

CLAIRMONT MANOR HOMEOWNERS' ASSOCIATION, INC.  
P.O. BOX 371, CULPEPER, VA 22701  
WWW.CLAIRMONTMANOR.COM  
-A Covenant Community-  
2020 Annual Meeting Minutes

3/10/2020, 7:00 P.M. – 8:10 P.M.  
Pepper's Grill, Culpeper VA

The meeting was called to order at 7:00 P.M. and was chaired by Joe Matusic. In attendance were Officers Joe Matusic; Directors Joyce Almquist, Ray Bowman and Page Timberlake. Director Dencil Johnson were not present. Members: Bob McMichael, Beti & Ian Turner, Heather Heard, Jim Underhill, Stan Holleman, Jackie King, Jack Inskeep, Jimmy Timberlake, Candice Southard, Jeff Southard, Gary Rafala, Tony Brads, Roger Morton. There were 14 voting parties present, not constituting a quorum of the members (45 is a quorum).

All parties in attendance were introduced.

An Agenda, a copy of the 2019 Finances and a copy of the 2020 Budget were presented to each attending member. A copy of each is attached hereto. These minutes are recorded in order of the Agenda.

Present 2019 Accounting: After members reviewed the 2019 Accounting, the floor was opened for questions. All residents are current on dues.

Present Approved 2020 Budget: Members reviewed the 2020 Budget. The proposed budget was created by the Treasurer based on the previous years' actual expenses. The 2020 budget was unanimously approved.

Present ACC Status:  
ACC member Roger Morton were present. David March and Mike Heard were not present. There are no ACC items open at the time of the meeting.

### Elect Board of Directors:

Due to the lack of a quorum at this meeting, we proceeded with nominations and voting for the Board of Directors with the understanding that ballots would be mailed to non-attending members to secure quorum vote. Members present at the meeting who are not currently serving were asked if they were willing to serve on the Board. The nominees are willing to serve as Directors for 2020: Dencil Johnson, Joe Matusic and Joyce Almquist. Officers for 2020 are Joe Matusic (President), Ray Bowman (Treasurer) and Page Timberlake (Secretary).

These individuals will serve as acting Directors until the required votes are secured. A mail-in-ballot will be sent to all members not in attendance at the meeting. Mr. David March resigned from the ACC. Candice Southard volunteered to replace him and she was approved by the members of the board who were present.

### Open Discussion:

Attendees discussed ongoing concerns over excessive driving speed in the neighborhood. Please remind your household and visitors of the speed limit.

Concern was raised regarding the overgrowth along the fence line of the Manor House as it impedes the line of sight in some areas.

Changes or improvements to your property that are addressed by the covenants should be presented to the ACC for review. This insures approvals are documented for current and future residents.

### Adjourn Meeting:

There being no further business before the Board, the meeting was adjourned at 8:10 PM. The move to close was recommended by Jack inskeep and seconded by Candice Southard.

Should you have any questions, please contact Page Timberlake, Secretary at (540)729-6109 or [page.timberlake@greenfiber.com](mailto:page.timberlake@greenfiber.com). The general email address for the Board is [clairmonthoa@gmail.com](mailto:clairmonthoa@gmail.com).

## Clairmont Manor Homeowners' Association, Inc.

**Balance Sheet**

As of December 31, 2019

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	<u>Dec 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash - Stellar One	34,724.47
<b>Total Checking/Savings</b>	<u>34,724.47</u>
<b>Accounts Receivable</b>	
Assessments Receivable	12,853.26
<b>Total Accounts Receivable</b>	<u>12,853.26</u>
<b>Total Current Assets</b>	<u>47,577.73</u>
<b>TOTAL ASSETS</b>	<u><b>47,577.73</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	45,811.96
Net Income	1,765.77
<b>Total Equity</b>	<u>47,577.73</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>47,577.73</b></u>

## Clairmont Manor Homeowners' Association, Inc.

## Profit &amp; Loss

03/03/20

January through December 2019

Accrual Basis

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
Assessments	14,948.41
Covenant Copy	100.00
Total Income	<u>15,048.41</u>
Gross Profit	15,048.41
Expense	
Computer and Internet Expenses	208.04
Grounds and Lanscaping Expense	
Landscaping-Front entrance	2,540.00
Mowing	3,910.00
Road Shoulder Repair	1,213.36
Tree Removal	400.00
Total Grounds and Lanscaping Expense	<u>8,063.36</u>
Insurance Expense	
General Liability Insurance	205.00
Professional Liability	1,496.00
Total Insurance Expense	1,701.00
Legal and Accounting	300.00
Licenses and Permits	25.00
Officer Fees	1,990.00
Postage and Delivery	245.00
Utilities	750.24
Total Expense	<u>13,282.64</u>
Net Ordinary Income	<u>1,765.77</u>
Net Income	<u><u>1,765.77</u></u>

## Clairmont Manor Homeowners' Association, Inc.

## Profit &amp; Loss Budget Overview

January through December 2020

03/03/20

Accrual Basis

	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
Assessments	14,960.00
Covenant Copy	300.00
Total Income	<u>15,260.00</u>
Gross Profit	15,260.00
Expense	
Computer and Internet Expenses	400.00
Grounds and Lanscaping Expense	
Landscaping-Front entrance	2,800.00
Mowing	3,740.00
Tree Removal	2,000.00
Total Grounds and Lanscaping Expense	<u>8,540.00</u>
Insurance Expense	
General Liability Insurance	210.00
Professional Liability	1,500.00
Total Insurance Expense	1,710.00
Legal and Accounting	375.00
Licenses and Permits	25.00
Office Supplies	150.00
Officer Fees	2,000.00
Postage and Delivery	160.00
Utilities	680.00
Total Expense	<u>14,040.00</u>
Net Ordinary Income	<u>1,220.00</u>
Net Income	<u><u>1,220.00</u></u>