

**Cedar Run, HOA Quarterly Meeting  
February 5, 2018  
Minutes of the Public Session**

Directors Present: Ricky Taylor (President); James Stallworth (Vice President); John Dantzler (Treasurer) - Absent: Nelson Morgan (Director); Hashim Forrester (Secretary)

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

Approval of minutes Quarterly minutes October 19<sup>th</sup> - V. President Stallworth moved to approve the October 19<sup>th</sup> meeting minutes as written, seconded by President Taylor.

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

President Taylor, informed the homeowners as part of the Board's streamlining efforts we will no longer require the community manager's attendance at all quarterly meeting. The manager's presence will only be required at the annual and budget meetings. Having management only twice a year instead of four will allow for the Association to reduce expenses by alleviating the need of the Management Company to fulfill these obligations.

President Taylor, further stated in the absence of the community manager tonight the financial reports will be given by the Budget and Finance Committee.

*Budget and Finance Committee, Treasurer Dantzler, Liaison  
Denise Stallworth, Chair*

Ms. Stallworth, Chair of The Budget and Finance Committee, reported on the 4th quarter Balance Sheet and Income Statement as of December 31, 2017 as well as the current Homeowner Delinquency Status:

**BALANCE SHEET**

Our Association held \$38,874.74 in cash including reserves as of December 31st. Net Homeowner's Past Due/Prepaid Assessments decreased significantly (\$7,058.59) from the past quarter. Our reserves remain moderately stable with a balance of \$40,739.13 at the end of the quarter as a deficit in retained earnings of \$499.43 from the prior quarter (expenses paid to a previous homeowner's collection cost owed to the previous contracted collection service HCS) was reallocated to the Contingency Reserve.

**Snapshot of Current Financials**

**Assets**

- Total Assets (including Reserves) \$ 31,816.11
- Net HO Past Due / (Prepays) 7,058.59
- Total Assets (including Reserves) \$ 38,874.70**

**Reserves**

- Reserve - Contingency \$ 16,788.06
- Reserve - Fence 13,367.82
- Reserve - Sign 10,583.25
- Total Reserves \$ 40,739.13**

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**QUARTERLY INCOME STATEMENT**

Ms. Stallworth informed all present that The Association ended the calendar year with an overall loss of \$3,200.98. The year to date income remained at \$32,985.00 from the prior quarter while total expenses were \$36,185.98, which is 10% (\$3,185.98) over the \$33,000.00 budgeted amount set for calendar year 2017.

The variance is mainly attributable to a one-time purchase and installation expense (\$1,655.33) for solar lighting at the entryways as well as additional unbudgeted landscaping expenses. She also gave a detailed explanation of why we went over budget and shared some of the Boards newly established committees like the Budget and Finance Committee, that will assist in the operational and financial overview of the Association going forward and the newly formed Grounds Committee they will work closely with the landscaping company to ensure the community receives the necessary services and stays on budget for 2018. As always, the Association continues looking for favorable pricing, monitoring warranties, and keeping our vendors in check throughout the year.

**DELINQUENCIES / COLLECTIONS REPORT**

Ms. Stallworth informed the homeowners that we currently have 22 residents with past due accounts as of January 5, 2018.

To date there is 17.6% of our 125 occupied homes are in collections. Unfortunately this rate has remained unchanged from the beginning of the calendar year. The historical delinquency percentage 17.6% in the prior quarter and also year over year demonstrates a need for the Association to review current policy and procedures regarding collections. The Community will not be sustainable if the trend continues of having over half of the dues the Association requires to cover expenses being uncollected.

The total balance to date that has been processed for collections is \$24,634.57. Of that \$12,162.87 (49.37%) has been successfully collected and will be deposited into the Association's operating account as it's received. However that means that \$12,471.70 (50.63%) of association dues remains outstanding and uncollected. These results remain unchanged from the prior quarter.

The association is following the procedures as set forth by the approved Collection Policy for recovery of the funds. Federal collections regulations require the Association no longer discuss fees or the homeowner's personal situation directly. Homeowners must negotiate and make payment arrangements with the association's designated collection agency, Equity Experts. The agent will make every attempt to assist homeowners with restoring their accounts. If the homeowner does not comply with the arrangements agreed between themselves and the agent, the account will be referred to collection as a last resort.

Treasurer Dantzler moved to accept the Financial Report as read seconded by V. President Stallworth motion carried.

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*ARC Committee, V. President Stallworth, Liaison  
Beth Morgan, Chair*

V. President, Stallworth briefed everyone on the function and use of the newly purchased Smartweb software. Smartweb is designed to help streamline modification requests and violations. The management company's technical support staff is in the process of entering our community information (homeowner's names and addresses) into the database. After completion, the ARC will have an opportunity to test and learn the software. Ms. Taylor stated the software will simplify and expedite the approval process.

V. P. Stallworth reported the ARC received the following modification applications: 3804 Cedar Commons Patio and Storage Shed (retroactively submitted), 5312 Cedar Haven - Shed and replace trees with Dogwood trees, 4920 Cedar Summit Flagpole, 4912 Cedar Park Brick Grill

*Grounds Committee, V. President Stallworth, Liaison  
Jerry Tatum, Chair*

Line of sight violation Outdoor Solutions won the bid to cut the Creep Myrtles and shrubs at the third entryway (Cedar Summit Road). The committee is reviewing and modifying the existing landscaping contract to make sure we're stating clearly the frequency and services required under the new contract.

*Neighborhood Watch, Director Nelson Morgan, Liaison  
Aubrey Jones, Chair*

Neighborhood Watch Committee held a meeting on February 5<sup>th</sup>. Officer Scott said there was two hundred ninety three (293) calls for service within a 90 day period, out of the two hundred ninety three (293), sixteen (16) were Cedar Run (house alarms, car doors left open). Officer Scott instructed everyone to lock your cars and doors especially now that the weather is warming up. The committee discussed the issues with block captains presently they have six (6) of the nine (9) still need three (3) more. The three (3) areas that still need block captains are 3500 thru 3600 Cedar Commons Rd; 4800 Cedar Seed; 3600 Cedar Colony. The first task is to get everyone in the subdivision to put their address on both sides of your mail post. This will help the first responders like the EMT and Fire department.

Mr. Jones stated a member suggested they get badges or something that says Cedar Run neighborhood watch. President Taylor suggested getting Tee Shirts, he offered to purchase shirts for the neighborhood watch once you provide the sizes. Mr. Jones said his wife is very crafty and he will discuss this further with his group.

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Events/Social Committee, V. President Stallworth, Liaison

Valerie Taylor, Chair

Ms. Taylor updated everyone on the Christmas House Decorating Contest, this year's winners are as follows: 1<sup>st</sup> prize Mr. Mrs. Davis, 2<sup>nd</sup> Mr. Mrs. Tatum, 3<sup>rd</sup> Mr. Mrs. McCauley. The Christmas Party was a great success Ms. Taylor thanked everyone for working together and their generous donations to our toy drive for Henrico Christmas Mothers.

Henrico County Violation – V. President Stallworth updated the homeowners on the site line violations at Cedar Fork and Cedar Summit. The overgrown Creep Myrtles and shrubs are affecting driver's line of sight as they exist Cedar Summit to enter Cedar Fork. The Grounds Committee solicited three bids and the bid was awarded. The contractor will be on the grounds to cut the Creep Myrtles and shrubs at the third entrance way (Cedar Summit Road) within the next few weeks.

President Taylor, stated there should be a noticeable change and the Board along with the Grounds Committee are developing a plan to cut the overgrowth around the remaining entryways. This will have to be planned in stages because of the cost.

New HOA Meeting Dates: All meetings will be held on Mondays at 7:00pm

President Taylor stated the new HOA meeting dates will be as follows: April 16<sup>th</sup> August 20<sup>th</sup> and October 29<sup>th</sup>. The annual meeting on April 16<sup>th</sup> (Community Manager will be present), we will be voting on filling two open positions - treasurer and director. President Taylor, asked everyone to please send their Bio to the management company if they are interested in joining the board. August 20<sup>th</sup> (quarterly) and October 29<sup>th</sup> quarterly budget meeting (Community Manager will be present).

Motion to adjourn the public session was made by President Taylor, second by V. President Stallworth and the motion carried at 7:45pm

No Executive Session