

Carriage Mill HOA 2019 Annual Meeting Minutes

Board Members Present: Tiffany Brooks, Elizabeth Wilson, Scott Carter, and Claudia Carlisle

Location: TCC Joint Use Library, Rm L102

Date: February 23, 2019

Time: 2PM EST

Claudia called the meeting to order at 2:10PM. Proxies were counted and we had 13 along with the four board members and seven others present. Thus, a quorum was present.

We discussed the last annual meeting, because meeting minutes could be found.

- Elizabeth talked about grass cutting and easements.
- Claudia mentioned a conversation about dues increases. \$5 increase every two years.
- Sylvia mentioned: dog droppings, rodents, increase in resale fees, community cleanup day, board meeting dates, questioned \$500 to Mr. Hicks.

Claudia delivered the President's Report:

Good afternoon everyone and thank you for coming to the 2019 Annual Carriage Mill HOA Meeting. For those of you who don't know us, my name is Claudia Carlisle, this is Elizabeth Wilson, Tiffany Brooks, and Scott Carter, and we are the current HOA Board of Directors.

Please jot down any questions you have during our presentation and kindly wait to ask them at the end. All of you should have a copy of this meeting's agenda and the 2019 budget. Please let me know now if you need either one.

I would like to start the President's report with the updates and changes that have happened over the past year. In the spring of last year we lost our longtime boardmember Sherry Kelly unfortunately as she moved out of the neighborhood. Sherry has graciously been available by phone for consultations during her absence to this day. Additionally, board member John Ward had to also resign a couple of months later but thankfully found us a temporary lawn care service for the remainder of the year and completed the dealings with the Skate Dojo regarding the safety fence installed at our park before departing. As it stands, the previous board agreed that together with the Skate Dojo we financed the building of the fence. To include that the Skate Dojo would maintain it once it was completed and they were allowed to have the kids that are under their care and insurance play in our park for a couple of hours during their after school and summer programs. This fence has helped to deter illegal activities that had been reported about in the past.

Thankfully, Tiffany Brooks and Scott Carter here stepped up to the challenges of being a volunteer Community Leader. I know I have thanked you guys before but I honestly could never say it enough and wish more homeowners would do the same. Again, Thank you both very much for all that you do. With this new Board in place we have been able to update the property files to create a digitized record of them which in turn has provided us the capacity to create digital invoices. The Carriage Mill neighborhood now has a live website where not only comments and questions can be sent to the HOA email directly, but also the property owners have the option to now pay online. That website is www.carriagemill.com. The board is consistently having conversations on how to add to this overdue resource that Scott has taken the lead on for our community and welcome any suggestions from our neighbors. If you have not yet visited the website please take a moment of your time in the future to check it out.

A few of the items that are “works in progress” for the Board of Directors currently are ways to improve our playground, how to budget for a paid community manager, finding a new lawn care service, what maintenance we wish to provide our Carriage Mill sign during the city’s construction and converting all future Newsletters into digital ones on the website that will replace the current paper ones.

Lastly, I joined the HOA Board in 2016 for a two year term and have stayed on due to the lack of volunteers. I unfortunately will be unavailable to continue to serve as a Board of Director due to increasing personal responsibilities and will need to step down as an occasional volunteer at the end of May. I hope that at least three of you today will be kind enough to become more active in our HOA and join us in becoming a community leader. Thank you all again for coming out and here is Elizabeth with the Treasurer’s report.

Elizabeth delivered the Treasurer’s Report:

As of January 1, 2018, the checking account was at \$4627.43 and the savings account held \$5397.34. As of today, our banking accounts are at \$13,063.32 and \$8375.72 respectively. To date, the community has experienced good progress on collecting dues from most homes. However, there are still 42 out of the 121 that still need to be collected. We are in the process of sending a second mailer to those homes. If we still experience trouble collecting dues from those homes, we will be forwarding those to the attorney for collections. Sherry Kelly worked diligently with our attorneys and made great progress on collecting old dues. We need to continue her work so that homes understand they need to keep our dues as a priority when they own a home in our community.

We have conducted some thoughtful evaluation on how we do business. With that being said, we are trying to streamline some of our processes to become more up to date, efficient, and more cost effective. We now have a dedicated website that is not only informative but also very helpful for those who like to pay bills online rather than writing and mailing a check. This

website allows for the payment of dues and the ability to contact the board members online. Although we have recently implemented the use of this website, it has already been used for more than a quarter of the total dues collected for 2019. People are definitely liking the ease of paying their dues online.

In addition to this website, we have decided to send out our newsletters by electronic mail. We will also place a copy of the community newsletter in our news board in the park. We will also add it to our webpage as well. It is very costly to print the newsletters on paper. And, it is very time consuming to disperse them around the neighborhood as well. The digital newsletters will serve the same purpose in the manner in which people are comfortable receiving information in today's society. If there is anyone who wishes to receive a paper newsletter, we could do that as a courtesy for a small group who wish to pick one up.

Over all, we have cut or reduced some previously budgeted expenditures and have decided to reroute some funds to the hiring of an office staff member. Most home associations have a paid staff person or hire a management company. We feel that we need a consistent staff person to answer phones on a dedicated day and time to keep our obligations up to date. This person will produce resale packets, answer calls or emails, take payments, review insurance documents, meet with board members to pay expenditures, make deposits, meet with contractors, look for contractor bids, track account payables and receivables just to name a few. We can also utilize this person to systematically go around the neighborhood to do property inspections for our ACC committee. This will help us see if any neighbors need to be notified of their violations.

Discussion of Park equipment, and lawn care. Sylvia mentioned previous lawn care professional that did a good job and we agreed to attempt to find someone competent.

Unit owner discussed bylaws and said we should think about the bylaws and making changes. We discussed the 75% requirements for updating the declaration.

Scott reviewed the New Business items listed in the agenda..

Other New Business items:

- Cindy offered to call VB Code Enforcement about abandoned properties.
- We discussed calling VB about abandoned vehicles.
- Talked about unrequested paper deliveries
- Cindy discussed how to dispose of trash

Sylvia said Policot Umbatti wants to be on the board. We agreed to reach out and send an invitation to the next board meeting.

Cindy nominated Amber to join the board. Claudia nominated the existing board members and Scott nominated Claudia. Those present approved the nominations unanimously. The meeting was adjourned.

<<Agenda will be attached>>