

**EVERETTE ESTATES HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD OF DIRECTORS (ZOOM VIRTUAL) MEETING**  
Wednesday, November 18, 2020  
7:00pm to 8:15pm

President's Notes of Board Meeting

Those participating: Joanne Duncan, Treasurer, and Bill Duncan; Jim Burnopp, owner-member; and Crawford Jencks, President, and Helen Jencks

**OPENING REMARKS**

Note was made of the few people participating. Nevertheless, 2 Board members were present which meets the quorum criterion of our Bylaws.

Usually this November Board meeting generates a bit more interest because of the budget and annual assessment issues. However, we did have quite a discussion of these issues at the October annual meeting. Maybe this was the reason. Hope there isn't a problem with having virtual Zoom meetings because we could be doing this for quite some time. (Note: Did get an email during the meeting from one owner who said the link wasn't working. Didn't see it until after the meeting was over, but did ask in a subsequent email if there was anything specific.)

There are also 2 new owners since the annual meeting. I did have enough information to notify them of the meeting.

**OVERALL DISCUSSION OF OPEN FORUM AGENDA ITEMS**

**Budget Issues**

All in all, I think we have a nice looking subdivision. Caring for our common land and the entrance fences are certainly contributing factors. It's something that sets us apart from other subdivisions, especially, some of the newer subdivisions being developed around us. However, like everything else, the cost of doing so will continue to rise.

The two biggest routine expenses affecting the budget are the mowing of our common land (including 2 cleanups of our stormwater basins) and the annual contribution to the Capital Reserve Account. CY 2021 is an ideal time to review both these. Our 2-year mowing contract ends in 2021; we will need a new contract for 2022 (and maybe beyond). The Capital Reserve Study must, by law, be updated in 2022 as well.

As for the mowing, we should revisit the amount of mowing we want done. This might include the total area mowed, the number of times mowed, and the duration of the overall contract period.

For the Capital Reserve Study, the firm hired last time encouraged an interactive process. Although we had a committee to help guide the effort, there was little interaction from us. The

study covers the future major repairs and replacement costs of our assets: the entrance fences and the stormwater management facilities. Issues that could be reviewed are the expected service life of assets, maybe using substitute material (chain link fencing around the basins or, if possible, removing all together), reduce the size/length of the entrance fences, etc. These issues should be preliminarily discussed before engaging a consulting firm.

For both the mowing and Capital Reserve Study issues, a survey of owners might be in order. However, the President, me, would like help in developing that survey.

Furthermore, in developing any budget, one must plan for emergency expenses. For example, in 2019, over \$3000 was spent on removing or topping trees on our common land that were endangering the abutting properties. Last year, 2020, although resolved, there was a possibility of incurring additional legal expenses that would have been a significant disruption to the budget and future budgets.

And, lastly, for budget issues, is the potential need for a professional manager to carry out the HOA staff functions as discussed at the last annual meeting. The cost of a professional manager would be in addition to existing expenses. There are 2 types of volunteer positions, board members and officers. Under our arrangement, board members have also been serving as staff. We would still need a board, but the dual assignment of being an HOA officer would be taken over by the manager. (Per our Bylaws, the president chairs the Board and is, in essence, the HOA manager.) If a professional manager is hired, they could perform the duties, depending on the arrangement, of the HOA manager, treasurer, secretary, and even the ARC. A board would still have the overall authority of the HOA, but the heavy lifting would be done by the manager. The board would provide guidance and act, give approvals/disapprovals, on recommendations from the manager. One would think, hope, that owners would be more willing to be a board member under this arrangement.

Early on when the owners first took over the HOA from the developer, I had obtained a proposal from Tiffany Brown, Elite Community Management, for \$6,000 to do all staff functions-- \$187.50 per owner on top of all existing expenses. I recently talked with her and she said the proposal was still good, but we could go through it to pick and choose what we wanted. It did not include the maintenance of a website, which they now do, but would be extra.

I also asked Ms. Brown if they reviewed HOAs and offered advice, and she said they did at \$150/hour.

Jim Burnopp knew of someone else that managed properties and would arrange for them to call me. (Note: It is difficult finding managers willing to work with small subdivisions, and we are small.)

### **Repair of Stormwater Basin #1**

Leaves have been getting caught in the wire screening and damming up the water to a point where it's tipping the fence over. As a temporary fix would be to pull/push the fence back up

and then stabilize the posts with rocks or even some Sakrete cement and reattach the wire fencing. I been seeking advice from other owners and hopefully something can be accomplished with volunteer labor and, if necessary, minimal materials cost. (Note: Repairing or replacing the gate on Basin #2 is still an issue as well.)

### **2021 Fence repair and re-staining**

As noted during the annual meeting, the entrance fence repair and re-staining has been deferred until spring. Use of volunteer labor was the initial proposal and still may be possible, but the maintenance budget has been increased a bit to accommodate a contractor if necessary.

There were no additional comments from owners during the meeting or via email prior to the meeting.

### **BOARD ACTIONS**

Recognizing previous Open Forum discussions, the Board took the following actions.

President will pursue further discussions with professional management firms as to a possible alternative for conducting the business operations of the HOA.

President will also pursue the details of the management reviews done by Elite Community Management. If such reviews would appear useful, will present proposal to the Board before committing funds.

President will elicit volunteer help to develop a survey of the neighborhood on issues affecting our future mowing and stormwater cleanup contract and Capital Reserve Study Update.

Reflecting on discussions at the annual meeting that supported an individual annual assessment of \$600 and further discussions here, the Board approved a 2021 budget and individual annual owner assessment of \$600—see attached. Given the uncertainties of future years' activities, coupled with dwindling carryover funds used to subsidize assessments, this seemed to be a reasonable and responsible Board action.

The cost of a website presence developed and maintained by the president was approved for another year.

Also attached are the Treasurer's Report and the ARC report, which was received subsequent to the meeting.

Crawford Jencks, President

Everette Estates Treasurer's Report			
18 November 2020			
2020 Assessment (Payment 1)	\$	13,550.00	
2020 Assessment (Payment 2)	\$	4,050.00	\$17,600.00
2019 Balance			\$8,800.34
<b>TOTAL REVENUE</b>			<b>\$26,400.34</b>
	BUDGET	EXPENSES	TOTALS
<b><u>Maintenance</u></b>			
Lawn Maintenance	\$ 7,800.00	\$ 6,825.00	
Misc. Repairs	\$ 1,500.00	\$ 1,173.31	
<b><u>Stormwater Management Facilities</u></b>			
Inspection/Engineering Assessment	\$ 1,500.00	\$ 995.00	
Cleanup and Debris Removal	\$ 1,800.00		
Capital Reserve Study	\$ 675.00		
<b><u>Administration</u></b>			
Insurance (liability,O&D, & WC)	\$ 1,500.00	\$ 1,503.00	
State Registrations	\$ 45.00	\$ 35.00	
Accounting Fees	\$ -		
Legal Fees	\$ 1,200.00	\$ 800.00	
Office Adm.	\$ 250.00	\$ 159.03	
Capital Reserve Contribution	\$ 3,779.00	\$ 3,779.00	
<b>TOTALS</b>	<b>\$ 20,049.00</b>	<b>\$ 15,269.34</b>	
<b>2020 BALANCE</b>			<b>\$11,131.00</b>

Capital Reserve Account			
2019 Balance		\$	16,831.35
Capital Reserve Contribution 5/31/2020		\$	3,779.00
Interest Earned	Jan - Oct 2020	\$	59.91
<b>Total</b>		<b>\$</b>	<b>20,670.26</b>

## The Everett Estates ARC report for November 18, 2020



**The committee has 2 item to report for this meeting.**

- 1)** An inquiry was made by a resident on Everett Ct. about having an in-ground pool installed along with some tree clearing. No application has been submitted thus far.
- 2)** Another inquiry was made by a resident on Everett Ct. about removing 2 large trees on the property and having a backup generator installed on the side of the home. No application has been submitted to date.

The Architectural Review Committee members are Nat McCague and Pete Rossi.  
The committee email is: [everettearc@gmail.com](mailto:everettearc@gmail.com)  
We can be contacted by email with any questions you may have or for assistance with the ARC application form. The form can be downloaded from the HOA website.

Everette Estates Homeowner's Association, Inc.		2020 EXPENSES		2021 Budget	Estimated	Estimated
		Actual	Available		2022 Budget	2023 Budget
<b><u>Maintenance</u></b>						
Lawn Mowing	\$7,800.00	<b>\$7,800.00</b>	\$0.00	\$7,800.00	\$8,000.00	\$8,000.00
Misc. Repairs	\$1,500.00	\$1,173.31	\$326.69	\$2,000.00	\$1,500.00	\$1,500.00
<b><u>Stormwater Management Facilities</u></b>						
Inspection/Engineering Assessment (Payout of \$1500.00 due 2023)	\$1,500.00	\$995.00	\$505.00	\$500.00	\$1,000.00	\$1,500.00
Cleanup and Debris Removal	\$1,800.00	<b>\$1,800.00</b>	\$0.00	\$1,800.00	\$2,000.00	\$2,000.00
Capitol Reserve study (engineering Assessment) (Payout of \$1200.00 due 2022)	\$675.00	\$675.00	\$0.00	\$950.00	\$1,200.00	\$240.00
<b><u>Administration</u></b>						
Insurance (liability,O&D, & WC)	\$1,500.00	\$1,503.00	-\$3.00	\$1,600.00	\$1,600.00	\$1,600.00
State Registrations	\$45.00	\$35.00	\$10.00	\$50.00	\$45.00	\$45.00
Accounting Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chadwick Legal Fees (Lawyer retainer)	\$1,200.00	\$800.00	\$400.00	\$1,200.00	\$1,200.00	\$1,200.00
Office Adm. (envelopes, website, stamps, copying supplies, etc)	\$250.00	<b>\$190.51</b>	\$59.49	\$250.00	\$250.00	\$250.00
<b><u>Emergency Reserve Contingency Funds</u></b> (remaining balance will rollover into next years Assessments)						
	<b>\$6,351.49</b>	\$0.00	\$6,351.49	\$6,618.80	\$4,615.81	\$2,719.83
<b>Total O&amp;M Expenses</b>	<b>\$22,621.49</b>	<b>\$14,971.82</b>	<b>\$7,649.67</b>	<b>\$22,768.80</b>	<b>\$21,410.81</b>	<b>\$19,054.83</b>
<b><u>Capitol Reserve 2018 Contribution</u></b>						
	\$3,779.00	\$3,779.00	\$0.00	\$4,081.00	\$4,408.00	\$4,761.00
<b>Total</b>	<b>\$26,400.49</b>	<b>\$18,750.82</b>	<b>\$7,649.67</b>	<b>\$26,849.80</b>	<b>\$25,818.81</b>	<b>\$23,815.83</b>
<b>Carry Over from pre-CY to next CY</b>	<b>\$8,800.34</b>			<b>\$7,649.67</b>	<b>\$6,618.80</b>	<b>\$4,615.81</b>
<b>Total Assessments</b>	<b>\$17,600.15</b>			<b>\$19,200.13</b>	<b>\$19,200.01</b>	<b>\$19,200.02</b>
<b>ANNUAL OWNER DUES</b>		<b>\$550.00</b>		<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>