

# **Cabin Branch Forest HOA**

**2024 Annual Meeting**

**March 14th 2024 - 7:00PM**

# Meeting Agenda

- 2023 Review
- Self managed HOA vs management company
- Volunteers needed
- Dues increases and why
- Where do our dues go
- Smartwebs HOA software
- ARC inspections
- Nomination and election of new board and ARC members
- Q & A and open discussion



# Cabin Branch Forest Board of Directors

## Board Members

- Shauwn Collins - President
- Gina Carey - Vice President (term has ended Thank You Gina!!)
- Becky Schaefer - Secretary
- German Rojas - Board Member
- Kesva Naidoo - Board Member
- Cliff Miller - Treasurer ( Non voting/not a board member)

# 2023 in review

## What did the Board of Directors accomplish and vote on in 2023?

- Approved the lowest quote for bike path sealing.
- Approved the best quote for staining the bike path fences.
- Approved the use of Smartwebs HOA management software.
- Approved email communication and approved eliminating the entrance sign that was dated and falling apart.
- Approved dues increase to keep pace with increasing trash, insurance, and replacement costs.
- Approved funds for the block party to foster community friendships and fun.

# 2023 year in review continued

## What did the Board and volunteers get accomplished in 2023?

- Tot lot barrier was fixed by the board.
- Bike path was edged by volunteers Larry Griffin, Nick Minto, TJ Vestal, Jim Clute, German Rojas, and Shauwn Collins
- Gazebos and fencing were pressure washed by German Rojas and Shauwn Collins
- The tree that fell on the utility pole support was removed by Paul Helstrom and German Rojas
- Thanks to all the volunteers and board members!!

# Self managed HOA vs. Management company

## What's the difference?

- Self managed can be time consuming especially with a lack of volunteers
- Management company was tried in the community and it wasn't very good and can be expensive
- Different people have different perspectives but we save money being self managed

**This is why we need more  
volunteers so that we can  
continue to self manage  
and save money!!**

**Thank you to all previous board members and ARC members!!**

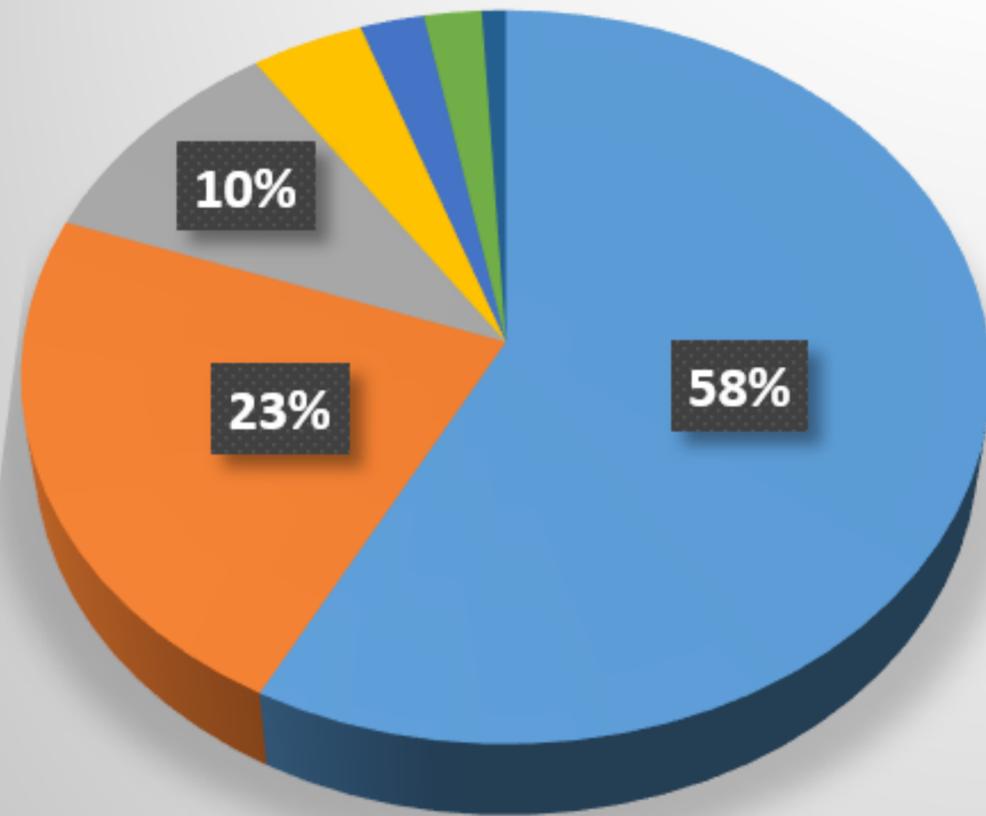
# Dues increase

## Why did our dues increase?

- The board approved a substantial increase to keep pace with increased costs experienced by the association. Necessary increases have been muted in prior years at the expense of the reserve contributions.
- There are a number of legislative initiatives to bring HOA/COAs into a fully funded status. The Board is working to be proactive and good stewards of the association.
- For 2024 we project that trash service will be \$300 per home, remember landfill increase mid year. This leaves \$220-\$245 for association operating. Roughly the same for a very long time.

# Where do our dues go?

2023



- Trash & Recycling 58% (\$68 per house per qtr)
- Landscaping 23%
- Common Area Reserve 10% (\$3,662 went into reserves and \$2,975 was spent on repairs)
- Insurance 4%
- Meeting Expenses 2%
- Other Management Expenses 2%
- Website 1%

Cabin Branch Forest Association  
 Account Balances - As of 11/12/2023

<b>Account</b>	<b>12/31/2023 Balance</b>
Bank Accounts	
CBFA Checking	3,386.85
	<u>3,386.85</u>
Reserve Accounts	
Business Premium Money Market	17,956.90
Money Market Reserve	19,704.52 Previously CDs
TOTAL Bank Accounts	<u>41,048.27</u>
Asset Accounts	
Interest Inc	0
Customer Invoices	0.00
TOTAL Asset Accounts	<u>0.00</u>
Liability Accounts	
Lot Prepays	150.00
Vendor Invoices	0.00
TOTAL Liability Accounts	<u>150.00</u>
OVERALL TOTAL	40,898.27
Less working capital	-5000
Total Reserves	35,898.27

**Repairs Made for Reserved Elements**

Remove tree from creek area	\$ 1,000.00
Reseal Paths	\$ 1,125.00
Painting Fence	\$ 850.00
	<u>\$ 2,975.00</u>

**Reserve Item**

Contigent Reserve
Bike Path Reserve
Contigent Reserves

**Cabin Branch Forest Association**  
**2024 Budget**

Monthly Detail FY 2024

**Income**

	Jan 2024 Budget	Feb 2024 Budget	Mar 2024 Budget	Apr 2024 Budget	May 2024 Budget	Jun 2024 Budget	Jul 2024 Budget	Aug 2024 Budget	Sept 2024 Budget	Oct 2024 Budget	Nov 2024 Budget	Dec 2024 Budget
HOA Dues ( See dues table below)		\$ 38,060.00		\$ -	\$ -	\$ -		\$ 2,180.00		\$ -	\$ -	\$ -
Late Fees			\$ -						\$ -			
Interest Income	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Special Assessment												
Misc. Income												
<b>Total Income</b>	<b>\$ 100.00</b>	<b>\$ 38,160.00</b>	<b>\$ 100.00</b>	<b>\$ 2,280.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>				

**2024 Budget Totals**

\$ 40,240.00
\$ -
\$ 1,200.00
\$ -
\$ -
<b>\$ 41,440.00</b>

CBFA Homes 77

Target Dues	\$	545.00
Early Disc	\$	25.00
Bi Ann Dues	\$	272.50
Early Pay	\$	520.00
% Homes Early		90%
Dues Income	\$	40,240.00

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**Operating Expenses**

Insurance, Master Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ -	\$ -	
Annual Mtg, Cook out	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ -	
Grounds Maintenance		\$ -	\$ 1,950.00		\$ 500.00	\$ 1,950.00	\$ -	\$ -	\$ 1,950.00	\$ -	\$ 1,950.00	
Plant / Shrub Replacement	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	
Minor Repair & Maint	\$ -		\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	
Major Repair and Maint	\$ -	\$ -	\$ -									
Utilities, Trash		\$ 5,750.00	\$ -		\$ 5,750.00	\$ -		\$ 5,950.00	\$ -		\$ 5,950.00	
Replacement Reserves Expense	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ 5,750.00</b>	<b>\$ 2,150.00</b>	<b>\$ 300.00</b>	<b>\$ 6,350.00</b>	<b>\$ 1,950.00</b>	<b>\$ 200.00</b>	<b>\$ 5,950.00</b>	<b>\$ 4,550.00</b>	<b>\$ -</b>	<b>\$ 6,050.00</b>	<b>\$ 1,950.00</b>

\$ 1,600.00
\$ 1,000.00
\$ 8,300.00
\$ 400.00
\$ 500.00
\$ -
\$ 23,400.00
\$ -
<b>\$ 35,200.00</b>

Trash Base Rate \$ Qtr 74.68 Annual \$ 298.70

**Administrative Expenses**

Professional Fees			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Fed & VA Tax Payments	\$ -	\$ -		\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Mgmt Fees	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Misc Admin Fees	\$ 18.00	\$ 18.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 18.00	\$ 6.00	\$ 206.00	\$ 6.00	\$ 6.00
Postage & PO Box	\$ 40.00	\$ 40.00				\$ 180.00	\$ 40.00	\$ 10.00	\$ 10.00	\$ 10.00		\$ 10.00
Office Supplies			\$ -	\$ 20.00	\$ -	\$ 20.00	\$ -		\$ -	\$ 20.00	\$ -	\$ 40.00
Website Maint	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Admin Expenses</b>	<b>\$ 158.00</b>	<b>\$ 158.00</b>	<b>\$ 106.00</b>	<b>\$ 376.00</b>	<b>\$ 106.00</b>	<b>\$ 306.00</b>	<b>\$ 146.00</b>	<b>\$ 128.00</b>	<b>\$ 116.00</b>	<b>\$ 336.00</b>	<b>\$ 356.00</b>	<b>\$ 156.00</b>

\$ -
\$ 250.00
\$ 1,200.00
\$ 308.00
\$ 340.00
\$ 100.00
\$ 250.00
\$ -
<b>\$ 2,448.00</b>

<b>Total Expenses</b>	<b>\$ 158.00</b>	<b>\$ 5,908.00</b>	<b>\$ 2,256.00</b>	<b>\$ 676.00</b>	<b>\$ 6,456.00</b>	<b>\$ 2,256.00</b>	<b>\$ 346.00</b>	<b>\$ 6,078.00</b>	<b>\$ 4,666.00</b>	<b>\$ 336.00</b>	<b>\$ 6,406.00</b>	<b>\$ 2,106.00</b>
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<b>\$ 37,648.00</b>
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**Net Income Monthly**

	\$ (58.00)	\$ 32,252.00	\$ (2,156.00)	\$ (576.00)	\$ (6,356.00)	\$ (2,156.00)	\$ (246.00)	\$ (3,798.00)	\$ (4,566.00)	\$ (236.00)	\$ (6,306.00)	\$ (2,006.00)
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<b>\$ 3,792.00</b>
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Reserve Contribution Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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\$ -
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**YTD Cash Flow**

	\$ (58.00)	\$ 32,194.00	\$ 30,038.00	\$ 29,462.00	\$ 23,106.00	\$ 20,950.00	\$ 20,704.00	\$ 16,906.00	\$ 12,340.00	\$ 12,104.00	\$ 5,798.00	\$ 3,792.00
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<b>\$ 3,792.00</b>
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# Smartwebs HOA management software

- Approved by the board to provide a level of consistency in enforcement of ARC guidelines and bylaws
- Pictures can be uploaded via phone
- It will help in providing better record keeping

The screenshot displays the user interface for the Cabin Branch Forest Association. At the top, the association's name is shown in green. Below this, there are four main navigation cards: 'Units' (77 units, 12 Amenities), 'Messages' (0 Violations, 0 Work Or..., 0 Architect..., 0 General), 'Violations' (0 Queued, 0 To Print), and 'Architectural' (0 Staged, 0 Review, 0 Build). A 'Prescriptive AI' section indicates 'No Primary Contact set for the current association.' Below this, a 'Products' section features four cards: 'SmartArchitecturals', 'SmartViolations', 'SmartWorkOrders', and 'SmartCommunic@tions', each with a checkmark. On the right, a 'News' section includes a 'Include hidden' checkbox and three news items: 'LOVE BYTES' (0101 x0x0), 'RELEASE 24.2', and 'RELEASE 24.1.0'. A 'CHECK OUT WHAT'S NEW' section is partially visible at the bottom right.

# **ARC inspections are coming up**

**Starting the week of April 15th**

- Please allow access for the ARC inspections
- Remember ARC volunteers are your neighbors
- Bylaws allow the ARC to access the property including the backyard

# **Nomination of new board and ARC members**

**We need one more board member and at least two ARC members**

- Remember without volunteers we can't self manage and save money
- Is there anyone who would like to volunteer?

# **Q & A time/open discussion**

**Now is time for questions and discussion**