

SPICE HILL WOODS HOMEOWNER'S ASSOCIATION

Kevin Swanson
President

Jason Gasior
Vice President

Kimberley Parks
Treasurer

Valerie Steiner
Secretary

2023 BUDGET APPROVAL MEETING NOTICE

Dear Spice Hill Woods Homeowner,

During the annual meeting a motion was made by a homeowner to increase the budget to account for inflation and add 10% (\$9.50) to the yearly dues. The motion had a 2nd and was approved by the majority of the quorum present.

While processing the new budget we referred to the rules, bylaws, and declaration to make sure we are adhering to them. During our research, we found there is no provision to amend a budget during the meeting and have it approved at the same meeting. Due to this, we have to call a special meeting to re-present the budget as amended and have it approved per the Association Declaration section 19.4: *Budget and Ratification*.

The special budget approval meeting of the Spice Hill Woods Homeowner's Association will be held on;

Date/Time: March 9th, 2023, 6:30PM

Location: East Hampton VFW, 20 North Maple Street.

Enclosed is a copy of the revised budget as requested at the previous annual meeting and the agenda for the meeting. The agenda for this meeting is limited as this meeting is only for the presentation and adoption of the budget. Per the bylaws, Article III, section 3.8, Proxy votes are allowed in your absence. Enclosed is a proxy delegation form to be filled out and for your proxy to give to the board on the night of the meeting. Also enclosed are the approved minutes from the December 7th, 2021 annual meeting and the proposed minutes from the December 8th, 2022 annual meeting for reference.

We look forward to your attendance but if you are unable to attend you can always mail your thoughts or questions to Box 163, East Hampton CT 06424, or to our email address spicehillwoods@gmail.com.

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2022 ANNUAL MEETING AGENDA

Meeting Date: March 9th, 2023, 6:30 PM

- Call meeting to order
- Introduction of board members (roll call)
- Proof of meeting notice
- Presentation of revised 2023 budget
 - Discussion and motion to accept proposed budget
- Comments from association members
- Motion to adjourn the meeting

Spice Hill Woods Homeowner's Association

Spice hill Woods

P.O. Box 163

East Hampton, CT 06424

Spicehillwoods@gmail.com

Board Meeting Minutes

Annual Meeting, December 8th, 2022 @6:30pm

Kevin Swanson
President

Jason Gasior
Vice president

Kimberley Parks
Treasurer

Valerie Steiner
Secretary

Attendees: Board members Kevin Swanson, Jason Gasior, Kim Parks, and Valerie Steiner, along with 7 other unit owners.

The meeting was called to order at 6:30 pm. Board members were introduced.
(Proof of meeting notice was sent out on November 12th.)

Kevin read the Minutes from the 2021 Annual Meeting. There was a Motion to approve by 2 two unit owners. All those in attendance were in favor. They were approved.

Kevin then gave a 2022 overview:

- Roads and Curbs.** Kevin had spoken to the head of the highway department. We are on the list of roads needing repairs but the town budget is very limited. They are trying to increase the budget annually by about \$100,000. No way to tell when they will get to us.
- Street lights** is a town issue since these are town roads. Would cost about \$3,000 a light and about \$50 a month to keep each light lit.
- Common area work.** We have a tree company coming out to trim the dead trees and thin out the canopy. It is a father/son team. The son is an arborist. We have waited to start because it was cheaper to do it late in the fall.
- Meeting Notices** were required to be on paper and either mailed or hand-delivered.
- There is a new Public Act by the State of Connecticut (21-1-69), regarding laws governing HOAs. This may allow us to override or bypass some of the existing Bylaws. We will check with our attorney. In the past, the unit owners did not want to invest the time or money to try and change the Bylaws. It would have required 80% of the unit owners to approve the changes. The new laws may allow us to do absentee voting in the future.

Kim, the Treasurer reviewed the 2022 budget and Actual Expenditures.

Items specifically brought up for discussion:

- **Association dues/ Revenues** – Almost 100% dues collected. 2 units remain uncollected at this time. Liens were placed on these units last year and 3 years ago. We collected \$235 in late fees. We budgeted for 7 relocation packages for \$350, but actually will have 8 for \$400 in 2022. Total income will be about \$17,602.00.
- **Lawn Care/Landscaping-** Less mowing this year. We had 2 vendors to choose from and we chose the less expensive. We still have the dead tree removal and canopy thinning to do. It had cost us about \$700 to remove the tree that fell over earlier this year.
- **Holiday lighting** on par.
- **Eversource-** close to par. No lighting repairs were needed.

- **Property/Officer's Insurance** – Slightly under budget. Open spaces are insured through Nationwide and Officer's Insurance through Brown and Brown.
- **Website**- Kevin did a great job! Has been keeping up with and posting local events. The website was getting hundreds of hits over the summer from prospective buyers and current unit owners.
- **Property taxes**- close to par.
- **Legal Fees/Collections** – 1 collection note was paid in full and 1 collection note has been making payments and is almost paid off.
- **Stamps/envelopes** – slightly over. Did the first mailings by email and then did the second mailings by snail mail. 1 piece of paper mailed to everyone costs us about \$200. More emails would save us money.
- **Money Minder** – pretty much spot on. The software is great.
- **PO Box Fee**- standard fee.
- **Meetings**- Contribution to VFW.
- **Accounting budget**: We are current with taxes, all paid up. Agreed Upon Procedures are in the works.
- **Bank fees**: Pay Pal fees are up a little. Working very well.
- **Predicted** expenses were \$19,705. **Finished the year** almost \$2,000 under budget.
- Electricity will be going up for everyone with the proposed rate increases.
- Not raising Dues going into 2023.
- Cutting the holiday lighting to the Blue Spruces next year to offset the increases in costs.

New 2023 Budget. Projecting a Flat Budget. Bringing most things up by 10%.

- **We are keeping the fees at \$95.**
- Estimating 4 home sales.
- **Landscaping** we are keeping it flat at \$5000. Keeping but reducing enhancements to \$3,000.
- **Holiday Lighting**- reduce by \$1,000. Cut out the Blue Spruces.
- **Electrical**-10% increase.
- **Lighting repairs**- 10% increase.
- **Property and Officer's Insurance**- 10% increase.
- **Tag Sale** we are not doing anymore. **Website**- Domain renewal coming due this year.
- **Open space Taxes**- 10% increase.
- **Legal Fees**- \$175 this year. Will need to increase next year though.
- **Stamps/Envelopes** – going up
- **Looking at a Balanced Budget**
- We still have the CDs which we are keeping for future issues that may arise.
- A unit owner proposed that we increase the dues every year to cover any increased expenses, and says it's reasonable. Another unit owner seconded the idea.
- It was proposed that we do a 10% increase in dues to match the 10% increase in the budget items. This would bring the dues up to \$104.50.
- **There was a Motion to make the 2023 Dues \$104.50** by 1 of the unit Owners. The motion was seconded by another unit owner. It was put to a vote for all present. There were 4 Board members and 7 other unit owners present. There was 1 objection and all others were in favor.
- **The new Association Fee for 2023 will be \$104.50**
- **A unit owner made the Motion to accept the new Budget for 2023, and it was seconded by another unit owner. The budget was approved.**

Other things brought up:

- PayPal questions. The association pays the fees, we can not charge a fee to the unit owners.
- A unit owner wants to know why we keep the \$20,000 of CDs in the bank instead of using the money on ourselves. Explained that we need that money for possible emergencies like falling trees, legal fees from accidents in common areas, or to pay for expenses in a year when the budget doesn't pass right away and we have no revenues coming in. The unit owner says it is their money and they should get it back. Explained to the unit owner that just because a town may have a surplus, that doesn't mean that the residents get the money back. It usually gets held for other purposes. The same thing happens here. When the water system was originally turned over to CWC some years ago, the Board chose to keep the money in reserves rather than give it back to the unit owners. (That was not a decision made by any of the current board members)
- A unit owner asked if we are going to enforce the Bylaws, fences, garbage pails, and debris issues. There have been many things through the years that go against the bylaws. Past precedents have been set and not enforced. There are sheds that don't comply, fences that don't comply, units with more than 2 dogs, boats and trailers in yards, etc. It is too difficult and time-consuming to enforce everything when things have been let go for so long.
- Someone speculated that the Board did away with the Holiday lighting this year. We did not. Things were delayed due to the town road repairs.
- Last Amendment with fences was in 2008 when they allowed for fencing to go past the front plain of the house out to the road, but it had to be an open fence, not a solid one.
- One of the unit owners mentioned that our cash reserve was an important factor in his purchasing a house in Spice Hill. He wanted to make sure the Association had monies available if any legal fees were to come up for the association. He did not want to have to pay any extra assessments.
- We are a passive Board, not aggressive.

The Board is asking again for new volunteers to be on the board. We are currently looking for a Treasurer and a Secretary.

Kevin made a motion to end the meeting at 7:45 PM, the motion was seconded. All were in Favor.

4 Unit Owners attended the meeting via Zoom

**Spice Hill Woods FY 2023
PROPOSED BUDGET**

Starting Balance		\$	11,603.24	\$	9,271.25				
		2021	2022	2022		2023		2023	
HOA Dues		Actual	Actual	Budgeted	Over (Under)	Proposed	Rejected	Proposed	
HOA Dues		15,130.00	16,815.00	17,005.00	(190.00)		17,005.00	18,705.50	179 homes @ \$104.50 (10% increase over Prior Year)
Prior Year Dues		85.00	-	-	-		-	-	
Prepaid Dues		18.00	152.00	-	152.00		-	-	Overpayments - to be applied to 2023
HOA Dues Totals		15,233.00	16,967.00	17,005.00	(38.00)		17,005.00	18,705.50	
Fees / Fines / Assessments		Actual	Actual	Budgeted	Over (Under)	Proposed	Proposed	Proposed	
Late Fees		265.00	235.00	-	235.00		-	-	
Relocation Packages		200.00	425.00	350.00	75.00		200.00	200.00	Estimated 4 home sales @ \$50.00
Fees / Fines / Assessments Totals		465.00	660.00	350.00	310.00		200.00	200.00	
TOTAL Income		\$ 15,698.00	\$ 17,627.00	\$ 17,355.00	\$ 272.00		\$ 17,205.00	\$ 18,905.50	
Operating Expenses		Actual	Actual	Budgeted	(Over) Under	Proposed	Proposed	Proposed	
Lawn Care/Landscaping - Maintenance		(7,926.80)	(2,961.80)	(5,000.00)	2,038.20	(5,000.00)	(5,000.00)	(5,000.00)	Spring/Fall Clean Up, Mowing, Tree Trimming, Mulching
Landscaping - Projects		-	(5,530.20)	(5,000.00)	(530.20)	(3,000.00)	(3,000.00)	(3,000.00)	Entrance Deferred Maintenance/Enhancement/Lawn Repairs
Holiday Lighting		(2,844.86)	(2,924.63)	(3,000.00)	75.37	(2,200.00)	(3,200.00)	(3,200.00)	**No change to Holiday Lights at Front Entrance from PY - Blue Spruce will be lit
Electric - Eversource		(436.50)	(487.62)	(475.00)	(12.62)	(350.00)	(850.00)	(850.00)	Added: Increase in Delivery Fee from Eversource
Lighting - Repairs		(450.66)	-	(350.00)	350.00	(1,725.00)	(350.00)	(350.00)	
Property/Officer's Insurance		(1,631.00)	(1,563.00)	(1,715.00)	152.00	(175.00)	(175.00)	(175.00)	Annual Domain Renewal - Removed TagSale and Website Mgmt
Tag Sale/Website		(415.83)	(153.02)	(700.00)	546.98	(1,330.00)	(1,330.00)	(1,330.00)	
Open Space Property Taxes-IRS Taxes		(1,209.00)	(1,208.61)	(1,270.00)	61.39	(14,330.00)	(15,630.00)	(15,630.00)	
Operating Expenses Totals		(14,914.65)	(14,828.88)	(17,510.00)	2,681.12	(400.00)	(500.00)	(500.00)	2 Collection Notices @ \$250
Administrative Expenses		Actual	Actual	Budgeted	(Over) Under	Proposed	Proposed	Proposed	
Legal Fees		(435.00)	(175.00)	(500.00)	325.00	(300.00)	(600.00)	(600.00)	Added: 2nd 2023 Budget Mailer - Estimated stamp price increase and addl mailed invoices
Legal Fees Recouped		610.00	175.00	-	175.00	(182.00)	(182.00)	(182.00)	
Stamps, Envelopes, and Photocopies		(159.18)	(239.31)	(175.00)	(64.31)	(110.00)	(110.00)	(110.00)	
MoneyMinder - Treasurer Software		(159.45)	(165.01)	(165.00)	(0.01)	(250.00)	(300.00)	(300.00)	Added: 2nd Mtg to approve 2023 Budget
PO Box Fee		(90.00)	(100.00)	(95.00)	(5.00)	(1,250.00)	(1,250.00)	(1,250.00)	
Meetings		(280.00)	(209.42)	(300.00)	90.58	(325.00)	(325.00)	(325.00)	Estimated Increase in PayPal payts & fees
Accounting Fees		(2,400.00)	(1,175.00)	(710.00)	(465.00)	(2,817.00)	(3,267.00)	(3,267.00)	
Bank Fees, Check Stock and PayPal Fees		(201.71)	(271.54)	(250.00)	(21.54)	\$ (17,147.00)	\$ (18,897.00)	\$ (18,897.00)	
Administrative Expenses Totals		(3,115.34)	(2,160.28)	(2,195.00)	34.72	\$	\$	\$	
TOTAL Expenses		\$ (18,029.99)	\$ (16,989.16)	\$ (19,705.00)	\$ 2,715.84	\$	\$	\$	
Net Operating Income		\$ (2,331.99)	\$ 637.84	\$ (2,350.00)	\$ 2,987.84	\$	\$	\$	
Ending Balance		\$ 9,271.25	\$ 9,909.09						
Reserves		Actual	Actual						
CD X0580 6 Month Balance		12,143.50	12,158.49						
CD X5665 3 Month Balance		5,501.98	5,509.39						
CD X0108 6 Month Balance		2,613.06	2,615.65						
Reserves Totals		20,258.54	20,283.53						

Funds available - Cash & Reserves

\$	29,529.79	\$	30,192.62
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PROXY DELEGATION FORM

Date: _____

I, _____, owner of _____,
and a voting member of the Spice Hill Woods Homeowners Association, hereby appoint:
_____ who is another voting member of
the association, to serve as my proxy holder to attend the _____ to
be held on _____, or at any continuation of the meeting. I
am authorizing the proxy holder named above to vote and act on my behalf to the extent that
I would be personally present. This proxy expires one year from the date above unless
otherwise noted.

The appointment of a proxy shall only be effective to vote on the following: *(any and all topics
or specific topics as listed below)*

Signature: _____

Name: _____

Date: _____

Accepted by: _____

Date/Time: _____