

Minutes from the 4/22/14 Annual Meeting

- The 2013 Annual meeting minutes were reviewed. No questions / comments were received.
- Accomplishments from 2013 were reviewed. Mitigation of community concerns regarding the Rowell house were included , although this activity occurred in 2014.
- An overview of the storm drain repair completed by the Santana residence along Persimmon Creek Road was provided. Mr. Santana expressed concerns that the repairs were not conducted to required specifications.
 - The BOD recorded an action to research specifications from the county and determine if further improvements were required.

PHIA Annual Meeting

April 22, 2014

At the Real Life Church, 27399 Old Village Road, Mechanicsville

1. Sign In and Proxy (6:45 - 7:00)
2. Reading of Minutes of Previous Meeting (7:00 – 7:05)
3. Reports of Officers (7:05 – 7:40)
 - a. President – Accomplishments, Initiatives (7:05 – 7:25)
 - Front Entrance Electricity Cost Benefit Analysis
 - Vandalism and Theft/Suspicious Activity
 - » Security Camera
 - » Security Watch
 - Timeline for assessment mailing/late fees and policy/attorney fees
 - b. Vice President - Management Reserve (7:25 – 7:30)
 - c. Treasurer (7:30-7:35)
 - Report of Financial Committee (7:35-7:40)
4. Continuing Business (7:40-7:50)
 - a. Mosquito Control
 - b. Rowell house
 - c. Yard Sale Planning
 - d. Volunteer Acknowledgement
5. Nominations for Treasurer (7:50-8:00)

2013 Annual Meeting Minutes

- Management Reserve History and Projections were reviewed.
 - 2013 Projection was ~ \$500.00
 - A goal of \$3000.00 for management reserve was discussed and accepted by those in attendance.
 - 2014 Dues Increase Presented
 - 3 Yr Projection to achieve goal
 - Additional Annual Dues increase of \$5 to \$10 was presented as part of the plan.
- The 2013 Budget was presented.
 - Balance , disbursements and projected expenditures were discussed.
 - Projected Carry Over to 2014 was \$492.32
 - Budget options for tree replacement / stump grinding / mosquito control and storm drain maintenance were discussed and prioritized.
 - Tree Replacement and Stump Grinding was approved
 - Mosquito spraying was disapproved in lieu of individual member mosquito boxes
 - Storm drain maintenance was deferred to a special meeting vote.
- Dues Policy / Due Date was discussed.
- Financial Committee Report was provided.
- BOD Nominations were collected and elections were held.
- Unfinished Business was discussed. (Yard Sale, Community Directory)
- Special meeting was held to vote on a special assessment for storm drain repair. A fee of \$15.00 per member was approved.

2013 Accomplishments

- Budget analysis updated and provided to membership for Annual meeting supporting financial decisions
- Financial Committee – Favorable Reports
- Replaced two trees and ground two stumps along Persimmon Creek Road
 - Investigated (with help of members) appropriate alternative to Bradford Pear (Red Bud ; native to Maryland)
- Storm drain maintenance along Persimmon Creek Road (Nov 13 through Mar 13)
 - Maintenance Contract has provisions for stump grinding and tree planting (reduced lead time to get work done)
- Yard Sale , NNO
- Rowell House Condition Violation (2014)
 - Legal correspondence with Bank
 - Health Department Notification

PHIA Storm Drain Maintenance



BOD Goals

- Refurbish existing storm drains to preclude consequences of drainage issues.
- 1 drain per year until all drains requiring maintenance are addressed.



Accomplishments

- Refurbished existing storm drain on Persimmon Creek Road near Santana Residence.
- Cost : \$1100
- Start 11/13 : Completed 4/14

2 Flagpole Solar Lights – 300.00

Cost of Electricity – 60 / month

- Estimate 50% of bill is from flag pole light. (total cost per year at \$25 / month is \$300.00)
- Place within 10 ft of flag (not easily reachable)

Projected 10 – 12 Hour Duration

- Use during Daylight Savings Time (Mar to Oct)
- Remove for Winter and Use Electricity

| | | | | | | |
|---|---------|--------|--------|--------|--------|--------|
| Yearly Cost of Flag Pole Electricity | \$300 | | | | | |
| Cost of Flag Pole Lights | (\$320) | | | | | |
| | | | | | | |
| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| Projected Electricity Cost (Oct to Dec) | 75.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 |
| June Install Cost Avoidance (Jun to Sep) | 100.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 |
| New Solar Panel (\$50) | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 50.00 |
| New Battery (\$25) | 0.00 | 25.00 | 0.00 | 25.00 | 0.00 | 25.00 |
| LED Light | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 0.00 |
| Cash Flow | -220.00 | -95.00 | 5.00 | 130.00 | 255.00 | 330.00 |

Warranty Information:

LED Lights: 3 years

Solar Panel: 1 year

Battery: 90 days

Payback in 2 yrs



Security Options (Option One)

- Install Video Camera at Front Entrance
 - Time Stamp
 - Continuous Loop
 - Cost Assessed at > 2,000 to Purchase
 - Maintenance and Storage of Data

Pros: Video of vehicles / license plates leaving community. Can be used along with eyewitness accounts of when vandalism / suspected robberies are committed to identify potential violators.

Cons: Cost (Would require membership vote and increase annual assessment of ~ \$30.00 per year.)

Is the community interested in further developing the costs and logistics associated with this option?

Security Options (Option Two)

- Hired for Summer / Fall Months
 - Could cost anywhere from \$25.00 to \$60.00 per hour depending upon company.
 - Projected Hours: 11 PM to 3 AM Friday – Saturday Nights
 - Projected Monthly Cost \$1280
 - July – Oct Cost = \$5120

Pro: Crime deterrent of marked car in neighborhood. Ability to catch violators.

Con: Cost (Projected Membership Increase of \$61.00 per year would require special meeting and vote)

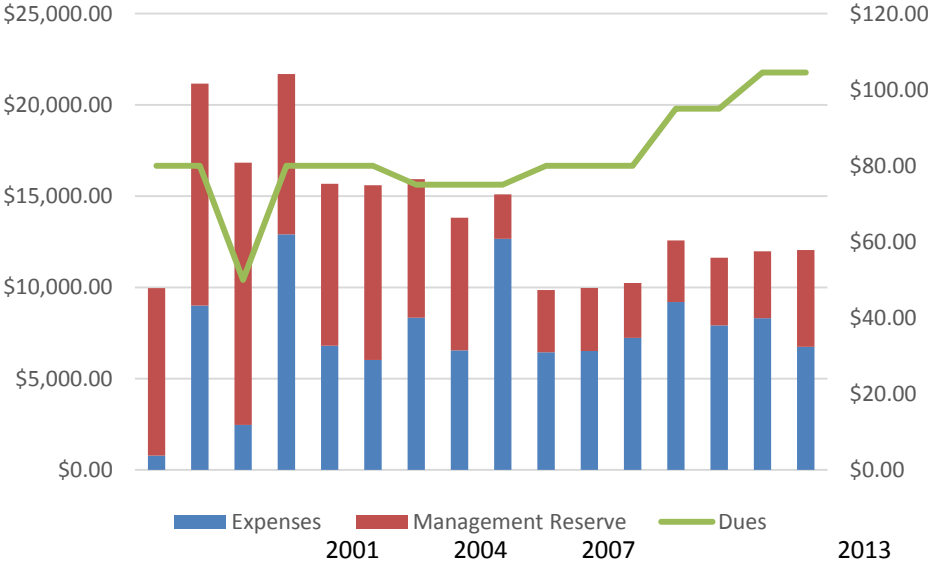
Dues Policy / Due Date

2014 Annual Assessment (\$104.50)

- Annual Dues
 - Statements mailed out ~ 1 Dec every year.
 - Due Date: January 31st of the New Year
 - Payment due date / amount communicated through out year.
 - Payment Late Fees Begin February 15
 - \$15.00 + 4.7 Cents per day (18% Annum)
 - Late fee notice and payment reminder mailed out ~ 2 weeks after February 15.
 - 15 days to respond. If no response, Demand letter sent from resident agent (Attorney Fees added to Account at rate of \$200 / hr for any work related to each individual account)
 - If no response to demand letter, claim filed in court.

If you haven't received a dues statement by January 1st, contact us immediately to ensure avoidance of late fees.

FINANCIAL HISTORY



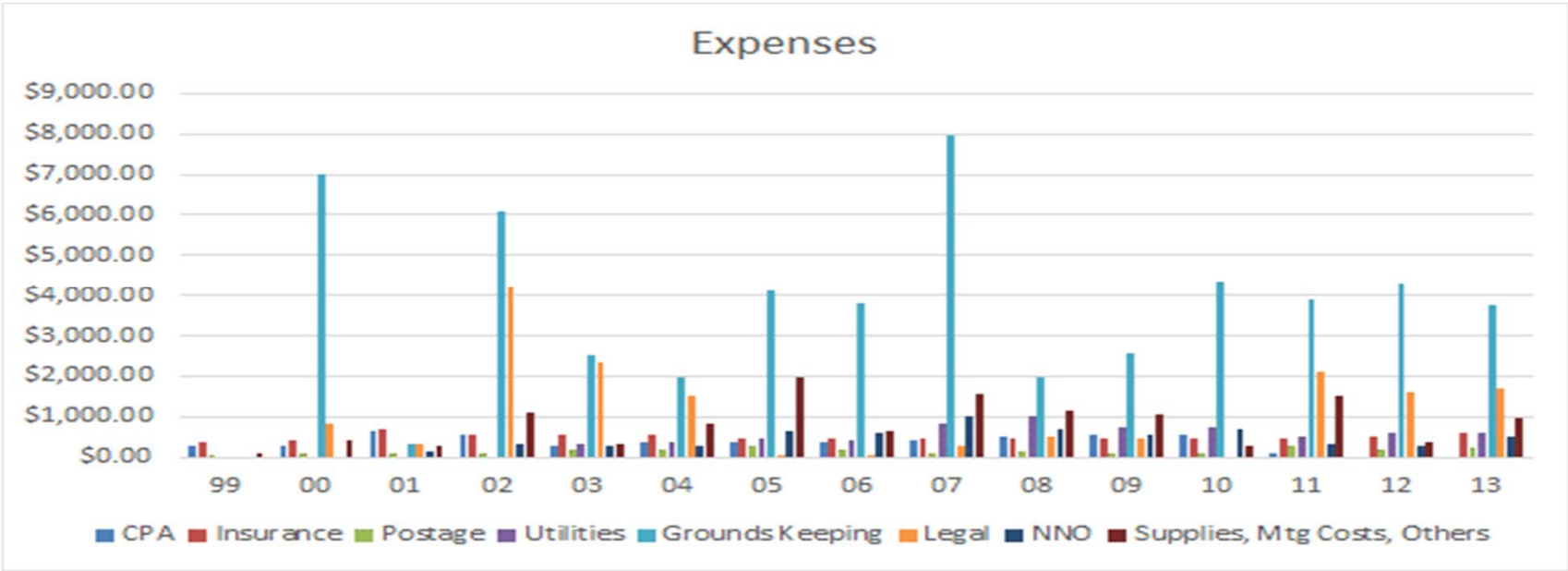
\$7,000.00 for grounds keeping in 2000

\$6,100.00 for grounds keeping and \$4,204.09 for legal fees in 2002

\$3,815.11 in legal fees for 2003/2004 – received \$XXX back

\$8,811.94 for landscaping in 2005-2007

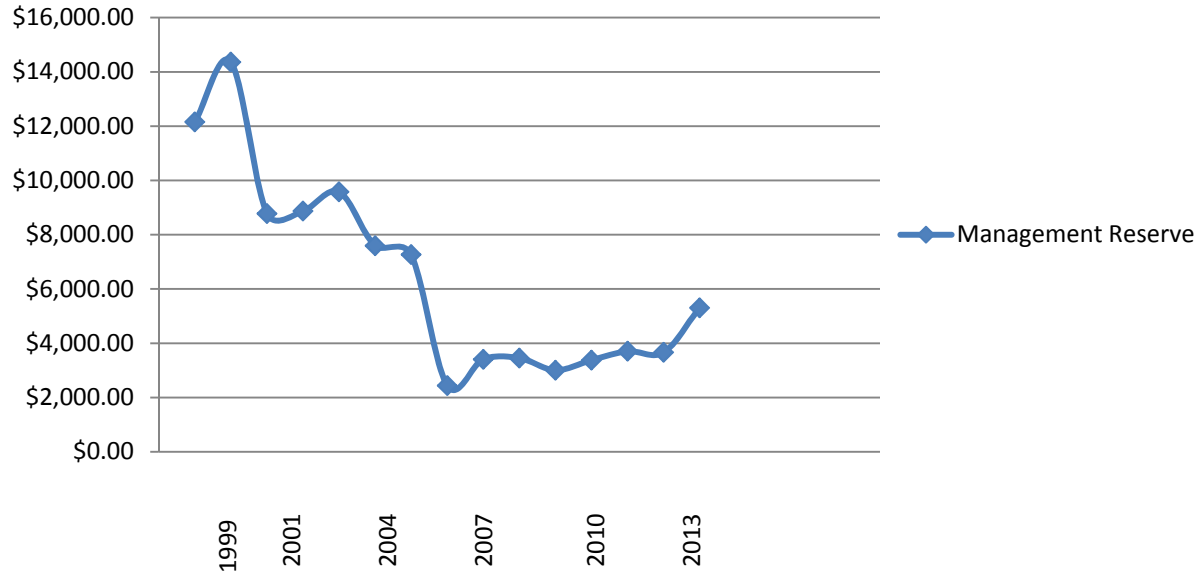
\$6,660.90 for work on the front entrance in 2007 – received \$1500 from Marrick to off-set cost



Note: Grounds keeping includes landscaping and costs for storm system repair (i.e., riprap)

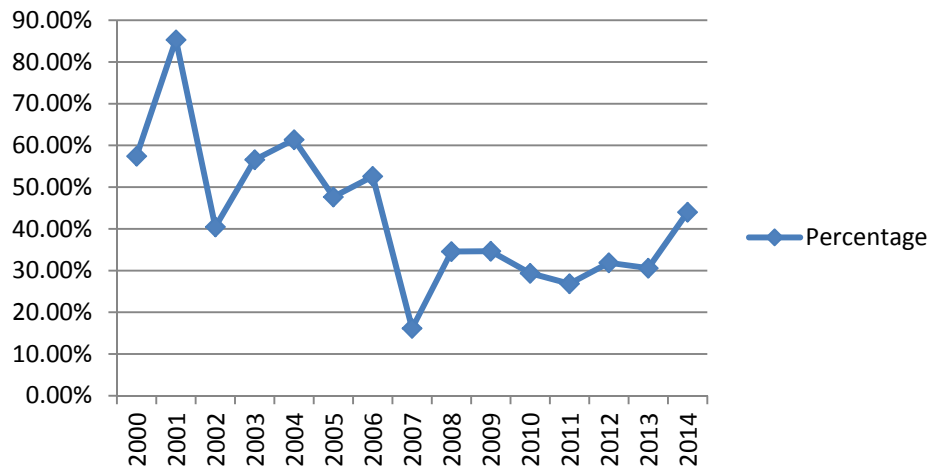
FINANCIAL HISTORY

Management Reserve



Top Chart - management reserve in dollars by year

Percentage

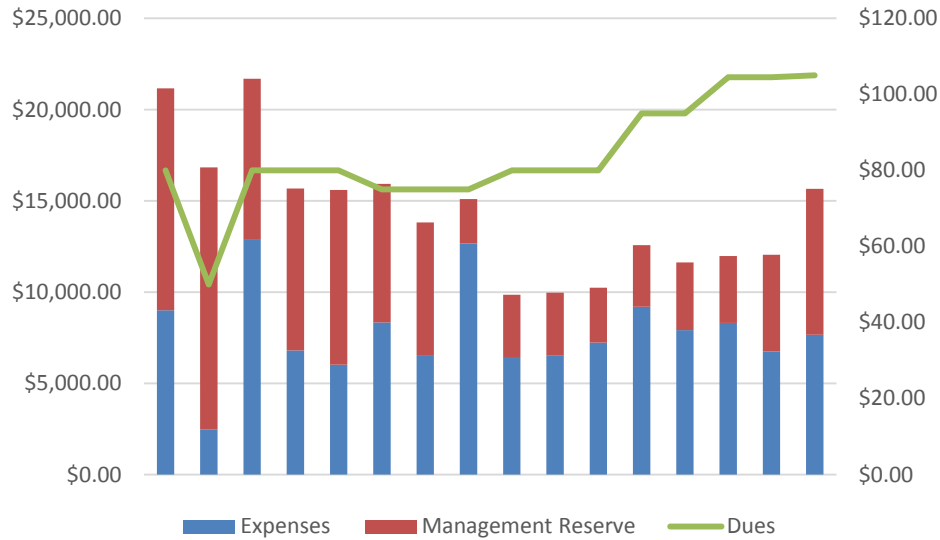


Bottom Chart – percent of total budget that was allocated to management reserve

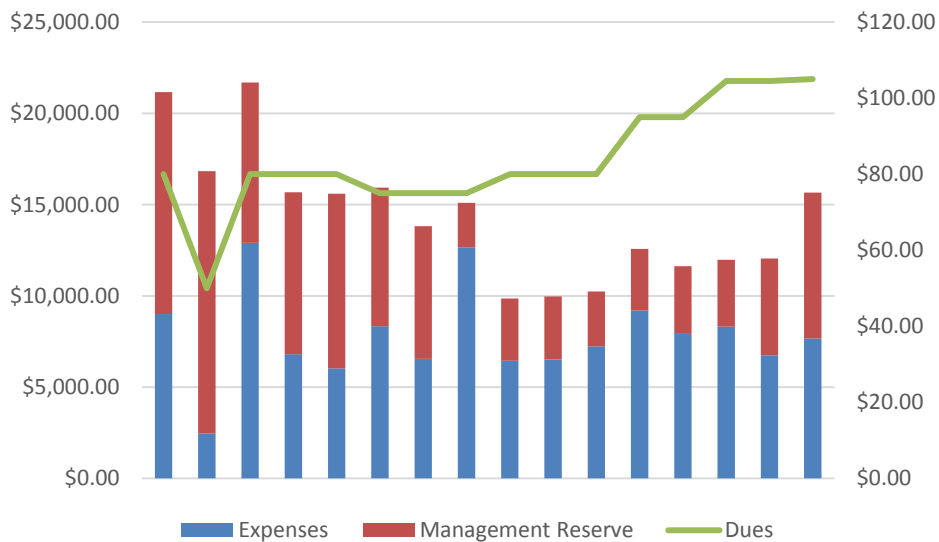
PROJECTED FINANCIALS

Management Reserve in 2013 - \$3,664.61

Projected Management Reserve at end of FY2014 is \$5302.74



If retain \$104.50 the Association Fee – projected Management Reserve is ~ \$7200.00



If raise the Association Fee to \$105.00 – projected Management Reserve is ~\$8,000.00

Persimmon Hills Improvement
Association

2014 Budget

2014

| | |
|---------------------------------|------------|
| Balance as of 12/31/13 | \$4,924.61 |
| Subtract | |
| Special Assessment Storm Drains | \$1,260.00 |
| Total | \$3,664.61 |

PROJECTED CARRYOVER WAS 3,285.06

Membership Assessments 2014

- January \$3,935.78
- February \$2,721.79
- March \$1,726.69
- April \$ 380.55
- Total \$8,764.81
- Four additional outstanding collections for a total of \$207.60
- One additional outstanding collection - amount pending.

Disbursements to 3-31-14

| | |
|---------------------------|------------|
| • My 3 Suns | \$2,200.00 |
| • Office Supplies | \$ 2.73 |
| • Postage/Post Office Box | \$ 56.72 |
| • Smeco | \$ 136.68 |
| | |
| TOTAL | \$2,396.13 |

Remaining 2014 Financial Obligations

| | |
|----------------------------------|-----------|
| • Utilities | \$ 450 |
| • Legal Fees | \$ 1,000* |
| • NNO/Meetings – Fees | \$ 550 |
| • Flags – USPS – Office Supplies | \$ 400 |
| • Insurance | \$ 550 |
| • My 3 Suns | \$ 1,400 |
| • Vacant Property | \$ 0 * |
| Total | \$ 4,350 |

* These fees could increase during the year

Total Projected Carryover to 2015

- Account Balance as of 3/31/14 \$10,912.74
- Subtraction for Special Assessment \$ 1,260.00
 - \$1100 Spent on Drain Repair (\$160 Remains)
 - Total \$ 9,652.74
- Remaining Financial Obligations \$ 4,350.00
- Possible Carryover to 2015 \$ 5,302.74
- Increase from 2013 Carryover \$ 1638.13

2015 Dues Projection

- Dues Change from 104.50 to 105.00 to account for inflation and retain current positive margin over expenses.
 - Assumes no significant expenditures through 2014. Will hold HOA meeting in Fall to confirm expenditures and planned rate.

Financial Committee Report

Unfinished Business

- Mosquito Control
- Rowell House



- Community Yard Sale / Date
- Volunteer Acknowledgement:
 - Financial Committee
 - NNO Volunteers
 - Tree Research / Selection
 - Those who have been maintaining the yard at the formerly Rowell Residence

PHIA Website

GO TO:

persimmonhillsimprovementassociationinc.yolasite.com

- Annual meeting presentation and minutes will be posted to website
- Annual dues amount and due date
- Future announcements (NNO, BOD Meetings etc)
- Additional improvements to website are under review
 - Members comments

Treasurer Nominations