

Barrington Place Homeowner's Association Annual Meeting
Tuesday, December 4, 2018
University Elementary

Meeting Minutes

Meeting called to order at 7:08 p.m.

Proof of Notice:

- Deadline for mailing Notice was November 20th
- Notice mailed on November 20th

Confirmation of Quorum:

- Must have 26 to meet quorum
- Quorum was met with 20 present and 36 by proxy for a total of 56

2017 Minutes:

- No changes to last year's annual meeting minutes.
- Motion to Approve the minutes from 2017 without reading made by Bill Ramos
- Said Motion seconded by Cindy Lincicome
- All in favor, none opposed, Motion Approved

Financials:

2017 Financial Report:

- Total income = \$183,128.14 (includes HOA dues, insurance, and non-dues income such as services rendered and billed back to owners)
- Insurance came to \$12,694.00, which is a pass-thru amount
- Accounting/Legal/Professional fees were under budget by \$63.50
- Electricity was under budget by \$2,065.44
- Fire Alarm Monitoring/Inspections was under budget by \$2,176.63
- Hallway Cleaning was over budget by \$787 due to some extra cleaning we had done
- Dryer vent cleaning was over budget by \$860
- Landscape Maintenance was over budget by \$4,318.28
- Management fees were right on budget
- Miscellaneous fees were pretty much right on budget
- Office supplies/postage was under budget by about \$100
- Repairs/Maintenance was over budget by \$2,803.29
- Snow removal was under budget by about \$5,000
- Telephone expenses were over budget by \$1,167
- Trash removal was under budget by \$118
- Pest Control was under budget by \$190

- We had \$3487.25 in billable expenses. This is where the HOA pays for a service that is turned around and billed back to the owner. The income from this shows up in the non-dues income.
- Water Assessment was \$2,156 under budget
- Garage roof replacement project came in at \$466.04 under budget
- Siding Replacement was not done in 2017, thus saving us \$16,000 we had budgeted
- We did have to do some asphalt sealing, which was not budgeted for. This came to \$1,885
- The 3707 ravine wall project was under budget by \$1,170
- We did do some minor deck cleaning/staining for \$100
- The erosion control/rain garden project was over budget by \$1,000
- Ending reserves for 2017 was \$88,180.81
- Motion to Approve 2017 Financials by Ken Caulton
- Motion was 2nd by Matt Glassgow
- All in favor, none opposed, Motion Approved.

Current and Projected Finances for 2018:

- Projected total income = \$180,220 (Includes HOA dues, insurance, and non-dues income).
- Insurance came to \$14,400, which is a pass-thru amount
- Accounting/Legal/Professional fees are projected to be over budget by approximately \$3000
- Electricity is projected to be under budget by \$800
- Fire Alarm Monitoring/Inspections are projected to be over budget by \$500 due to increased cost by Vendor
- Hallway Cleaning is projected to be over budget by \$180 due to extra carpet cleaning we had done
- Dryer vent cleaning should be right on budget
- Income taxes were \$200 over budget due to increased cost by Vendor
- Landscape Maintenance is projected to be approximately \$1500 over budget
- Management fees will be right on budget
- Miscellaneous fees should be right on budget
- Repairs/Maintenance is projected to be \$10,000 over budget. The entry panels came in \$1000 under budget, but we also had to spend \$5000 on a leaking egress window ell at 3707, \$1400 in plumbing issues, and \$7,300 in replacing light fixtures. Due to the extra expenses, we were unable to cover the asphalt sealing, which was supposed to be part of the repairs & maintenance budget for the 2018 budget.
- Snow removal should be under budget by about \$1800
- Telephone expenses are projected to be over budget by \$1840 due to a nation-wide increase in our plan.
- Trash removal should be right on budget
- Pest Control is projected to be under budget by about \$60

- We have had \$4170 in billable expenses, which were billed back to the owners and the income from that shows up in the non-dues income.
- Water assessment is projected to be approximately \$3250 under budget
- The boral wood siding replacement project at 3705 is expected to come in under budget by \$470, even though we ran into some unexpected overages or charges which totaled \$3,230
- We had to do some emergency deck replacements that were not budgeted for. This came to about \$11,900.
- We also had to do some asphalt sealing, which was not done in 2017. This came to \$1800.
- We also had to do some retaining wall work, which came to \$3800
- Termite treatment had to be done, which came to \$2270
- Due to these unexpected projects, the exterior lights, additional parking, interior hallway décor, and entrance project was deferred.
- Ending reserves for 2018 is projected to be approximately \$32,825.81.

Proposed 2019 Budget:

- Total income = \$173,520 (\$260 per month per unit, so no increase in dues)
- Insurance will remain a pass-through expense
- Propose to add \$600 in accounting/legal/professional fees for the Appfolio Charge, which gives each owner the option to pay online.
- Propose to decrease the electricity budget by \$500 due to lower usage the last few years
- Propose to increase fire alarm monitoring/inspection budget by \$500 due to increased cost by Vendor
- Budget for hallway cleaning will remain the same as it was for 2018
- Propose increase in dryer vent cleaning budget by \$500 due to increased cost by Vendor
- Propose increase in income tax budget by \$200 due to tax filing fees cost increase by Vendor
- Landscape Maintenance budget will remain the same as 2018
- Propose increase in management fees of \$225 – Jamar is requesting an increase
- Miscellaneous, office supplies/postage, and repair & maintenance will remain the same as 2018
- Proposed decrease in snow removal budget by \$1200 due to last few years
- Propose increase in telephone budget by \$1740 due to increased cost by Vendor
- Budget for trash removal and pest control will remain the same as 2018
- Propose budget of \$5000 for the audit payment – The HOA will conduct an audit of the 2018 records
 - A financial task force was created to go over reserves, long-term planning, and governing docs.
 - Audit:
 - ❖ Bylaws require an audit, but this doesn't have to be done every year. An audit can be waived at the annual meeting or a review

can be approved instead. Common practice is an audit every 5 years.

- ❖ The HOA looked at 3 different companies for the 2018 audit, and chose Comer Nowling.
- ❖ Motion to waive next year's audit made by Mary Grogan, said Motion seconded by Bill Ramos, all in favor, none opposed, motion passes

- Reserves Study Discussion:

- ❖ Minimum reserves = \$20,000
 - ❖ List of future capital projects and costs put together
 - ❖ 2 big projects next year – siding replacement at 3707 and finish deck replacements
 - ❖ Goal is to avoid a special assessment
 - ❖ Board is trying to apply for a seven-year commercial loan (must have 10% in reserves). After loan, the HOA will be able to build reserves back up.
- Propose decrease in water assessment of \$3000 due to lowered usage over the past few years
- Reserve expenses: \$80,000 for the siding replacement at 3707; \$30,000 to finish up deck replacements; \$3000 for the exterior lights that were deferred from 2018, \$6000 for termite treatment. The HOA is applying for a \$110,000 loan in order to do some of these major items; therefore, we would need a loan repayment line in the budget as well. The loan repayment line would be \$18,720.
- The projected ending reserves for 2019 would be \$43,815.81
- Motion to approve 2019 budget with loan made by Ken Caulton
- Motion 2nd by Brian Cwiek
- All in favor, none opposed, Motion Approved

Presentation and Vote on Proposed Bylaw Changes:

- Bylaw Committee was formed – discussion held on their findings, which was sent to each owner in the owner packet
- Not enough members present to vote on changes, as we needed 39 for the vote and only had 36 in person and/or by proxy
- Committee will continue with review and revisions and attempt to pass changes at another meeting.

Election of 2019 Board:

- 5 available positions this year
- List of Candidates: Brian Cwiek, Matthew Glassgow, Mary Grogan, Graham Shepfer, Irina Tsvetkova
- No other nominees came forward
- Vote at the meeting revealed list of candidates will remain on the board

Adjournment:

Motion to Adjourn made by Bill Ramos

Said motion seconded by Brian Cwiek

All in favor, none opposed, passes

Meeting adjourned at 8:21 p.m.