

Edenton Homeowners' Association Inc.

Annual meeting, June 15, 2020

The Edenton Homeowners' Association Inc. Bylaws require an annual meeting of members to be held on or near the 15th day of June. In addition, the Bylaws allow a proxy vote for those that cannot attend the annual meeting in person. This year, due to the Covid-19 pandemic, an in-person annual meeting was not feasible and the Edenton board established procedures to hold a virtual meeting. Members votes on two items are required each year. (1) Selection of three Board members for a three-year term
(2) Action on the proposed budget(s) for 2021 – Annual Budget (all members) – Townhouse Budget (townhouse members)

Instructions for the virtual meeting were mailed on or about June 1, 2020. Proxy votes for the two items were directed to the Association Treasurer (non-voting officer).

Meeting Summary

Edenton Homeowners' Association Inc. Chairman Louis Lemon called the meeting to order on June 15, 2020 at 7:08 p.m. He thanked Board member Jenny Tricker for serving as the Zoom host and welcomed all in attendance.

Hospitality report - Board member Bev Morton was on travel status therefore provided a written summary of hospitality activities in the association area.

- The Hospitality Committee delivered packets of information and welcomed 4 new single-family residents and 5 new townhouse residents in 2019. In early 2020, information packets were updated, and the committee continues to urge all residents to utilize the www.edentonhoa.org website for newsletters, covenants, by-laws, annual dues, and other information.
- The 2019 Garage sales – the event had almost 20 participants. The attendance was good, and the weather was excellent. Participants/residents suggested this event

not be held in May due to many other weekend events. The Neighborhood Garage Sales were not held in 2020 due to the Covid-19 Pandemic.

- The 2019 4th of July Parade had over 50 children in attendance along with numerous adults. The Parade started at 73rd and Grand Oaks Drive and ended on the North Commons. At that point, everyone enjoyed yard games, refreshments, and a lot of fun. A special thanks was given to Dave and Tamra Putensen and Matt and Missy Wilson for organizing and overseeing the event. Several board members and residents also aided. The parade will not be held this year due to the Covid-19 pandemic.

Financial summary – Presented by Treasurer Angie Paul Unruh

- Annual budget for 2019 — actual income \$28,180 - Expenditures \$26,875 – net from operations \$1,305 – total assets - \$17,629.11
- Townhouse budget for 2019 – actual income \$83,790 – Expenditures \$82,356 – net from operations \$1,434 – Total Assets - \$121,527.84

All members received a copy of the detailed report as well as three summaries of expenditures per year.

Annual dues notices and payments – Presented by Treasurer Angie Paul Unruh. It was noted that annual dues payments were announced in the November 2019 newsletter and again in the in the December 2019 newsletter. All members received a dues invoice by e-mail or regular mail announcing dues payments effective January 1, 2020. Penalties are assessed if the dues are not paid by March 10th of the year. A board member had to make contacts with the final 4 that had not paid dues in April. Members are urged to pay dues on schedule to assist the board in management of the Association.

Management of the Commons – DeLoyd Larsen, Paul Horton and Dayle Williamson discussed management of the nearly 7-acre commons area. A large amount of the annual funding is directed to mowing and removal of dead and dying trees. However, there are

numerous other maintenance items that must take place each year. Dayle Williamson provided a PowerPoint presentation on the items, including bridge abutment repair, drain way repair and cleaning of 2045 feet of concrete ditch liner, 1100 feet of wood privacy fences and three areas of split rail fences. In addition, he reviewed the removal work on dead and dying trees and asked for volunteers to assist in assessing the 55 ash trees located in the commons early in the Fall. The board has approved an “Adopt a Tree” program for residents that desire to pay for the treatment of an ash tree near their location. (Emerald Ash Borer). The board should be advised of such treatment to assure record keeping and proper marking. Likewise, residents can plant new trees in the commons, but the board must be contacted prior to the planting.

Action on the Annual Budget for 2021 – John Cederberg reviewed the proposed annual budget and reported all members had received an information copy by e-mail or mail. With a low asset base and annual expenditures expected to be equal with annual income, Cederberg pointed out special assessments may be required in the future if ash tree removal becomes a major problem. He noted that 14 proxy votes were in favor of the proposed budget of \$26,520. Likewise, all in attendance at the virtual meeting voted in favor of the 2021 annual budget.

Election report - Association President Louis Lemon provided the election report. All eligible homeowners were provided access to forward a proxy or participate in the virtual meeting. Nominations for board members were also requested. All information was returned to Treasurer Angie Paul Unruh. Having received no additional nominations, all proxy votes as well as votes at the virtual meeting were cast for incumbents, Paul Horton, Jenny Tricker and Dayle Williamson for three-year terms from June 2020 to June 2023. At the conclusion of the meeting for all members of the association, the meeting for Townhouse members was called to order.

Townhouse members Annual meeting – President Lemon called the meeting to order and asked Treasurer Angie Paul Unruh to provide the financial highlights of 2019.

Financial report – The Treasurer reported the 2019 budget was on track throughout the year and there were no unanticipated expenses. It was noted there was a slight carry over funds for the year. An issue facing management relates to Insurance documentation of townhouse properties. As property insurance is renewed each year, rules require each townhouse owner provide the declaration page to the association treasurer. Some forget to do so, some refuse to do so, and some send inadequate information. Compliance to this requirement is requested.

Board notification of maintenance and improvements on Townhouse property – Louis Lemon reported that a procedure is in place to record the improvements requested by townhouse owners. City building permits also are required in certain structural changes. The city does not allow structural changes to extend in the Association owned commons area. A few townhomes have been identified “in need of improvements.” Residents are encouraged to make those improvements during the coming year to eliminate this item from next year issues and concerns.

Proposed Townhouse budget for 2021 – John Cederberg reported the monthly townhouse dues will stay at \$100.00 per month in 2021. With the proposed budget at \$86,950, there is not an anticipated shortfall to pay expenses. Residents had a question regarding the seemingly abundant asset base. Cederberg noted that the asset base is maintained mostly for the aging irrigation system. The system has over 2000 sprinkler heads, thee separate sets of timers, an ageing pipeline network as well as an ageing well. Future improvements would include an extensive system update including another well to relieve the necessity of paying for backup city water to assure continuous operation. All proxy votes were in favor as well virtual meeting votes for the 2021 budget.

Committee reports – Allen Curtis reported lawn care plans this year include aeration of the Blue grass lawns. Aeration is accomplished every other year, but it did not occur last year because of wet conditions. The process is always a major activity and expense as over 2000 sprinkler heads must be flagged to avoid damage. There are always a limited number of complaints on lawn care, but overall, the contractor does an excellent job.

DeLoyd Larsen suggested that the irrigation system requires almost daily attention to assure timely sprinkler repair, time clock settings and maintenance. DeLoyd manages the timing for well operation to assure the water use efficiency.

Dayle Williamson reported on snow removal for the 2019 season. As snowfall becomes more frequent but not exceptionally large, management of the removal becomes more difficult. The goal is not to remove snow when depth is less than two inches. This is often compounded by drifting. He has frequent contact with the contractor to assure the most cost-effective use of the snow removal budget. The contract for snow removal calls for 5 payments. The 2019-20 season ended with four removals; thus, the extra payment was required.

Members comments and recommendations – Two comments were received from the Thies Cove area residents.

- An inquiry to the board regarding parking regulations on Thies Cove – President Lemon indicated the board would include the item in a future meeting discussion.
- Asking dog owners to clean up after their pets - a sign was provided for the reminder and it will be mounted in the area.

The 2020 annual meeting was adjourned at 8:45 p.m.

Notes taken by Dayle Williamson