

Colonial Park Homeowners' Association, Inc.

Agenda - Annual Meeting

May 23, 2017, 7:00pm

- I. Roll Call / Certification of Proxies
 - a. Meeting began at 7:03pm.
 - b. Verified all homeowners present were accounted on the sign-in sheet.
 - c. Homeowners who submitted proxies but were present were returned their proxy.
 - d. 36 homeowners present in person or via proxy; 36 homeowners eligible to vote. Quorum (25%, or 26 eligible homeowners) achieved.
- II. Proof of Notice of Meeting
 - a. Mailing to homeowners on April 12, 2017
 - b. Mailing to homeowners on May 11, 2017
 - c. Email sent on May 19, 2017
 - d. Email sent on May 22, 2017
- III. Officer Reports
 - a. President
 - i. None
 - b. Vice President
 - i. None
 - c. Secretary/Treasurer
 - i. A copy of the Community's 2016 December financial report was available to homeowners. A brief review and discussion occurred.
 - ii. HOA 2016 financial reports were audited and minor accounting changes were made; otherwise, no concerns were noted. The audit is available for review by any eligible member of the Association.
 - iii. A copy of the Community's 2017 April YTD financial report was available to homeowners. A brief review and discussion occurred.
 - iv. A summary of the Community's assessment delinquency was provided. As of April 2017, five homeowners were in arrears greater than 60 days, with 94% of the delinquent balance attributable to two homeowners. Discussion revolved around the actions (including, but not limited to, judgments, liens, and foreclosure) that are being employed to collect on past-due accounts.
 - v. Noted that a clean-up of HOA long-term surplus balances was underway and would reflect as a negative variance in this year's financial reports.
 - vi. In follow-up to a question posed at the November 2016 meeting, homeowners would be liable for a court judgment in excess of insurance policy limits, though such a judgment would be unlikely, and payment obtained through a special assessment. Homeowner individual policies should cover this type of special assessment, though each homeowner would need to check with its insurance carrier.

- IV. Action without Meeting
 - a. Board signed a contract with a new accountant to prepare tax forms and conduct an audit of the Association's financial reports.
 - b. Board purchased an umbrella policy to extend the Association's liability coverage.
 - c. Board consolidated its insurance premiums (liability, umbrella, criminal) with one insurance carrier.
- V. Committee Reports
 - a. Architectural Control Committee
 - i. Looking for an additional homeowner to join the team.
 - ii. Planning to conduct a compliance walk-through at some point in 2017.
 - b. Landscaping Committee
 - i. New landscape contractor (The Grass Barber) was selected. Vendor employs off-duty police, intends to focus on beautifying the monument landscaping, and offered a lower price than what we were currently spending.
 - ii. If problems with the new landscape contractor, please contact the Board.
 - c. Community Events Committee
 - i. Committee has been formed and is planning gatherings for eligible homeowners.
 - ii. Looking for additional homeowners to join the team.
 - d. Open Space Committee
 - i. Looking for a chair of the committee and other volunteers to evaluate options to beautify the open spaces in our community.
- VI. Election of Board of Directors
 - a. Three of four homeowners running for office addressed those who were present.
 - b. Two Inspectors (Lorien, Jeff) of Elections volunteered to review and count the ballots.
 - c. Election of Directors – Matt Lautzenheiser, Lynnette Shutty and Rick Savageau were elected to the Board.
- VII. Unfinished Business
 - a. Open Space Planning. The Board sought feedback from homeowners about ideas and concerns with beautifying the open spaces located in all phases of the Community. A list of ideas from a prior survey was distributed.
 - i. Do not forget about the drainage tile running through the back part of Phase I/II open space. Damage to it will cause drainage issues for a section of homes on Colonial Park Drive.
 - ii. A pavilion was suggested
 - iii. Desire for something to go through the woods to connect Phase III
 - iv. Add a small playground to Phase III since many of the lots have small rear yards.
- VIII. New Business
 - a. Speeding / Speed Bump Installation. Concerns remain regarding speeding along the straight section of Colonial Park Drive and Lexington Drive. AAPD has been asked to patrol. Rick Savageau to explore County policy regarding speed bumps.
 - b. Dog Excrement Concerns. Reminder that violations will be sent to offenders, including \$25 for every occurrence.
 - c. Community Soliciting. Reminder that soliciting is not permitted in Colonial Park and homeowners should tell solicitors. Homeowners can call AAPD, too, to have the solicitor removed.
 - d. Reminder to homeowners to secure their trash.
 - e. Reminder to homeowners that wooded areas are not for dumping yard waste or dead trees.

Meeting adjourned at approximately 8:26pm.

Next Community Meeting will be scheduled in the fall and announced at a later date.

Homeowners in attendance

1303 AC	1239 CP*	1270 CP*	8111 MA*
1304 AC	1242 CP	8410 GA	8113 MA*
1307 AC	1244 CP	8415 GA*	8115 MA*
1224 CP	1246 CP	1402 GJ	8117 MA
1228 CP	1250 CP*	8507 LD	8118 MA*
1234 CP*	1254 CP*	8101 MA*	8119 MA*
1236 CP*	1256 CP*	8103 MA*	8121 MA
1237 CP	1262 CP	8105 MA*	8123 MA*
1238 CP	1267 CP	8107 MA*	8202 WH

**Submitted verified proxy*