

**CREEKSIDE VILLAGE HOMEOWNER ASSOCIATION, INC.  
AGENDA-BOARD OF DIRECTORS MEETING**

**Date: Monday, January 6, 2020**

**Time: 7:00 P.M. - Annual Board Meeting**

**Place: Township 7 EMS Building; 2103 Cherry Point Rd, New Bern, NC**

- I. CALL TO ORDER/ROLL CALL 7:00 P.M.**
- II. WELCOME/INTRODUCTIONS 7:00 P.M.**
- III. HOMEOWNER/GUEST CONCERNS 7:05 P.M.**
  - A. (Questions formally requested by a homeowner)
- IV. IMMEDIATE ACTION ITEMS 7:15 P.M.**
  - A. Board Approval of Minutes from December 10, 2019, Board of Director's Meeting - Motion Needed
  - B. Financial Report
    - 1. 2019 Yearly Budget
    - 2. 2020 Annual Budget – Board approved
    - 3. Reserve Funds
      - a) *Reserve study - a future goal*
    - 4. Annual Assessments
- V. OLD BUSINESS 7:20 P.M.**
  - A. Neighborhood information & involvement
  - B. Quarterly board meetings in addition to the annual meeting (1st Monday in January at 7PM)
  - C. Community events - Neighborhood common area cleanup, yard sale
- VI. NEW BUSINESS 7:30 P.M.**
  - A. New Property Manager
  - B. Pond: erosion repair and reevaluate a possible redundancy in pond maintenance.
- VII. NEW VOLUNTEERS 7:40 P.M.**
  - A. Request for volunteers – voting
- VIII. OWNER /GUEST CONCERNS AND/OR COMMENTS 7:45 P.M.**
- IX. ADJOURNMENT TO EXECUTIVE SESSION 8:00 P.M.**
  - A. Homeowner Concerns
  - B. Discussion of Delinquent Homeowners
  - C. Discussion of Homeowners in violation of the governing documents
  - D. Personnel Issues

**Creekside Village Homeowners' Association, Inc.**  
**Annual Members Meeting Minutes**  
**Township 7 EMS Building**  
**2103 Old Cherry Point Rd. New Bern, NC**  
**January 6, 2020 at 7PM**

<u>Board Members Present:</u>	<u>Board Members NOT Present:</u>	<u>Management NOT Present:</u>
Kelly McGroder	Victoria Forguson	Diane Anderson
Heather McGranahan	Angela Desmond	

**Call Meeting to Order**

Meeting was called to Order at 7:01 p.m. by Kelly McGroder.

**Quorum**

No votes were being taken and a quorum was not present. The meeting proceeded for informational purposes.

**Welcome/Introductions**

The Board and Management introduced themselves to the present owners.

**Homeowner/Guest Concerns**

No homeowner or guest concerns were received.

**Immediate Action Items**

- **Financial Report - Kelly**
  - **2019 Annual Budget:** By rebidding & contracting new contractors the board was able to reduce operating expenses by about \$1000.00 a year.
  - **2020 Annual Budget:** The 2020 annual budget was reviewed. It includes pond inlet erosion repairs and correction of corporate by-laws.
  - **Reserve Funds:** The Board opened a reserve fund in 2019. We need to be putting a minimum of 10% of assessments into the reserve account for repairs or miscellaneous expenses. The HOA should maintain at least one year of operating expenses (\$14,000).
  - **Annual Assessments:** No change in assessments for 2020.

**Old Business**

The board correct several administration errors that left the HOA vulnerable. The HOA checking account had only one homeowner listed on the account; they had sold their home 5 years ago. The HOAs community property was not fully insured for the last 6 years. These items were corrected. We have been reviewing all of our documents to make sure they are legally complete and in order. We started quarterly meetings and newsletters. These have not taken place regularly for 6 years; only the annual meeting that is required by law has been conducted. We are looking for ideas or suggestions to make community events better.

**New Business**

We switched property managers in August to TJS Properties. After two months, the board received a notice that TJS would be closing their HOA division and no longer managing HOAs. The board started

interviewing new candidates and signed a contract with Southeast Properties in November. The board will be researching into a possible redundancy in pond maintenance. The Board would like to see a neighborhood watch program established.

**New Volunteers**

No elections of new Board members held.

**Owner/Guest Concerns and/or Comments**

Suggestions for community involvement included Yard of the Month, Walking Club, and a community mass email system. Homeowner asked that we look into possible repair of the barrier that surround the wetlands. Inappropriate trash bins locations were mentioned. The board already noted this at the December board meeting and planned a resolution.

**Adjournment to Executive Session**

Annual Meeting adjourned at 8:00 p.m. Executive Session not required at this time.

**Proposed 2020 Budget**

<b>INCOME</b>	
Homeowners Assn Assessments	\$15,207.00
(\$134.00 X 111 homes)	
<b>TOTAL INCOME</b>	<b>\$15,207.00</b>
<b>EXPENSE</b>	
Postage & Mailings	\$250.00
Property & Liability Insurance	\$786.00
Legal & Accounting Fees	\$250.00
Bank Charges	\$48.00
Website	\$100.00
Management Fee	\$2,400.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$3,834.00</b>
<b>MAINTENANCE</b>	
Stormwater Ponds	\$1,440.00
Common Areas Lawncare	\$5,620.00
<b>TOTAL MAINTENANCE</b>	<b>\$7,060.00</b>
<b>MISC EXPENSES</b>	
Corporate By-Laws	\$500.00
Pond Erosion Repair	\$600.00
<b>TOTAL MISC EXPENSES</b>	<b>\$1,100.00</b>
<b>TOTAL EXPENSES</b>	<b>\$11,994.00</b>
<b>NET INCOME (Capital Reserve)</b>	<b>\$3,213.00</b>

**Creekside Village Homeowners Association**  
**2019 Cash Flow Statement**

<b>INCOME</b>	
Homeowners Assn Assessments	\$16,008.90
Misc Income	\$1,035.22
<b>TOTAL INCOME</b>	<b>\$17,044.12</b>
<b>EXPENSE</b>	
Postage & Mailings	\$80.20
Mailings/Copies	\$222.50
Property & Liability Insurance	\$1,088.00
Legal & Accounting Fees	\$1,603.00
Bank Charges	\$221.00
Website/Domain	\$98.87
Management Fee	\$1,925.25
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$5,238.82</b>
<b>MAINTENANCE</b>	
Stormwater Ponds	\$1,480.00
Common Areas Lawncare	\$5,650.00
<b>TOTAL MAINTENANCE</b>	<b>\$7,130.00</b>
<b>MISC EXPENSES</b>	
<b>TOTAL MISC EXPENSES</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$12,368.82</b>
<b>NET INCOME (Capital Reserve)</b>	<b>\$4,675.30</b>
<b>Community Trust Checking End of Year Total</b>	<b>\$10,627.06</b>
<b>Capital Reserve End of Year Total</b>	<b>\$500.00</b>