

Carter's Mill East Property Owners' Association

Annual Meeting

February 16, 2021

**The meeting will begin shortly.
Please mute your line to minimize background noise.**

In compliance with Virginia Code, this meeting is being recorded. A copy of the meeting recording, meeting presentation, and meeting minutes will be available to homeowners after tonight's meeting.

Agenda

- Call to Order and Welcome – Albert Arnold
- Introduce Current Board Directors and Officers – Albert Arnold
- Quorum – establish at least 30% of homeowners are present (19 total)
- Treasurer’s Report – Lisa Henry
- 2021 Budget Review –Lisa Henry
- Landscape Committee Report – Chip Henry
- ARC Committee Report – Albert Arnold
- Nomination of Board Directors – nominations from the floor
- Voting for Board members – either by affirmation or mail in voting at a later date
- New Business
- Open Discussion
- Adjourn

Purpose for the Association and its Leadership

- Carters Mill East Subdivision is required to have a POA.
- Take care of neighborhood business, i.e. maintenance, negotiate contracts, pay bills, etc.
- Protect the investments we've made in our homes and respect our neighbors by adhering to our covenants, conditions, restrictions, and support the Architectural Review Committee (ARC).
- Represent neighborhood as appropriate regarding county issues that potentially may impact us.
- Create opportunities for social gathering and networking.

Carter's Mill East Property Owners' Association Board Directors, Officers & other Positions

Board Director

Albert Arnold, President

Tom Ashbrook

Kelli Baker

Roger Blaha

Marcie Haynie, Vice-President

Chip Henry

Mike Henry

Term Expiration

2023

Requested resignation at end of 2020

2022

2021

2022

2021

2023

Officers

Laura Henry

Lisa Henry

Position

Secretary

Treasurer

Other Positions

Ryan Schweitzer

Open

Webmaster for www.cartersmilleast.com

Chairperson of Social Committee

Treasurer's Report – Year end 2020

Property Owners' Association of Carters Mill East, Inc.

Budget to Actual Calendar Year 2020

	Budget 2020	Actual 2020	Variance
Revenue:			
Income (Associations' Annual Assessment - \$148.50 @ 62 homes)	\$ 9,504.00	\$ 9,504.00	\$ -
Income (Disclosure Packages)	100.00	440.13	340.13
Income (Late Fees)	-	128.00	128.00
Total Income:	\$ 9,604.00	\$ 10,072.13	\$ 468.13
Expenses:			
Attorney, State, and Legal Registration Fees	\$ 350.00	\$ 35.00	\$ (315.00)
Landscaping and Maintenance	7600.00	7550.29	(49.71)
Utilities	1400.00	977.75	(422.25)
Liability Insurance	750.00	695.00	(55.00)
Inspections	1,200.00	252.90	(947.10)
Miscellaneous Expenses (postage, office supplies, website, etc.)	550.00	435.79	(114.21)
Total Expenses:	11,850.00	9,946.73	(1,903.27)
Net Income (Loss):	\$ (2,246.00)	\$ 125.40	\$ 2,371.40

Treasurer's Report – 2020 Statement of Cash Assets

Property Owner's Association of Carters Mill East, Inc.

2020 Cash Position Statement

Balance as of 12/31/2019	\$17,879.76
2020 Income	\$10,072.13
2020 Expenses	(\$9,946.73)
Balance as of 12/31/2020	\$18,005.16

Treasurer's Report – 2021 Budget

Property Owners' Association of Carters Mill East, Inc.	
Proposed Budget for 2021	
Revenue:	Budget
Income (Associations' Annual Assessment - \$148.50 @ 64 homes)	\$ 9,504.00
Income (Disclosure Packages)	\$ 300.00
Total Income:	\$ 9,804.00
Expenses:	
Attorney, State, and Legal Registration Fees	\$ 1,550.00
Landscaping and Maintenance	\$ 7,600.00
Utilities	\$ 1,000.00
Liability Insurance	\$ 700.00
Inspections	\$ 1,200.00
Miscellaneous Expenses (postage, office supplies, website, etc.)	\$ 500.00
Total Expenses:	\$ 12,550.00
Net Income (Loss):	\$ (2,746.00)

Note: The Board voted to keep 2021 annual dues at the same rate as 2019 annual dues.

Landscape Committee Report

- Area involved – Grass & flower beds at the entrance to the subdivision.
Specifically, shoulders on Second Branch from the white picket fences, into the subdivision and down Carters Garden Drive to the bottom of the hill.
- Lawn maintenance contractor (B&Q Landscaping) in end of 2nd year.
- Plants and shrubs in the flower beds on the corners doing well.
- 6 X 6 posts replaced with gravel at entrance- working through issue of having rocks kicked out into the road. Appreciate homeowners that have helped put them back in place.
- Grass shoulders still taking a beating from off-roading vehicles.
- Adding wood chips on the right shoulder as you are on the way out.
- QUESTIONS AND COMMENTS?

Architectural Review Committee Report

- Projects that require ARC approval are encouraged as they increase property values for the neighborhood
- Your curb appeal not only affects your value but everyone around you, so be a good neighbor. Spring is right around the corner and we need to make sure that everyone is up to date with the POA covenants; yards in a neat and sightly appearance - no dead trees, clean mail box posts, etc.

Nomination and Election of Board Directors

- Board consists of seven Directors. Once elected, the Board will appoint the Officers for 2021.
- Each Board member serves a three year term. Term lengths are designed to create a certain amount of turnover in Board participation.
- Three board positions are up for election. These were previously held by Chip Henry, Roger Blaha and Tom Ashbrook. Chip and Roger have agreed to run for a three year term and Tom has requested to resign, effective once we have a replacement.
- Presentation of nominees / open requests for new nominations, if any.
- Acceptance of nominees via acclamation. Should a vote be necessary, ballots will be mailed.

Officers

The officers of the Association shall be a President, Vice-President, Secretary and Treasurer, all of whom shall be elected by the Board of Directors for a term of one year, and shall hold office until their successors are qualified. The President and Vice-President shall be a Board Director.

Ongoing Business: ACS West Management & POA Board

- We have hired ACS West Management Group to perform our neighborhood inspections. Due to COVID-19 situation they had limited the random inspections to only one for 2020.
- Roger Blaha has agreed to work with this company, helping with the documentation, letters, and findings. Anyone interested in working with Roger on this committee, may contact him directly.
- Reminder to all, we do have covenant restrictions, concerning boats and trailers parked in your driveway. We ask that you abide by the covenants.

NOTE: As a POA, the Board is required to uphold the covenants and by-laws for Carters Mill East POA. Your help is greatly appreciate.

New Business

- We have posted on our website an amendment that was dated 1/5/2009, pertaining to Article V, Section 19 – changing the “60 days” to “twelve months”. Please obtain a copy for your records from the website.
- We are in the process of changing the wording of Article V, Section 3 – removing the names of Charles Bailey and Glenn Hill and releasing the control to the Association. They both have signed the amendment as of 1/15/21; however, it has not been recorded at the Chesterfield Courthouse as of yet.
- Once this has been recorded – the board will call another meeting – to re-organize the ARC.

New Business, continued

The Board would like to vote on the following new resolutions to changes to the Covenants and By-Laws of CME POA, Inc.

Resolution number 1:

- Declaration of Covenants, Conditions and Restrictions of Property Owners' Association of Carter's Mill East, Inc.
- To modify Article V, Section 12, and page 13 (pertaining to installation of fence):
 - (c) If a single side of a fence is to be finished, the finished side must be exposed to the adjoining property or properties, including the street side of any property. The finished side of a fence is defined as the fence that does not show structural fence supports.
 - (d) Fences shall be installed using the parallel method (fence sections parallel to the slope.) A step method (fence gradually steps up the slope with the rails) must be approved by the Board of Directors.
 - (e) No privacy fence will be allowed in the neighborhood, without approval of the Board of Directors. A privacy fence is defined as a fence of solid construction or construction material that is joined together that conceals the yard from neighbors and passersby.
- Reasoning – to comply with the Carters Mill East “Design Standards”, ARC policy #3 (Form and Content) and ARC policy #4 (Appearance Quality)

New Business, continued

Resolution number 2:

- By-Laws of the Property Owners' Association of Carter's Mill East, Inc.
- To modify Article IV, Section 1 (pertaining to Board of Directors):
- To change the number of Directors from three (3) to seven (7).
- Reasoning, since the year 2007, Glenn Hill turned the POA over to the property owners and his knowledge of the fact, the board of directors has been running with that number of directors. We want to add more clarity to the by-laws.

Open Discussion