

Hamlet at Fountain Greens Association, Inc

Annual Meeting – Homeowners – February 10, 2016

Goodwill Community Meeting Room

Location – 630 24 ½ Road

President Tom Haas brought the meeting to order at 6:30 pm. He introduced himself as President and Chairman of the Maintenance Committee, Hermie Fox as Vice President and Landscaping Committee Chairman, Sue Parks as Secretary/Treasurer and Chairman of the Architectural Control Committee, and Gerri Coffey as member of the Board. He continued by introducing Linda and Loran Dake as the HOA managers/bookkeepers for the HOA.

Committee Reports

How Can I Help The Neighborhood?

Tom began the meeting by reviewing the agenda and asking the membership to consider volunteering for a position on the board of Directors, read and follow the controlling documents, volunteer to be on one of the committees and communicate your interest with any one of the board members, be involved in the HOA seasonal projects, and generally be part of the process. In conclusion, he suggested that if you are confident in your abilities, to pull a weed, sweep a sidewalk, sweep light snow, and sanding icy spots, only if you are able. This effort would supplemental work done by our paid service providers, and improve the look and safety in our neighborhood.

Landscape Committee

Hermie Fox reported the HOA has new contracts for Landscape Maintenance and Snow Removal with no increase in cost. She asked the members to please consider being part of supervision process. She mentioned in the past, we have had representatives from each of the four Cul De Sacs, pay attention to issues in their area and voice the issues or concerns to a meeting of the committee. If anyone was interested to please contact anyone on the board to get more information.

Hermie recalled the big snow on Christmas Day. It is unusual for a big snow to fall on the one day of the year that snow removal is not done. The snow removal guys showed up the next day late and worked into the dark of the evening. Due to a few issues, the Board of Directors notified the contractor, no snow removal after dark. She stated two inches of snow accumulation is required before the snow is removed. And please note, snow removal often involves judgement calls. Please be reasonable and patient when it comes to expectations.

In conclusion, during the 2015 season, we replaced 84 plants, replaced 12 yards of crushed granite, performed deep root feeding for the tree, repaired minor irrigation issues, and removed snow.

Architectural Control Committee

Sue Parks began by stating the board has simplified the process for requesting a change for either landscaping or architectural issues. She mentioned the new form will begin the process, keep a written record of the request, and then routed to either Landscape Committee or the ACC and then go through the review process. She suggested anyone interested in changing the exterior of their home, or the grounds, to contact her. She encouraged everyone to use the web site to access the forms.

Maintenance Committee

Tom reported, last year the HOA repaired or replaced eight driveways for \$20,000. He continued, the HOA had all the units' gutters repaired and cleaned for \$4,413, fixed three roof leaks for \$1,477 and spent \$1,106 on snow removal.

Community Communications

Tom presented the committee report by thanking Judy Brock and Cathey Pabst for the quarterly "Hamlet Happenings" a great way to stay up to date on Hamlet news. He also suggested everyone visit our website for current events and project timelines, association documents, financial records, contact information both phone numbers and emails, and frequently asked questions.

Tom took a few minutes to show how easy it was to use the website, pointing out the tabs at the top of the page and how much information was available.

www.hamletatfountaingreens.com

HOA Document Update

Tom stated the board of directors was in the midst of a updating our controlling documents, Articles of Incorporation, Bylaws and CCR's. He mentioned we had hired an attorney to do the legal work. He stated we were looking at removing the references to the declarant, clarify the common areas, consider requiring proof of homeowners insurance, removing the references to providing a domestic water supply, and working capital fund.

Tom also mentioned the HOA had begun the process of adopting the nine policies as required by the state, starting with the policy for policies which establishes the format and method to create all future policies. He mentioned that we had begun the collection policy and would be working with the attorney on the remaining policies.

2016 Budget Goals

Tom clarified the budget by stating it has two parts – the annual operating expenses and the long term reserves. The goal is to spend less and save more. He suggested it was the boards view to reduce or keep the operating expenses as low as possible all the while maintaining the quality of the neighborhood. He pointed out, the grounds maintenance was 55% of the 2015 budget. He suggested some residents could help by performing minor maintenance if they are able. The second half of the goal is to save sufficient funds to pay for future obligations such as roof/gutter replacement, exterior painting, private road maintenance, just to name a few of the major elements.

2016 Annual Budget

Tom presented a spread sheet to illustrate the 2016 budget. The budget was highlighted with operating expense line items and long term capital reserves projected expenses. He pointed out, the annual budget is based on a \$15 increase in the monthly assessment to \$155, to begin in March 2016.

A brief discussion took place with members expressing their acceptance of the budget and knowing the monthly assessment will likely have to be raised again in the future.

2016 Capital Reserve Analysis

Tom presented the reserve study components list which illustrated the major components, roof replacements, gutter and downspout replacement, exterior paint, private roads seal coated, as highlighted elements. The additional long range components were asphalt overlay on private streets, mail box replacement, siding replacement, and irrigation system replacement. These components are long range and need more study to determine the life expectancy.

He pointed out the life expectancy of the major components was identified and estimates provided by contractors and trade specialists were plugged in. He spent a few minutes discussing inflation, and how it affects the future costs. He pointed out there was no way to accurately determine the future cost except to update estimates periodically, keep up on maintenance and adjust for anticipated inflation as needed. He concluded this portion by pointing out the current study shows we will need to save about \$49,000 per year to meet these future obligations.

2016 Budget Summary

Tom presented the summary as follows:

Annual Operating Budget:	\$ 87,580
Reserves Funding Budget:	36,062
Total Budget:	\$123,642
Monthly Assessment	\$ 155

Tom pointed out to the members, if we have a good year, we should be able to supplement the reserve account with the money not used in the operating budget. He noted last year we supplemented the reserve account by \$12,000 due to prudent use of the operating funds.

Election of New Board Members

Tom pointed out that the Board did not have any openings this year. However, if you are interested in serving on the board or a committee, please contact anyone on the board and let them know your interests. We can always use the help.

A brief discussion followed regarding committee work. Barbara Cotting and Dan Dykstra mentioned they might be interested in joining the Document Re-write Committee.

Other Matters

Tom asked if anyone had anything to add to the discussion.

Jane Nair mentioned that her concrete driveway had lifted a bit this winter, creating a potential trip hazard. Tom suggested we keep an eye on it and hopefully when the ground thaws it will settle down.

Paul and Joyce Fletcher mentioned they had a low spot in their area and suggested they might need a French drain. Tom suggested the landscape committee keep tabs on the issue during the new season to see what might be done to fix the low spot.

Barbara Compton pointed out that she had small areas where the alkali soils produce a white residue on the ground cover and that she used vinegar to combat the issue with decent success.

Tom asked Sue for an attendance count. We had fourteen (14) proxies and seventeen (17) units represented for a total of thirty one (31). A quorum is twenty percent of sixty seven (67) or fourteen (14), therefore we have a quorum.

Adjournment:

Tom asked if there were any more issues or business to discuss. Being none, Barbara Cotting made the motion to adjourn, Hermie Fox seconded the motion and it passed unanimously.

Hermie Fox: 256-0484

Sue Parks: 241-2792

Gerry Coffey: 242-3683

Tom Haas: 254-3109