

**Carters Mill East**  
**Property Owners' Association**

**January 11, 2022**

**Annual Meeting**

## Agenda

- Call to Order and Welcome – Albert Arnold
- Introduce Board Directors and Officers – Albert Arnold
- Quorum – establish at least 30% of homeowners are present (19 total)
- Treasurer’s Report – Lisa Henry
- 2022 Budget Review –Lisa Henry
- Landscape Committee Report – Chip Henry
- ARC Committee Report – Laura Nicklin
- Nomination of Board Directors
- Voting of Board members
- 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.
- Upcoming Board Meetings or any other committee meetings will be posted on our website

# **Carters Mill East Property Owners' Association Board Directors, Officers, and other Positions**

## Board Director

Albert Arnold, President

Kelli Baker

Drew Edmonds

Marcie Haynie, Vice-President

Mike Henry

Ryan Schweitzer

## Term Expiration

2023

2022 – up for re-election

2024

2022 – up for re-election

2023

2024

## Officers

Laura Henry

Lisa Henry

## Position

Secretary – requested to step down for 2022

Treasurer

## Other Positions

Ryan Schweitzer

Open

Webmaster for [www.cartersmilleast.com](http://www.cartersmilleast.com)

Chairperson of Social Committee

## Treasurer's Report - Year End 2021

| <b>Property Owners' Association of Carters Mill East, Inc.</b>   |                        |                        |                      |
|------------------------------------------------------------------|------------------------|------------------------|----------------------|
| <b>Budget to Actual</b>                                          |                        |                        |                      |
| <b>FY 2021</b>                                                   |                        |                        |                      |
|                                                                  | <b>Budget<br/>2021</b> | <b>Actual<br/>2021</b> | <b>Variance</b>      |
| <b>Revenue:</b>                                                  |                        |                        |                      |
| Income (Associations' Annual Assessment - \$148.50 @ 64 homes)   | \$ 9,504.00            | 9504.00                | \$ 0.00              |
| Income (Disclosure Packages)                                     | 300.00                 | 000.00                 | (300.00)             |
| Income (Late Fees)                                               |                        | 186.00                 | 186.00               |
| Income (Refund of legal Fees)                                    |                        | 109.96                 | 109.96               |
| <b>Total Income:</b>                                             | <b>\$ 9,804.00</b>     | <b>\$ 9,799.96</b>     | <b>\$ (4.04)</b>     |
| <b>Expenses:</b>                                                 |                        |                        |                      |
| Attorney, State, and Legal Registration Fees                     | \$ 1,550.00            | \$ 5,471.53            | \$ (3,921.53)        |
| Landscaping and Maintenance (Common Area)                        | 7,600.00               | 7,715.00               | (115.00)             |
| Utilities (Common Area – electricity, water)                     | 1,000.00               | 1,361.06               | (361.06)             |
| Liability Insurance                                              | 700.00                 | 695.00                 | 5.00                 |
| Inspections – Management Group                                   | 1,200.00               | 00.00                  | 1,200.00             |
| Miscellaneous Expenses (postage, office supplies, website, etc.) | 500.00                 | 641.07                 | (141.07)             |
| <b>Total Expenses:</b>                                           | <b>\$ 12,550.00</b>    | <b>\$ 15,883.66</b>    | <b>\$ (3,333.66)</b> |
| <b>Net Income (Loss):</b>                                        | <b>\$ (2,746.00)</b>   | <b>\$ (6,083.70)</b>   | <b>\$ (3,337.70)</b> |

# **Treasurer's Report – 2021 Statement of Cash Assets**

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

## **2021 Cash Position Statement**

|                          |                           |
|--------------------------|---------------------------|
| Balance as of 12/31/2020 | \$18,005.16               |
| 2021 Income              | \$ 9,799.96               |
| 2021 Expenses            | (\$15,883.66)             |
| Balance as of 12/31/2021 | <b><u>\$11,921.46</u></b> |

## Treasurer's Report – 2022 Budget

| <b>Property Owners' Association of Carters Mill East, Inc.</b>   |                      |
|------------------------------------------------------------------|----------------------|
| <b>Budget for 2022</b>                                           |                      |
| <b>Revenue:</b>                                                  | <b>Budget</b>        |
| Income (Associations' Annual Assessment - \$163.00 @ 64 homes)   | \$ 10,432.00         |
| Income (Disclosure Packages)                                     | \$ 100.00            |
| <b>Total Income:</b>                                             | <b>\$ 10,532.00</b>  |
| <b>Expenses:</b>                                                 |                      |
| Attorney, State, and Legal Registration Fees                     | \$ 3,000.00          |
| Landscaping and Maintenance                                      | \$ 7,000.00          |
| Utilities                                                        | \$ 1,200.00          |
| Liability Insurance                                              | \$ 695.00            |
| Inspections – by ACS West                                        | \$ 00.00             |
| Donations for meeting space                                      | \$ 400.00            |
| Capital Reserve Audit                                            | \$ 1,260.00          |
| Miscellaneous Expenses (postage, office supplies, website, etc.) | \$ 450.00            |
| <b>Total Expenses:</b>                                           | <b>\$ 14,005.00</b>  |
| <b>Net Income (Loss):</b>                                        | <b>\$ (3,473.00)</b> |

**Note: Board agreed to increase the annual assessment for 2022.**

## Landscape Committee Report

Areas involved – Grass & flower beds at the entrance to the subdivision; specifically, from the white picket fences on Second Branch, into the subdivision and down the main road to the bottom of the hill (Carters Garden Drive).

- Lawn maintenance contractor (B&Q Landscaping). Going well from Landscaping Committee perspective.
- Gravel at entrance – continue to review gravel situation
- Replaced some bushes at front entrance & repairs done to some of the sprinkle heads
- Recently had to replace the lighting at signs due to vandalism
- Grass shoulders taking a beating from off-roading vehicles. Signs help a little. Doing the best we can repairing the grass.
- Thank you for the help in spreading the mulch along sides of entrance roadway.

QUESTIONS AND COMMENTS?

## **Architectural Review Committee Report**

- Projects that require ARC approval are encouraged as they increase property values for the neighborhood. ARC guidelines and the ARC application form can be found on our website, [www.cartersmilleast.com](http://www.cartersmilleast.com).

## **Nomination of Board Directors**

- Board consists of seven Directors. Once elected, the Board will appoint the Officers for 2022.
- Each Board member serves a three year term. Two board positions are up for nominations; Kelli Baker and Marcie Haynie, both have agreed to continue if elected.
- Term lengths are designed to create a certain amount of turnover in Board participation.
- Presentation of nominees / open requests for new nominations, if any.
- Voting by secret ballot or acceptance of nominees via acclamation.

## **Officers**

The officers of the Association shall be a President, a 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 probably will not continue to use them to help with the inspections for 2022.
- Anyone interested in working the Board on this, please let one of the Board members know.
- Reminder to all, we do have covenant restrictions, concerning boats and trailers parked in your driveway. We ask that you abide by the covenants.

## **New Business**

We have retained DMA Reserves, Inc. to conduct the Capital Reserve Study. This is a required by the Commonwealth of Virginia Property Ownership Association Act.

**Open Discussion**

**Adjourning of Annual Meeting**