

# Order of Business

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Annual Meeting Agenda for the  
**Chapel Green**  
**Homeowners Association, Inc.**

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TO BE HELD MAY 10, 2021 FROM 6:00 PM TO 7:00 PM

LOCATION:

Online via Microsoft Teams

Note Taker and Time Keeper: Serena Pretti

- A) Roll Call;  
Obtained via Microsoft Teams attendee download.
- B) Proof of Notice of Meeting;  
Shandar presented the original letter mailed to homeowners.
- C) Reading of Minutes of Prior Meeting;  
Minutes available on the DSI Real Estate website. Minutes approved by attendees.
- D) Officer's Reports;
  - a. Board Members
    - i. Greg Bahler
    - ii. Tanya Orvis
    - iii. Andrew Freeman
    - iv. Eric Gross
    - v. Renola Swoboda
    - vi. Andrea Rausch
  - b. Discussed Delinquent Association Dues – currently no hold overs from 2020.

If you would like to Volunteer for the Board, please feel welcome to email Shandar at [shoagland@dsirealestate.com](mailto:shoagland@dsirealestate.com).

- E) Committee Reports;
  - a. None at this time.

ACC Email: [chapelgreenacc@gmail.com](mailto:chapelgreenacc@gmail.com). Can also email Shandar ([shoagland@dsirealestate.com](mailto:shoagland@dsirealestate.com)) and she will forward onto the Board members.

- F) Elections;
  - 2 Volunteers needed to fill remaining Board positions.

**Q:** What are the responsibilities of the Board members?

**A:** Budget Review and Bid Review, Review ACC Requests and send out approvals, converse with other Board Members either via email or meetings. DSI takes care of the bid collection, neighborhood review, accounting etc.

G) Unfinished Business;

H) Adoption and Approval of an Annual Budget;

a. Will be supplied to the Board this Fall for approval.

I) New Business;

**Q:** Where does the surplus come from and what is it used for? Is it used to pay delinquent dues.

**A:** Surpluses are not used to pay delinquent dues. If the Board would like to credit the surplus to the homeowners account, we can do so.

**Q:** What is the process for dealing with delinquent homeowners.

**A:** Homeowners are granted a grace period until March 15<sup>th</sup> to pay their dues, at that time a 10% late fee is applied, and a late letter is sent to the homeowner, if they still do not pay a certified letter will be sent to the homeowners letting them know a lien will be filed if no payment is received. The homeowners then will not be able to sell or refinance their home until the lien is satisfied.

**Q:** Is there a log of approval and denials that have been collection from the life span of the HOA and ACC.

**A:** Upon conveyance all files were given to the original Board members. \*Shandar to check files to send to new board.

**Q:** What happens with ACC violations?

**A:** Letters will be sent to help bring the homeowner and the ACC with work to help bring the home back into compliance. Ultimately, a fine can be assessed if the home is not brought back into compliance.

**Q:** Is there a way to resend the Covenants to the residents?

**A:** The Covenants are available on the DSI Real Estate Group Website:  
<https://www.dsirealestate.com/hoa/chapel-green/documents/>

We can also send the link in future communications.

J) Adjournment; 6:37 pm

**PLEASE NOTE:** Meeting attendance will be limited to owners of Lots; guests are not invited to attend the meeting.

Shandar Hoagland – HOA Manager: [shoagland@dsirealestate.com](mailto:shoagland@dsirealestate.com)

Serena Pretti – ACC Contact at DSI: [acc@dsirealestate.com](mailto:acc@dsirealestate.com)