

Hartsock Village CHOA Annual Meeting Notice 2021

December 03, 2021

Dear Hartsock Village Homeowners:

The Annual Membership meeting is scheduled on Monday, December 13, 2021 starting at 5:00p.m. This meeting will be held by Gotomeeting invitation.

Please join your meeting from your computer, tablet or smartphone by using this link.

<https://global.gotomeeting.com/join/952349901>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073 / Access Code: 952-349-901

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/952349901>

Attached are an agenda, the previous annual meeting minutes, the October financial reports, a proxy and the 2022 budget.

If you are unable to attend the meeting, please fill out the Proxy and designate the candidate you want to cast your vote for.

All Proxies should be mailed, faxed or emailed to Z&R Property Management (see below) or give it to a board member. Voting will be done online using Ezvoteonline.

If you have any questions regarding the meeting, please contact me at

Darren@zandrmgmt.com.

At the Direction of the Board of Directors,
Hartsock Village CHOA



Darren H. Burns
Property Manager

Annual Meeting
December 13, 2021

Agenda

I. Meeting called to order

- Roll Call
- Certification of Proxies
- Proof of Waiver of Notice (Quorum 20%)
- Approval of previous year's Meeting Minutes – Done Online

II. Report

- President's Report
- Treasurer's Report (Budget)

III. Vote to approve Budget – Done Online

IV. New Business

- Introduction of Candidates
- Nominations from floor
- Voting for Board Members – Done Online

V. Announcements/Discussion

VI. Adjournment

ANNUAL HOMEOWNERS MEETING
December 29, 2020
Via Zoom
6:00pm to 7:00pm

Board Members Present:
Barbara Budd: President
Cheryl Dinsmoor: Vice President
Robert Reader: Treasurer
Carol Skaggs: Secretary
Kevin Morton: Member at Large

BSR Property Manager:
Tere Worster

Called to order at 6:00pm

Vote to approve 2019 minutes, approved by board members.

Officer's reports:
President requested in person meeting with Rowcall to discuss issues that have not been addressed.

Treasurer Discussed the 2020 budget. "Copies to follow later"
The sprinkler system needs to be repaired. The cost to repair would come out of the 2020 budget.
We came in under budget for 2020 and our financials are in great shape.
We discussed the upcoming 2021 budget.

Election of Board Member:
Ryan Christopoulos has put in an application to be a board member. We unanimously voted Ryan in the HOA.
Cheryl Dinsmoor is retiring from the Vice President position in the HOA. Ryan will be replacing her as president.

Open Discussion:
We need bids for the 2021 budget on the items that we will need to address. We need to replace the carpet in all buildings, locks, ramps, security cameras and the garage door in building 3755 needs to be repaired ASAP.

Meeting Adjourned at 6:41pm voted unanimously to adjourn the meeting.

Respectfully,

Carol Skaggs
HOA Secretary

Assets			
10-1000-00	SSB-Oper-7017	\$24,710.31	
10-1010-00	Operating - First Bank - 4565	20,827.57	
10-1020-00	CenterState - Operating	2,263.84	
12-1200-00	SSB-Res-7020	97,754.45	
12-1220-00	First Bank - Reserve - 4573	52,137.70	
14-1400-00	Accounts Receivable - Homeowner	5,023.00	
Total Assets:			\$202,716.87
Liabilities & Equity			
20-2000-00	Accounts Payable	276.37	
20-2100-00	Prepaid Assessments	6,105.03	
25-2500-00	Reserves - General	100,854.29	
25-2504-00	Reserve Settlement Fund	52,847.63	
25-2590-00	Reserves - Interest	1,183.99	
25-2600-00	Reserves - Expenses	(12,797.70)	
30-3300-00	Working Capital	8,321.76	
30-3500-00	Retained Earnings	20,508.22	
	Net Income Gain / Loss	25,417.28	
			\$25,417.28
Total Liabilities & Equity:			\$202,716.87

Income Statement - Operating

Hartsock Village CHOA

10/1/2021 - 10/31/2021

Date: 12/2/2021

Time: 8:42 am

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Current Period			Year-to-date				Annual Budget	
Actual	Budget	Variance			Actual	Budget	Variance	
OPERATING INCOME								
\$14,536.00	\$14,518.00	\$18.00	4000	Assessment Income	\$145,252.00	\$145,180.00	\$72.00	\$174,216.00
-	-	-	4020	Late Fees	668.68	-	668.68	-
-	-	-	4025	Collection Processing Fees	100.00	-	100.00	-
-	-	-	4040	Legal Fees - Collections	2,940.50	-	2,940.50	-
-	-	-	4060	Working Capital Contribution 4110-00	590.00	-	590.00	-
-	-	-	4099	Miscellaneous Income	91.00	-	91.00	-
0.41	-	0.41	4100	Interest Income - Operating	13.57	-	13.57	-
14,536.41	14,518.00	18.41	TOTAL OPERATING INCOME		149,655.75	145,180.00	4,475.75	174,216.00
OPERATING EXPENSE								
1,000.00	1,050.00	50.00	5000	Management Contract	3,000.00	10,500.00	7,500.00	12,600.00
-	-	-	5018	Website	400.00	-	(400.00)	-
-	-	-	5030	Audit/Accounting Fees	295.00	325.00	30.00	325.00
-	250.00	250.00	5040	Legal - General	2,940.50	2,500.00	(440.50)	3,000.00
-	-	-	5050	Profesional Fees - Other	8,300.00	-	(8,300.00)	-
279.25	125.00	(154.25)	5095	Administration Costs	1,924.79	1,250.00	(674.79)	1,500.00
1,483.32	2,000.00	516.68	5100	Insurance Property/Liability	14,605.32	20,000.00	5,394.68	24,000.00
73.66	-	(73.66)	5120	Insurance - Umbrella	220.98	-	(220.98)	-
-	27.08	27.08	5160	Insurance - Workers Comp	472.00	270.80	(201.20)	325.00
405.00	366.67	(38.33)	5600	Landscape Contract	3,387.50	3,666.70	279.20	4,400.00
-	41.67	41.67	5630	Tree Maintenance	-	416.70	416.70	500.00
555.00	41.67	(513.33)	5650	Irrigation Repairs & Maint	665.00	416.70	(248.30)	500.00
708.84	875.00	166.16	6010	Electricity	7,520.31	8,750.00	1,229.69	10,500.00
59.59	83.33	23.74	6020	Gas Service	762.93	833.30	70.37	1,000.00
1,601.88	1,416.67	(185.21)	6030	Water/Sewer	12,640.91	14,166.70	1,525.79	17,000.00
-	-	-	6035	Waste Water	2,124.78	-	(2,124.78)	-
171.96	233.33	61.37	6065	Trash	1,597.08	2,333.30	736.22	2,800.00
307.02	375.00	67.98	6070	Telephone Service	4,175.00	3,750.00	(425.00)	4,500.00
-	-	-	6500	General Maintenance and Repairs	1,727.55	-	(1,727.55)	-
-	41.67	41.67	6510	Building Repair and Maintenance	3,390.68	416.70	(2,973.98)	500.00
790.00	-	(790.00)	6511	Gutter Maintenance	790.00	-	(790.00)	-
-	41.67	41.67	6513	Common Area Repair and Maintenance	195.00	416.70	221.70	500.00
649.15	250.00	(399.15)	6514	Garage Repair and Maintenance	7,015.51	2,500.00	(4,515.51)	3,000.00
-	8.33	8.33	6515	Roof Repair & Maint	130.00	83.30	(46.70)	100.00
-	83.33	83.33	6520	Ext Maintenance & Repairs	825.00	833.30	8.30	1,000.00
1,821.10	625.00	(1,196.10)	6530	Elevator Inspection Contract	5,803.40	6,250.00	446.60	7,500.00
-	83.33	83.33	6531	Elevator Repairs	55.00	833.30	778.30	1,000.00
-	166.67	166.67	6552	Plumbing	-	1,666.70	1,666.70	2,000.00
215.00	327.17	112.17	6554	Electrical/Light Repairs & Maint	2,913.68	3,271.70	358.02	3,926.00
-	25.00	25.00	6555	Locks & Keys	-	250.00	250.00	300.00
-	166.67	166.67	6557	HVAC Repairs & Maint	-	1,666.70	1,666.70	2,000.00
-	166.67	166.67	6565	Interior Maintenance and Repairs	-	1,666.70	1,666.70	2,000.00
1,795.47	166.67	(1,628.80)	6570	Fire System Repairs	6,028.39	1,666.70	(4,361.69)	2,000.00
-	333.33	333.33	6571	Fire System Inspection Contract	7,643.00	3,333.30	(4,309.70)	4,000.00
-	70.00	70.00	6572	Fire System Monitoring	1,350.00	700.00	(650.00)	840.00
-	416.67	416.67	6590	Snow Removal	1,672.50	4,166.70	2,494.20	5,000.00

Income Statement - Operating

Hartsock Village CHOA

10/1/2021 - 10/31/2021

Date: 12/2/2021

Time: 8:42 am

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Current Period			Year-to-date			Annual Budget		
Actual	Budget	Variance			Actual	Budget	Variance	
\$1,500.00	\$1,300.00	(\$200.00)	6600	Janitorial Services	\$13,000.00	\$13,000.00	\$-	\$15,600.00
-	3,333.33	3,333.33	6900	Reserve Contribution	6,666.66	33,333.30	26,666.64	40,000.00
13,416.24	14,490.93	1,074.69	TOTAL OPERATING EXPENSE		124,238.47	145,234.30	20,995.83	174,216.00
1,120.17	27.07	1,093.10	Net Operating Income		25,417.28	(54.30)	25,471.58	0.00
\$1,120.17	\$27.07	\$1,093.10	COMBINED NET INCOME		\$25,417.28	(\$54.30)	\$25,471.58	\$-

HARTSOCK VILLAGE CHOA 2022 BUDGET

<u>Account</u>	<u>Description</u>	<u>2022 Budget</u>
INCOME		
40-4000-00	Homeowner Assessments	174,216.00
40-4025-00	Late Fees & Interest	0.00
40-4040-00	Legal Fees Reimbursement	0.00
40-4099-00	Miscellaneous Income	0.00
40-4100-00	Interest Income - Operating	0.00
	Total Operating Income	174,216.00
 EXPENSES		
Administrative Expenses		
50-5000-00	Management Contract	12,000.00
50-5055-00	Bank Charges	0.00
50-5095-00	Administrative Costs	2,000.00
	Total Administrative Expenses	14,000.00
Insurance Expenses		
51-5100-00	Insurance - General Liability	20,000.00
51-5110-00	D&O Insurance Premiums	800.00
51-5160-00	Insurance - Workers Compensation	500.00
	Total Insurance	21,300.00
Utilities		
60-6010-00	Electricity	10,000.00
60-6020-00	Gas Service	1,200.00
60-6030-00	Water/Sewer	12,500.00
60-6035-00	Storm Water	4,000.00
60-6065-00	Trash	2,500.00
60-6070-00	Telephone Service	4,500.00
	Total Utilities	34,700.00
Services		
65-6500-00	General Maintenance and Repairs	2,000.00
65-6531-00	Elevator Repairs	1,000.00
65-6525-00	External Maintenance and Repair	2,000.00
65-6572-00	Fire System Monitoring	840.00

65-6571-00	Fire Contract Inspection	4,000.00
65-6590-00	Snow Removal	5,000.00
65-6600-00	Janitorial Services	15,600.00
	Total Contracted Services	30,440.00
Landscaping		
56-5600-00	Landscape Contract	4,860.00
56-5650-00	Irrigation Repairs and Maint	500.00
56-5620-00	Landscape Replacement	2,000.00
56-5630-00	Tree Maintenance	500.00
	Total Landscaping	7,860.00
Repair & Maintenance		
65-6565-00	Interior Maint and Repairs	2,000.00
65-6513-00	Common Areas Repair & Maint	500.00
65-6530-00	Elevator Inspection Contract	7,500.00
65-6570-00	Fire System Repairs	7,000.00
65-6514-00	Garage Repair & Maintenance	8,000.00
65-6500-00	General Repair & Maint	500.00
65-6557-00	HVAC Repairs and Maint	2,000.00
65-6554-00	Electrical/Light Repairs & Maintenance	3,000.00
65-6555-00	Locks & Keys Repair & Maint	300.00
65-6552-00	Plumbing	2,000.00
65-6515-00	Roof Repair & Maint	0.00
	Total Repair & Maintenance	32,800.00
Professional Services		
50-5030-00	Audit & Tax Services	300.00
50-5040-00	Legal Expense	2,816.00
	Total Professional Services	3,116.00
Reserve Contribution		
69-6900-00	Reserve Contribution	30,000.00
	Total Reserve Contribution	30,000.00
	Total All Expenses	174,216.00

Hartsock Village Assessment Calculator

2022 rounded

Unit Size		% Ownership	#of Units	2021 Dues Monthly	2022 Dues Monthly	Income
Bldgs 2&3- 2 BDR	1174.1 sq.ft.	1.79%	24	\$261.00	\$261.00	\$75,168.00
Bldg 1 - 2nd floor	1238.9 sq.ft.	1.89%	2	\$273.00	\$273.00	\$6,552.00
Bldgs 2&3 - 3BDR	1336.8 sq.ft.	2.04%	24	\$295.00	\$295.00	\$84,960.00
Bldg 1 - 1st floor	1422.5 sq.ft.	2.17%	2	\$314.00	\$314.00	\$7,536.00
Total			52	Calculated Income		\$174,216.00

Hartsock Village CHOA

Annual Membership Meeting
December 13, 2021

OFFICIAL DIRECTED PROXY

I hereby certify that I own, via recorded Deed, the following described property

_____ Hartsock Village Unit Address

I hereby appoint as my official Proxy _____ to exercise my vote on any and all matters and subjects discussed at the annual meeting of Hartsock Village HOA held 13 December 2021. Fill in the name of the person you wish to vote your proxy. If let blank, your proxy will be assigned to the Board Seretary.

I hereby instruct my proxy to vote my ballot as follows:

Approve 2020 Annual Minutes Yes _____ No _____

Approve 2022 Budget Yes _____ No _____

CANDIDATE

There is one 3-year position on the Board up for election. Please either choose the candidate listed or fill in a write in of your choice:

Barbara Budd

Printed Owners Name

Building and Unit Number

Owner's Signature (required)

Date