

**Montgomery West HOA Meeting  
Minutes for Annual Meeting: 15 November 2011**

**Attendees:** John Patton, Hubert Kim, Michele Hefner, Jeff Buttermann, Jonathan Dade,

Rod Olaya (8800 Waxwing), Rob Mitkas (8813 Swallow Ct), Charles LeBarge (8805 Swallow Ct), Steve Ywila (18912 Blue Heron), Rose Twimas (8823 Mourning Dove), Marybeth and Maura Ryan (18904 Marsh Hawk Lane), Brian Aguias (18924 Blue Heron Lane), Chris Rhawn (8816 Mourning Dove)

**Meeting Opened 7:36 p.m.**

**Introductions of 2011 Board: Brief Overview of 2012 Vacancies**

**Reading Of Secretary Summary Report**

- Read by Jonathan Dade, nothing to report from the summary reading

**Treasurer's Report:**

- Income Expected at \$46,000 for the 2012 Year
- Reviewed each expense line item, noted \$35 per month increase for trash removal
- Reserve Fund is approaching target of \$50,000

**Nominating Committee**

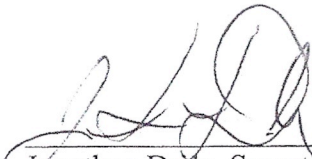
- Unanimous Vote From MWHOA 2011 Ballot: Ed Kallas, Rob Mitkas, John Patton, Rod Olaya and Michele Hefner Voted Into Board

**Community News**

- Neighborhood Watch Presentation: Police detailed Starting A Watch, Need Support!
- Looking For 10 Residents to Attend Neighborhood Watch Class and Orientation

Meeting Adjourned at 08:32 p.m.

  
John Patton, President

  
Jonathan Dade, Secretary

**Montgomery West Homeowners Association  
Secretary's Minutes Summary  
November 15, 2011**

- Feb: Vacancy was posted due to Michele resigning her position. Replacement candidates were sought after, for proposals to the board
- Feb: Elections were as follows, President – John Patton, Vice President – Hubert Kim, Secretary – Jonathan Dade and Treasurer – Michele Heffner
- Feb: Renewal of MWHOA Auditors, The Board Unanimously approved the renewal of Deleo and Stang for preparing the taxes and audits for 2011 and 2012
- March: 9 Delinquent Home Owners which was concerning, and 5 were delinquent over 2 quarters. Michele started to place due dates in more obvious locations
- March: Jeff to begin proposals on paving job at Swallow Court. First priority to re-pave then strip the parking spaces, second priority was to seal and stripe Kinglet
- March: AERC Approved several repairs, modifications and upgrades. Spring Survey was scheduled, but overall good progress was made on violations
- May: Clean Up Project in March was completed and Bulk Trash Pick Up was done
- May: Sending double invoices with due date to delinquent home owners working well
- May: AERC Findings from Spring Review, Letters or Vice President Visits planned
- Oct: Treasure's report up to 12 home owners with outstanding balances
- Oct: AERC Findings from Fall Review, 11 homes (4 homes visible trash cans, 6 homes broken fences, 1 home parked trailer and 1 home misplaced satellite dish)
- Oct: Several violations and concerns in the community have been corrected
- Oct: Nominations needed for Vice President (Hubert) and Secretary (Jonathan)

Montgomery West HOA 2012 Budget

|                                        | 2011 Projected<br>Actuals | 2011<br>Budget | 2012      |
|----------------------------------------|---------------------------|----------------|-----------|
|                                        | Jan - Dec 11              | Budget         | Budget    |
| Income                                 |                           |                |           |
| 4000 · Homeowners<br>Assessment        | 45,760.00                 | 45,760.00      | 45,760.00 |
| 4010 · Penalty Assessment              | 1,375.00                  |                | 0.00      |
| 4020 · Reimbursement for<br>Legal Fees | 760.00                    |                |           |
| 4200 · Processing Fee                  | 300.00                    |                | 0.00      |
| 4500 · Interest Income                 | 88.31                     | 0.00           | 562.00    |
| Total Income                           | 48,283.31                 | 45,760.00      | 46,322.00 |

Expense

|                                                         |                    |                    |                    |
|---------------------------------------------------------|--------------------|--------------------|--------------------|
| <i>Supplies and Administrative</i>                      | <b>791.69</b>      | <b>775.00</b>      | <b>2,376.50</b>    |
| 5160 · Copies                                           | 75.00              | 75.00              | 87.00              |
| 5170 · Computer and<br>Internet Expenses                | 0.00               |                    | 1,500.00           |
| 5230 · Office Supplies                                  | 110.00             | 100.00             | 100.00             |
| 5190 · Postage and<br>Delivery                          | 300.00             | 320.00             | 410.00             |
| 5210 · Rental Room                                      | 100.00             | 100.00             | 100.00             |
| 5220 · Refreshments                                     | 26.69              | 0.00               |                    |
| 5150 · PO Box Rental                                    | 60.00              | 60.00              | 60.00              |
| 5240 · Website                                          | 120.00             | 120.00             | 119.50             |
| <i>Taxes, Fees, Legal,<br/>Accounting and Insurance</i> | <b>5,645.90</b>    | <b>8,999.00</b>    | <b>9,058.00</b>    |
| 5180 · Montgomery<br>County HOA Fees                    | 312.00             | 312.00             | 312.00             |
| 5185 · personal property<br>tax                         | 35.40              | 0.00               | 35.00              |
| 5200 · Real Estate Tax                                  | 0.00               | 50.00              | 50.00              |
| 5300 · Insurance                                        | 997.00             | 997.00             | 997.00             |
| 5400 · Legal Fees                                       | 1,500.00           | 5,000.00           | 5,000.00           |
| 5500 · Accountant                                       | 2,200.00           | 2,200.00           | 2,200.00           |
| 5600 · Treasurer In Kind<br>Reimbursement               | 440.00             | 440.00             | 440.00             |
| 5000bad · deposit item<br>returned                      | 110.00             |                    |                    |
| 5130 · Bank Service<br>Charges                          | 51.50              |                    | 24.00              |
| <i>Landscaping and Refuse<br/>Collection</i>            | <b>34,353.00</b>   | <b>33,542.00</b>   | <b>27,978.30</b>   |
| 5235 · snow removal                                     | 60.00              | 250.00             | 250.00             |
| 6000 ·<br>Landscape/Annuals/Debris<br>Removal           | 2,500.00           | 2,000.00           | 5,000.00           |
| 6100 · Lawn Service                                     | 15,428.00          | 15,428.00          | 15,427.50          |
| 6200 · Repairs                                          | 9,365.00           | 9,000.00           | 0.00               |
| 6400 · Refuse collection                                | 7,000.00           | 6,864.00           | 7,300.80           |
| 8000 · Reserve Fund (t. rowe<br>price)                  | 10,000.00          | 8,844.00           | 6,909.20           |
| Total Expense                                           | <u>\$50,790.59</u> | <u>\$52,160.00</u> | <u>\$46,322.00</u> |

Balance Checking Account \$15,217

Balance Reserve Account \$35,964

Outstanding Homeowners Dues

|                       |   |                                             |
|-----------------------|---|---------------------------------------------|
| 1 Qtr                 | 6 |                                             |
| 2 Qtrs                | 1 |                                             |
| 3 Qtrs                | 3 |                                             |
| 4 or more Qtrs        | 5 | (1 Homeowner has 2 liens on their property) |
| Homeowners paid ahead | 5 |                                             |