

Country Place Home Owners Association (HOA)

Adjourned Annual Members Meeting Minutes February 12, 2019

The Adjourned Annual Member's Meeting of the Country Place HOA was held on February 12, 2019 at 7:00 pm at the Southgate Baptist Church Family Life Center with three of the five board members present. Mr. Lennarson noted that Ms. Sanders and Mr. Vieta were excused. Ten members of the community were present.

Board President, Mr. Lennarson called the meeting to order. Mr. Lennarson explained that, per the Declarations, Article VI, Section 5, because this was a duly determined Adjourned Annual Member's Meeting, the members present constituted a quorum. Minutes of the February 4, 2019 Annual Member's Meeting (adjourned because of the lack of a quorum) were distributed to the members and the minutes were approved as written.

Mr. Lennarson presented the end of year financial reports from Aria (Attachment 1). A member of the community asked about the -\$5,959.24 on the accounts receivable line of the balance sheet. Mr. Lennarson explained those funds were received in December 2018 but not posted until January 2019.

Mr. Lennarson presented results of the annual financial review indicating that nothing was out of place. Mr. Lennarson presented the 2019 budget (Attachment 2) noting that the new budget is very similar to the 2018 budget with minor shifts of funds to different budget line items to better reflect budgetary needs and there was no discussion.

Mr. Lennarson presented the three nominations for directors; Mr. Lennarson, Ms. Sanders and Mr. Vieta. The Members cast their ballots and the result was the unanimous election of Mr. Lennarson, Ms. Sanders and Mr. Vieta.

Mr. Lennarson presented a resolution for the maintenance of the fence along SW 134th St. (Attachment 3). The board members present signed this declaration.

Mr. Bivens recommended utilizing Google Drive organize documents pertaining to member HOA accounts. This would help the current board, as well as future board members, see any documents, letters or other correspondence relating to each home within our community.

Mr. Bivens presented options for "Playground Rules" signs and locations for the playground at 14025 Haystack Lane (Attachment 4). Board members are to consider options and make recommendations.

A community member asked about replanting in the island along the Penn entrance. Mr. Lennarson asked Ms. Coleman to review our contract with our contractor to see what could be done.

A community member asked about moles along 134th St. West of the Haystack entrance. Mr. Lennarson explained that a quote for an exterminator was obtained the previous year but the mole population went dormant so no action was taken.

A member mentioned the need for additional signage on Haystack Lane and SW 140th to address concerns related to: 1) Speeding; 2) Bus stops; and 3) Children at Play. Ms Standifer volunteered to lead a Street Sign Committee and work with the Board to determine types and locations for signs.

A community member asked about the erection of a storage shed and what the process was for putting one in their backyard. Mr. Lennarson explained there were detailed restrictions and information on the HOA website.

Mr. Lennarson thanked the community members that came to the meeting and encouraged them to continue coming and help further develop our community.

No other business was discussed and the meeting was adjourned.

Respectfully submitted,

Robert G. Bivens

Date: February 14, 2019

Country Place POA
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
First Fidelity Bank	33,762.73
Total Checking/Savings	33,762.73
Accounts Receivable	
Accounts Receivable	-5,959.24
Total Accounts Receivable	-5,959.24
Other Current Assets	
Undeposited Funds	206.00
Total Other Current Assets	206.00
Total Current Assets	28,009.49
Other Assets	
Security Deposits	200.00
Total Other Assets	200.00
TOTAL ASSETS	28,209.49
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	374.03
Retained Earnings	18,661.17
Net Income	9,174.29
Total Equity	28,209.49
TOTAL LIABILITIES & EQUITY	28,209.49

Country Place POA
Profit & Loss Budget Performance
December 2018

	Dec 18	Budget	Jan - Dec 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Finance Charges	0.00	0.00	1,545.35	500.00	500.00
HOA Dues	0.00	0.00	45,560.29	40,788.00	40,788.00
Late Charges	0.00	0.00	968.00	500.00	500.00
Legal Fees	0.00	0.00	437.50		
Lien Fees	0.00	0.00	2,024.00	500.00	500.00
Returned Check Charges	0.00		35.00		
Total Income	0.00	0.00	50,570.14	42,288.00	42,288.00
Gross Profit	0.00	0.00	50,570.14	42,288.00	42,288.00
Expense					
Charitable Contributions	0.00	0.00	50.00	50.00	50.00
Filing Fees					
Lien Filing Fees					
Lien Filing/Release Fees	0.00	0.00	1,795.00	1,200.00	1,200.00
Total Lien Filing Fees	0.00	0.00	1,795.00	1,200.00	1,200.00
Total Filing Fees	0.00	0.00	1,795.00	1,200.00	1,200.00
Insurance					
Directors&Officers Insur	0.00	0.00	1,772.00	1,922.00	1,922.00
Liability Insur	0.00	0.00	2,875.78	2,982.00	2,982.00
Property Insurance	0.00	0.00	1,911.00	1,916.00	1,916.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	6,558.78	6,820.00	6,820.00
Maintenance					
Monthly Lawn Maintenance	0.00	0.00	14,851.87	16,800.00	16,800.00
Pond Maintenance	0.00	0.00	2,421.00	2,700.00	2,700.00
Tree and Debris Maintenance	0.00	0.00	0.00	500.00	500.00
Total Maintenance	0.00	0.00	17,272.87	20,000.00	20,000.00
Management Fee	404.00	0.00	4,848.00	5,500.00	5,500.00
Office Supplies					
HOA Yard Signs	0.00		117.48		
Total Office Supplies	0.00		117.48		
Postage and Printing	5.14	0.00	511.15	1,000.00	1,000.00
Professional Fees					
Accounting	0.00	0.00	30.00	150.00	150.00
Legal	0.00	0.00	40.00	500.00	500.00
Total Professional Fees	0.00	0.00	70.00	650.00	650.00
Real Estate Taxes	17.00		17.00		
Repairs					
Entry Landscape Repair	0.00	0.00	15.47	1,000.00	1,000.00
Fence Repair	0.00	0.00	570.00	600.00	600.00
Irrigation Repairs	0.00	0.00	6,484.23	500.00	500.00
Playground Repairs	0.00	0.00	0.00	500.00	500.00
Total Repairs	0.00	0.00	7,069.70	2,600.00	2,600.00
Special Events	0.00	0.00	0.00	250.00	250.00
Taxes	0.00	0.00	100.00	18.00	18.00
Utilities					
Electric					
14008 Wagon Cir #FTN 3038411-9	27.97		335.58		
14209 Wagon Boss Rd 129888938-5	0.00		156.58		
2302 SW 134 SPKLR 661879-7	56.08		696.62		
Electric - Other	0.00	0.00	0.00	1,600.00	1,600.00
Total Electric	84.05	0.00	1,188.78	1,600.00	1,600.00
Water					
14209 Wagon Boss Rd 25010158011	0.00		161.60		
2302 SW 134 St. 250101127937	20.73		1,486.49		
Water - Other	0.00	0.00	0.00	2,600.00	2,600.00
Total Water	20.73	0.00	1,648.09	2,600.00	2,600.00
Total Utilities	104.78	0.00	2,836.87	4,200.00	4,200.00
Web Development and Hosting	0.00		149.00		
Total Expense	530.92	0.00	41,395.85	42,288.00	42,288.00
Net Ordinary Income	-530.92	0.00	9,174.29	0.00	0.00
Net Income	-530.92	0.00	9,174.29	0.00	0.00

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Cash Basis

Country Place POA
Profit & Loss Budget Performance
October through December 2018

	Oct - Dec 18	Budget	Jan - Dec 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Finance Charges	7.21	0.00	1,545.35	500.00	500.00
HOA Dues	93.00	0.00	45,560.29	40,788.00	40,788.00
Late Charges	10.00	0.00	968.00	500.00	500.00
Legal Fees	0.00		437.50		
Lien Fees	75.00	0.00	2,024.00	500.00	500.00
Returned Check Charges	0.00		35.00		
Total Income	185.21	0.00	50,570.14	42,288.00	42,288.00
Gross Profit	185.21	0.00	50,570.14	42,288.00	42,288.00
Expense					
Charitable Contributions	50.00	0.00	50.00	50.00	50.00
Filing Fees					
Lien Filing Fees					
Lien Filing/Release Fees	13.00	0.00	1,795.00	1,200.00	1,200.00
Total Lien Filing Fees	13.00	0.00	1,795.00	1,200.00	1,200.00
Total Filing Fees	13.00	0.00	1,795.00	1,200.00	1,200.00
Insurance					
Directors&Officers Insur	0.00	0.00	1,772.00	1,922.00	1,922.00
Liability Insur	0.00	0.00	2,875.78	2,982.00	2,982.00
Property Insurance	0.00	0.00	1,911.00	1,916.00	1,916.00
Insurance - Other	0.00	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	6,558.78	6,820.00	6,820.00
Maintenance					
Monthly Lawn Maintenance	2,700.34	0.00	14,851.87	16,800.00	16,800.00
Pond Maintenance	538.00	0.00	2,421.00	2,700.00	2,700.00
Tree and Debris Maintenance	0.00	0.00	0.00	500.00	500.00
Total Maintenance	3,238.34	0.00	17,272.87	20,000.00	20,000.00
Management Fee	1,212.00	0.00	4,848.00	5,500.00	5,500.00
Office Supplies					
HOA Yard Signs	117.48		117.48		
Total Office Supplies	117.48		117.48		
Postage and Printing	20.39	0.00	511.15	1,000.00	1,000.00
Professional Fees					
Accounting	0.00	0.00	30.00	150.00	150.00
Legal	0.00	0.00	40.00	500.00	500.00
Total Professional Fees	0.00	0.00	70.00	650.00	650.00
Real Estate Taxes	17.00		17.00		
Repairs					
Entry Landscape Repair	0.00	0.00	15.47	1,000.00	1,000.00
Fence Repair	0.00	0.00	570.00	600.00	600.00
Irrigation Repairs	0.00	0.00	6,484.23	500.00	500.00
Playground Repairs	0.00	0.00	0.00	500.00	500.00
Total Repairs	0.00	0.00	7,069.70	2,600.00	2,600.00
Special Events	0.00	0.00	0.00	250.00	250.00
Taxes	0.00	0.00	100.00	18.00	18.00
Utilities					
Electric					
14008 Wagon Cir #FNTN 3038411-9	83.91		335.58		
14209 Wagon Boss Rd 129888938-5	28.48		156.58		
2302 SW 134 SPKLR 661879-7	167.65		696.62		
Electric - Other	0.00	0.00	0.00	1,600.00	1,600.00
Total Electric	280.04	0.00	1,188.78	1,600.00	1,600.00
Water					
14209 Wagon Boss Rd 25010158011	57.30		161.60		
2302 SW 134 St. 250101127937	219.71		1,486.49		
Water - Other	0.00	0.00	0.00	2,600.00	2,600.00
Total Water	277.01	0.00	1,648.09	2,600.00	2,600.00
Total Utilities	557.05	0.00	2,836.87	4,200.00	4,200.00
Web Development and Hosting	149.00		149.00		
Total Expense	5,374.26	0.00	41,395.85	42,288.00	42,288.00
Net Ordinary Income	-5,189.05	0.00	9,174.29	0.00	0.00
Net Income	-5,189.05	0.00	9,174.29	0.00	0.00

Ordinary Income/Expense	
Income	
Finance Charges	500.00 [Finance charges associated with delinquent dues]
HOA Dues	40,510.00 [Estimate 90% of 437 members paying dues at \$103/yr]
Late Charges	800.00 [Late Charges associated with delinquent dues]
Legal Fees	0.00 [Legal fees associated with delinquent dues]
Lien Fees	1,000.00 [Lien filing fees associated with delinquent dues]
Total Income	42,810.00
Expense	
Bad Debt	0.00 [HOA Dues lost in foreclosure]
Bank Charges	20.00 [Hard copy statements, misc.]
Charitable Contributions	100.00 [Contribution NACOK (Offers free HOA related seminars)]
Filing Fees	
Lien Filing Fees	
Lien Filing/Release Fees	1,800.00 [Administrative cost to file & county charge to release liens]
Lien Filing Fees	
Total Lien Filing Fees	1,800.00
County Filing Fees	
Total Filing Fees	1,800.00
Insurance	
Property Insurance	1,842.00 [Insurance on property (playgrounds, pavilion, fence)]
Directors & Officers Insurance	1,772.00 [Liability insurance for Directors and Officers]
Liability Insurance	3,776.00 [Liability insurance for HOA property and structures]
Total Insurance	7,390.00
Maintenance	
Monthly Lawn Maintenance	16,800.00 [Annual mowing/irrigating all common areas]
Pond Maintenance	2,700.00 [Annual managing the pond water quality]
Tree and Debris Maintenance	1,000.00 [Annual tree/debris maintenance in all common areas]
Total Maintenance	20,500.00
Management Fee	4,848.00 [Annual fee for bookkeeping and Registered Agent duties]
Office Supplies	500.00 [Web page maintenance, yard signs, entry light bulbs, etc.]
Postage and Printing	1,000.00 [Community mailing, presorting, metering, and printing]
Professional Fees	
Accounting	150.00 [CPA services for tax purposes]
Legal	500.00 [Legal expenses (liens, foreclosures, & small claims)]
Total Professional Fees	650.00
Repairs	
Common Area Lawns	500.00 [Plantings/cuttings outside of Lawn Maintenance Contract]
Fence Repair	1,000.00 [Fence repair and replacement along SW 134th]
Irrigation Repairs	500.00 [Irrigation repairs outside of Lawn Maintenance Contract]
Playground Repairs	500.00 [Playground repairs (Swings, panels, mulch, retaining wall)]
Total Repairs	2,500.00
Special Events	250.00
Taxes	18.00 [Cleveland County Treasurer]
Utilities	
Electric	1,200.00 [Country Place Sign lights, sprinkler system]
Water	2,000.00 [Sprinkler system, SW 134th St & Hay Stack Ln Median]
Total Utilities	3,200.00
Total Expense	42,776.00
Net Income	34.00

COUNTRY PLACE PROPERTY OWNERS ASSOCIATION, INC.

RESOLUTION FOR UPKEEP OF THE FRONTAGE FENCE OF COUNTRY PLACE ALONG SW 134TH STREET

Whereas, the Class A Board of Directors of Country Place Property Owners Association, Inc. (the Association) finds it advisable to clarify responsibilities concerning the maintenance, repair and replacement (upkeep) of the decorative frontage fence along SW 134th Street (the Fence); and

Whereas the Class B Board of Directors of the Association, represented by Mr Rob Green, in a letter to homeowners along SW 134th Street, dated February 12, 2015, previously stated that the Fence is maintained by the Association; and

Whereas the Fence is not listed in the Declarations as property of the Association; and

Whereas the responsibility for the upkeep of the Fence is not mentioned in the Declarations or By-laws of the Association; and

Whereas the current Fence does not conform to covenants of the Country Place Sections 1, 6 and 11 along SW 134th Street; and


Whereas the Association currently carries a commercial property insurance policy for the Fence;

Now, therefore be it resolved by the Board of Directors of the Association:

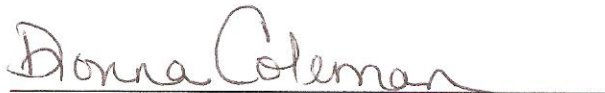
The Association will continue to provide for the upkeep of the Fence while considering changes to the Association Bylaws or Covenants to clarify the responsibility for the upkeep of the fence.

Signatures of those Directors among the five Directors of the Association in favor of the Resolution are found below.

Dated: 12 FEB 19



JAMES A LENNARSON



Donna Coleman



Secretary

Park Sign Options

24" x 18" Custom Signature Sign



This decorative 3M reflective aluminum sign is available in both green background or cream background. Text is fully editable within four text blocks: Heading, Hours of operation, Rules, and Organization name.

1 Sign – \$60.45

3 Signs - \$154.95 (\$51.65/each)

Total Cost with Add-ons/Accessories (listed on page 2)

1 Sign with 3M SmartShield, BoltGuard kit and Steel post – \$110.51

1 Sign with 3M SmartShield and Hose Clamp kit - \$80.45

2 Signs with 3M SmartShield, BoltGuard kits and Steel posts – \$221.02

3 Signs with 3M SmartShield, BoltGuard kits and Steel posts - \$305.13

Park Sign Options

ADD-ONS/ACCESSORIES

3M SmartShield POF Laminate - \$18.65/per sign

Superior protection against fading and graffiti. Supposedly adds 5 years to the estimated 10 year life of the sign from fading. Graffiti can be wiped off with a solvent and it also is anti-scratch.

BoltGuard Anti-Theft Post Attachment Kit - \$7.69/per sign kit

This kit comes with two security bolts and three special nuts that cannot be removed without special tools once installed.



Sign Hose Clamp Mounting Hardware - \$20/per sign kit

Set of two large hose clamps with standoffs for mounting a sign



8' Baked Enamel Steel U-Channel Sign Post - \$23.72/per post

Sturdy green enamel posts that have pre-drilled holes for easy sign attachment.



Signs, SmartShield and BoltGuard priced from playgroundsigns.com. 8' sign posts priced from amazon.com.

Free shipping from both retailers

Park Sign Options

Heading:

Community Park Rules

Hours:

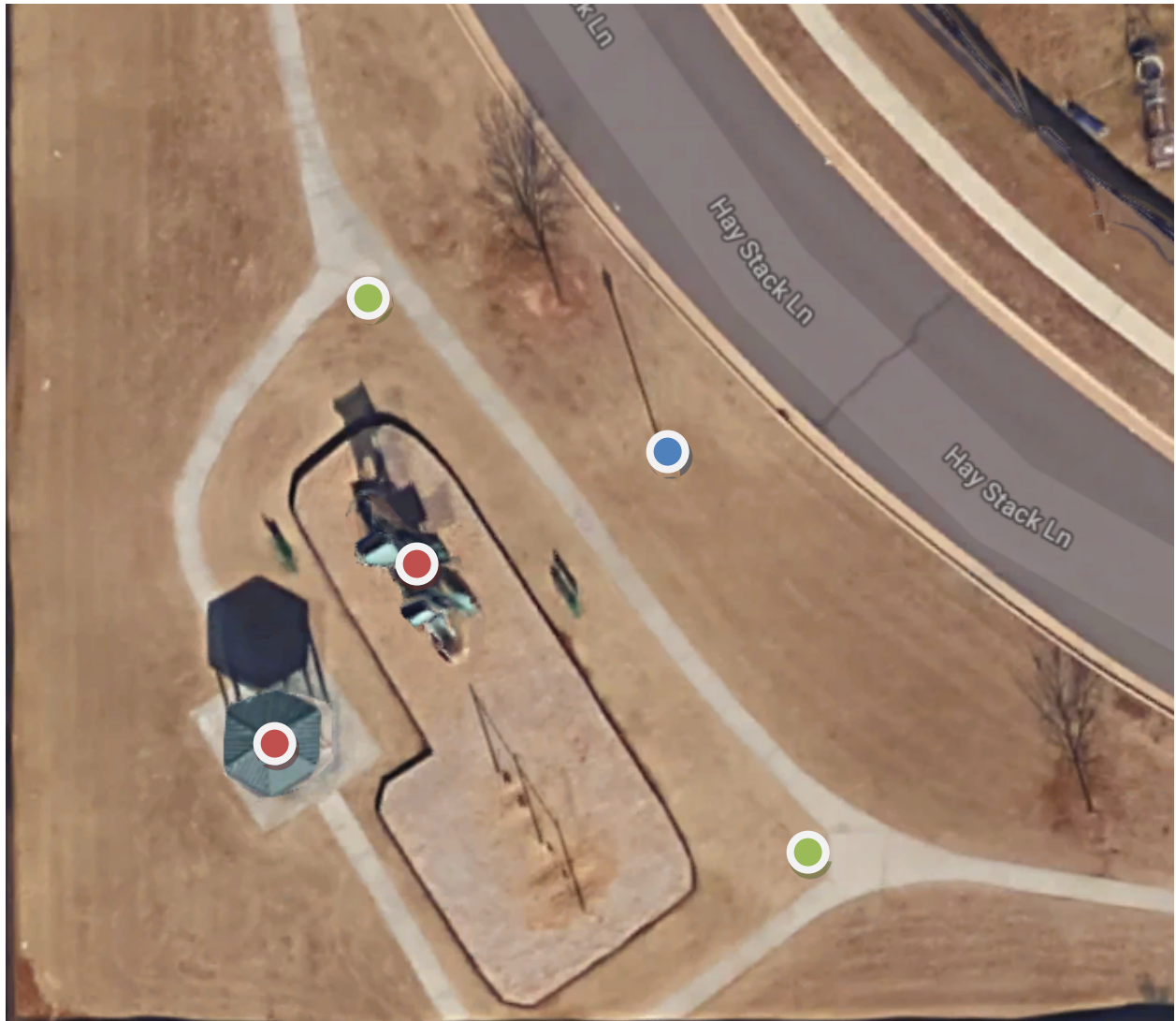
7:30 AM to 9:00 PM




Rules:

1. Use playground equipment at your own risk
2. Play area reserved for residents only
3. Children under 12 must be accompanied by an adult
4. No rough play or yelling permitted
5. Only one person per swing at a time
6. No jumping off playground equipment
7. No climbing on top of play equipment
8. No glass or bottles in play area.

Park Sign Options

POSSIBLE LOCATIONS OF SIGNAGE



-  At the Y along both sidewalk entrances to the park (Maximum visibility)
-  On the light pole by Hay Stack Ln (Maximum visibility from the road)
-  On an existing structure pole of the gazebo and/or directly on the jungle gym*

* These locations would require the sign to be mounted flush with equipment or in a location where it couldn't be a danger to visitors