

Pheasant Run Homeowner's Association, Inc.

Annual Homeowner Meeting Minutes

September 19, 2016

I. Call to order

Jeff Harris called to order the annual meeting of the Pheasant Run Homeowner's Association at 7:00 PM on September 19, 2016 at New Life Christian Center.

II. Roll call

Jeff conducted a roll call of the Board members. The following persons were present: Jeff Harris, Dave Desormeaux, Sam Yego, Alex Dea, Brad Whitfield

III. Quorum Roll Call

Brenda Desormeaux announced that we did not meet the quorum requirements of 19 homeowners, having only 12 in attendance or by proxy at that time.

IV. Adjournment of Annual Meeting

Jeff called for a motion to adjourn the meeting.

Pheasant Run Homeowner's Association, Inc.

Reconvened Annual Homeowner Meeting Minutes

September 19, 2016

I. Call to order

Jeff Harris called to order the reconvened annual meeting of the Pheasant Run Homeowner's Association, per the announcement given with the documents provided to all homeowners, at 7:10 PM on September 19, 2016 at New Life Christian Center.

II. Roll call

Jeff conducted a roll call of the Board members. The following persons were present: Jeff Harris, Dave Desormeaux, Sam Yego, Alex Dea, Jamar Staples, Brad Whitfield

III. Proof of Notice of the Meeting

Dave presented the meeting packet as received from the Postal Service as proof of notice of the meeting.

IV. Approval of minutes from last meeting

A motion was made to waive the reading of the minutes. Motion was carried.

V. Introduction of candidates for the Board of Directors

Dan Burke and Jeff Harris introduced themselves and stated why they were running for the Board. Jeff asked for candidates from the floor. Norma Smihal and Manuel Vargas nominated themselves and stated why they were running.

VI. Election of Board Members

A motion was made by Brenda Desormeaux to accept the slate by nomination. Seconded by Sam. Motion carried.

VII. Financials

Dave let everyone know that all credit card fees will be charged to the homeowner beginning now. Fees range from 2.7% to 3.7%, depending on the type of card. It would be better if homeowners set up recurring payments from their banks. The payment can be mailed to the PO box.

Dave presented the 2015-16 Budget vs. Actuals.

Reserve Funds Discussion:

- Reviewed priorities from reserve study
- Discussed the clause in our Bylaws that states we need 50% of the projected cost of repairs (as outlined in the reserve study) in our fund. This means we should have approximately \$500K in reserves. We are currently underfunded.
- Homeowner asked about the possibility of taking out a loan to spread the cost to future homeowners. Board is reviewing that possibility but it we would likely not be able to borrow enough to fund the reserves properly.
- Homeowner asked about comparable assessments. Brenda to post the question on the CAI discussion board.

VIII. Budget Vote

Since the proposed budget is more than the 10% allowed without a community vote, ballots were handed out and the eligible homeowners at the meeting voted on the 25% increase. 9 in favor / 7 opposed. Motion carried.

IX. Surplus from 2015-16 Operating Budget

In accordance with state regulations, any money remaining unspent from the budget must either be refunded to homeowners or moved to reserve funds. A vote was taken and it was unanimous to move all remaining money to reserve funds.

X. Committee Reports

Maintenance –

- Several of the community gas lamps have been repaired, as well as several homeowner lamps. Supplies are on order. This will be a high priority next year.
- Tree trimming continues throughout the neighborhood. The ash trees are being damaged by an ash borer which is causing ash trees to die throughout the area.
- Asphalt patching on Dove Circle was done. This is just a bandaid – major work needs to be done as outlined by the reserve study.
- Drainage system is collapsing in several areas, causing damage to the roadways. This will need to be a high priority.

Architectural Control –

- Committee and committee chair needed. The only walkthroughs currently done are for resale packages.

Common Area –

- Front bed has been replanted by our landscaping company.
- Bus stop area has been paved with permeable pavers to help with the stormwater runoff. Phase 2 will be the installation of benches and plantings.
- Fort Pheasant was cleaned up and trees identified as part of the Chesapeake Bay Trust grant. In addition, new dog stations and trash cans were installed throughout the neighborhood.

Communications –

- Newsletters will go out on a more frequent basis next year. Email blasts with important community information will continue to be sent.
- Website will be migrated to a GoDaddy server.
- Brenda is currently acting committee chair. Looking for a replacement and some committee members.

Events / Social – Need a chair and members for this committee.

XI. New business

- Homeowner question regarding snow plowing. How can this be improved, particularly on Mallard Court where the snow was not moved to the back of the parking lot, blocking in cars and spaces? Board to discuss with AMG.

XII. Adjournment

Jeff Harris adjourned the meeting at 9:00 PM.