

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

**January 14, 2025**

**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)
- Secretary – reading of the 2024 Annual Meeting notes
- Treasurer’s Report – Lisa Henry
- 2025 Budget Review –Lisa Henry
- Landscape Committee Report – Chip Henry
- ARC Committee Report – Laura Nicklin
- Nomination of Board Directors
- Voting of Board directors
- New Business & Open Discussion
- Adjourn

## **Purpose for the Association and its Leadership**

- Carters Mill East Subdivision is required to have a POA. The Board and officers are elected and serve to oversee the covenants and by-laws are being upheld. It s a volunteer position.
- 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**

<u>Board Director</u>	<u>Term Expiration</u>
Albert Arnold, President	2026
Kelli Baker	2025 – up for re-election
Drew Edmonds	2027
Marcie Haynie, Vice-President	2025 – up for re-election
Mike Henry	2026
Laurie Wandel	2027
Ryan Schweitzer	2027

<u>Officers</u>	<u>Position</u>
Laurie Wandel	Secretary
Lisa Henry	Treasurer

<u>Other Positions</u>	
Ryan Schweitzer	Webmaster for <a href="http://www.cartersmilleast.com">www.cartersmilleast.com</a>
Laura Nicklin	Chairperson of ARC
Chip Henry	Chair of the Landscape Committee
Open	Chairperson of Social Committee

## Treasurer's Report - Year End 2024

<b>Property Owners' Association of Carters Mill East, Inc.</b>			
<b>Budget to Actual</b>			
<b>2024</b>			
	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Variance</b>
<b>Revenue:</b>			
Income (Associations' Annual Assessment - \$196.00 @ 64 homes)	\$ 12,544.00	\$ 12,544.00	\$ 0.00
Income (Resale Certificates)	-	1,120.00	1,120.00
Income (Fees)		218.13	218.13
<b>Total Income:</b>	<b>\$ 12,544.00</b>	<b>\$ 13,882.13</b>	<b>\$ 1,338.13</b>
<b>Expenses:</b>			
Attorney, State, and Legal Registration Fees	1,500.00	1,361.47	(138.53)
Landscaping and Maintenance (Common Area)	7,500.00	6,783.86	(716.14)
Utilities (Common Area – electricity, water)	1,500.00	942.61	(557.39)
Liability Insurance	776.00	784.00	8.00
Meeting Space	500.00	500.00	(0.00)
Internal Reserve Audit			-
Miscellaneous Expenses (postage, office supplies, website, etc.)	340.00	610.83	270.83
<b>Total Expenses:</b>	<b>\$ 12,116.00</b>	<b>\$ 10,982.77</b>	<b>\$ (1,133.23)</b>
<b>Net Income (Loss):</b>	<b>\$ 428.00</b>	<b>\$ 2,899.36</b>	<b>2,471.36</b>
<b>Capital Reserve Fund**</b>		<b>2,500.00</b>	<b>2,500.00</b>
			-

\*The Capital Reserve Fund is an asset. We are required to deposit money into the account for the community property owned or maintained by the POA.

# Treasurer's Report – 2024 Statement of Cash Assets

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

## 2024 Cash Position Statement

Balance as of 12/31/2023		\$ 6,955.72
2024 Income		\$13,882.13
2024 Expenses		(\$10,982.08)
Totals:		\$9,855.08
Money Moved to Capital Reserve Fund		(\$2,500.00)
Balance as of 12/31/2024		<u>\$ 7,355.08</u>
Balance in Capital Reserve Fund	\$2,229.16	
2024 Additions	\$2,500.22	
2024 Withdrawals	0.00	
Capital Reserve Fund Balance	<b>\$4,729.38</b>	
Bank Balances as of 12/31/2024		<u>\$ 12,084.46</u>

## Treasurer's Report – 2025 Budget

<b>Property Owners' Association of Carters Mill East, Inc.</b>	
<b>Budget for 2025</b>	
<b>Revenue:</b>	<b>Budget</b>
Income (Associations' Annual Assessment - \$215.00 @ 64 homes)	\$ 13,760.00
Income (Resale Certificates)	\$ 175.00
<b>Total Income:</b>	<b>\$ 13,935.00</b>
<b>Expenses:</b>	
Attorney, State, Legal Registration Fees, legal fees court case	\$ 1,500.00
Landscaping and Maintenance	\$ 7,000.00
Utilities	\$ 1,000.00
Liability Insurance	\$ 790.00
Donations for meeting space	\$ 500.00
Capital Reserve Audit	\$ ----
Miscellaneous Expenses (postage, office supplies, website, etc.)	\$ 500.00
<b>Total Expenses:</b>	<b>\$ 11,290.00</b>
<b>Net Income (Loss):***</b>	<b>\$ 2,645.00</b>
Move to Capital Reserve Fund	\$ 2,156.00
<b>Net Available:</b>	<b>489.00</b>

Notes:

Board agreed to increase the annual assessment for 2025.

## **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.
- Replaced both arborvitaes on the north side of the entrance with faux plants after repeated deaths.
- Grass shoulders continue taking a beating from vehicles. Haven't seen as much damage to sprinkler heads recently.
- Thanks to the volunteers who continue to help push the gravel back to the shoulders.
- Any topics of discussion for the front entrance?

## 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).
- The committee revised the 2006 guidelines and the board voted to accept the revision in 2022 and is posted on our website. Please take the time to review them, as some of the documentation has been modified and approved by the Board since they were created in 2006. Should you need a hard copy please contact one of the board members.
- The current committee consists of Laura Nicklin (chairperson), Denise & Roger Blaha, Laura Henry and Victoria Lushbaugh
- If interested in participating in the ARC, please email [cartersmilleast\\_arc@gmail.com](mailto:cartersmilleast_arc@gmail.com) or contact one of the Board members.

## **Nomination of Board Directors**

- Board consists of seven Directors. Once elected, the Board will appoint the Officers for 2025.
- Each Board member serves a three year term. Two board positions are up for nominations; Kelli Baker has agreed to continue if elected. Marcie Haynie is in the process of moving.
- 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**

- Annual dues are required to be paid per the covenants and by-laws. Failure to pay the annual dues causes collection fees and legal costs. Please pay your dues on time, if you have issues with paying them please contact one of the board members to minimize legal fees.
- Fines assessed by the Board of Directors to any homeowner will be turned over to collections, and then court if required.
- The board has been doing the periodic inspections. Letters are sent out to notify homeowners of possible violations. Should homeowner fail to correct issues, legal expenses may occur and this expense will be passed on to the homeowner.
- Reminder to all, we do have covenant restrictions, concerning boats and trailers parked in your driveway. We ask that you abide by the covenants.
- Please contact the ARC prior to beginning any new projects.

## **New Business**

- Replace or repair entrance signs – Roger Blaha to lead the discussion. The signs need repairs/painting/or replacing.
- Research community property deed concerning the 0.221 acres “open space” that is not owned by the POA but we must maintain the emergency road access. This property is currently owned by Charles Bailey and Glenn Hill (deceased). Transfer this piece of property to CME POA, Inc.

## **Open Discussion**

## **Adjourning of Annual Meeting**