

**Martin Meadows Homeowners Association**  
**Annual Meeting Minutes**  
**March 2, 2010**

- I. The Martin Meadows Annual Meeting was held on Tuesday, March 2, 2010 at the Fallston Branch Public Library at 6:30pm.
- II. Sara Marrie (Community Manager) represented First Real Estate Management; Amy Fagan and John Rice represented Richmond American Homes
- III. Quorum was established (20%); 23 unit owners attended
- IV. Handouts were made available & sign-in sheet was passed around
- V. Meeting was called to order at 6:50pm
- VI. Sara Marrie introduced herself as the community manager for the association.
- VII. Sara explained that if a resident's name/address is not on the sign-in sheet to please add it as there are only 35 homes in the database that First Real Estate Management has on file. John Rice explained that there will be 40 homes total built in the community.
- VIII. A vote was conducted to determine the number of board members the residents would like to see represent their association. The majority voted to have 5 members on the board of directors.
- IX. Board of election vote:
  - Candidates introduced themselves, they included;
    - Diane Cariello
    - Neil Cariello
    - Kevin Clark
    - Glen Gregory
    - Tim Kogler
  - Open nominations from the floor:
    - Robert Tewey nominated himself
  - Board members will be elected to serve in staggered terms and positions will be determined once the new board of directors is established
  - One proxy was submitted
  - There was a tie for three candidates and a second vote was carried out to determine the fourth and fifth board members.
  - Martin Meadows Board of Directors:
    - Diane Cariello
    - Kevin Clark
    - Glen Gregory
    - Tim Kogler

- Robert Tewey

X. 2010 Budget Review:

- At the end of 2009, there was \$13,773.79 in the HOA's checking account and currently there is about \$18,000 since residents have remitted their dues at the beginning of this year
- Expenses for the association include Accounting Fee, Audit Fees/Tax Prep, Coupons, Insurance, Lawn and Landscaping Maintenance, Legal Fees, Management Fee, Office, Postage & Mail, Reserves
  - Accounting Fee - \$3/unit/month, increases as the number of occupied homes increase. Consists of collection of dues, file tax returns, monitor delinquencies, maintain bank account, prepare financial statements, etc.
  - Audit Fees/Tax Prep – Audit & tax preparation
  - Coupons – coupon booklets delivered to all homeowners to remit HOA fees, approx. \$3 - \$4 per booklet
  - Insurance – 1 million liability coverage, basic policy includes coverage on common structures/grounds and fidelity bond coverage protecting against any loss of money or fraud from the association
  - Lawn and Landscaping Maintenance – to mow and maintain all common areas in community once developer stops maintaining. Board of Directors will need to obtain bids from landscaping companies and approve one.
  - Legal Fees – Included in case an attorney needs to be obtained (i.e. clarification of governing documents) or for collection purposes
  - Management Fee - \$5/unit/month, increases as number of occupied homes increase. Fee for management company to address daily resident concerns, research bylaws when there are questions, liaison between builder and developer for residents, prepare annual budgets, maintenance of association documents, bank account records and unit records. Richmond American had to initially set-up the association with a managing agent to collect settlement sheets and HOA checks from the title companies. First Real Estate Management then started collecting dues and managing the association.
    - A resident asked if a management company was still needed now that a Board of Directors has been established. Sara stated that there are options to phase out First Real Estate Management once the Board of Directors becomes self-sufficient or have them manage the accounting side of the association while the Board addresses the daily issues in the community. However, First Real Estate Management would like to stay on as the managing agent.
  - Office – copies, paper and envelopes
  - Postage & Mail – actual postage & mail
  - Reserves – funds for capital reserves (i.e. repair and maintenance of storm water management ponds). A resident asked if there was a set amount that should be set aside each year for reserves. Sara will research this question.
- Total number of occupied homes currently = 36

XI. Questions and Answer with Richmond American Homes (Amy Fagan and John Rice)

- It was explained that only questions regarding the common grounds and the infrastructure of the community would be addressed at this time. Residents could call the Customer Care number with concerns about their individual homes.
- School Bus will not come back in to subdivision due to width of road. Richmond American Homes stated that the county would not approve road if the school bus would not come back. More than likely it was due to the fact the roads have not been accepted or dedicated to the county.
- Street Lights – there are street lights shown on the roads plans – this would be a Developer issue.
- Landscaping – John checked with the engineer and there was no landscape plan done on the property.
- Check dams in the drainage swales as you come into the subdivision – the check dams are permanent and cannot be removed.
- Entry Feature Sign – there is no entry feature sign designed for the development.
- Roads - roads will more than likely be paved by the Developer this summer, but this is the Developer's decision. The last house is under construction now and Richmond American Homes should be done in June or July.
- SWM Ponds – front pond is complete. Back pond still needs to be converted by the Developer.
- Lot 31 - Cathy Kogler asked if there is a possibility of moving the access road down to the pond away from their front yard. She will need to contact the Developer to discuss further.

## XII. Resident Forum

- No questions

## XIII. Meeting adjourned at 7:50pm

\*Format of meeting minutes follows order of agenda presented at the annual meeting