

2020 ANNUAL MEETING OF EVERETTE ESTATES HOMEOWNERS' ASSOC., INC.

October 21, 2020; 7:00pm

Conducted as a virtual Zoom meeting

NOTES

WELCOME AND CALL TO ORDER-CRAWFORD JENCKS, PRESIDENT

President Jencks welcomed all to the beginning activities of another HOA year and thanked those who took time to participate or at least assign a proxy. He noted the difficulty in operating under Covid-19 procedures and precautions. Some actions were delayed because we naively thought the situation might get better and we could have some in-person meetings, but they haven't and it will probably be some time before they do. He took a role call and noted that the meeting met the quorum requirement.

ATTENDANCE: Crawford and Helen Jencks (w/ proxy for King-Fred Properties/William Middleton), Joanne and William Duncan, Brian Zdziebloski, Nat McCague, Peter Rossi, Katherine Grantz (w/ proxy for Wendy and David Young), Claudette and Charlie Bachini, Steven Brady, James Burnopp, Thomas Prien

HOA STATE OF AFFAIRS

President's State of the Hood- Jencks

The President highlighted a few issues from his annual report he provided via email before the meeting. He noted that the version attached to these notes has been revised to include a Board decision to seed bare areas along Everett Court in front of the Bernard's (the separate private residence in the middle) and given insufficient funds, deferred staining and repairing the entrance fence until spring. Smith Landscaping did the seeding.

Other items highlighted were the usual administrative requirements: tax filings, state agency registrations, insurance, and legal retainer contract. The President also maintains the Everett Estates website and prepares "Disclosure Packets" required of HOAs for real estate transactions. The ARC supplements those Packets with the results of pre-sale reviews.

The Stormwater Management Facilities were certified by an engineering firm to be functioning as designed and constructed, and the county was so notified. There were some maintenance issues that don't affect the functioning of the facilities that will need to be discussed with the county.

A hunter's deer stand, found on our common land, was taken down and hauled away.

There were some ARC issues and concern over the collection of assessments; however, they were satisfactorily resolved.

Treasurer's Financial Summary –Joanne Duncan, Treasurer

The Treasurer's Report was emailed before the meeting and presented at the meeting and is attached. There were no comments.

ARC Report-Nat McCague, Chair

The ARC Report is attached. An ARC approval and pre-sale reviews were mentioned.

Preliminary Draft 2021 Budget Comments-Jencks/Duncan

All our budgets are tight no matter what the assessment has been. However, the amount of the assessments and their impact on projected future budgets is dramatic. We have been using carryover funds to subsidize the assessments making them more palatable to owners. However, that carryover is getting less and less, and as can be expected, expenses are getting greater and greater. Three budget scenarios (based on annual assessments of \$550, \$575, and \$600) projected out to 2023 were also emailed prior to the meeting and discussed here—see attachments. The \$550 version is projected to have a negative effect on future operations. The \$575 one, a little bit better, and the \$600, a little bit better than that. These are preliminary budget proposals. The Board will finalize the 2021 budget and individual property owner assessments at its November quarterly meeting. However, there was a consensus that the \$600 assessment version will be necessary.

The President highly recommends that 2021 should be the year that the neighborhood decides what it wants and what it is willing to pay for. Our 2-year mowing contract ends in 2021. For example, we may want to consider reducing the amount of mowing for 2022 and beyond. Our Capital Reserve Study, which covers replacement costs of our entrance fences and the stormwater management facilities, needs to be updated in 2022; we may want to consider tearing some fence down. The President will be seeking some help in developing various scenarios for use in a survey of the neighborhood.

ELECTION BOARD OF DIRECTORS/HOA OFFICERS

The President reminded everybody that our Board members also serve as volunteer staff of the HOA. We need a minimum of 3 Board members. Our Bylaws also require a President, secretary, and treasurer, and possible a vice president.

No new candidates stepped up for any of the positions either at the meeting or via prior emails. As a consequence, Joanne Duncan and Jencks agreed to volunteer again for treasurer and president, respectively. (Thank you Joanne!) Brian Zdziebloski, our current secretary, understandably, needs to devote his attention, at least in the coming year, to starting a new business venture, but he still volunteered to fill a vacancy on the Architectural Review Committee. The bottom line was we need a volunteer to serve as a Board member and be secretary. The President would send an email to the neighborhood seeking a volunteer so we can function officially.

The President also noted another option, if we continue to lack volunteers, would be to hire a professional HOA manager that would perform the staff functions. He had previously received a quote of \$6,000 per year from a professional management firm willing to do business with a small subdivision like ours. That's an additional \$187.50 per owner per year. That cost would be in addition to present expenses. It wouldn't substitute for anything else in our budget since the "anything" to date has been provided for free. I certainly don't think this option is necessary or warranted, but it is one that may become necessary.

PAST, PRESENT, AND FUTURE ISSUES

Painting trees with an aluminum or purple strip as a warning of no hunting at various entrée locations to our common land had been previously discussed. Nat McCague said he could do it and asked Charlie Bachini for help. He will buy the paint and a couple of brushes.

The entrance gate to the stormwater basin near the cul-de-sac on Everette Court has been in need of repair or replacement. The President will look into this using Capital Reserve Funds.

ADJOURNMENT

The meeting adjourned at approximately 8:10pm.

Submitted by:

Crawford F. Jencks
President

Everette Estates Treasurer's Report			
21 October 2020			
2020 Assessment (Payment 1)	\$	13,550.00	
2020 Assessment (Payment 2)	\$	4,050.00	\$17,600.00
2019 Balance			\$8,800.34
TOTAL REVENUE			\$26,400.34
	BUDGET	EXPENSES	TOTALS
<u>Maintenance</u>			
Lawn Maintenance	\$ 7,800.00	\$ 5,850.00	
Misc. Repairs	\$ 1,500.00	\$ 1,129.43	
<u>Stormwater Management Facilities</u>			
Inspection/Engineering Assessment	\$ 1,500.00	\$ 995.00	
Cleanup and Debris Removal	\$ 1,800.00		
Capital Reserve Study	\$ 675.00		
<u>Administration</u>			
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	\$ 143.88	
Capital Reserve Contribution	\$ 3,779.00	\$ 3,779.00	
TOTALS	\$ 20,049.00	\$ 14,235.31	
2020 BALANCE			\$12,165.03

Capital Reserve Account			
2019 Balance		\$	16,831.35
Capital Reserve Contribution 5/31/2020		\$	3,779.00
Interest Earned	Jan - Sep 2020	\$	57.54
Total		\$	20,667.89

The Everett Estates ARC report for October 21, 2020



The committee has 2 item to report for this meeting.

- 1)** A protective covenants pre-sale inspection was completed for 1 home on Everett Ct. Two maintenance issues with the property were noted and they will be resolved before the home sale is completed in late October.
- 2)** A homeowner on Everett Dr. made an application to change the exterior paint color of the screened-in porch to the same color as the main siding of the home. The property was visited, and the paint color was reviewed and approved by the ARC.

The Architectural Review Committee members are Nat McCague and Pete Rossi. The contact email is 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.

\$550 per year version						
Everette Estates Homeowner's Association, Inc.		2020 EXPENSES		Preliminary 2021 Budget	Estimated 2022 Budget	Estimated 2023 Budget
		Actual	Available			
Maintenance						
Lawn Mowing	\$7,800.00	\$7,800.00	\$0.00	\$7,800.00	\$8,000.00	\$8,000.00
Misc. Repairs	\$1,500.00	\$1,129.43	\$370.57	\$1,500.00	\$1,500.00	\$1,500.00
Stormwater Management Facilities						
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	\$1,800.00	\$0.00	\$1,800.00	\$2,000.00	\$2,000.00
Capital Reserve study (engineering Assessment) (Payout of \$1200.00 due 2022)	\$675.00	\$675.00	\$0.00	\$950.00	\$1,200.00	\$240.00
Administration						
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	\$159.03	\$90.97	\$250.00	\$250.00	\$250.00
Emergency Reserve						
Contingency Funds (remaining balance will rollover into next years)	\$6,459.65	\$0.00	\$6,459.65	\$5,702.21	\$2,099.27	(\$1,396.65)
Total O&M Expenses	\$22,729.65	\$14,896.46	\$7,833.19	\$21,352.21	\$18,894.27	\$14,938.35
Capital Reserve 2018 Contribution	\$3,779.00	\$3,779.00	\$0.00	\$4,081.00	\$4,408.00	\$4,761.00
Total	\$26,508.65	\$18,675.46	\$7,833.19	\$25,433.21	\$23,302.27	\$19,699.35
Carry Over from pre-CY to next CY	\$8,908.69			\$7,833.19	\$5,702.21	\$2,099.27
Total Assessments	\$17,600.00			\$17,600.02	\$17,600.06	\$17,600.08
ANNUAL OWNER DUES	\$550.00			\$550.00	\$550.00	\$550.00

\$575 per year version						
Everette Estates Homeowner's Association, Inc.		2020 EXPENSES		Preliminary 2021 Budget	Estimated 2022 Budget	Estimated 2023 Budget
		Actual	Available			
Maintenance						
Lawn Mowing	\$7,800.00	\$7,800.00	\$0.00	\$7,800.00	\$8,000.00	\$8,000.00
Misc. Repairs	\$1,500.00	\$1,129.43	\$370.57	\$1,500.00	\$1,500.00	\$1,500.00
Stormwater Management Facilities						
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	\$1,800.00	\$0.00	\$1,800.00	\$2,000.00	\$2,000.00
Capital Reserve study (engineering Assessment) (Payout of \$1200.00 due 2022)	\$675.00	\$675.00	\$0.00	\$950.00	\$1,200.00	\$240.00
Administration						
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	\$159.03	\$90.97	\$250.00	\$250.00	\$250.00
Emergency Reserve Contingency Funds (remaining balance will rollover into next years						
	\$6,459.65	\$0.00	\$6,459.65	\$6,502.21	\$3,699.33	\$1,003.35
Total O&M Expenses	\$22,729.65	\$14,896.46	\$7,833.19	\$22,152.21	\$20,494.33	\$17,338.35
Capital Reserve 2018 Contribution						
	\$3,779.00	\$3,779.00	\$0.00	\$4,081.00	\$4,408.00	\$4,761.00
Total	\$26,508.65	\$18,675.46	\$7,833.19	\$26,233.21	\$24,902.33	\$22,099.35
Carry Over from pre-CY to next CY	\$8,908.69			\$7,833.19	\$6,502.21	\$3,699.33
Total Assessments	\$17,600.00			\$18,400.02	\$18,400.12	\$18,400.02
ANNUAL OWNER DUES						
	\$550.00			\$575.00	\$575.00	\$575.00

\$600 per year version						
Everette Estates Homeowner's Association, Inc.		2020 EXPENSES		Preliminary 2021 Budget	Estimated 2022 Budget	Estimated 2023 Budget
		Actual	Available			
Maintenance						
Lawn Mowing	\$7,800.00	\$7,800.00	\$0.00	\$7,800.00	\$8,000.00	\$8,000.00
Misc. Repairs	\$1,500.00	\$1,129.43	\$370.57	\$1,500.00	\$1,500.00	\$1,500.00
Stormwater Management Facilities						
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	\$1,800.00	\$0.00	\$1,800.00	\$2,000.00	\$2,000.00
Capital Reserve study (engineering Assessment) (Payout of \$1200.00 due 2022)	\$675.00	\$675.00	\$0.00	\$950.00	\$1,200.00	\$240.00
Administration						
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	\$159.03	\$90.97	\$250.00	\$250.00	\$250.00
Emergency Reserve Contingency Funds (remaining balance will rollover into next years	\$6,459.65	\$0.00	\$6,459.65	\$7,302.21	\$5,299.33	\$3,403.35
Total O&M Expenses	\$22,729.65	\$14,896.46	\$7,833.19	\$22,952.21	\$22,094.33	\$19,738.35
Capital Reserve 2018 Contribution	\$3,779.00	\$3,779.00	\$0.00	\$4,081.00	\$4,408.00	\$4,761.00
Total	\$26,508.65	\$18,675.46	\$7,833.19	\$27,033.21	\$26,502.33	\$24,499.35
Carry Over from pre-CY to next CY	\$8,908.69			\$7,833.19	\$7,302.21	\$5,299.33
Total Assessments	\$17,600.00			\$19,200.02	\$19,200.12	\$19,200.02
ANNUAL OWNER DUES	\$550.00			\$600.00	\$600.00	\$600.00