2,354.00

LEGAL

MAGWV \$126.00

← BOI Filing Costs

Legal Total \$126.00

OFFICE EXPENSES

Envelopes + Stamps	\$234.28	
Hawk Room Rentals	\$210.00	
<i>Office Expenses Total</i>		\$444.28

SOCIAL

Block Party	\$1,120.57	
Cash Donations	-\$150.00	
<i>Social Total</i>		\$970.57

UTILITIES

DTE	\$510.31	
Entrance Lighting	\$1,160.16	
OC Drain	\$525.66	
<i>Electric Total</i>		\$2,196.13

WEBSITE

Wix	\$362.10	
<i>Website Total</i>		\$362.10

Expenses Total	\$40,785.56	
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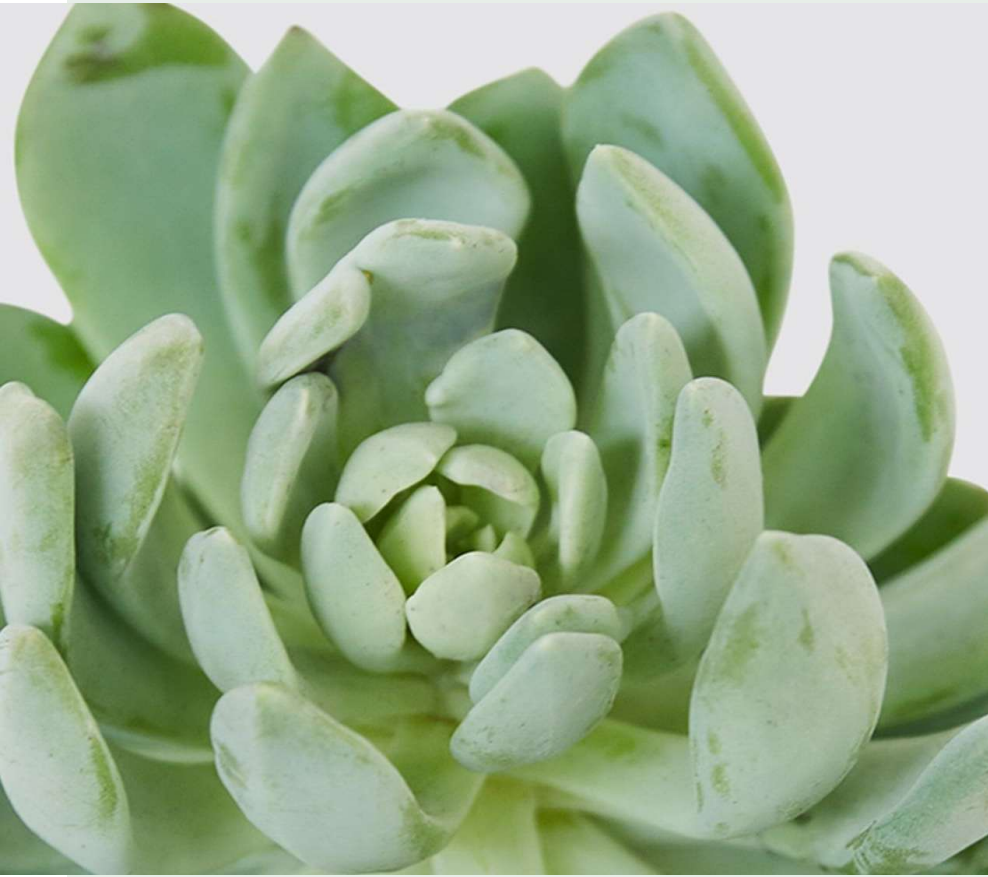
Expected Expenses

LINE ITEM	CURRENT	END-OF-YEAR	TOTALS
ACCOUNTING	\$3,250	+\$1,600	\$4,850
LANDSCAPING	\$22,909	+ \$10,043	\$32,952
WATER WHEEL	\$1,735.03	+ \$864.97	\$2,600
OFFICE EXPENSES	\$444.28	+\$193.22	\$637.50
SNOW REMOVAL	\$0.00	+ \$2,525	\$2,525
OC DRAIN	\$525.66	+ \$574.34	\$1,100
		\$15,800.53	

Proposed Dues Increase For 2026

- Board voted to increase the late fee to \$50
- Proposing a dues increase to:
\$400 annually for dues
- 170 households x \$400 = \$68,000
- \$7,700 buffer to put towards grounds maintenance, pond and water wheel maintenance, special grounds projects, and tree removal when needed etc.





Committee Updates

Communications

BOARD MEMBERS:

- Rachel Sabada
- Lovely Avington

RESPONSIBILITIES / ACCOMPLISHMENTS:

- Created and launched an entirely new website used for broader communications with OFT neighbors
- Emailed out 13+ Newsletters to keep neighbors up-to-date on events, updates, and opportunities within OFT
- Built the email list, growing it from 90 contacts to 219
- Used the Olde Franklin Towne Residents Facebook page to give quick updates and announcements



Finance

BOARD MEMBERS:

- Rachel Sabada
- Jim Schelberg
- Lovely Avington

ADVISORS:

- Jason Sabada
- Matt Letizio

RESPONSIBILITIES / ACCOMPLISHMENTS:

- Met quarterly to review HOA financial status
- Obtained dues payments from 170 households
- Closely tracked monthly expenses and created an “expected expenditures” spreadsheet to ensure overspending did not occur
- Pursued multiple bids for various projects and presented information to all Board Members for voting



Events

BOARD MEMBERS:

- Rachel Sabada
- Ashley Zair

VOLUNTEERS:

- Sarah Jacobs
- Alyssa Parent

RESPONSIBILITIES / ACCOMPLISHMENTS:

Planned community events to bring OFT neighbors together:

- Bi-weekly Food Truck on Wednesdays from April to October
- Community Clean-Up Days
- The first ever Block Party! We believe about 100 neighbors joined us for an incredible afternoon!
- Neighborhood-wide garage sale
- Pumpkin Painting for the littles of OFT
- Annual Halloween Boo Bash
- Currently planning the Annual Cookie Exchange! (Saturday December 13th, 3pm)



Grounds

BOARD MEMBERS:

- Ted Bishop
- Eugene Greenstein
- Bob Kaplan
- Jim Schelberg
- (Rachel Sabada)

RESPONSIBILITIES / ACCOMPLISHMENTS:

- Negotiated a new landscape contract with Ace Outdoor Services
- Pursued bids for additional projects around OFT to maintain the quality of landscaping
- Met with Ace representatives as necessary to ensure high quality maintenance of all grounds
- Installed a new aeration system in the water wheel pond to help reduce muck and waste



Water Wheel Restoration

BOARD MEMBERS: VOLUNTEERS:

- Ted Bishop
 - Eugene Greenstein
 - Matt Letizio
 - Jason Sabada
- Todd Hawotte



Trails

Trail Hazard Clean-Up Day:

- In June, with the help of **Steve Hassell**, the Trails Committee planned and implemented a clean-up day, to remove hazardous trees and debris from the trails
- Neighbors came together to clean up not only the trails, but also fallen branches and small trees in the common areas
- Due to Stone Wood's financial constraints , we did not partner with them this year to maintain the gravel on the trails. We hope to continue trails maintenance this upcoming year.



Streets/Safety



Hospitality (coming soon!)

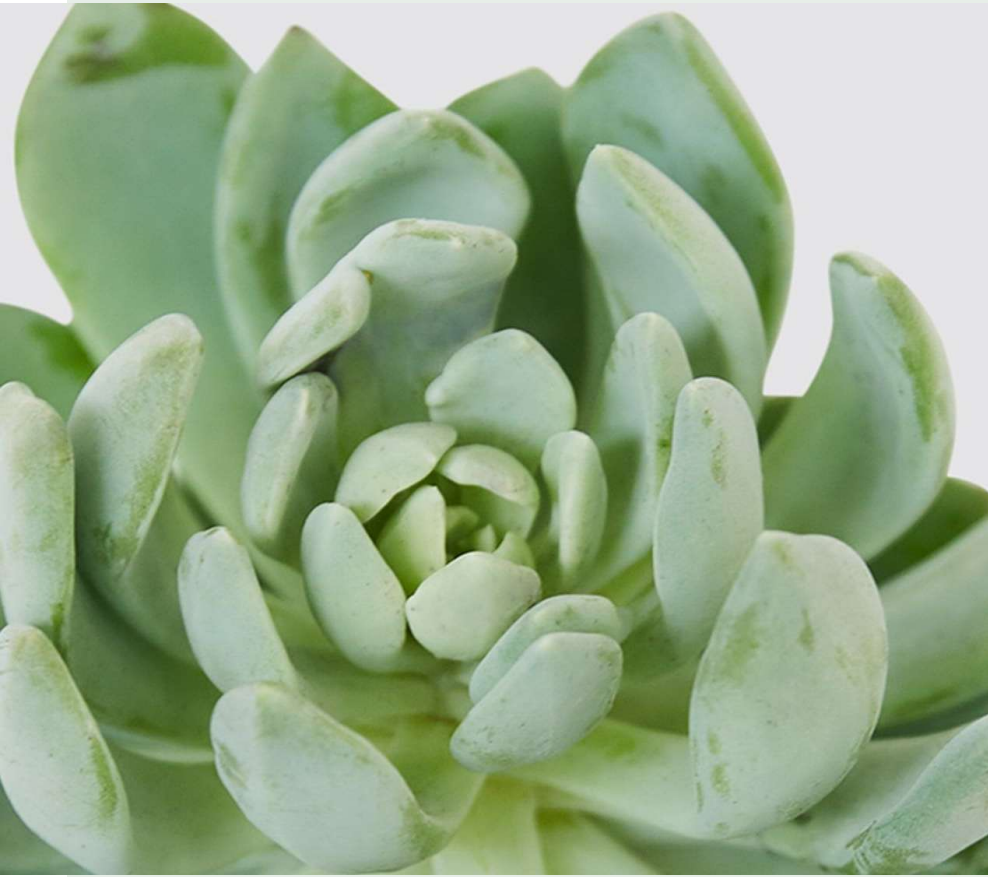
Would like to add a “Hospitality Committee” dedicated to serving the neighbors of Olde Franklin Towne

Volunteers would prepare meals for neighbors who are unwell, or who have a family member needing assistance

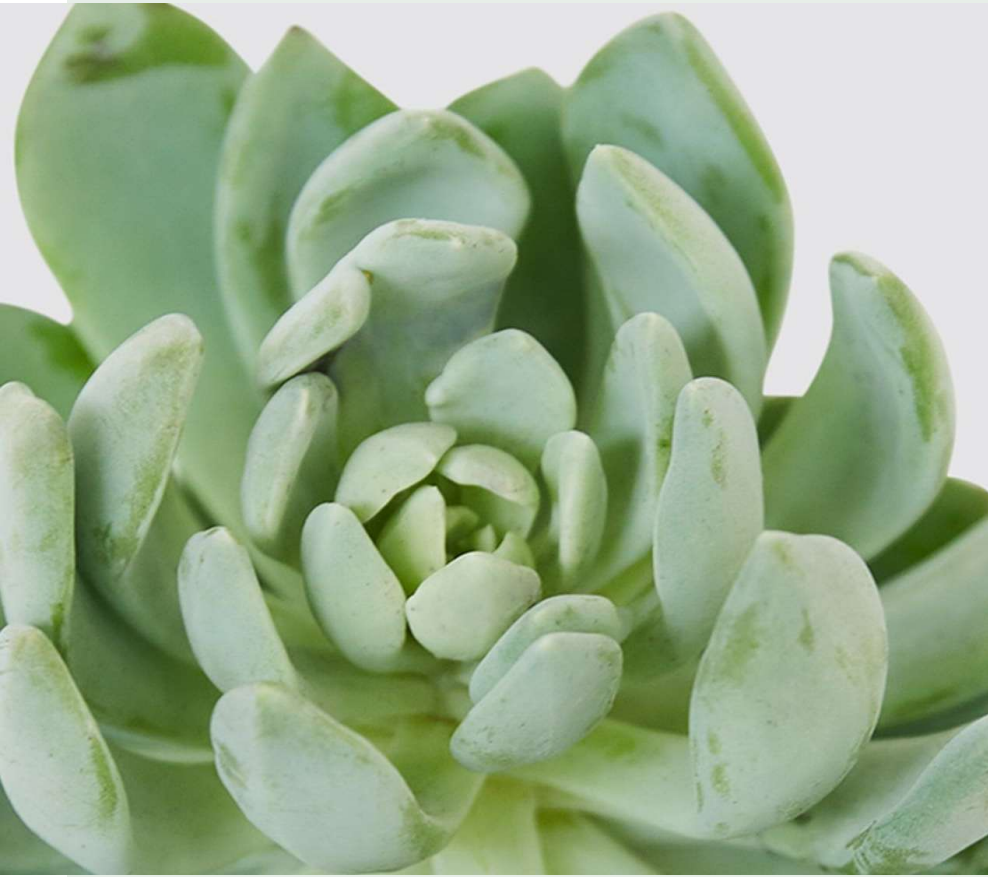


“Handy” volunteers would help with small household projects for those who are physically unable, elderly, or without support





*Questions for
Committees?*



*Voting:
OFT Board
Members 2026*

Jason Sabada: President



Years Served: 1

Committees: Finance, Trails

Communication: Organized two Fireside Q&A sessions and posted the first ever Neighborhood Update video.

Pond Improvements: Installed the Pond Aeration System. Continuing to work on clearing out invasive plants from the pond. Constructed/installed a new bench at the pond. Assisted with the construction of the new water wheel.

Grounds: Cleared out dead/felled trees from the trails and common areas.

Future Goals: Continue to bring the neighborhood community together through increasing/improving our communications. Continue to host events that foster community-building. Continue to maintain the water wheel aeration system to further beautify the pond.



Matt Letizio: Vice President

Years Served: 1

Committee: Finance

Finance: Served as an advisor to the Finance Committee, ensuring HOA funds were tracked appropriately and spent in fiscally responsible ways.

Fiber Network: Communicated with representatives of SiFi Fiber Network, to start the process of installing fiber internet in Olde Franklin Towne.

Grounds: Assisted with researching and securing wood for the water wheel rebuilding project. Treated the water wheel grounds area with a spot fungus treatment which saved significant HOA funds. Monitored subdivision grounds to ensure high-quality services were maintained.

Future Goals: To continue ensuring HOA funds are spent appropriately and assist with projects around OFT as needed.

Rachel Sabada

Years Served: 2

Committees: Finance, Events, Communication, Playground, Grounds



My goal this year was to focus on ensuring the HOA funds were used appropriately, to re-build our buffer, and to create events that bring OFT neighbors together.

Finance: Tracked all dues collected and outgoing expenses throughout the year to be able to give a real-time update to Board Members. Collected dues from 170 households. Communicated with residents and created payment plans.

Communications: Designed and launched an entirely new website and updated as necessary. Designed and distributed 15+ email newsletters. Utilized Facebook, NextDoor, sandwich boards etc. for quick news updates.

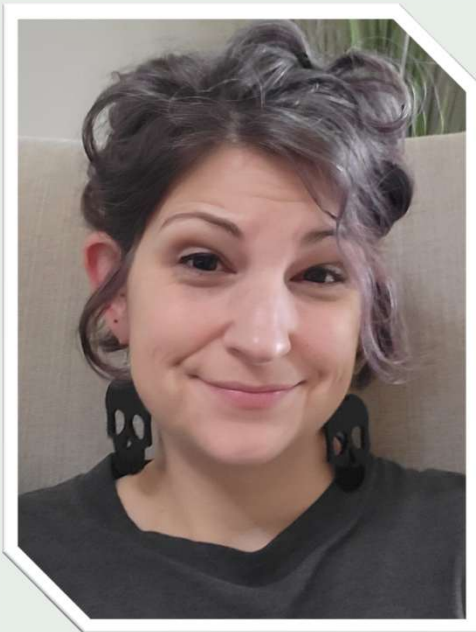
Events: Helped to plan our first ever Block Party! Hosted bi-weekly food trucks, hosted Pumpkin Painting and the Boo Bash, and will help plan the Cookie Exchange.

Playground & Community Space: Continued to research possible community structures, met with company representatives, and researched possible funding opportunities.

Grounds: Spent 20+ hours obtaining quotes from seven landscaping companies to compare contracts and helped to secure a more financially beneficial contract for OFT. Worked closely with ACE throughout the year to maintain the subdivision.

Future Goals: I would love to continue as Treasurer, continue to build communications between the Board and residents, and continue to plan events that bring us all together.

Jen Hassell: Secretary



Years Served: 2

Committee: Playground

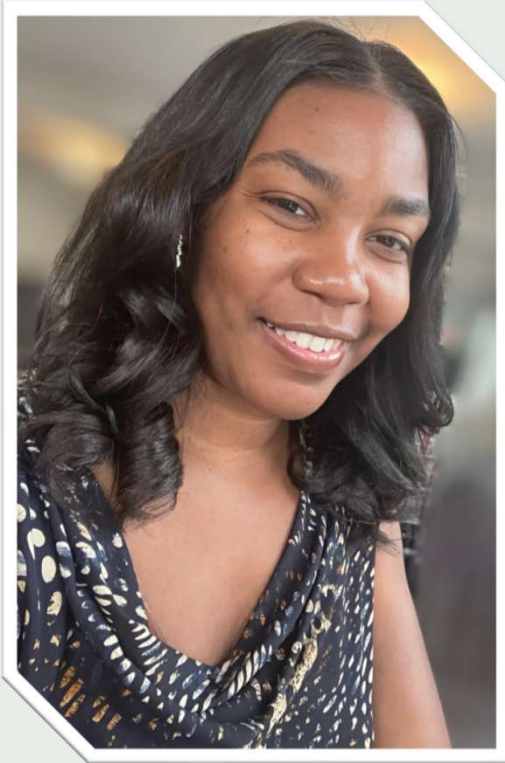
I have served on the board for the last two years and as board secretary this last year.

Playground / Fundraising: Assisted with fundraising for the playground, including organizing the fundraiser book sale. I also helped plan the very first cookie exchange, which also served as a fundraiser.

Secretary: Kept accurate and organized records of all meeting agendas and minutes, distributed meeting notices, and maintained attendance records.

Future Goals: This coming year I'd like to become more involved with the Trails committee, helping with periodic clean up and safety, as well as do more to assist with events around our subdivision.

Lovely Arington



Years Served: 1

Committees: Finance, Communications,
Playground/Community Space

Resident of OFT for 10 years. Married with three boys. Engaged community leader.

Finance: Served on Finance Committee, consulting with Board officers on key decisions impacting the OFT community. Offered constructive suggestions on ways in which the HOA could save expenses.

Playground: Suggested a more inclusive “Community Corner” that will serve all neighbors of OFT and continued to research possible funding avenues.

Other: Assisted with community clean-up days to maintain the beauty of OFT. Attended the Council of Homeowner Associations (COHA) meeting to gather useful information pertinent to our HOA.

Future Goals: Continue fostering transparent communication between Board Members and residents of OFT. Establish processes for committees. Maintain strong community engagement.

Ted Bishop

Years Served: 2

Committee: Grounds

Grounds

- Restored the Olde Franklin Towne entrance signs in 2024
- Spearheaded the planning and construction of the new water wheel project
- Researched and maintained a detailed spreadsheet of materials, tools, and projected cost needed to complete the project
- Obtained necessary materials and specialized wood needed for reconstruction
- Spent countless hours re-building and staining the water wheel with the assistance of other Board Members and neighbors
- Helped keep communications open with Ace Outdoor Services to ensure high-quality service was maintained throughout the neighborhood





Michael Brady

Clarice Bridges

Years Served: 3

Committees: Playground, Events



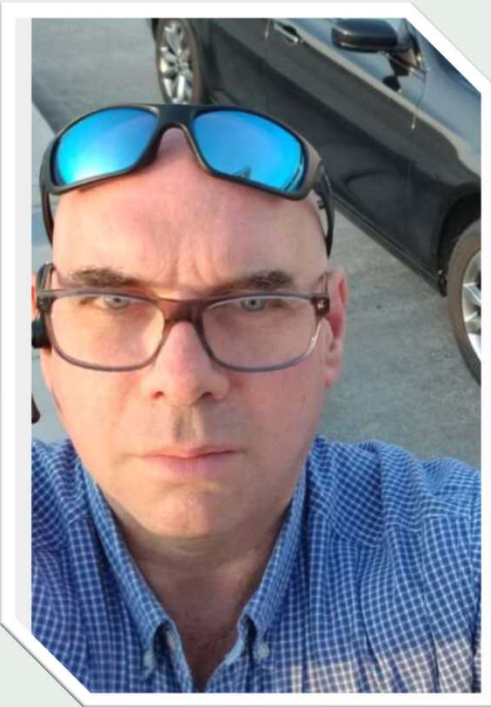
My husband, Michael, and I have resided in our neighborhood for six years. I have had the privilege of being on the HOA board for three years.

This year I have been actively involved on the HOA Board and voted for changing landscaping and snow removal companies, to improve service and reduce cost.

Events and the Playground/Community Space Committees:

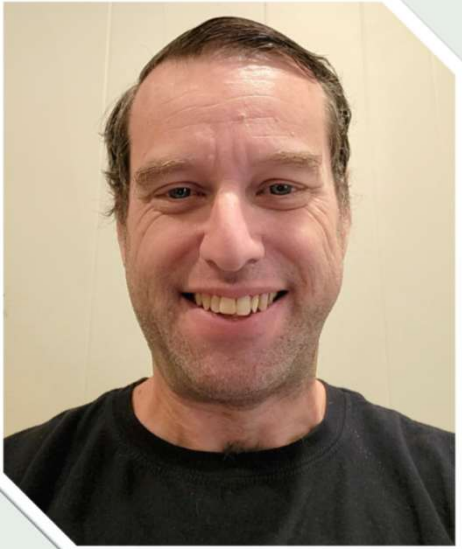
- Provided balloon decorations and volunteered for our Annual Picnic.
- Participated in the 2024 Cookie exchange and will assist in organizing this year's Cookie Exchange.
- Volunteered for our 1st 2025 Spring Cleanup.
- Participated in the Bi-Monthly Wednesday Food Truck Dinners from the beginning of this neighborhood outreach/fellowship to this current time.

Future Goals: In my next term (2026) on the HOA board I look forward to working on the Streets/Safety Committee and wish to Chair this committee. As an avid neighborhood walker (with my dog, Winnie) I unfortunately witness a large number of cars speeding through our neighborhood. I desire to work on the Streets/Safety Committee to research, evaluate and implement ways to make our streets safer.



Jimmy Eagle

Mike Foster



Years Served: 1

Served as an “auditor” on the Board to provide oversight

Jim Schelberg



Years Served: 20+ Committees: Finance, Grounds

Finance: Served on the Finance Committee

Immediate past President and Treasurer

Future Goals: Looking forward to keep working to improve our community.

Steve Reifman

Years Served: 30+

Committee: Trails



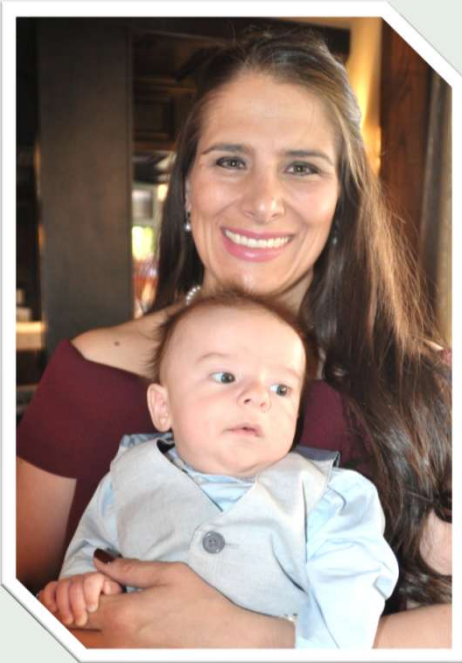
Trails: Assisted with implementing a successful Trails Clean-Up Day, aiding in the safety and walkability of our beautiful trails around OFT.

Continues to maintain trails on personal time, ensuring trails are safe and clear of debris for all neighbors to enjoy.

Events: Served as the official OFT “Grill Master” at the Block Party and Boo Bash, and future events!

Future Goals: To continue maintaining the beauty of our trails and Olde Franklin Towne and grilling the best hotdog!

Ashley Zair



Years Served: 3

Committees: Events, Playground, Streets and Safety

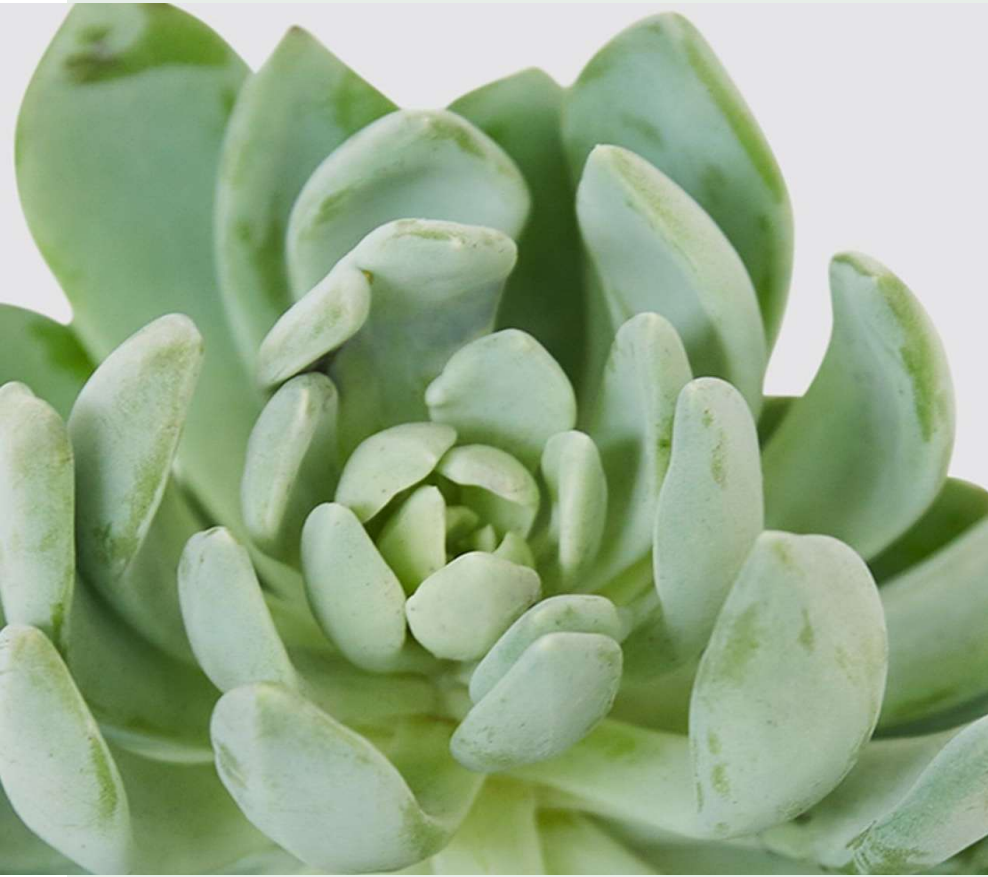
As a current HOA board member, I've worked hard to keep our neighborhood connected and safe:

Streets & Safety: Partnered with Farmington Hills to review traffic patterns and road updates, leading efforts to improve neighborhood safety.

Events: Helped plan community favorites like our Block Party, Boo Bash, and upcoming cookie exchange to build connection and fun.

Playground & Community Space: Collaborated on plans to create an inclusive gathering area that meets the needs of all residents.

Future Goals: I care deeply about our families, children, and the future of our neighborhood. I'll continue listening, taking action, and working hard to make our community a safe, welcoming place for everyone.

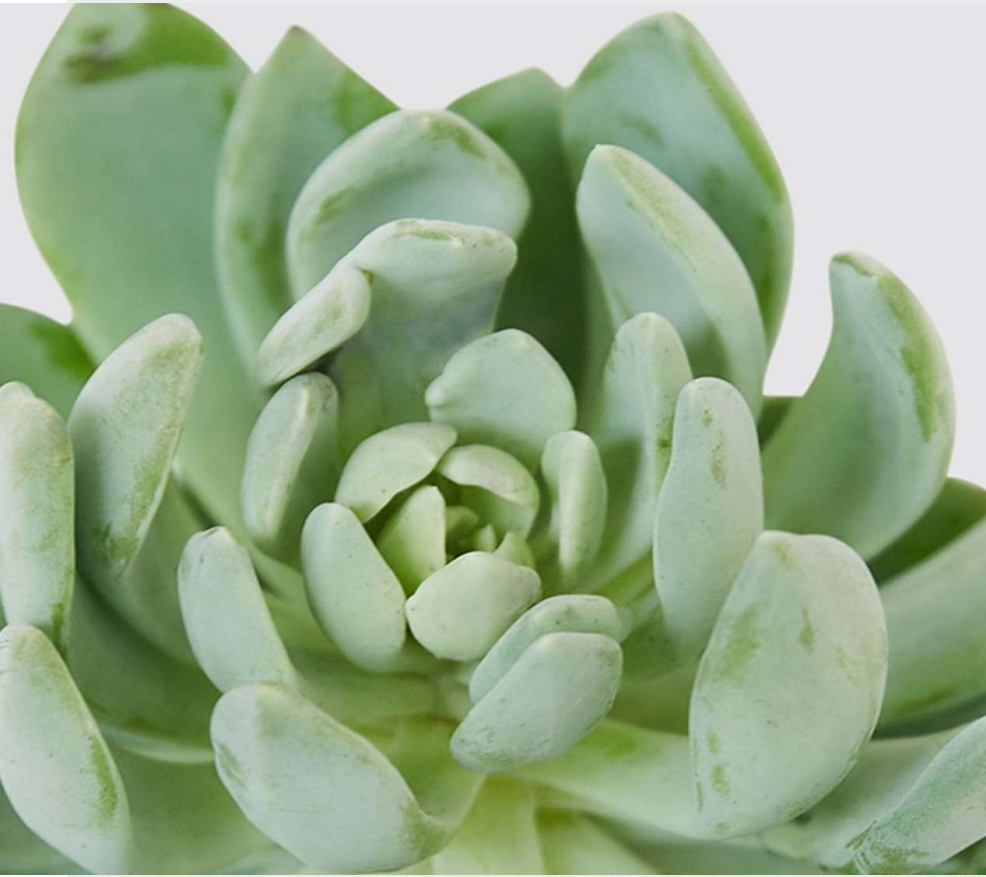


*Anyone Interested
In Joining the
HOA Board?*

Voting through Google Forms



- One vote per household
- Must be in good standing with dues to vote
- Vote for up to 15 candidates
- Votes will be confidential and not shared outside of evaluating the results



New Business