

Meeting Minutes

The regular annual meeting of the Members of the Walnut Creek Estates Homes Association, Inc. was held on November 22, 2010, beginning at approximately 7:15 p.m. at the Hillsdale Presbyterian Church. The President Stu Macfarlane was in the Chair and Secretary John Fricke was present.

A quorum was established.

Minutes of the previous annual meeting from November 23, 2009, were presented. Two changes to the recorded minutes were suggested. John Fricke moved that the Minutes be approved with the changes. The motion was adopted.

Minutes of the previous annual meeting from November 24, 2008, were presented. Shani Crawford moved that the Minutes be approved as presented. The motion was adopted.

Stu Macfarlane presented a President's Report including accomplishments of the Homeowners Association over the past year. A copy is attached.

Todd DeYoung presented a Treasurer's Report which includes an estimated carry forward balance of \$2,565. A copy is attached. Todd moved to accept the budget and set the 2010 General Fund Assessment at \$300 per occupied lot resulting also in \$150 per unoccupied lot and \$30 per Developer owned lot. Doug Schroeder moved to amend the budget by keeping the mowing budget line at \$5,475 (same as 2010) and move the balance to Contingency and Miscellaneous thereby keeping the bottom line estimate carry forward amount the same as proposed. The amendment was adopted. The motion was adopted.

The Nominating Committee presented the following Directors to be elected for 2-year terms beginning in 2011: Doug Schroeder, Todd DeYoung, and Frank W. Kelly. The slate was adopted. The following Directors will continue to serve in 2011: Stu Macfarlane and John Fricke.

John Fricke moved that the Homes Association retain the services of a professional Property Management Company. The motion was not adopted.

The meeting was subsequently adjourned on motion from John Muckelbauer.

John Fricke, 2010 Secretary

Approved:

Accomplishments of the 2010 HOA Board and Committees
Published as the President's Report to the Homeowners' Association

- Changed Banking—reduced annual fees to zero
 - Closed out old account
 - Opened new account at First Option Bank
- Collected Past Due Accounts (\$3,460)
 - Telephoned, emailed and made personal visits to delinquent members
 - Prepared liens to safeguard the HOA
 - Prepared settlements for bank closing agents
- Informed HOA members of upcoming board meetings via email
- Created Website (walnutcreekestates.org) for all HOA members to stay informed
 - Updated periodically, including pictures
- Prepared Annual invoices
 - Verified move in date, calculated amount owed
 - Printed, collated, mailed, collected, deposited funds
 - Answered HOA member questions
 - Followed up on late/non payments
- Hired Palatial Lawns to mow common areas
 - Prepared RFP, solicited HOA member input to develop mowing schedule
 - Advertised in local paper
 - Answered emails, conducted prep meeting for potential vendors on site
 - Met additionally with individual vendors to answer questions
 - Collected bids and presented to board
- Reviewed liability of HOA and Directors with insurance company
 - Purchased insurance to protect current and future board members
- Evaluated garbage collection status
 - Updated addresses to insure proper pickup
 - Notified Deffenbaugh when new homes are occupied
- Conducted Neighborhood watch meeting at Hillsdale Elementary
 - Coordinated with Sheriff's office
 - Sent notifications to HOA members via email
 - Sent warnings to HOA about suspicious behavior (two instances)
 - Notified HOA of Miami County Code Red Service
 - Installed new neighborhood watch signs
- Created Committees with specific assigned tasks
 - Social (Pam Ammerman)
 - Annual party held in June (see pictures on website)
 - Reviewed ideas, prepared schedule, gathered materials, set up food, games and movie
 - Sent announcements to neighborhood
 - Supported Halloween party (Dan and Renee Avenaim)
 - Coordinated Halloween hay ride
 - Announcements sent to neighborhood
 - Setup and removed holiday decorations at front markers (Doug and Pam Schroeder)
 - Landscaping (Anne Peters)
 - Renovated entry marker
 - Removed old plants
 - Planted new rose bushes and grasses
 - Ordered and placed new mulch
 - Watered and weeded
 - Repaired/repositioned edge material
 - Repaired light
 - Repaired fence

Accomplishments of the 2010 HOA Board and Committees (cont'd)

- Dock (Todd DeYoung)
 - Met with vendors to discuss installation / costs
 - Coordinated neighborhood helpers
 - Obtained necessary equipment and supplies
 - Concrete, auger, mixer, skid steer, hardware
 - Installed footings
 - Fabricated and installed anchors and hardware (Ivan Rogers)
 - Attached dock to walkway (Rogers)
 - Installed dock and cables, re-tighten as needed
- Lake (Doug Copeland)
 - Prepared neighborhood survey soliciting input from HOA members concerning amenities for the lake area
 - Delivered survey data to board for review
- Created two additional committees at September Board meeting
 - Lake Habitat Committee (Matt Rojohn)
 - Goal is to present a plan to the board that will increase the enjoyment of the lake by improving fish habitat and aesthetic appeal (removal of algae)
 - Lake Area Planning Committee (Todd DeYoung)
 - Goal is to develop and present a plan to the board that will increase the enjoyment of the lake by forecasting possible site improvements and costs (shelter)
 - Obtained bids from shelter vendors
 - Met vendors on site to discuss options
- Performed 3 year financial review (2007, 2008, and 2009)
 - Invited HOA members to participate at Hillsdale Presbyterian via email
 - No discrepancies found with the exception of a postage charge which is under review
- Conflict Resolution
 - Received written complaints
 - Reviewed accuracy and compared to CCR, DRC approvals and By-laws
 - Attempted to gain compliance from violating party
 - Attempted to find a method to add "punch" to rule enforcement
- Prepared and filed tax return
- Prepared and filed annual report with the state
- Prepared and filed annual dam permit report with the state
- Paid monthly bills: garbage, electric and mowing
- Prepared/created new approach to collect funds from High Point Farm to assist in trail maintenance
- Removed inoperative paddle boat (waiting for potential repair)
- Purchased and placed grass carp into lake to assist with algae problem (Rojohn)
- Identified areas for noxious weed control on common areas
 - Sprayed for weeds (Syracuse)
- For Bi-monthly board meetings:
 - Prepared/type minutes from previous meeting
 - Updated status of committees
 - Prepared material for any new business
- Prepared materials for annual meeting
 - Prepared annual budget
 - Prepare voting motions
 - Sent notice to all HOA members prior to annual meeting
 - Prepared proxy votes for members to use

2011 BUDGET
WALNUT CREEK ESTATES HOMES ASSOCIATION, INC.

	Current Year 2010		2011	
	Budgeted	Yr End Est	Proposed	
Estimated Carry Forward	\$ 10,250	\$ 7,375		\$ 7,950
Receipts (Assessments)	18,600	18,376		18,750
Past Due Assessments Collected		3,560		
Total Receipts	\$ 28,850	\$ 29,311		\$ 26,700
Expenditures				
Trash pickup	\$ 8,058	\$ 8,409		\$ 8,500
Utilities	250	199		250
Insurance	1,702	3,262		2,550
General			1,750	
Director			800	
Mowing	3,500	5,475		7,225
Trails			1,000	
Lake			2,365	
Entry and Ridgeview Rd			2,860	
Interior and ROW			500	
Lake Extended			500	
Common Area Contingency			-	
Office Supplies	890	462		660
State Annual Filing			50	
Tax Preparation			-	
Website Hosting Fee			160	
Supplies			100	
Bank Fees			-	
Printing and Postage			300	
Lien Filings			50	
Social Events	300	523		550
Annual Party			400	
Halloween Party			150	
Capital including Walkway/Dock	2,000	1,846		-
Maintenance and Supplies		1,183		3,400
Entry Marker			300	
Trails			500	
Chemicals and Spraying			2,000	
Fish Re-Stocking			500	
Cul-de-sac Phases 3 and 5			100	
Contingency and Miscellaneous	2,500			1,000
Total Expenditures	\$ 19,200	\$ 21,359		\$ 24,135
Estimated Carry Forward	\$ 9,650	\$ 7,950		\$ 2,565

30% max carry forward limit \$ 7,250