



# Annual Meeting

**Date:** June 6, 2018

**Location:** Jefferson-Madison Regional Library - Northside Office Rio Road

1. **Call to Order:** Chris Meadows called the meeting to order at 6:04 p.m.
2. **Quorum Determined:** 30 Members Present & 7 Board Members Present. 13 for quorum. (Four additional members came in after the start)
3. **Reading and Approval of Prior Year's Minutes** - Secretary read the minutes and they were approved.
4. **Treasurer's Report:** \$21,735.32 in Checking and \$19,948.77 in Savings
5. **Financial Secretary:** The electronic invoice and payment process which the association has instituted to improve the way members are notified of their payment status was explained. Members that have agreed to the email process, now receive an email notification from PayPal.com in their email. They can make their payments via PayPal, Credit Card, electronically from their bank or write a check which can be mailed to the FSPHA P.O. Box or delivered to the "drop" box at 316 Lake Forest Lane. The members were reminded that when the next budget is determined, everyone will receive a notice from PayPal prior to the start of the next Fiscal Year. Members without email addresses will receive a paper invoice delivered to their door. Members were reminded that the Fiscal Year is from July First through June Thirty - (The next Fiscal Year is July 1, 2018 - June 2019. The annual FSPHA fee may be paid as either an annual payment (one time), four quarterly payments (July, October, January and April) or Monthly at the first of each month. Payments are due by the 15th of the month no matter which payment method is used. Late fees will be charged for payments that are late. Detailed explanation and examples of the invoices were shown.
6. **Commons Area:** Algieri's Landscaping, LLC is the current contractor for the Commons Area maintenance. Due to a large back log of work and fallen trees we have exceeded the budget for the Fiscal Year. We have been able to work on cutting back the ivy that is spreading in the commons areas. (A map of the FSPHA area with Commons Areas highlighted in yellow was displayed along with pictures of various sections throughout the presentation.) Discussion of various maintenance projects, fencing and other items. Several general questions were answered.
7. **Streets & Sidewalks** If mailboxes are in the sidewalk. VDOT will not repair sidewalks until the mailboxes are removed from the sidewalk. Chris explained the conversations that have been done with both the USPS, VDOT and Albemarle County. Some of the streets are 'drive routes' and Monterey Drive is a 'walk route'.
8. **Architecture:** The types of changes that home owners can do are posted on the web page. The board should be advised when changes are being planed.

**9. Legal Updates:** The associations has two judgments out and payments are being made. Chris explained the processes that have to be gone through when payments are delinquent and the association tries to collect. There are no pending situations at this time but there are several that are in jeopardy and the association may have to initiate proceedings in some situations.

**10. Budget Considerations:** The budget for Fiscal Year 2018-2019 has not been set due to several items such as Security, Trash and Cable situations. The company the association contracted with has gone out of business and the board has not been able to select a replacement service. Time Disposal who has been the contractor for trash service twice per week has notified us that their price is going up due to several factors that they can not control. The board decided on staying with two trash pickup per week. It was noted that Time Disposal has not had an increase in several years. The contract with Comcast expires in July 2018. Comcast has made a proposal for a new bulk contract for five years which the board has not yet accepted.

**11. Proxy/Survey:** There are 133 members (home owners) in the FSPHA and using the electronic and paper 'proxies' we had 120 responses.

There were four areas considered:

- a) Change verbiage in Declarations of Covenants, Covenants, Conditions & Restrictions
- b) Have the association pay for cable or not
- c) Have a Security Contract
- d) Commons Area - needs improvement or is it sufficient as is

The results of the survey:

- a) 79 Yes, 40 No - Needed 100 yes to make the change
- b) Cable 60 Yes, 60 No
- c) Security 89 No, 31 Yes
- d) Commons Area 63 Needs Improvement 56 is sufficient

The board will make a decision on the budget before the end of the month.

**12. Election/Selection of New Board:** Two board members are leaving the board at the end of their terms; Gene German and Richard White. The board thanks them for their service. The President opened the meeting for nominations and or volunteers to serve on the board for two terms. There were no nominations and after some discussion Mary Hackett of 1476 Monterey Drive volunteered and Ellen Bessell of 306 Lake Forest Lane was nominated and were unanimously approved. The other board members are Chris Meadows, Troy Miller, Megan Maloney, Pat Abell, Deborah Kelsey and Steve Ward. The positions they serve will be determined and published in the next newsletter.

**13. Meeting Closed:** Being no further business, the meeting was closed at 8:22 p.m.

	Budget A			Budget B		
	FY 2017 (1 July 17 - 30 June 18)	FY 2018 (No Cable) (1 July 18 - 30 June 19)		FY 2018 (With Cable) (1 July 18 - 30 June 19)		
Dues percentage increase/ decrease from FY 17			-32.43%			5.00%
<b>Contract Expenses</b>						
Cable Contract	\$ 55,650.00			\$ 50,243.00		
Security Contract	\$ 6,850.00	\$ -		\$ -		
Trash Contract	\$ 26,500.00	\$ 31,920.00		\$ 31,920.00		
Total	\$ 89,000.00	\$ 31,920.00		\$ 82,163.00		
<b>Common Area Expenses</b>						
Landscaping Contract	\$ 16,775.00	\$ 16,800.00		\$ 16,800.00		
Tree Removal	\$ 5,000.00	\$ 7,000.00		\$ 7,000.00		
Miscellaneous (2 extra landscaping visits)	\$ -	\$ 1,400.00		\$ 1,400.00		
Doggie Bags	\$ 100.00	\$ 200.00		\$ 200.00		
Maintenance Projects	\$ 3,000.00	\$ 12,580.00		\$ 5,215.00		
Total	\$ 24,875.00	\$ 37,980.00		\$ 30,615.00		
<b>Admin Expenses</b>						
Website	\$ -	\$ 200.00		\$ 200.00		
Electronic Bill Pay (2% of each payment)		\$ 1,550.00		\$ 2,441.00		
Attorney Fees	\$ 500.00	\$ 725.00		\$ 725.00		
Bank Charges	\$ 25.00	\$ 25.00		\$ 25.00		
Contract Insurance	\$ 1,100.00	\$ 1,100.00		\$ 1,100.00		
Postal Fees	\$ 125.00	\$ 125.00		\$ 125.00		
Miscellaneous	\$ 100.00	\$ 100.00		\$ 100.00		
Office Supplies	\$ 100.00	\$ 100.00		\$ 100.00		
Postage	\$ 200.00	\$ 200.00		\$ 200.00		
Printing	\$ 200.00	\$ 200.00		\$ 200.00		
Total	\$ 2,350.00	\$ 2,575.00		\$ 2,575.00		
Expenses Total	\$ 116,225.00	\$ 72,475.00		\$ 115,353.00		
Savings Contribution	\$ -	\$ 5,000.00		\$ 5,000.00		
<b>Income</b>						
Revenue Needed	\$ 116,225.00	\$ 77,475.00		\$ 120,353.00		
Estimated Delinquencies (~3%)	\$ 1,879.00	\$ 2,325.00		\$ 3,662.00		
Total Revenue Needed	\$ 118,104.00	\$ 79,800.00		\$ 124,015.00		
Total Annual Assessment	\$ 118,104.00	\$ 79,800.00		\$ 124,015.00		
Annual Member Assessment	\$ 888.00	\$ 600.00		\$ 932.44		
Quarterly	\$ 222.00	\$ 150.00		\$ 233.11		
Monthly	\$ 74.00	\$ 50.00		\$ 77.70		
		\$ (288.00)		\$ 44.44		
		Annual Decrease in Dues		Annual Increase in Dues		

# Register Report - Last 12 months

6/6/2017 through 6/5/2018

6/5/2018

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 6/5/2017</b>								<b>13,357.36</b>
6/12/2017	Four Season...	2109	Comcast		Cable TV Ser...			-4,397.76
6/12/2017	Four Season...	2110	Non Stop La...		Common are...			-1,325.00
6/14/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			3,852.66
6/20/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			2,440.66
6/28/2017	Four Season...	2111	Time Disposal		Trash Collecti...			-2,194.50
6/28/2017	Four Season...	2112	US Postal Se...		PO Box			-132.00
6/28/2017	Four Season...	2113	Robert Stork		Printing	printin...		-55.95
6/28/2017	Four Season...	2114	Mary Hackett		Printing			-18.20
6/28/2017	Four Season...	2115	John Dezio		Legal Fees			-437.50
6/29/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			4,006.00
7/3/2017	Four Season...	2116	H & H Security		Patrol			-524.40
7/11/2017	Four Season...	2117	Rich White		Printing			-7.53
7/11/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			5,004.63
7/18/2017	Four Season...	2118	Rich White		Printing			-4.98
7/19/2017	Four Season...	2119	SMary Hackett		Small Claims ...			-294.00
					Common are...			-80.00
7/20/2017	Four Season...	2120	Non Stop La...		Common are...			-675.00
7/20/2017	Four Season...	2121	State Farm In...		Insurance			-993.00
7/24/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			11,179.33
7/29/2017	Four Season...	2122	Time Disposal		Trash Collecti...			-2,194.50
7/29/2017	Four Season...	2123	H & H Security		Patrol			-524.40
8/11/2017	Four Season...	2124	Comcast		Cable TV Ser...			-8,795.54
8/29/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			6,838.13
8/29/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			6,853.67
9/5/2017	Four Season...	2125	Chris Meado...		Printing			-292.65
9/6/2017	Four Season...	2126	Algier's Lans...		Common Are...			-1,725.00
9/6/2017	Four Season...	2127	Time Disposal		Trash Collecti...			-2,194.50
9/6/2017	Four Season...	2128	H & H Security		Patrol			-515.20
9/11/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			5,400.00
9/22/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			1,980.00
9/22/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			3,509.33
9/25/2017	Four Season...	2129	H & H Security		Patrol			-524.40
9/25/2017	Four Season...	2130	Time Disposal		Trash Collecti...			-2,194.50
9/25/2017	Four Season...	2131	Comcast		Cable TV Ser...			-4,397.77
10/4/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			2,575.34
10/5/2017	Four Season...	2132	Algier's Land...		Common are...			-1,400.00
10/9/2017	Four Season...	2133	Jim's Tree Se...		Tree Work			-3,250.00
10/12/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			1,840.33
10/14/2017	Four Season...	2134	Comcast		Cable TV Ser...			-4,399.77
10/18/2017	Four Season...	2135	Jim's Tree Se...		Tree Work			-3,250.00
10/26/2017	Four Season...	2136	Time Disposal		Trash Collecti...			-2,194.50
10/26/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			4,418.00
10/26/2017	Four Season...	2137	H & H Security		Patrol			-515.20
10/31/2017	Four Season...	2138	Algier's Land...		Common are...			-1,400.00
10/31/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			2,232.00
11/3/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			1,102.00
11/3/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			888.00
11/4/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			5,421.98
11/9/2017	Four Season...	DEP	Homeowner'...		Homeowner'...			2,000.00
11/15/2017	Four Season...	2139	Comcast		Cable TV Ser...			-4,177.87

Register Report - Last 12 months

6/6/2017 through 6/5/2018

6/5/2018

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
4/2/2018	Four Season...		Adjustment T...					-1,432.57
4/3/2018	Four Season... DEP		Homeowner'...		Homeowner'...			430.52
4/3/2018	Four Season... DEP		Homeowner'...		Homeowner'...			557.00
4/3/2018	Four Season... 2164		Irene Ballenger		Refund Of D...			-10.00
4/6/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,292.47
4/7/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,258.00
4/11/2018	Four Season... 2165		Comcast		Cable TV Ser...			-4,397.76
4/14/2018	Four Season... DEP		Homeowner'...		Homeowner'...			2,698.00
4/19/2018	Four Season... DEP		Homeowner'...		Homeowner'...			402.57
4/20/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,406.00
4/27/2018	Four Season... 2166		Time Disposal		Trash Collecti...			-2,194.50
4/30/2018	Four Season... DEP		Homeowner'...		Homeowner'...			674.00
5/6/2018	Four Season... 2167		Algieri's Land...		Common are...			-1,400.00
5/6/2018	Four Season... 2168		Mary Hackett		Stationery			-9.48
5/9/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,087.10
5/9/2018	Four Season... DEP		Homeowner'...		Homeowner'...			592.00
5/11/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,152.00
5/14/2018	Four Season... DEP		Bank Of Ame...		Correction			74.00
5/15/2018	Four Season... 2169		Comcast		Cable TV Ser...			-4,397.76
5/21/2018	Four Season... DEP		Homeowner'...		Homeowner'...			962.00
5/21/2018	Four Season... 2170		Sharon White		Common are...			-64.99
5/25/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,290.33
5/30/2018	Four Season... DEP		Homeowner'...		Homeowner'...			1,110.00
6/4/2018	Four Season... BankAdjus		Adjustment T...					-1,250.00
6/4/2018	Four Season... 2171		Time Disposal		Trash Collecti...			-2,194.50
6/4/2018	Four Season... 2172		Algieri's Land...		Common are...			-1,400.00
<b>6/6/2017 - 6/5/2018</b>								<b>8,367.96</b>

**BALANCE 6/5/2018**

**21,725.32**

**TOTAL INFLOWS 121,716.89**

**TOTAL OUTFLOWS -113,348.93**

**NET TOTAL 8,367.96**