

Greystone POA Annual Meeting Minutes

11.8.20

Old Pond Rd Cul-de-Sac 4:00pm

Call to Order: Kate Barker called the meeting to order at 4:04pm.

Welcome

Kate welcomed everyone to the meeting and let them know that the meeting would be run using Robert's Rules of Order. This is why we collected ideas in advance and have scheduled public participation during the meeting. She let them know anyone wishing to address the board would have a time during the meeting.

Presentation and Approval of Minutes Christen Edmonds motioned to approve the minutes from 10.27.20. Tiffany Fendley second. All approved. Motion passed.

Officer's Reports:

- President
 - Kate thanked everyone for coming to the meeting whether in person or watching the LIVE feed on Facebook. She told the homeowners that since taking office in July, the board has been working nonstop to transition everything from the previous board. She let them know as they will see tonight, the board has kept their promise to improve communication & have fiscal transparency. She began by telling them that the current board worked closely with the previous officers to collect all documents and records. The previous treasurer provided us with much documentation and the secretary forwarded what she had along with access to the previous email account. She went on to say the first priority was to make sure the association was in good standing with the state so we updated our business entity to show we are NOT a religious organization, and changed the mailing address. Finally, she informed them that since Travis Henry decided to resign as our attorney, the board met with 3 different attorneys before deciding to work with Mr. Guthrie, who has experience with HOAs.
- Vice President/Treasurer
 - Tiffany told the homeowners that the previous treasurer was able to provide us with the bank statements dating as far back as the end of 2011, copies of all checks deposited into the bank account, records of dues collected which included check numbers and amounts for all dues that were paid, and all receipts for any payments made. The current board was able to use these documents to conduct our own extensive review of the POAs financial status. Once the state updated our status to reflect we were not a religious organization, the board then transferred all funds for the POA out of the previous account and moved it to First Horizon Bank into a business account for the POA using the association's tax ID number. Finally, the board secured a fiduciary bond for the association from our insurance company.
- Secretary
 - It took the board about a month to review all of the documents that the previous board handed over. One of the reasons was due to a lack of organization and that the paperwork was not all stored in the same location. So Christen created a system for organizing and maintaining all records. The crate she created now houses all the documents for the POA and is stored securely by the secretary. The board also created a google account, GreystonePOA2020, which runs our email and houses digital copies of all the information. The board has worked hard to create a system that can easily be passed on when new officers take charge. Christen

also created a letterhead for our POA for any outgoing letters. She hoped that everyone had received their welcome letter & postcard notification of this meeting. If they hadn't, she asked them to go to our new website and update their information.

- BJ Edmonds also volunteered to build and maintain our website. He also helped us secure the domain greystonepoa.org. The board has received positive feedback on how easy and accessible everything seems to be on the website and will continue to update it with our board meeting minutes and any upcoming events.

Old Business:

- Fiduciary Bond
 - Tiffany explained that the fiduciary bond was issued on 10.20.20. It is for up to \$40,000 and 5 board members. The bill was generated on November 2nd and mailed out. It will be due on 11-20-20.
- Audit
 - Tiffany also let the homeowners know that after their extensive review, they believed at this time an audit was not necessary. However, to maintain our bond, we must have one done annually. The board has already received a proposal from Harting, Bishop & Arrendale which would charge an hourly rate. As a board, they will need to review the agreed upon procedures to make sure it is auditing exactly what we need. This review will take place in 2021.
- Liens/Delinquent Accounts
 - Tiffany discussed the liens that had been placed on properties without notification and told the homeowners that after reviewing all the financial documents, the board went through each delinquent account. They found every payment made, check or money order number and calculated what was owed and then began attempting to reach out to each owner in person when possible and have been sending delinquent notices. Due to the effort put forth, there have been 3 accounts paid in full to become current and the release of 2 liens. They are extremely hopeful that by reaching out to owners and sending ALL owners dues notices, we will slowly get closer to having all accounts current.
- Pond
 - Finally, Tiffany let the homeowners know that we have been in contact with our attorney about the pond and will be working with him to come up with a solution that will hopefully work for everyone.

Public Participation:

One homeowner asked what exactly was being done about the pond and Kate responded that there had been issues with no trespassing signs, property lines and other issues that some homeowners were concerned with.

New Business:

- 2021 Budget
 - Kate reviewed the income and expenditures for 2020 thus far. The income including dues, delinquent dues and interest totals \$8,890. She then reviewed the expenditures by category and month. The total expenditures were \$14,145. This means we are spending \$5,237 more than we are taking in. She explained that a budget like this cannot be maintained long term and is fiscally irresponsible. By the end of the year, barring any unforeseen circumstances, we

will have \$20,657 in assets. To help protect and secure our community we will begin saving for projects and reserves. Having a year's operating budget in reserves is typical. So, at the end of this year, we will mark \$14,000 for our operating budget, \$2000 towards projects, and \$4657 towards reserves.

- Kate then went over the proposed 2021 budget. It is proposed that dues return to the original amount of \$200 per lot per year. This would significantly improve our income and allow us to build our reserves. Using the data from this year and years past, we've projected what we believe each category of the budget would cost. Kate reviewed this. We would then have \$4,800 in surplus and would no longer be spending more than is coming in. We would then be projected to have \$30,034 in assets. Allowing us to bump up our project fund to \$6,000 and our reserves to \$10,034.
- Finally, Kate explained that dues letters and the voted on budget will be mailed out in early 2021 and dues will be due on March 1st. All homeowners, even those who are delinquent will be receiving notices.

- Future Projects

- Lighting: Christen revisited the pie charts to show our biggest expenditure is the lights. She explained that one of the projects we'd like to undertake is replacing the light poles with our own purchased poles. This would reduce our Cleveland Utilities bill dramatically. It could be as little as less than \$100 per month instead of over \$700 per month saving us over \$7000 a year. This would require though, having the funds to purchase poles outright and also, having a lighting fund with a balance to repair or replace poles as necessary. This is also an opportunity to ensure lights are spaced properly throughout the subdivision.
- Trash Service: A homeowner submitted this as a discussion topic. We currently have at least 3 different services running through our subdivision. Christen explained that we may be able to negotiate a better trash rate for all homeowners. This is another possible project.
- Bylaws & Restrictions: It has been some time since these have been reviewed. Christen stated that we'd like to begin reviewing these to make sure nothing needs to be amended. Over time, our community has grown & changed and we want to make sure these reflect that.
- Community Garage Sale: Although it is not a project, we've had a submission, via the website, for a spring community garage sale. This is something we've done in the past and were successful with. Christen let the homeowners know we will be asking for volunteers to help organize this next spring.

- Election for At-Large Board Members

Kate explained that today that homeowners will be electing 2 members At-Large to serve on the board. We would then be a board of 5. Early voting was done and ballots were sealed in the lock box. There were 2 candidates who volunteered to run. They were invited to speak to the membership. We began with Jason Holcomb. He introduced himself and shared a little about himself and his family. Rich Kienlen followed and did the same.

When it came time to pass out ballots, Kent Berry made a motion that both candidates be elected by acclamation. Joe Lemmon 2nd. All were in favor. Motion passed. Jason Holcomb & Rich Kienlen have been elected by the membership to serve as Members at Large.

Public Participation:

Rich Kienlen asked how many lots are in our subdivision. Kate responded with 94.

Susan Berry asked if there would be more discussions about the projects presented. Kate explained that these would be thoroughly researched by a committee and that this would take months to complete. Then it would be presented to the board.

Susan Berry also asked about the proposed 2021 budget. Kate reviewed how our end of year assets would be categorized. This included the operating budget, reserves, & project funds.

Adjournment: Kate Barker made a motion to adjourn the meeting at 4:40. Tiffany Fendley seconded. All were in favor. Motion passed.

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2020 Monthly Expenditures

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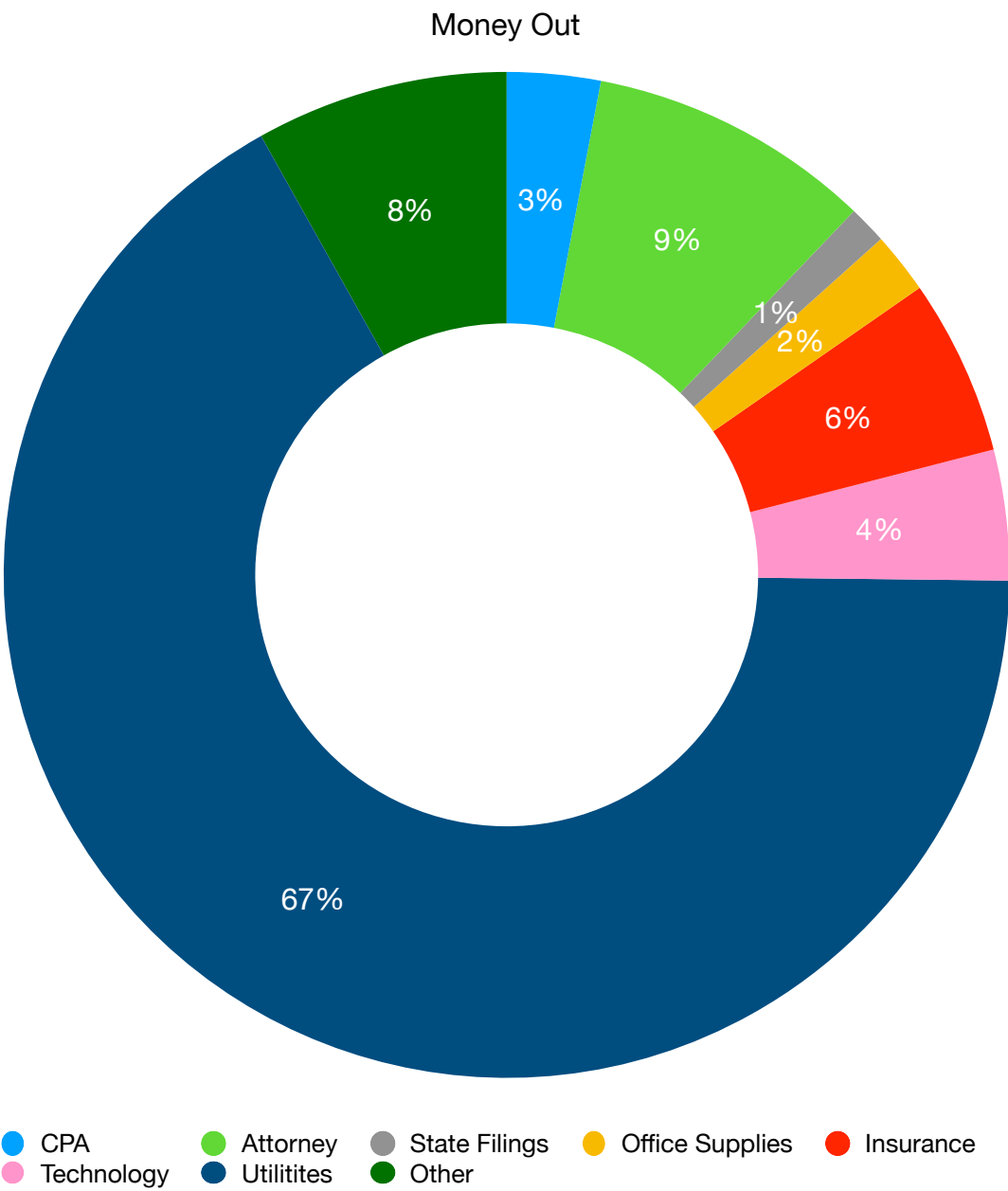
Live 2020 Budget

Money In	
Dues (\$60/lot)	\$4,840
Additional income	\$4,050
Interest	\$18
Total income	\$8,908

Money Out	
CPA	\$425
Attorney	\$1,291
State Filings	\$174
Office Supplies	\$279
Insurance	\$800
Technology	\$593
Utilitites	\$9,434
Other	\$1149
Total expenses	\$14,145

Money Left Over	
Income minus expenses	-\$5,237

Projected EOY Balances	
Operating Budget	\$14,000
Project Funds	\$2,000
Reserves	\$4,657
Surplus	-\$0
Total Assets	\$20,657



Proposed 2021 Budget

Money In	
Dues (\$200/lot)	\$18,800
Additional income	\$0
Interest	
Total income	\$18,800

Money Out	
CPA	\$1,000
Attorney	\$1,500
State Filings	\$200
Office Supplies	\$200
Insurance	\$800
Technology	\$200
Utilitites	\$10,000
Other	\$100
Total expenses	\$14,000

Money Left Over	
Income minus expenses	\$4,800

Projected EOY Balances	
Operating Budget	\$14,000
Project Funds	\$6,000
Reserves	\$10,034
Surplus	\$0
Total Assets	\$30,034

