



Date: July 17, 2024

To: All Members of the Hammond Pointe Homeowners Association

From: Hammond Pointe Homeowners Association Board of Directors

Re: Official Notice of the 2024 Annual Meeting

You are invited to attend the Hammond Pointe Homeowners Association 2023 Annual Meeting on **Tuesday, August 20, 2024, at 6:30 pm.** at the Locust Hill Baptist Church Fellowship Hall at 5534 Locust Hill Road, Travelers Rest, SC 29690.

The purpose of the Annual Meeting is to announce the results of the election of Directors, approve the Proposed Fiscal Year 2025 Budget and transact any other business properly presented before the Members.

A quorum must be established at the meeting and your presence will help to ensure that. In accordance with the Hammond Pointe Bylaws, a quorum is twenty (20) percent of the Members entitled to vote, either present in person, or represented by proxy.

In-person voting will be used to vote on each proposal at the meeting. Under the Restrictive Covenants, one vote per lot is allowed. Where two or more persons are owners of a lot, said votes shall be counted so as to allow one vote per lot.

Voting by Proxy. Members who cannot attend the annual meeting may be represented by submitting a proxy designating who can vote on the Members' behalf on all matters that properly come before the meeting. To be represented by proxy at the annual meeting, complete the attached proxy form and mail to Hammond Pointe Homeowners Association P.O. Box 1603, Taylors, SC 29687, hand-deliver to the Board Secretary, Shirley Osborn so long as it is received by 1:00 PM the day of the Annual Meeting or have another Member bring your proxy to the Annual Meeting.

Election of Directors will take place by electronic ballot **prior to the Annual Meeting** and results of the election will be announced at the Annual Meeting. You will receive your electronic ballot, via email, at your primary email address on file with the HOA, on August 9 and you may vote until 1:00 PM on August 20.

**HAMMOND POINTE HOA
2024 ANNUAL MEETING OF MEMBERS**

Tuesday, August 20, 2024

6:30 pm - 7:30 pm

Location - Locust Hill Baptist Church Fellowship Hall

5534 Locust Hill Road, Travelers Rest, SC 29690

AGENDA

Call to Order / Welcome

Proof of Notice of Meeting

Determination of a Quorum

Disposition of Fiscal Year 2023 Annual Meeting Minutes

Introduction of Board Members

Welcome to New Members

President's Report

Active Committee Reports

Architectural Review

Front Entrance

Treasurer's Report

2023 - 2024 YTD Financials

2024 - 2025 Proposed Budget & Dues

Board of Directors Election Results

New Business (time permitting)

Adjournment

HAMMOND POINTE HOA BOARD OF DIRECTORS CANDIDATES

Hammond Pointe HOA Directors are elected for a two-year term, except when an elected Member is filling the remainder of a two-year period vacated early by a previously elected member.

Current Board of Directors Status:

Term end August 31, 2024: Steve Alwart, Steve Foster, Sally Love, Shirley Osborn, Jeff Ziemer

Term ends August 31, 2025: Steve Gill, Neil Grayson, Dave Wunder

2024-2026 HOA Board Candidates Information: Election of Directors will take place by electronic ballot **prior to the Annual Meeting**. All HOA Members will receive an electronic ballot, via email at the primary email address on file with the HOA, on August 9th. Voting will be open until 1:00 PM on August 20th. The following HOA Members are on the ballot to fill four (4) Director positions.

Jeff Ziemer - 205 King Eider Way

My wife (Patty) and I have lived in Hammond Pointe since 2004. I was employed by Bausch and Lomb as Director of Manufacturing at the plant on Pelham Rd. for 26 years. I retired in 2010. I am currently serving my fifth term on the BOD. I have been the HP HOA Treasurer since 2016 and the Front Entrance Manager for the past two years. Over the past 20 years I have spent numerous hours working at the front entrance, and I plan to continue doing so.

Steve Foster - 108 King Eider Way

My wife (Michelle) and I have lived in Hammond Pointe since July 2021. I am currently Commercial Construction Project Estimator with six years experience estimating, procuring, and managing construction projects. I have 28 years military service, with 10 years in an Executive Leadership role managing resources and leading staff members in a medical environment. I am currently an HP HOA Board Member and Chair of the HP HOA Architectural Review Committee (ARC). Additionally, I served on the Board during 2022, including serving as interim HP HOA Board President.

Lori Stratton - 113 King Eider Way

My husband (Bob) and I have lived in Hammond Pointe since April 2021. We have been very active in the neighborhood since we moved here. I am a retired Corporate Travel Consultant, owning my own business for over 20 years. I served for 6 years on a PTA Board at both the Middle and High School level as the Vice President.

Doug Macmillan - 106 King Eider Way

My wife (Julie) and I have lived in Hammond Point since April 2023. We have lived in the Upstate of South Carolina for 35+ years. I have a Computer Science/Mathematics degree from Bob Jones University and an MBA from Clemson University. I currently work in the technology group for Carter Lumber. Having not previously lived in a neighborhood with an HOA, I bring a perspective of balancing private property ownership with being part of a community that wants to maintain property values and a safe neighborhood where people desire to live.

HAMMOND POINTE HOA MEMBER PROXY

Members who cannot attend the meeting may be represented at the annual meeting by submitting a proxy designating who can vote on the Member's behalf on all matters that properly come before the Members.

If you choose to be represented by proxy, complete this form and mail the original to Hammond Pointe Homeowners Association P.O. Box 1603, Taylors, SC 29687, hand-deliver to the Board Secretary, Shirley Osborn or send your proxy with another Member to the Annual Meeting. If mailed, or delivered to the Board Secretary, your proxy must be received before 1:00 pm on Tuesday, August 20, 2024.

I, the undersigned Member of the Hammond Point Homeowners Association, a South Carolina non-profit corporation, do hereby appoint:

(Print the name of the person you appoint)

to vote at the 2024 Annual Meeting of the Hammond Point Homeowners Association to be held on Tuesday, August 20, 2024 from 6:30 pm - 7:30 pm, or at any adjournment thereof, with all the powers I would possess if personally present, hereby revoking all previous proxies. The appointed person (named above) will vote on all matters that properly come before Members at the meeting.

Member Information

Your Name: _____

Your Address: _____

Your Phone Number: _____

Your Email Address: _____

Your Signature: _____ Date: _____

NOTE: Proxy voting for the election of Directors, in accordance with the Hammond Pointe HOA Bylaws, is not allowed. To participate in the election of Directors, you must submit your electronic ballot by 1:00 PM Tuesday, August 20, 2024.

Hammond Pointe HOA
PROPOSED Budget for September 1, 2024 thru August 31, 2025

		Expense	Income
INCOME:			
Annual Dues: (83 * \$250.00)			\$20,750
Interest Earned			\$800
OPERATING EXPENSES			
Electricity		\$7,400	
Water		\$1,300	
Insurance		\$1,280	
Website Hosting/Domain Name		\$160	
PO Box Rental		\$200	
Directory		\$200	
Front Entrance:		\$9,040	
Staggs Contract	\$4,440.00		
Bushes	\$1,000.00		
Bi-annual Flowers	\$600.00		
Aerate and seed	\$500.00		
Mulch	\$2,000.00		
Misc. (wall repair / irrigation repair / etc.)	\$500.00		
Miscellaneous:		\$700	
Office Supplies	\$250.00		
Mailings + Postage	\$100.00		
Filing fees	\$150.00		
Annual Meeting	\$200.00		
SUB TOTAL		\$20,280	\$21,550
TOTAL (SURPLUS/DEFICIT)			\$ 1,270

NOTE: Annual Dues to remain at \$250 for FY2025

HAMMOND POINTE HOA

2023 ANNUAL MEETING OF MEMBERS

MINUTES

PURSUANT to PROPER NOTICE the homeowners of the Hammond Pointe Homeowners Association met for their Annual Meeting of Members on August 22, 2023 at 7:00 PM at Locust Hill Baptist Church, Travelers Rest, South Carolina.

Attendees: Alwart, Arldt, Artz, Beckman, Bourdon, Durham, Erk, Foster, Gill, Grayson, King/Love, Lackey, Logan, MacMillan, Montgomery, Osborn, Patell, Roberts, Seagraves, Smith, Snelgrove, Wagner, Woolf, Wunder, Ziemer **By Proxy:** Hoffman

The President of the Board of Directors called the meeting to order at 7:01 pm, welcomed all Members and thanked them for coming to the meeting. She confirmed that proper notice of the 2023 Annual Meeting, in accordance with the Hammond Pointe Bylaws, was given. She stated that the official notice was posted on the Hammond Pointe website and sent to all Members via email or US postal mail on July 19, 2023.

The Secretary of the Board of Directors, confirmed that the quorum requirements of 20% of Members in attendance or represented by proxy had been met. Twenty five (25) lots were represented by Members attending in person and one Member was represented by proxy.

The President introduced the Board Members: Joy Grayson and Debbie Tumler, whose two year term ends on August 31, 2023 and the five Board members whose two year term ends August 31, 2024 - Steve Alwart; Vice-President, Shirley Osborn; Secretary, Jeff Ziemer; Treasurer, Steve Foster; ARC Chair and herself, Sally Love; President. She recognized others who helped with the Annual Meeting.

The Secretary called the Members' attention to the Meeting Minutes of the 2022 Annual Meeting and stated the minutes had been sent via email to all Members and posted on the Hammond Pointe website on July 19, 2023. A Member made a motion to forgo reading the FY2022 Annual Meeting Minutes. The motion was seconded. Members voted by voice. The ayes carried the motion and the minutes were approved.

The Vice President of the Board of Directors welcomed new Members at 21 King Eider Way; 106 King Eider Way, 1910 Dunlin Court and 101 King Eider Way.

The President shared a summary of the work and accomplishments of the Board's work during the year which included:

- Establishing a Board Code of Ethics
- An Extensive Bylaws Update
- Development of Proposed New Covenants
- Development of Board Policies and Procedures
- Resolution of the Stormwater Drainage Responsibility
- Beautification of the Front Entrance
- Enhanced Board Communication to Members

She noted that the details of this work is in the Board's Quarterly reports and encouraged Members to read the Quarterly reports and Newsletters as they're distributed throughout the year to stay updated on the Board's work. The **President** stated that the 4th Quarter Status Report and the FY2023 Annual Status Report will be distributed to Members, and posted on the website, in early September. The **President** recognized the many Member volunteers who contributed to the Board's work and accomplishments throughout the year.

The **President** stated that regarding the path forward on the Covenants, the Board voted to defer discussion until the new Board takes office in September and she encouraged Members to share their feedback on the Covenants, with the Board before the end of August, so that the Board can consider their feedback as it begins its discussions in early September.

The Architectural Review Committee (ARC) Chair shared an overview of the four step Architectural Review Process and presented a summary of ARC requests received during the year which included seventeen (17) tree removal requests, three (3) exterior painting requests and seven (7) fence and structure requests. He stated that all of these ARC requests met the guidelines in the Restrictive Covenants and thus all were recommended for approval by the Board and subsequently approved by the Board. He noted that the ARC reviewed four (4) additional requests and determined that they did not require approval.

The ARC Chair noted that the Board's goal is for the ARC to review ARC requests and make a recommendation to the Board within a few days of receiving the request. He noted that during the 2023 Fiscal Year, the average time for responding to the Homeowner with a decision on their ARC request was just a few days. He encouraged Members that when in doubt whether they need ARC approval, to ask. The **ARC Chair** recognized the Members who served on the ARC this year.

The Front Entrance Manager presented a summary of the activities to beautify Hammond Pointe's front entrance since last year's annual meeting which included fixing the rock walls, planting seasonal flowers, edging, mulching, removing trees, planting trees, relocating shrubs, and planting grass. He recognized the many Members who participated in these activities.

The Treasurer presented the YTD Financials and stated that the FY2023 total Budget was \$19,675 and that with only a little over a week remaining in the Fiscal Year, that he is projecting actual expenditures of \$19,720. Members thanked the **Treasurer** for managing the HOA's funds well during the year. He shared that the Board had voted during the year to invest funds in a high yield money market account to earn interest on the HOA's funds.

The Treasurer presented the Proposed Fiscal Year 2024 Budget and stated that the proposal keeps dues for the upcoming Fiscal Year at \$250. He noted that the Proposed Fiscal Year 2024 Budget total of \$18,860 is less than the Fiscal Year 2023 Budget. A Member made a motion to approve the Fiscal Year 2024 Proposed Budget. The motion was seconded. The **President** called for a vote. Members voted by voice. The ayes carried the motion and the budget was approved. The approved Fiscal Year 2024 Budget is attached to these minutes.

The President stated that the Board had recommended increasing the number of Directors for the upcoming Fiscal Year from seven (7) to eight (8) to ensure a smooth and cohesive transition at the end of Fiscal Year 2024 when five Directors conclude their terms. She stated that for over 20 years the Board was composed of nine (9) Directors and that it was only two years ago that the number was reduced to seven (7). She noted that it is the Board's intention

that the size of the Board will be at eight (8) for only one year and that if the Board recommends changing the number of Directors after Fiscal Year 2024, that Members will again vote, this time next year, whether to make a change in the number of Directors.

The **President** announced the results of the Director Election and stated that 60.7% of Members voting supported increasing the Board size from seven (7) to eight (8) for Fiscal Year 2024. She stated that since a majority of Members voting, voted in support of increasing the Board size from seven (7) to eight (8), that all three candidates who ran for election - Neil Grayson, Steve Gill and Dave Wunder were elected to serve a two year term beginning September 1, 2023 and concluding August 31, 2025.

The President stated that no items of New Business were submitted to the Board by the July 13th deadline, therefore no New Business would be conducted.

The **President** recognized Paula Woolf, for her hard work in compiling the neighborhood directory.

A Member made a motion to adjourn the meeting. The motion was seconded. Members voted, by voice. The ayes carried the motion and the meeting was adjourned at 8:00 pm.

HAMMOND POINTE HOMEOWNERS ASSOCIATION

BALANCE SHEET

June 30, 2024

Current Assets

Cash in Bank	\$21,335	
Accounts Receivable	<u>\$0</u>	
Total Current Assets		\$21,335

Current Liabilities

Deferred Revenue	\$0	
Total Current Liabilities		\$0

Equity

Retained Earnings	\$3,751	
Contingency Fund	\$10,000	
Current Income (Loss)	<u>\$7,585</u>	
Total Equity		\$21,335
Total Liabilities and Equity		\$21,335

HAMMOND POINTE HOMEOWNERS ASSOCIATION

INCOME STATEMENT

Ten months ended June 30, 2024

Income:

Annual Dues	\$20,750
Fees + Interest	<u>\$701</u>

Total Revenue	\$21,451
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Operating Expense

Front Entrance Maintenance	\$5,137
Electricity	\$6,027
Water	\$783
Insurance	\$1,252
Misc.	\$667
Legal Fees	\$0

Total Operating Expense	\$13,866
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Net Income (Loss)	\$7,585
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**Hammond Pointe Homeowners Association Expenditures
Actual versus Budget**

Ten months ended June 30, 2024

Income:	<u>Budget</u>	<u>Actual</u>
Annual Dues and Late Fees	\$20,750	\$20,750
Late Fees & Interest	\$420	\$701
Operating Expenses:		
Front Entrance	\$7,200	\$5,137
Electricity	\$7,360	\$6,027
Water	\$1,300	\$783
Insurance	\$1,250	\$1,252
Miscellaneous	\$1,250	\$667
Legal Fees	\$500	\$0
Totals	\$18,860	\$13,866