

OPEQUON HOMEOWNERS ASSOCIATION ANNUAL MEETING
JANUARY 11, 2017

Board Present: Kevin Conklin, Brooks Fost, Mark Aydin

Owners Present: Matt Auman, Mike Messina, Suzy Messina, Matt Mooney

Certification of Proxies: none.

Management Company: John Hanna, Andria Lamey

Call to Order:

Brooks called the meeting to order at 6:05 PM and asked John to go over Financials first.

Financial Report:

John distributed a packet of reports for discussion. The first report is the General Ledger as of December 31, 2016. The purpose of this report is to reflect the cash balance at the end of the year. As of December 31, 2016 a total of 22,435.34 was in the bank. Operating account had a balance of \$8,370.50, the reserve account had \$14,064.84.

The next page is the approved 2017 budget. John wanted to focus on columns B, C, and D. The first column is the 2016 budget, second column is the actual spent in 2016, and last column is variance. Expenses worth noting for 2016: maintenance was under, no maintenance needed on the retention ponds last year. The reserve account was over this year by \$213.00, overall it was a good year.

Moving over to column F, this is the approved 2017 budget. Association fees will increase to \$200.00 per year. This increase will help to build the reserve account for the future.

The last page of the packet is the budget vs. actual, but we have already covered that when going over the budget.

Maintenance/Landscaping:

There was one charge from Scott's landscaping in 2016 for mowing the retention ponds. Scott's brings in Brush Hogs for this project, and it saves time and money.

An owner adds that the front entrance looks nice and is always taken care of. The COA takes care of that, but they also have Scott's as their landscaper.

Old Business:

Speed bump installation:

The Board contacted the Township and they were not very positive about the installation. When it snows and the township come out to plow the roads they would hit the speed bump and it would damage their plows. Opequon would have to find somewhere to store it for the winter to prevent the plow hitting it, and Opequon has nowhere to store it. The township recommended installing an electric speed reader. Brooks says the speeding has come to halt recently and doesn't think this is necessary at this time. The Board tables this topic, and if it ever becomes an issue in the future they will readdress it.

New Business:

- a) Proposed revision of Bylaws and Covenants to require 3 directors
 - 1. Started 2016 with 5 members. 2 resigned and Mark was added to the Board. There are currently 3 Board members.
 - 2. The Bylaws state that 5 members must make up the Board. The current Board would like to change that number to 3. It is very difficult to have 5 members, and to get owners to attend the meetings.
- b) Election of Board members
 - 1. The Board would like to continue this meeting on February 15, 2017 due to not having a quorum present.
- c) Other proposed revisions of Bylaws and Covenants – Items the BOD would like changed
 - 1. 3 Board members instead of 5
 - 2. The Bylaws state a certain date the BOD must meet for an annual meeting. The BOD would like to change that to say the first month of the year.
 - 3. Terms of office. The Bylaws currently state the term of office is 1 year. The BOD would like to change that to a 3 year term.

Questions from Owners:

Q: Matt Auman asked why John budgeted for an increase to the reserve fund.

A: John explains that having a good amount of money in the reserves will help for more than one reason. The retention ponds have to be inspected every year. If there was ever an issue with one of them, it would not be an inexpensive fix. With the increase of fees, you will barely break even for the year.

Q: Was there a quorum for raising the Association fee?

A: There was a quorum present, and it was passed. *The Board does not need owners to approve an increase in fees.

Q: Could Opequon insure the retention ponds in case something like a sinkhole destroys it?

A: The retention ponds cannot be insured. Insurance companies will not insure dirt.

Other comments:

John explains that \$50,000.00 in the reserve account would be ideal, this is ideal over the next 10 years. If there is ever a problem with the basins and there is no money in the reserve account, the Association would have to assess each owner a large lump sum of money. So a \$25.00 increase each year will help to prevent this.

The HOA and the COA are still considered one. They are not separate, so if the covenants are changed the HOA and COA will have to agree. The only way anything can be changed is if it is more restrictive.

The HOA would like to separate from the COA if possible.

Adjournment:

The BOD has decided to continue this meeting until February 15, 2017 due to not having a quorum present.

MEETING CONTINUED

February 15, 2017

Board Present: Kevin Conklin, Brooks Foster, Mark Aydin

Owners Present: Mike Messina, Suzy Messina, Chuck Von Flotow, Barbara Suen

Certification of Proxies: 137 Meadowflower Circle appointed Brooks Foster
205 Meadowflower Circle appointed Brooks Foster
171 Meadowflower Circle appointed Brooks Foster
301 Meadowflower Circle appointed Brooks Foster
147 Meadowflower Circle appointed Brooks Foster

Management Company: John Hanna, Andria Lamey

Call to Order:

Brooks called the meeting to order at 6:05 PM. The purpose of this meeting is to amend three of the current by-laws. At the annual meeting held on January 11, 2017 there was not a quorum present. There is a quorum present tonight, including proxies. Brooks asked John Hanna of Continental to go over the three by-laws they would like to change, and then get a vote.

Revision of By-laws:

The first revision in the by-laws is Section 3.01 under ANNUAL MEETINGS. It currently reads that the annual meeting must be held on the same day every year, unless it is a legal holiday. The Board would like to change it to read that the meeting must be held the first month (January) of every year.

Next is Section 4.01 under NUMBER. The By-laws currently read the Board must be made up of 5 members. The current Board would like to change that to read the Board must be made up of 3 members.

Last is Section 11.01 under ASSESSMENTS. The By-laws currently read that the late fee is 6% per annum. The Board would like to change that to \$25.00 per month until paid.

Brooks Foster made a motion to approve all changes to the By-laws as written above, 195 MFC 2nd Brooks motion. All were in favor.

Open Floor:

Brooks announced that Kevin will be selling his home next month, and there will be an open chair on the Board. There is approximately 2 years left of Kevin's term. Brooks asked the audience if anyone would

be interested. Mike Messina and Chuck Von Flotow showed some interest and said they would be in touch with Brooks soon.

Adjournment:

With no further questions or concerns Brooks adjourned the meeting at 6:25 PM.

Respectfully Submitted,

Andria Lamey