

Park Village HOA Board Meeting
Thursday, October 19, 2017
Park Village Clubhouse
7:00 PM
Meeting Minutes

1. Call to order at 7:00 PM

2. Roll Call, Establish Quorum

A. Present: James Bernier, Jr., Brian Zeyak, Linda Yoquelet, Lee Klimek. Quorum established.

3. Amendment of agenda [attachment 1, Agenda].

A. Add "Homeowners Forum" as item 10 following item 9 "Annual Letter and Newsletter" .

4. Review of re-submission of ACC application 1083-400

A. Discussion of homeowners re-submission ensued.

MOTION: The ACC shall provide resolution of the homeowner's re-submission #1083-400 no later than 20:00 on Wednesday, October 25, 2017. Motion made by Linda, Seconded by Lee. Vote result: PASSED (4-1).

5. Review of electronic submission of samples to the ACC

A. Background. The following motion was passed unanimously by the Board of Directors via e-mail on October 13, 2017. (Note: the Board of Directors may from time to time and with cause consider motions outside of a formal board meeting. Passage shall be validated only with 100% of the Board members casting a vote approving the motion).

"Whereas, the Park Village Board of Directors finds that most all area community ACC committees accept submission of paint colors electronically with applicable ACC requests;

Therefore, the Park Village Board of Directors hereby advises the ACC of Park Village to accept electronic color samples as qualified submission of ACC applications. The sample(s) must include a color swatch, the name of the paint manufacturer, the name of the paint color as designated by the manufacturer, and the paint code number as designated by the manufacturer."

Discussion ensued.

MOTION: The Board of Directors hereby withdraws and nullifies the previously approved motion (see above 5.A.) that advised the ACC to accept electronic color samples. Motion made by James, Seconded by Linda. Vote result: PASSED (4-1).

6. Treasurer's Report

A. Report delivered by Hayley White.

7. Budget 2017 - 2018

Using a budget worksheet template listing budget categories the Board of Directors reviewed each line item and determined final budget amounts for each line item.

MOTION: Reduce homeowners annual dues by \$14. Motion made by Brian, Seconded by James. Vote result: PASSED (4-1).

MOTION: Approve annual 2018 budget as created by the Board of Directors [[attachment 2, 2018 Approved Budget](#)]. Motion made by Brian, Seconded by James. Vote result: PASSED (4-1).

8. Annual Meeting Planning

Various options and details discussed.

9. Annual Letter and Newsletter

Discussion continued with overlap of Annual Meeting Planning.

MOTION: Approve proposed Annual Meeting letter as marked up [[attachment 3, Annual Meeting Letter](#)], draft agenda as marked up [[attachment 4, Annual Meeting Agenda](#)], draft of proxy form [[attachment 5, Proxy](#)], draft nomination form [[attachment 6, Nomination Form](#)]. Motion made by James, Seconded by Linda. Vote result: PASSED (unanimous).

10. Homeowners Forum

11. Adjournment

MOTION: Motion to adjourn. Motion made by Linda, Seconded by James. Vote result: PASSED (unanimous).

Adjournment at 22:10.

MOTIONS PASSED

- 1. MOTION: The Board of Directors hereby withdraws the previously approved motion (see above 5.a.) advising the ACC to accept electronic color samples. PASSED (4-1).**
- 2. MOTION: Reduce homeowners annual dues by \$14. PASSED (4-1).**
- 3. MOTION: Approve annual 2018 budget as created by the Board of Directors. PASSED (4-1).**
- 4. MOTION: Approve proposed Annual Meeting letter as marked up, draft agenda as marked up, draft of proxy form, draft nomination form. PASSED (unanimous).**
- 5. MOTION: Motion to adjourn. PASSED (unanimous).**

Park Village HOA Board Meeting
Thursday, October 19, 2017
Park Village Clubhouse
7:00 pm

Agenda

1. Call to order - 7:00 PM
2. Roll Call, Establish Quorum
3. Amend agenda if needed
4. Review of re-submission of ACC application 1083-400. – 7:05 PM
5. Review of electronic submission of samples to the ACC. – 7:15 PM
6. Treasurer's Report – 7:25 PM
7. Budget 2017-2018 – 7:35 PM
8. Annual Meeting planning – 8:55 PM
9. Annual letter and Newsletter – 8:15 PM
10. Adjournment 8:25 PM

**2018 Dues are \$560 per year, 2
 payments of \$280**

		2017 Budget	2018 Budget
INCOME			
40-40000-00	H/O Semi-Annual Assessments	\$347,270.00	\$338,800.00
Total INCOME:		\$347,270.00	\$338,800.00
41-41000-00	Late Fee Income	\$0.00	\$0.00
41-41100-00	Interest Fee Income	\$0.00	\$0.00
41-41250-00	Collection Letters/Late Fee Income	\$1,000.00	\$0.00
41-41500-00	Legal Fee Reimb Income	\$4,000.00	\$0.00
41-41600-00	Mailbox Reimbursement	\$500.00	\$0.00
42-42000-00	Clubhouse Rental Income	\$1,800.00	\$1,800.00
42-42300-00	Access Cards/Keys	\$500.00	\$500.00
43-43000-00	Sherwood Greens Pond Agreement Income	\$1,150.00	\$1,598.00
47-47000-00	Bank Interest Income-Operating	\$0.00	\$0.00
47-47100-00	Bank Interest Income-Reserve	\$900.00	\$900.00
		\$357,120.00	\$343,598.00
ADMINISTRATON EXPENSES			
50-50200-00	Management Contract	\$36,900.00	\$36,900.00
50-50300-00	CPA Tax Prep/Audit	\$2,300.00	\$1,800.00
50-50360-00	Legal Fees - General	\$1,000.00	\$2,000.00
50-50369-00	Legal Fees - Collections	\$6,000.00	\$5,000.00
50-50520-00	Printing, Postage and Supplies	\$6,500.00	\$7,000.00
50-50700-00	Insurance	\$10,500.00	\$10,500.00
50-50800-00	Licenses/Permits/Taxes	\$600.00	\$800.00
50-50900-00	Meeting Expenses	\$1,500.00	\$1,500.00
50-50975-00	Contingency	\$2,000.00	\$2,000.00
Total ADMINISTRATON EXPENSES:		\$67,300.00	\$67,500.00
COMMITTEE EXPENSES			
53-53200-00	Neighborhood Watch	\$2,000.00	\$2,000.00
53-53600-00	Community Web Site	\$100.00	\$150.00
53-53800-00	Social	\$3,000.00	\$3,000.00
53-53900-00	Swim Team	\$3,000.00	\$3,000.00
Total COMMITTEE EXPENSES:		\$8,100.00	\$8,150.00
POOL EXPENSES			
60-60100-00	Pool Contract	\$55,600.00	\$55,600.00
60-60170-00	Pool Other	\$3,000.00	\$2,000.00
60-60200-00	Pool Repairs	\$2,000.00	\$3,000.00
60-60800-00	Pool Supplies & Chemicals	\$2,000.00	\$800.00
60-60300-00	Pool Saline System Lease	\$3,000.00	\$3,000.00
60-60700-00	Pool Furniture/Repair	\$2,000.00	\$2,000.00
Total POOL EXPENSES:		\$65,600.00	\$66,400.00
CLUBHOUSE EXPENSES			
61-61200-00	Clubhouse Cleaning	\$1,600.00	\$1,600.00
61-61250-00	Clubhouse Extermination	\$280.00	\$280.00

61-61300-00	Clubhouse Maint. and Repairs	\$4,000.00	\$4,000.00
61-61330-00	Clubhouse Supplies	\$750.00	\$300.00
Total CLUBHOUSE EXPENSES:		\$6,630.00	\$6,180.00
UTILITIES EXPENSES			
66-66000-00	Telephone	\$2,100.00	\$2,100.00
66-66200-00	Electricity	\$16,000.00	\$16,500.00
66-66250-00	Gas	\$1,500.00	\$1,100.00
66-66300-00	Water and Sewer	\$9,000.00	\$7,500.00
66-66400-00	Trash Removal	\$1,500.00	\$1,400.00
Total UTILITIES EXPENSES:		\$30,100.00	\$28,600.00
GROUNDS MAINTENANCE EXPENSES			
70-70000-00	Grounds Maintenance Contract	\$58,500.00	\$58,500.00
70-70100-00	Grounds Extra (incl Tree Removal)	\$11,700.00	\$12,000.00
70-70110-00	Grounds - Special Projects	\$20,000.00	\$5,000.00
70-70190-00	Pine straw Expense	\$18,300.00	\$19,000.00
70-70400-00	Fence Maintenance	\$1,000.00	\$1,000.00
70-70450-00	Pond Maintenance Contract	\$6,000.00	\$6,000.00
70-70455-00	Pond Extras	\$6,000.00	\$5,000.00
70-70475-00	Playground Maintenance	\$2,500.00	\$2,500.00
Total GROUNDS MAINTENANCE EXPENSES:		\$124,000.00	\$109,000.00
RESERVES			
86-86100-00	Transfer to Common Area Reserve	\$46,240.00	\$48,170.00
86-86200-00	Transfer to Capital Improve Funds	\$5,000.00	\$5,000.00
86-86300-00	Transfer to Pond Reserve	\$1,150.00	\$1,598.00
Total RESERVES:		\$52,390.00	\$54,768.00
92-92100-00	Bad Debt Expense	\$3,000.00	\$3,000.00
		\$357,120.00	\$343,598.00
Net Income:		\$0.00	\$0.00

**Park Village
Homeowners
Association, Inc.**

www.parkvillage.org

C/O RS Fincher & Company, LLC
P.O. Box 1117
Apex, NC 27502
Phone 919-362-1460
Fax 919-362-1462

October 25, 2017

Dear Park Village Homeowner:

Under the provision of the By-Laws of the Park Village Homeowners Association, Inc. you are hereby notified that the Annual Meeting of homeowners will be held as detailed below:

DATE: Thursday, November 16, 2017
TIME: 7:00 p.m. — 9:00 p.m.
PLACE: Park Village HOA Clubhouse

The first 100 homeowners/lot owners in good standing to attend will receive Two movie tickets.

There will also be refreshments and door prizes.

The purpose of this meeting is to provide an update to the community and hold an election for the Board of Directors— two board positions are available. Nominations to the board are still open and will remain open until formally closed during the Annual Meeting. If you or anyone you know is interested in serving on the Board of Directors, please call RS Fincher at 919-362-1460. In addition, we will also discuss the accomplishments of the past year, as well as the proposed projects for 2018 and the 2018 budget (enclosed).

Highlights of the meeting will be the Park Village Board of Directors going over the following:

- **Review of clubs, groups, associations, and activities available to residents**
- **Planned capital improvements.**
- **Reduction of 2018 HOA Dues.**

If you are unable to attend the meeting, complete the enclosed proxy form and give it to someone who is planning to attend the meeting or you can mail it to R S Fincher & Co., LLC at the above address. You may also fax your proxy to 919-362-1462 or email it to hayley@whitersfincher.com.

Your presence at the annual meeting is very important, either in person or by proxy. Please make every effort to attend or send in a proxy.

****You must attend the annual meeting, in person, and stay until the results of the meeting are announced to receive the "free movie tickets****

AGENDA

CALL TO ORDER/QUORUM
PRESIDENT'S REPORT
COMMITTEE REPORTS
TREASURER'S REPORT
2018 PARK VILLAGE HOA BUDGET
ELECTION OF BOARD MEMBERS
OPEN FORUM
RESULTS OF THE ELECTION
CLOSING REMARKS
ADJOURN

**Park Village Homeowners Association, Inc.
2017 Annual Meeting
Proxy**

I/WE _____, recorded owners of
_____ (address), at Park Village Homeowners
Association, in Cary, North Carolina, do hereby give my/our vote at the November 16, 2017 Annual Meeting or
any adjourned session of the Park Village Homeowners, to _____ (name of
person) or the Board of Directors (if not otherwise indicated). The proxy is hereby authorized to vote on
any matters that may be properly brought before the membership. This proxy is revocable if I/we decide to
attend the meeting.

DATE: _____

SIGNATURE: _____

DATE: _____

SIGNATURE: _____

**Park Village Homeowner Association, Inc.
2017 Annual Meeting of Homeowners**

NOMINATION FORM

_____, hereby submit my name for consideration for nomination to the Board of Directors for Park Village Homeowners Association.

or

I/We, _____, do hereby recommend, _____ for consideration for nomination to the Board of Directors for Park Village Homeowners Association, Inc.

I/We think I/he/she would be an asset to the Board of Directors for the following reasons (optional):

_____ has been contacted and would be willing to serve on the Board of Directors. For confirmation I/he/she can be reached during business hours by calling # _____

Signed: _____ Date: _____

Address: _____

Please return no later than 12pm on November 16, 2017 to:

Park Village HOA
C/o R S Fincher & Co., LLC
Post Office Box 1117
Apex, NC 27502
Fax: (919) 362-1462
Hayley.white@rsfincher.com