Carleton Place Subdivision

Annual Home Owners Meeting Minutes

Remote Zoom Meeting Due To Covid 19 Restrictions

April 28, 2021

**Sign-in**

The list of homeowner attendees is in a separate registration document. Al Gunther, President, Jeffery Hardy, Vice President, and Clint Fuller, Secretary, represented the HOA Board.

**Call to Order**

The meeting started 7:00 PM. A request to acknowledge receipt of the Notice of Meeting was made by the President. Clint Fuller attested to receiving the notice. This was seconded by Michelle Steinhebel. The meeting agenda was displayed via a PowerPoint file which was viewed by all attendees in the Zoom session. The meeting agenda and material presented on each topic are in a separate document.

**Establishment of a Quorum**

A count of designated voters attending the meeting was 10. Consequently, a quorum was not established. The attending homeowners requested the meeting continue unofficially regardless.

**Reading of the 2020 HOA Annual Meeting Minutes**

Due to Covid 19 virus restrictions no meeting was held in 2020.

**Report of Officers**

**President’s Report**

* A report of the assessments was presented by the President. The annual assessment has been reduced to $200 for 2021. This is a $25 reduction from the 2020 assessment. The President explained that the assessment is based on the previous year’s expenditure experience and the projected budget for the new year. There is always an effort to keep the assessment as low as possible.
* A report of liens and collections was presented by the President. The majority of delinquent assessments and the associated liens was significantly reduced during 2020 and the first quarter of 2021. This was due to homeowners remortgaging to take advantage of low interest rates. Financial institutions require that HOA assessments be current to remortgage. There are still a few delinquent homeowners, their names were not revealed.

**Treasurer’s Report**

* A report of the July 1, 2019 to June 30, 2020 finances was given by the President. This is the subdivision’s previous fiscal year.
* A report of the July 1, 2020 to March 30, 2021 finances was given by the President. This is the subdivision’s current fiscal year to date financial position.
* The proposed 2021-2022 Budget was presented by the President. A motion to accept the budget was made by the President. The budget was approved by Clint Fuller and seconded by Jeff Hardy.
* A report on the snow plowing contract was given by the President. There is some dissatisfaction with Cooper Landscape’s (the current contractor) plowing this past winter. An effort to find a different snow plowing contractor will be made by the Board. The homeowners were asked to report any lawn damage from plowing to the President. Cooper Landscape will make the necessary repairs.
* A report on the entrance maintenance was given by Clint Fuller. Groundscape is the landscape contractor for 2021. The cost of the entrance maintenance has risen from $6,160 \*\* for 2020 to $6,385\*\* for 2021. The increased cost is due to an increase in Groundscape’s weekly mowing fee and lawn and tree fertilization fee. The Board is very satisfied with Groundscape’s maintenance. Stafford Landscaping and Irrigation will perform the sprinkler maintenance. The same Christmas decorations will continue to be used.

**Secretary’s Report**

The Secretary had nothing to report since no annual meeting was held last year.

**Old Business**

No Old Business was discussed.

**New Business**

* The Board has been working with the subdivision attorneys to draft revised HOA documents for over a year. It is expected the documents will be completed around the middle of May 2021. The cost of the documents is completely paid. Once the new documents are finalized, they will need to be approved by 70% of the homeowners. A document distribution process and an approval process are being developed by the Board.
* Jeff Hardy has retired and will be moving to a new location later this year. The President asked if any of the attendees would like a position on the Board. No one volunteered. The Board will continue to search for another member.

**Adjournment**

The meeting was adjourned at 8:00 PM.

The above minutes were taken and submitted by Clint Fuller, Secretary

*\*\* the landscaping contract cost has been redacted. To receive a non-redacted copy of these minutes, please send an email to the Carleton Place HOA Board, including your name and address or lot number.*