

WEST HILLS HOMEOWNERS ASSOCIATION

ANNUAL MEETING

Monday, December 19, 2017

Location: Russell Property Management
106 Regency Blvd.
Greenville, NC 27834

PRESENT: Bob Muzzarelli, Mary Muzzarelli, Jerry Houston, Mario Gurley, Amanda Blomefield (Russell Property Management)

QUORUM: It was determined that there was a quorum and that business could be undertaken. [Quorum required: 10% of the unit's homeowners. (40 units = 4 required); there were 21 units represented in proxy and in attendance.] The meeting was called to order by Chairman, Bob Muzzarelli @ 3:15 pm.

2016 Annual Minutes: The minutes of the 2016 Annual meeting were approved as submitted.

2018 BUDGET: Amanda presented the proposed 2018 Budget (attached). After some discussion, the budget was unanimously approved as presented. The 2018 Budget is the same as the 2017 Budget (\$26,400).

DISCUSSION:

1. There was a question regarding why the % of Management Fees being rather high for a \$26,400 total budget. Amanda explained all that they do and that this is what the board had contracted for with Russell Property Management. Also, because of the relatively small # of units, we do not generate a significant amount of income, which would have reduced the % of budget that the Management Fees account for. Finally, our dues are somewhat lower than most other Homeowners Associations. Bob also gave a history of the West Hills dealings with Remco East and At Your Service; both having mismanagement issues that left us in financial difficulties. Since contracting with Russell Property Management, our budget has never looked so good.
2. Shrubbery Issues: The shrubs have been cut back but look terrible. Some appear to be dead. We will wait until spring to see what shrubs need replacing. Mr. Gurley will check with some contacts he has to see what can be done to replace/re-landscape. May have to be done a few units at a time.
3. The Board discussed the issue of re-shingling the roofs. It was decided to have Amanda have her people inspect the roofs and present a list of those that need immediate repair.
4. Parking Lot: Before we can consider resurfacing the parking lot, we need to take down more trees whose roots are destroying some areas of the lots.

- There may be a need for a special assessment in order to undertake the resurfacing of the parking lot.
5. There appears to be some issues of people cutting across our properties from the low-income housing project across the street. Amanda will have “No Trespassing” signs posted as one strategy. We may have to establish a “natural barrier” should it continue.
 6. Mr. Darnnel Ormond has missed a sufficient # of consecutive meetings that terminates his tenure on the Board. He will be notified of this.
 7. Mr. Mario Gurley has agreed to serve on the Board as a member-at-large. The Board welcomes him and thanks him for his commitment.

ADJOURNMENT: Meeting Adjourned @4:30 PM.

Respectfully Submitted,

Mary Muzzarelli, Secretary

Attachment: 2018 Budget

**West Hills Townhomes
2018 Tentative Budget**

		Jan - Nov 17	2017 Budget	2018 Budget
Income				
HOA Income				
	Dues	24,683.53	26,400.00	26,400.00
	Interest Income	0.57	0.00	0.00
	Late Fees	63.59	0.00	0.00
	Total HOA Income	24,747.69	26,400.00	26,400.00
Total Income		24,747.69	26,400.00	26,400.00
Expense				
Direct Expenses				
	Accounting Expense	200.00	200.00	200.00
	EFT Service Fees	0.00	0.00	0.00
	Insurance General Liability	425.00	425.00	425.00
	Landscaping and Groundskeeping	6,450.00	7,200.00	6,900.00
	Landscaping Improvements	295.00	600.00	1,000.00
	Legal Expense	5.00	600.00	300.00
	Miscellaneous Expense	0.00	50.00	50.00
	Pest Control	540.00	720.00	720.00
	Postage and Delivery	130.05	240.00	240.00
	Property Management Fees	4,312.00	4,704.00	4,704.00
	Repairs and Maintenance	3,965.10	8,961.00	9,161.00
	Termite	600.00	600.00	600.00
	Utilities	1,892.77	2,100.00	2,100.00
	Total Direct Expenses	18,814.92	26,400.00	26,400.00
Total Expense		18,814.92	26,400.00	26,400.00
Net Income		5,932.77	0.00	0.00