

St. John's Park Home Owners Association (SJPHOA)
2023 Annual Meeting Minutes (Approved)
In-Person at SJP Pool House
October 29, 2023

- I. **Call to Order.** Following the “Halloween Bar-B-Que and Treats” gathering the St. John's Park Association 2023 Annual Meeting convened at 4:01 PM.
- II. **Agenda.** The Agenda was reviewed and accepted.
- III. **Introductions.** The 2023 Board Members introduced themselves. Kristie Miller our new CMA Community Manager was introduced to the Community.
- IV. **Verification of Quorum.**
 - A. The quorum for the election was established based upon the number of eligible ballots submitted. Forty seven eligible homeowners were required to submit ballots to establish the quorum needed to certify the election. The quorum was verified with a total of 63 eligible ballots received.
 - B. Association members were requested to provide a separate Proxy for the meeting to allow official votes to be conducted for any business raised during the meeting other than the election. Use of proxies to establish a quorum was common practice before Covide-19 halted in-person meetings. Since this was the first in-person meeting we have conducted since 2019, homeowners that could not attend were asked to submit proxies so votes could be conducted during the meeting. Only, 34 proxies were submitted. Since no business requiring a vote was planned, it was decided not to take the time (estimated at 15 min) to attempt to collect additional proxies or determine a quorum existed as a combination of proxies and people present. It was agreed informal votes could be taken as appropriate. Such votes will serve as community guidance when the Board conducts formal votes on the questions. Several unofficial votes were conducted as indicated herein. The Board will also work with CMA in 2024 to determine what changes to the Covenants and/or By-Laws and ballot forms might be desirable to facilitate efficient methods to allow determination of quorums to support both counting of mail-in ballots and voting on resolutions that might come up during the annual meetings if held in-person.
- V. **Announcement of Election Results for 2024 Board of Directors.**
 - A. Seven candidates stood for election. Candidates introduced themselves.
 - B. The results of the election were announced. All seven candidates received a large majority vote. Al Bandino, Allison Korba, Jamie Chesler, Kirk McQueen, Tracy Prepetit, Darcey Tatum, and Sharonda Williams were all elected to a term

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starting November 1, 2023. The term will end after the next association annual meeting.

- C. After Note: Officers and Advisors for 2024 were elected at the Board Meeting held November 16, 2023. Darcey Tatum will serve as President; Kirk McQueen, Vice President; Jamie Chesler, Secretary; Allison Korba, Communication Coordinator; Sharonda Williams, Welcome Committee Chairman and Social Coordinator; and Tracy Prepetit, External Community Liason. Steve Joiner was elected as Associate Board Member. Steve will lead the Long Range Planning Committee. Matt Matejick will continue to serve as our IT Advisor. Kenny Culloru will continue to serve as our Infrastructure Coordinator. Please refer to Attachment 1 for a list of duties and descriptions for all officers and committee chairs.

- VI. **Review of Meeting Minutes from 2022 Meeting.** The Meeting Minutes for the 2022 Annual Meeting were included as a read-ahead in the meeting packet provided to each Homeowner. Darcey reviewed and provided updated information about the suggestions and ideas raised at the 2022 Meeting and described in Paragraph VI of those minutes. An unofficial vote was conducted to accept the minutes as written and it passed unanimously.

- VII. **Budget Review:** The draft budget for 2024 was reviewed.
- A. It was announced that the 2024 annual assessment will be \$680 per lot (not including the Association owned lot with the common amenities).
- B. Darcey Tatum explained the Board was planning to revert to the historical practice of allowing two payment installments rather than the three it allowed in 2023. Following discussion an unofficial vote was conducted that indicated those present preferred that three installments be allowed. The Board agreed to vote on this request at its meeting November 16th. After Note: The Board agreed to allow three installments.
- C. Darcey Tatum explained that the draft budget will be updated with end-of-year data in January 2024. The budget will then be approved by the Board NLT than February 2024.
- D. It was suggested that the Community reconsider the implementation of an installation fee even though this idea was rejected about 6 years ago. Approval of this idea would require that the Covenants and By-Laws be modified with affirmative vote by 2/3's of all eligible homeowners. The Board supports this idea and will work to make it occur in 2024.

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- VIII. **The 2023 Long Range Planning Committee Survey Results** were reviewed by Steve Joiner. Copies of the detailed report were included in the meeting packet sent to all Homeowners before this meeting. Some of the findings are discussed below.
- A. The community strongly supports maintaining current facilities.
 - B. We are willing to consider enhancements such as the shelters at the pool and standardized mail boxes if it does not increase the annual assessments - Possibly revenue generated from an initiation fee could be used for enhancements.
 - C. The results indicate that most people prefer special assessments to pay for emergency repairs rather than building the reserve account to at least \$100,000 as recommended by CMA. Darcey explained that the Board had already discussed this philosophy and will implement a modified policy. SJP will attempt to build its cash availability in the two accounts we maintain (Operating Account and Reserve Account) from the current level (approximately \$50,000) to \$75,000 by Dec 2025. The Board believes we should maintain a minimum of \$45,000 in the operating account and at least \$30,000 in the reserve account. Doing so would allow most emergencies to be dealt with in a timely manner without having to wait for the receipt of funds to be collected from a special assessment.
- IX. **Communication.**
- A. Homeowners were asked to ensure that their contact details (emails and phone numbers) are current with CMA. At this point we have about 80% of homeowner's emails or phone numbers. We would like to get at least (95% of our correspondence transmitted to HO's by email to reduce communication costs. It costs about \$4.15 to mail the annual meeting packets to each of our 141 homeowners. Much of this information included in those packages and other essential information could be sent much less expensively and provided in a timelier manner by email.
 - B. It was suggested that we create a SJP HOA app be created as a replacement for the FB Group for communicating. This will be investigated in 2024.
- X. **Thank you to Cheryl Brantley** for serving as a volunteer pool attendant in 2023. Her service saved the community almost \$2000. The Board authorized the purchase of a \$500 gift card to be presented to her with the thanks of the entire community.

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- XI. The meeting **adjourned at 5:39 PM** with a sincere expression of thanks and appreciation to the entire community for keeping our community well-kept and a special place to live.

Attachment 1: SJP HOA Board Roles and Duties for 2024

Note: The Board Members elected at the Annual Meeting held October 29, 2023 have agreed to serve in the following positions for 2024. Steve Joiner agreed to serve as an Associate Member and will be included in all correspondence and meetings but cannot vote. Matt Matejick and Kenny Colluro agreed to serve as advisors, not Board Members, and will be included in discussions, correspondence, and tasking's as appropriate.

1. **President: Darcey Tatum.** Board oversight and tracking of Board commitments/activities; primary link with Community Manager and CMA; prepare meeting agendas and conduct meetings. Develop yearly budget. Prepare Annual Meeting Documentation Packets. Communicate with vendors and neighbors about concerns and problems. Coordinate with contractors as needed.
2. **Vice President: Kirk McQueen.** Fill in for President if needed. Coordinate with contractors as needed. Responsible for pool, tennis court, and playground maintenance and operation; supervise pool staff. Plan Community Work Day. Order Graduation Banner and other signage as needed.
3. **Secretary: Jamie Chesler.** Prepare Meeting Minutes, and manage zoom. Post approved meeting minutes and agenda on Website. Work with CMA to maintain contact list. Check Ballot counts.
4. **Treasure: CMA.** The Board has contracted with CMA to perform all normal duties associated with the Treasurer to include but limited to reporting, record keeping, collection and disbursement of assessments, fees, fines, and payments.
5. **Communication Coordinator: Allison Korba.** Prepare and coordinate letters and articles to keep community up to date. Lead effort to develop Community Service Booklet; Prepare banners; post messages on Community Board. Serve as FB Group coordinator.

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6. **Social Coordinator: Sharonda Williams.** Chair Welcome Committee to welcome new homeowners; prepare Welcome Baskets; serve as POC for Pool Parties; plan community social activities. Lead Christmas decoration effort.
7. **Architectural Control and Safety Coordinator: Al Blandino.** Monitor and report on Architectural Review Committee and Inspection Issues. Recommend Inspection Focus Areas. Serve as Flock POC.
8. **Community Liaison. Tracy Prepetit.** Monitor Real estate trends and advise the Board on impact of decisions on real estate values. Liaison with other HOAs and County Government officials about development issues and other impacts on our property values.
9. **Long Range Committee Chairman: Steve Joiner:** Objectives for 2024 include documenting the maintenance requirements and enhancements for the community over the next 10 years in the form of a task list, schedule, and cost estimate. Recommend level of reserves needed to support the recommended Maintenance and Enhancement Plan. Work with Communication Coordinator to develop community satisfaction survey.
10. **Information Tool Administrator. Matt Matejick.** Manage Website; Pool WiFi; Hot-mail. Advise Board on IT matters.
11. **Infrastructure Repairs: Kenny Culluro.** Coordinate with appropriate people to repair lights, sidewalks, and streets. Kenny replaces light bulbs and sets timers at pool house.