



**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 2025.**

The current year (FY24) budget and the revenues and expenses through April 2024 are shown below. At the end of April 2024, the surplus was \$4,175. Considering anticipated May and June expenses, the end of year **deficit** (June 30) is anticipated to be approximately \$341. The end of year reserve will be approximately \$30,279. In FY24, the water bill, landscaping costs and maintenance expenses exceeded budgeted expenses. In addition, the expense of modifying the legal documents exceeded the budget.

	<b>FY24 BUDGET (Dues \$235 per Home)</b>	<b>INCOME AND EXPENSES THRU APRIL 30, 2024</b>	<b>ANTICIPATED INCOME / EXPENSES MAY AND JUNE</b>	<b>TOTAL INCOME / EXPENSES FOR FY2024</b>	<b>ANTICIPATED NET INCOME/ LOSS</b>	<b>BUDGET FOR FY25 (Dues \$235 per Home)</b>
<b>INCOME</b>						
HOA Assessments	\$ 19,505	\$ 19,270	\$ -	\$ 19,270	\$235	\$ 19,505
Late Fees	\$ -	\$65	\$ -	\$65	\$ (65)	\$ -
Overdue Assessment and Late Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$245
Disclosure Packages - Sold Homes	<u>\$400</u>	<u>\$ 1,000</u>	<u>\$200</u>	<u>\$ 1,200</u>	<u>\$ (800)</u>	<u>\$400</u>
<b>TOTAL</b>	<b>\$ 19,905</b>	<b>\$ 20,335</b>	<b>\$200</b>	<b>\$ 20,535</b>	<b>\$ (630)</b>	<b>\$ 20,150</b>
<b>EXPENSES</b>						
Social: Luminaries	\$230	\$204	\$ -	\$204	\$26	\$230
Social: Event 1 - Back to School	\$500	\$548	\$ -	\$548	\$ (48)	\$550
Social: Event 2	\$500	\$ -	\$500	\$500	\$ -	\$550
Social: Event 3	\$500	\$ -	\$ -	\$ -	\$500	\$500
Utilities: Water	\$840	\$931	\$100	\$ 1,031	\$ (191)	\$ 1,300
Utilities: Electricity	\$200	\$156	\$34	\$190	\$10	\$205
Misc: State Corp. Comm.	\$25	\$25	\$ -	\$25	\$ -	\$25
Post Office Box	\$200	\$176	\$ -	\$176	\$24	\$200
Postage / Copying	\$350	\$95	\$250	\$345	\$5	\$375
Insurance	\$750	\$717	\$ -	\$717	\$33	\$750
DPOR Fees	\$50	\$50	\$ -	\$50	\$ -	\$50
Website	\$200	\$ -	\$96	\$96	\$104	\$200
Legal Fees	\$ 1,700	\$ 1,220	\$481	\$ 1,701	\$ (1)	\$650
Printing, Postage and Room Rental - Legal Docs	\$ -	\$151	\$80	\$231	\$ (231)	\$ -

Landscaping: Maintenance	\$ 1,200	\$ 2,413	\$ -	\$ 2,413	\$ (1,213)	\$ 1,200
Landscaping: Irrigation Repairs	\$500	\$85	\$200	\$285	\$215	\$500
Landscaping: Mowing, Mulching	<u>\$ 11,500</u>	<u>\$ 9,390</u>	<u>\$ 2,975</u>	<u>\$ 12,365</u>	<u>\$ (865)</u>	<u>\$ 12,800</u>
<b>TOTAL</b>	<b>\$ 19,245</b>	<b>\$ 16,160</b>	<b>\$ 4,716</b>	<b>\$ 20,876</b>	<b>\$ (1,631)</b>	<b>\$ 20,085</b>
<b>Starting Balance</b>	<b>\$ 30,620</b>			<b>\$ 30,620</b>		<b>\$ 30,279</b>
<b>Net Cashflow</b>	<b>\$660</b>			<b>\$ (341)</b>		<b>\$65</b>
<b>Ending Balance</b>	<b>\$ 31,280</b>			<b>\$ 30,279</b>		<b>\$ 30,344</b>