

## MINUTES OF THE ANNUAL MEETING - DRY RUN COMMONS HOMEOWNERS' ASSOCIATION

Bethel Assembly of God Church

Monday, October 28, 2013

Prior to the beginning of the meeting, from 6:00 to 6:30, there was a "Meet the Candidates" session in which the homeowners had the opportunity to discuss homeowner issues with the candidates who were nominated.

### CALL TO ORDER/CONFIRMATION OF A QUORUM

The meeting was called to order at 6:30 by the president, Bill Barney. Bill then handed the chairmanship of the meeting to Board member Arnold Brown. There were 42 members present. A quorum was met.

### HOMEOWNERS PRESENT:

1. Bill & Carol Barney
2. Arnold Brown
3. Pat Richards
4. Cindy Stewart
5. Connie Marino
6. Jill Woolcock
7. Eric Hart
8. Tina Martin
9. Michelle Esposito
10. Tia Coode
11. Jan & Ron Ebeling
12. Russ & Jeanne Lehr
13. Dolores Irving
14. Lorraine Koonce
15. Shirley Boomer
16. Bea Romano
17. Raymond Brooks
18. Margaret Myers
19. Ruth Darling
20. John Murphy
21. Nydia Morris
22. Vivian Whitehead
23. L Pum & Ms Zi
24. Rhonda Singer
25. Bev Nye
26. Hilda Guy
27. Brenda Morrison
28. Brenda and Blaine Good
29. Jackie Dailey
30. Drue Steerman
31. Chip & Marsha O'Roke
32. Mindy Tramonti
33. Connie Simmons
34. Penny Morgan
35. Tia Coode

36. Dottie Deaver

The following homeowners were not in attendance but submitted a proxy for voting by an attending homeowner:

- |                     |                       |                           |
|---------------------|-----------------------|---------------------------|
| 1. Rick Harner      | 8. Doris Brown        | 15. Jo Ann Cave           |
| 2. Charlie Roberts  | 9. Susan Rockenbaugh  | 16. <u>Sharolyn Smith</u> |
| 3. Kristi Cook      | 10. Bobbi & Jon Yost  | 17. Marion Myers          |
| 4. Laura Woyach     | 11. Kristy Devilbliss | 18. Barb & Larry Jackson  |
| 5. Robert Shroyer   | 12. Joan Pope         | 19. Doris Price           |
| 6. Sam Pierce       | 13. Allen Henry       | 20. Joan Schuller         |
| 7. Catherine Wilkes | 14. Max Landes        | 21. Darcy Woodford        |

**MINUTES FROM 2012 ANNUAL MEETING** The minutes of the 2012 annual HOA meeting were presented for discussion by the secretary, Cindy Stewart. Vivian Whitehead made a motion to approve the minutes. Tina Martin seconded the motion. All were in favor and the motion was passed.

**FINANCIAL REPORT** The treasurer, Pat Richards, presented the financial report.

- Cash on hand on Oct. 22, 2012 was \$5392.66.
- Dues and fees taken in from 10/22/2012 and 10/28/2013 were \$18,090.90.
- Misc. funds received were \$192.57.
- There was a returned check and bank fee in the amount of \$90.00
- Total funds available were \$23,586.13.
- Total accounts payable amounted to \$13,692.46.
- Cash on hand on Oct. 9, 2013 was \$9,893.67 per financial audit review committee.
- Outstanding in dues is \$1,817.
- Certificate of deposit - \$10,062.61.

Marsha O’Roke moved to accept the financial report. Tina Martin seconded the motion. All were in favor and the motion was passed.

**DRAFT 2014 PROJECTED BUDGET** Bill Barney presented a draft of the 2014 projected budget for 2014. A finalized budget will be prepared by the board and will be delivered to the homeowners.

**ANNUAL FINANCIAL REVIEW** Cindy Stewart reported that a committee (Kristy Cook, Cindy Stewart, and Michelle Esposito) had been appointed by the board to conduct a review of the HOA financial records for 2013. The review took place on Oct. 9, 2013; a random sampling of 10% of deposits and expenditures was conducted. Each sample was traced from the source document to the bank statement and general ledger. Bank statements were reconciled to the general ledger on a monthly basis. There were no discrepancies found and that the financial records were all found to be accurately recorded, and very well organized. Tina Martin moved to approve the financial review report and Dottie Deaver seconded the motion. All were in favor and the motion was passed.

**COMMUNICATIONS AND WELCOME COMMITTEE** Connie Marino, chair, presented to the homeowners the list of street representatives. Connie reported that the emergency phone tree had been updated. Cindy Stewart inquired about the list of homeowners with addresses and phone numbers. Pat Richards said that phone numbers cannot be distributed; however, she would send out an updated list of homeowners and addresses.

**JOHN WILGEROTH, BOARD LISAON, REPORT** John Wilgeroth presented a list of areas of the covenants that were addressed over the past twelve months: parking, trash, painting and repairs, structures, landscaping, animals, requests for proposals, civil complaints, additional legal action. Vivian Whitehead moved to accept the report. Rhonda Singer seconded the motion. All were in favor and the motion was passed.

**ELECTION OF NEW BOARD MEMBERS** Cindy Stewart, chair of the nominating committee, proceeded with the election of board members for 2014. All homeowners had been provided with the names of the candidates with an information sheet on each person. The candidates were as follows: Pat Richards, Jill Woolcock, Tina Martin, Eric Hart, Michelle Esposito and Don Moore. Write-in nominee was Tia Coode. Ballots were cast and tallied. Cindy asked for volunteers to help tally the results. Marsha O’Roke and Vivian Whitehead volunteered to tally the votes. The two candidates with the most votes would assume 3-year terms to replace the two outgoing members on the board. The candidate with the third largest number of votes would assume a 2-year term to replace Kristy Cook, who resigned and had two years remaining in her term. The results were as follows:

41 votes – **Eric Hart** ( 3 year term)

19 votes – Don Moore

32 votes – **Tina Martin** (3-year term)

17 votes – Tia Coode

30 votes – **Pat Richards** (2-year term)

14 votes – Michelle Esposito

23 votes – Jill Woolcock (alternate)

While the ballots were being tallied in another room, a questions and answer session was held. The board members and the homeowners discussed the issue of the street sign at the corner of Traders Way and Artisan Way. The chairman took a “straw vote” to get an idea of the number of homeowners who were in favor of the street sign. The majority were in favor. The matter will be addressed at the January board meeting.

**ADJOURNMENT** The meeting was adjourned at 7:45 P.M.

Note: Following the meeting, the new board members met with the current board members to discuss a meeting date and time. It was decided to meet on Monday, Nov. 4 at 6:30 at Bill Barney’s house, at which time the issue of a new property management company will be discussed. It was also decided to renew the contract with the current lawn care company for 2014.

Respectfully submitted,

**Cindy Stewart**

Cindy Stewart, Secretary of Dry Run Commons Homeowners’ Association

### **BOARD COVENANT LIAISON REPORT**

The following lists the areas of the Association’s Covenants that were addressed over the past twelve months. Names and addresses of all contacts are intentionally omitted to protect the anonymity of all owners contacted.

**PARKING** – Grass/Road/Commercial vehicle  
Eight owners contacted.

**TRASH** – Can visibility/Yard litter/Household items  
Six owners contacted.

**PAINTING/REPAIRS** – Fencing/Structures/Mailbox  
Five owners contacted.

**STRUCTURES** – New/Processed requests  
Three owners contacted.

**LANDSCAPE** – Lawn maintenance/Trees  
Four owners contacted.

**ANIMALS** – Free roaming  
Two complaints.

#### **REQUESTS FOR PROPOSALS (RFP)**

Two RFPs were prepared: One for the seasonal maintenance of all lawns and spraying/ weeding of the walking path, sign areas and the playground; One for specific items needing repairs in the development. One item in the RFP for

maintenance was not addressed – repairs, preparation and spraying of the wooden bridge at the playground area. The Board is seeking someone within the development who would be interested in completing this item.

**CIVIL COMPLAINTS**

One prepared and filed. Judgment was for the Association.

**ADDITIONAL LEGAL ACTION**

Awaiting the results to the response prepared by the Association to a formally submitted complaint.

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