Directors Present: Ricky Taylor (President); James Stallworth (Vice President); Tiffany Burton (Treasurer) - Absent: Nelson Morgan (Director); Secretary Vacant

President Taylor called the meeting to order at 7:00 pm

Approval of Annual Meeting minutes - President Taylor moved to table the approval of minutes until October 28th meeting, second by V.P. Stallworth

Rules were suspended to hear from the homeowners at 7:15 pm.

The Quarterly Meeting took place on Monday, August 12, 2019, at the East Henrico Rec Center.

President Taylor, welcomed all and shared that the purpose of Quarterly Meetings is to share Association and community information to the membership and to provide a forum for homeowners to ask specific questions of the Association.  These meeting are also a great opportunity for you to meet the current Board members and your neighbors.

President Taylor, further stated that moving forward, the BoD will present a PowerPoint slide show to convey information during the meetings and the slides will be posted on the community website.

President Taylor, started the presentation and shared the property resale value, new technology opportunities and community improvements that are coming to Eastern Henrico. He further stated in the absence of the community manager the financial reports will be given by the Budget and Finances Committee Chairperson, Ms. Denise Stallworth.

The BFC, Ms. Stallworth reported on the 2nd quarter Balance Sheet and Income Statement as of June 30, 2019, year to date HOA committee expense balances, Reserve Funds, and current Homeowner Delinquency Status report.

**BALANCE SHEET**

Our Association held $36,950.99 in cash including reserves with assets totaling $59,874.44 as

of June 30th. Net Homeowner’s Past Due/Prepaid Assessments were about the same

($22,923.45) as the prior quarter. Our reserves remain moderately stable with a balance of

$36,559.13 as the Contingency Reserve was utilized to cover $1,800 in expenses this quarter

for the completed required reserve study that was due this year.

**Balance Sheet (Snapshot of Current Financials)**

**Assets**

Operating Funds (including Reserves) 36,950.99

Net HO Past Due /(Prepaids) 22,923.45

Owner Collection Costs to HCS \_\_\_\_\_\_\_\_\_\_

Total Assets (including Reserves) **$ 59,874.44**

**Reserves**

Reserve - Contingency 6,810.06

Reserve - Fence 15,963.32

Reserve - Sign 13,785.75

 36,559.13

Retained Earnings –

Total Reserves **$ 36,559.13**

**QUARTERLY INCOME STATEMENT**

BFC, Stallworth informed all present that the end of June, the Association’s year to date income

amounted to $39,720, which equals our budgeted projections as the Association set forth procedures to pursue collection of fees associated with assessment delinquencies and ARC compliance fines. Total year to date expenses are $17,133.82, which is 12% ($2,276.68) under the budgeted amount set for the first six months of calendar year 2019. The variance is mainly attributable to the significant decrease in administrative service expenses ($1,988.43) as committees established by the Board continue to assist in the operational and financial overview of the Association. As always, the Association remains diligent in looking for favorable pricing, monitoring warranties, and keeping our vendors in check throughout the year.

**DELINQUENCIES / COLLECTIONS REPORT**

BFC, Stallworth informed the homeowners that currently there are 29 of our 125 occupied homes are in collections as of June 30, 2019 (The detailed status of the delinquent accounts are as follows). The delinquency rate of 23.2% has remained unchanged from the beginning of the calendar year. However, the Association is in the process of implementing more aggressive policies and procedures in the upcoming months to address the delinquencies. Subsequently, it was recently reported by the management company that two delinquency accounts were paid in full last month in the total amount of $1,002.97 to be deposited into Association’s operating account and another is in negotiation to be settled in the upcoming weeks.

**Open Forum Reserve Fund Question:**

One of our homeowners had a few questions and concerns regard the yearly assessment increase being driven by the reserve funds. Ms. Stallworth explain the increased assessments are as a result of the financial challenge we’re facing as a community in the upcoming year and beyond. There had been no increase in assessments in almost ten (10) years, assessments must be adjusted to offset costs that continued to rise 2-3% annually. If the assessments are not increased, the Association will likely have to rely on its reserves/savings to cover costs and remain functional and that would be unfortunate as our current reserve/savings are moderate at best with only enough to cover about a year’s worth of expenses.

The homeowner asked if this was a State or County law that we must have reserve funds. Ms. Stallworth assured him that in fact this is mandated by the Commonwealth and the HOA had not been in compliance and we have to make sure we have adequate funds in the reserve for repairs and replacement of amenities in the common areas. The increase in the future will be reflective of the cost of services and delinquencies which is normally 2 to 3%. The worst thing to happen is to under fund the reserves and require homeowners to pay not only their assessments but an additional special assessment.

**Committee Reports:**

*ARC Committee, Valerie Taylor, Chair - V. President Stallworth, Liaison*

Ms. Taylor presented a few graphical charts with the results of the May 17th Spring Inspection.

A well dissevered applauds to Cedar Run! The HOA Manager concluded its’ final inspection of Cedar Run properties on August 1st. There were a few hiccups, but as a whole the community at large is on top of most things ninety-eight (98) of our 125 homeowners are in compliance leaving only twenty-four (24). The remaining twenty-for (24) homeowner will receive a 3rd violation letter (hearing notice) to meet with the Board of Directors and Management to discuss/resolve any outstanding issues.

Just as an honorable mention, homeowners are responsible for maintaining the exterior of all structures on their property including the house, garage, shed, fence, deck or patio, and driveway.

The most common HOA violation encounter was dirty, or lending mail post and moldy vinyl siding in need of a pressure washing. Keep in mind this is a result of not having inspections last year. So, hats off to you Cedar Run for making our community the most desirable place to live in the East End.

Ms. Taylor also shared concerns regarding ARC Modifications and Violation Challenges:

*Exterior Modifications*: Before you make any modification, change or addition to the exterior of your home, an application is required for the Architectural Review Subcommittee to review. Don’t be misled by well-meaning friends, neighbors or contractors. It is the homeowner’s responsibility to file an application with the Architectural Review Committee for all exterior work. Keep in mind, a county permit does not circumvent this requirement. Please Save Your Self the Aggravation – Submit the Modification Form we don’t want to stop anyone from making improvements because that’s good for all of us, but you must follow the ARC standards and guidelines.

*ARC Challenges:* Ms. Taylor stated “In order for our community to develop to its fullest potential, each and every one of us must develop an appreciation of our neighbors who make up our community. With that appreciation will come a desire to contribute to each other's wellbeing within the community. Without your cooperation, support and involvement, our association cannot succeed. The investment each of us has in our property demands that cooperation, support and involvement. To neglect that responsibility is to neglect our investment, and few of us can afford to do that”!

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| --- | --- |
| ARC Modification Request | ARC Reported Challenges |
| * Cedar Haven - Shed
* Cedar Commons - Storm Doors
* Cedar Commons - Driveway Extension
* Cedar Summit Road – Vinyl Fencing Installation
 | * Unattended dog leaving waste in neighbor’s yard– Cedar Haven Road
* Barking dog in yard – Cedar Acres Ct.
* Expired Tags on Vehicle – Cedar Colony Ct.
* Trailer parked in front yard - Cedar Acres Ct.
* Flatbed Trailer parked on Cedar Havens
* Un-approved Modifications (active)
 |

Finally, Ms. Taylor congratulated our most recent Yard of the Month recipients: Congratulations goes out to Mr. and Mrs. Robinson and Mr. Anthony Gross they are just two of the homeowners whose yards are looking exceptionally beautiful this year. If you have a minute in the evening take a nice walk or slow drive through the community, I’m sure you will feel a since of pride as you admire the beautiful flowers and yards. Great Job!

*Neighborhood Watch, Aubrey Jones, Chair - Director Nelson Morgan, Liaison (absent)*

Mr. Jones, stated the importance of putting house address on both sides of mail post. Currently only 30% of the homeowner’s have numbers on both sides. Mr. Jones stated he would update the Board with a more accurate exact count. It is very difficult for emergency services to locate your address if they approach your home in the opposite direction of were you placed the house numbers.

*4th of July:* The Neighbor Watch block captains were vigilant in reporting all incidents that occurred during the 4th of July weekend. Last year we had homeowners setting off fireworks and sparklers in their garage and fireworks in the street. As you know this is very dangerous firework remnants can spark fires especially in dry grasses areas. Mr. Jones reported “this year there were again reports of illegal fireworks and gun shots firing guns within the community is very dangerous. “Also, please keep in mind the County prohibits the use of fireworks in a residential area and if caught you could incur a hefty fine.

*Roads Restoration Project*: Mr. Jones stated a few of the homeowners did not move their cars during the first phrase (asphalt patching) of the resurfacing project. He stated the workers had to apply the asphalt around the shape of the cars which cause the road to become uneven and look terrible. He would like to inform homeowners at least 2 weeks in advance of the next stage to ensure the cars are off the roads. Mr. Jones asked if anyone had the contact information for the person in charge of the project. Mr. Jones was provided several contact methods including the person’s name and office phone number.

*Grounds Committee, Jerry Tatum, Chair - President Taylor, Liaison*

Mr. Tatum reported the grounds beautification project is still underway since there are a number of improvements projects planned in the front entryways/common areas, we are staggering the improvements in line with our budget. Happy to report the knock out roses have been planted at all three entryways. These plants are drought tolerant and should do well in these locations.

President Taylor, mentioned to keep the cost of services down they are working closely with management and the landscaping company to lock them into a 2 to 3-year contract. Finally, Mr. Tatum also shared that the field near the powerlines will be cut.

**Looking Ahead:**

President, Taylor shared we are looking at new innovative ways to improve communication, a get more participation during our quarterly and annual meetings. President Taylor suggested homeowners may have an option to call into a conference line if they can procure a conference poly-com.

President Taylor reminded everyone that the annual meeting will be held in April of 2020 Community Manager will be present), we will be voting on filling three open positions – director, treasurer and secretary.

He asked everyone to spread the word and please send their Bio to the management company if they are interested in joining the board.

Lastly, he shared to get more participation the HOA will be sponsoring a community cookout within the community in lieu of the annual Christmas party. Hopefully, this will improve the turnout and more people will cast their ballots.

Motion to adjourn the public session was made by President Taylor, second by V. President Stallworth and the motion carried at 8:00pm

Executive Session Immediately Followed