

# **Arrowood Homeowners Association**

## **2024 Annual Meeting Minutes**

**Facilitator:** Shandar Hoagland, DSI Real Estate Group

**Meeting Date:** February 19, 2024 at 7:00 pm

**Location:** Online Teams Meeting

**Meeting Called by:** Evergreen Fields HOA

**Type of Meeting:** Annual Association Meeting

**Note Taker & Time Keeper:** Serena Pretti

**Attendees:** Attendance taken online through Teams

### **Agenda:**

#### **A) Roll Call**

- a. Proof of attendance reached via Teams Attendance Download
- b. Introduction of Shandar and Serena with DSI Real Estate Group

#### **B) Reading of Minutes of the last Meeting**

- a. None - this is the first meeting for the Arrowood Neighborhood

#### **C) Consideration of Communications**

- a. **Shandar presented the original letter that was mailed to all homeowners**
  - Letter was mailed out on February 9<sup>th</sup>, 2024
  - Letter, Agenda, PowerPoint Slides, Budget, Financials sent via email the morning of the meeting.

#### **D) Resignations & Elections**

- a. None at this time. Elections and conveyance will occur once the neighborhood is 100% complete; currently the neighborhood is 6% complete. More information regarding elections will be presented as the neighborhood is closer to completion.

#### **E) Reports of Officers & Employees**

- a. The Association has a total of 303 assessment units. Currently there are 2 homes that have yet to pay the 2024 dues.
- b. Late Fees will be assessed on March 1st. We will be sending out late letters to all past due owners and requesting payment immediately. If payment is not made by May, we will move forward with the lien filing process.
- c. Once a lien is filed, the homeowner is unable to sell or refinance without first paying the dues and satisfying the lien.

## **F) Reports of Committees**

- a. ACC Update: The ACC web page is a great starting point when you are considering an exterior or structural change project on your lot. The web page offers fillable PDF applications, as well as the Covenants (CCR's) and other project information <https://www.dsirealestate.com/condo-hoa/acc/>
- b. The ACC can be contacted at : [acc@dsirealestate.com](mailto:acc@dsirealestate.com)

## **G) Unfinished Business**

None; as this is the first annual meeting. In upcoming years, this is where we will review topics discussed at the previous years meeting, and resolutions to any outstanding issues.

## **H) Original Resolutions & New Business**

Please clean up after your pets!

### **Q: How do we report snow removal damage?**

A: Please send an email, with a picture of the damage, to [hoa@dsirealestate.com](mailto:hoa@dsirealestate.com). The vendor will then work with you directly on repairs.

## **I) Adjournment**

- a. Note Time of Adjournment; 7:21pm

DSI values your feedback! A 5-question survey was sent out via Survey Monkey after the meeting, we would love to hear how we are doing and how we can improve!

# 2023 Financial Report

	Overall Budget	2023 Budget	Actual Expenses	Difference
<b>Snow Removal -</b>				
Cluster Mailbox Unit Sidewalk	\$3,500.00	\$2,000.00		
Walking Path/Sidewalks	\$18,000.00	\$5,500.00		
<b>Total</b>	<b>\$21,500.00</b>	<b>\$7,500.00</b>	<b>\$11,468.00</b>	<b>-\$3,968.00</b>
<b>Landscape Maintenance</b>				
Mowing	\$15,000.00	\$4,000.00		
Fertilizer & Weed Control	\$2,500.00	\$1,800.00		
Pruning & Weeding	\$3,500.00	\$750.00		
Spring Clean Up	\$2,500.00	\$500.00		
Aeration/Overseeding	\$3,500.00	\$1,500.00		
Fall Clean Up	\$2,500.00	\$750.00		
<b>Total</b>	<b>\$29,500.00</b>	<b>\$9,300.00</b>	<b>\$5,000.00</b>	<b>\$4,300.00</b>
<b>Maintenance</b>				
General	\$500.00	\$250.00	\$0.00	\$250.00
Utilities	\$1,250.00	\$500.00	\$44.37	\$455.63
Insurance	\$2,250.00	\$750.00	\$1,093.00	-\$343.00
Contingency Fund	\$2,500.00	\$1,500.00	\$0.00	\$1,500.00
Reserve Fund (Walking Path)	\$2,500.00	\$1,200.00	\$1,200.00	\$0.00
<b>Misc.</b>				
Annual Report Filing (WDFI)	\$25.00	\$10.00	\$50.00	
Postage	\$510.00	\$50.00	\$19.32	
Tax Prep	\$350.00	\$350.00		
Bank Service Fees	\$150.00	\$50.00	\$1.75	
Check Printing	\$175.00	\$175.00	\$208.48	
Other	\$100.00	\$100.00		
<b>Total</b>	<b>\$1,310.00</b>	<b>\$735.00</b>	<b>\$279.55</b>	<b>\$455.45</b>
Management Fee	\$13,119.24	\$6,000.00	\$6,000.00	\$0.00
ACC Administration Fee	\$7,871.54	\$3,600.00	\$3,600.00	\$0.00
<b>Grand Total</b>	<b>\$82,300.78</b>	<b>\$31,335.00</b>	<b>\$28,684.92</b>	<b>\$2,650.08</b>

Dues Income	\$31,335.00
Interest Income	\$1.33
<b>Total Projected Income</b>	<b>\$31,336.33</b>
Expenses	-\$28,684.92
<b>Tentative 2023 Surplus</b>	<b>\$2,651.41</b>
Balance of Reserve Fund	\$1,200.00



2024 Arrowood Homeowners Association  
Overall Maintenance Budget

<b>Snow Removal -</b>	
Cluster Mailbox Unit Sidewalk	\$3,500.00
Walking Path/Sidewalks	\$18,000.00
<b>Total</b>	<b>\$21,500.00</b>
<b>Landscape Maintenance</b>	
Mowing	\$15,000.00
Fertilizer & Weed Control	\$2,500.00
Pruning & Weeding	\$3,500.00
Spring Clean Up	\$2,500.00
Aeration/Overseeding	\$3,500.00
Fall Clean Up	\$2,500.00
<b>Total</b>	<b>\$29,500.00</b>
<b>Maintenance</b>	
General	\$500.00
<b>Utilities</b>	<b>\$1,250.00</b>
<b>Insurance</b>	<b>\$2,250.00</b>
<b>Contingency Fund</b>	<b>\$2,500.00</b>
<b>Reserve Fund (Walking Path)</b>	<b>\$2,500.00</b>
<b>Misc.</b>	
Annual Report Filing (WDFI)	\$25.00
Postage	\$510.00
Tax Prep	\$350.00
Bank Service Fees	\$150.00
Check Printing	\$175.00
Other	\$100.00
	<b>\$1,310.00</b>
<b>Management Fee</b>	<b>\$13,119.24</b>
<b>ACC Administration Fee</b>	<b>\$7,871.54</b>
<b>Grand Total</b>	<b>\$82,300.78</b>
Divided by Total Units	303
<b>Annual Cost per Home**</b>	<b>\$272</b>

# HOA Snow Removal Map

