



May 3, 2025
board@milhaven.net

Notice of Annual Meeting and Annual Assessment

The HOA Annual Meeting will be held on **Monday, June 9, 2025 at 7:00 PM** at the Colonies Clubhouse. **Please bring your ballot (attached).**

Please attend the meeting, if possible. If you are not attending the meeting, please **complete your proxy/ballot**, and return it to any Board Member or email it to the Board at the address above. To have a legal quorum, 42 Owners need to be represented (by proxy, ballot or in person).

The Board of Directors is recommending **Annual Dues** of **\$235** for FY25- FY26. Invoices will be mailed in early July and **payment is due by August 31.**

If you have questions about any HOA matter, please send an email to the Board at the address listed above.

This package includes the following:

- 1) Agenda for the Annual Meeting
- 2) Minutes of the Annual Meeting held on June 3, 2024. (Attachment A.)
- 3) Budget Message, Current Revenues and Expenses, Proposed Budget for FY26 (Attachment B.)
- 4) Proxy / Ballot (Attachment C.)

IF YOU CANNOT ATTEND THE ANNUAL MEETING, PLEASE COMPLETE YOUR BALLOT AND SEND IT TO THE HOA BOARD AT THE EMAIL LISTED ABOVE.



**Annual Meeting Agenda
Monday, June 9, 2025 at 7:00 PM
Colonies Clubhouse**

- | | |
|--|---------------------------|
| 1) Call to Order | Connie Daniels, President |
| 2) Determination of a Quorum | Connie Daniels, President |
| 3) Introduction of Board Members | Connie Daniels, President |
| 4) President's Overview of the Year | Connie Daniels, President |
| 5) Approval of Minutes of June 2024 Annual Meeting | Connie Daniels, President |
| 6) Overview of Financials | Noah Tucker, Treasurer |
| 7) Adoption of Budget and Election of Board of Directors | Connie Daniels, President |
| 8) Update on the Reserve Study | Nathan Janocka, VP |
| 9) Other | Connie Daniels, President |
| 10) Owner Comments and Questions | |
| 11) Close of Meeting | |

The following items are attached:

- | | |
|---------------|--|
| Attachment A. | Minutes of the Annual Meeting held on June 3, 2024. |
| Attachment B. | Budget Message, Current Revenues and Expenses, Proposed Budget for FY26. |
| Attachment C. | Proxy / Ballot |

Please send an email to the Board (see email above) if you plan to attend the meeting.

If you are not attending the meeting, please complete your Proxy/Ballot and email it to the Board or give it to any Board Member no later than *Sunday, June 8*. If you are attending the meeting, bring your Ballot as all votes must be in writing.

Attachment A.



**Milhaven HOA Annual Meeting
Wednesday, June 3, 2024
Colonies Clubhouse
7:00 pm
MINUTES**

1. Call to Order- Connie Daniels
2. Quorum determined- Connie Daniels
 - a. The existing bylaws require that 1/2 of the Owners (or, 42 Owners) entitled to vote must be present in person or by proxy to have a quorum at the annual meeting. As shown below, 62 Owners were present and voted by ballot or voted by proxy at the annual meeting. The majority of those voted to elect Judi Baker, Noah Tucker, and Ashley Herrinton to serve on the Board of Directors for a period of two years.
 - b. The majority voted to approve the minutes of the June 2023 annual meeting and the budget for FY25. Further, 56 Owners supported adoption of the revised Articles of Incorporation and revised Bylaws. The Articles and Bylaws will go into effect immediately.

Total Number of Ballots/ Proxies Received	Judi Baker	Noah Tucker	Ashley Herrinton	Write-in	Minutes	Budget	Articles	Bylaws
62	60	61	60	0	59	59	56	56

- c. In order to adopt the revised Declaration of Restrictions, at least 2/3 (or 55) of the Owners must signify approval by signing the signature page. Fifty-five completed signature pages were received. The revised Declaration will go into effect on July 1, 2024.

3. Introduction of Current HOA Board Members

- Connie Daniels, President
- Nathan Janocka, Vice President
- Sheryl Stephens, Treasurer
- Ashley Herrinton, Secretary
- Judi Baker, Social Chair.

- **Board Members for 2024-25:** Connie Daniels, Nathan Janocka, Judi Baker, Ashley Herrinton, and Noah Tucker

4. Overview of 2023-24 and Appreciation

- a. September 2023 - Back-to-School Social
- b. October 2023 - Halloween Parade
- c. December 2023 - Luminaries
- d. May 2024 - Social at Kindred Spirits

• Bylaws & Restrictions Committee met throughout 2023-24 to update documents:
HOA Board and thank you to committee: Dean Goodin, Debbie Bunting, and Michele Wittig

- Additional Thanks to: Eddie & Debbie Bunting for taking care of HOA Mail
 - Patrick Rooney for keeping up our website
 - Kaitlyn Butcher painting little library
 - John Fletcher for removing sawdust after tree removal
 - Todd Weinberg & Kate Moore – Keep Henrico Beautiful volunteers
 - Todd & Lori Fuller - Luminaries – coordinating and delivery
 - Ashley Herrinton - Yard of the Month coordinator

5. Treasurer's Report - Sheryl Stephens

Status of dues- bills out soon; will remain at \$235 annual due by August 30, 2024
Checks Issued/Items Paid- Utilities, lawn care/maintenance have all been paid.
Other expenses were provided for review.
Budget attached – was approved.

6. Architectural Review Committee Approvals - Connie Daniels

Gallagher – tree removal – 3637 Milbury Run Street
Janocka – dumpster in drive short-term; new mailbox – 3609 Milbranch Pl

7. Website/Social Media - appreciation to Ashley Herrinton for taking that responsibility and keeping the website, Facebook page, and newsletters up to date
8. Communications – newsletter will be distributed later this summer
9. Adjourned at 7:25 pm

Attachment B.
Budget Message, Current Revenues and Expenses and Budget for FY 2026.

The current year (FY25) budget and the revenues and expenses through April 2025 are shown below. At the end of April 2025, the surplus was \$2,866.76. Considering anticipated May and June expenses, the end of year **surplus** (June 30) is anticipated to be approximately \$670.76. The end of year reserve will be approximately \$31,690.38.

	FY25 BUDGET (Dues \$235 per Home)	INCOME AND EXPENSES THRU APRIL 30, 2025	ANTICIPATE D INCOME / EXPENSES MAY AND JUNE	TOTAL INCOME / EXPENSES FOR FY2025	ANTICIPATE D NET INCOME/ LOSS	BUDGET FOR FY26 (Dues \$235 per Home)
INCOME						
HOA Assessments	\$ 19,505	\$ 19,270.00	\$ -	\$ 19,270.00	\$ -235	\$ 19,505
Late Fees	\$ 245	\$46.38	\$ -	\$46.38	\$ (46.38)	\$ 50
Overdue Assessment and Late Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disclosure Packages - Sold Homes	<u>\$400</u>	<u>\$ -</u>	<u>\$200</u>	<u>\$ 200</u>	<u>\$(200)</u>	<u>\$400</u>
TOTAL	\$ 19,905	\$ 19,316.38	\$200	\$ 19,516.38	\$ (11.38)	\$ 19,955
EXPENSES						
Social: Luminaries	\$230	\$212.85	\$ -	\$212.85	\$(17.15)	\$230
Social: Event 1 - Back to School	\$550	\$642.48	\$ -	\$642.48	\$ -92.48	\$800
Social: Event 2 - Canceled	\$500	\$ 150	\$ -	\$ 150	\$(350)	\$150
Social: Event 3 - Kindred Spirits	\$500	\$ 150	\$ -	\$150	\$(350)	\$200
Utilities: Water	\$1300	\$569.01	\$200	\$ 769.01	\$ (530.99)	\$ 1,000
Utilities: Electricity	\$205	\$174.25	\$40	\$214.25	\$ -9.25	\$230
Misc: State Corp. Comm.	\$25	\$25	\$ -	\$25	\$ -	\$25
Misc. Expenses	\$0	\$74.13	\$ -	\$74.13	\$ -74.13	\$250
Post Office Box	\$200	\$182	\$ -	\$182	\$(18)	\$200
Postage / Copying	\$350	\$160.70	\$215	\$375.70	\$(-25.70)	\$500
Insurance	\$750	\$718	\$ -	\$718	\$(32)	\$750
DPOR Fees	\$50	\$50	\$ -	\$50	\$ -	\$50
Website	\$200	\$ 422.10	\$ -	\$422.10	\$ -222.10	\$500
Legal Fees	\$650	\$ 906.50	\$ -	\$ 906.50	\$ -256.50	\$800
Landscaping: Maintenance	\$ 1,200	\$ 3587.80	\$ -	\$ 3587.80	\$ -2387.80	\$ 3000
Landscaping: Irrigation Repairs	\$500	\$175	\$90	\$265	\$(235)	\$300
Landscaping: Mowing, Mulching	<u>\$ 12,800</u>	<u>\$ 8250</u>	<u>\$ 1650</u>	<u>\$ 9900</u>	<u>\$(2900)</u>	<u>\$ 11,000</u>
TOTAL	\$ 20,085	\$ 16,449.62	\$ 2195	\$18,644.62	\$ (1,365.18)	\$19,985.00
Starting Balance	\$ 31,018.62					\$34,778.01
Net Cashflow	\$65					\$892.63
Ending Balance	\$ 31,083.62					\$33,885.38

Attachment C.
Milhaven Homeowners Association, Inc.
Meeting of the Members
Monday, June 9, 2025
7:00 PM
Colonies Club House
PROXY AND BALLOT

*If you are not attending the Annual Meeting, please complete the Ballot, sign and date and deliver it to any Board Member. Or you may appoint another Owner to represent you at the Annual Meeting (you will need to sign and date the Proxy). **If you are attending the meeting, please bring this ballot.** In either case, the Owner needs to sign and date this page.*

* Please ONLY write in names below if appointing a neighbor to represent you at the meeting.

KNOW ALL MEN BY THESE PRESENT, that the undersigned do(es) hereby constitute and appoint _____ and _____, any one of whom may act as my/our true and lawful attorney(s) to vote as proxy for and on behalf of the undersigned member of Milhaven Homeowners Association, Inc. (the "Association") at the meeting of the members of the Association to be held at the Colonies Clubhouse, Henrico, Virginia, 23233, on **Monday, June 9, 2025 at 7:00 PM**, with all the power the undersigned would possess if personally present, upon the following matters:

For	Against	Abstain	Matters to Be Voted Upon
			Approval of Minutes of June 3, 2024, Annual Meeting
			Budget for July 1, 2025 – June 30, 2026

Election of Directors – Directors to be Elected for a Two-Year Term PLEASE SELECT ONLY THREE NAMES			
For	Against	Abstain	
			Rebecca Mateo
			Keith Erk
			Matt Hayes
			(Nomination from floor or write-in) _____

This limited power of attorney is valid only for the meeting herein identified and may be withdrawn by the undersigned if personally present for the meeting.

Date _____

Name of Owner: _____

Address of Owner: _____

Signature of Owner: _____