Directors Present: Ricky Taylor (President); James Stallworth (Vice President); Tiffany Burton (Treasurer) - Nelson Morgan (Director); Secretary Vacant

President Taylor called the meeting to order at 7:00 pm

Approval of minutes Quarterly minutes October 29th - V. President Stallworth moved to approve the October 29th meeting minutes as written, seconded by President Taylor.

Rules were suspended to hear from the homeowners at 7:15 pm.

President Taylor, reminded the homeowners as part of the Board’s streamlining efforts we have once again deceased the required attendance of the community manager at the quarterly meetings. Moving forward, the manager’s presence will only be required once a year during the annual meeting. Having management only once a year instead of four will allow for the Association to reduce expenses by alleviating the need of the Management Company to fulfill these obligations.

President Taylor, further stated in the absence of the community manager the financial reports will be given by the Board of Director (BoD), Treasurer, Ms. Tiffany Burton.

Treasurer, Burton reported on the 4th quarter Balance Sheet and Income Statement as of December 31, 2018, year to date HOA committee expense balances, and current Homeowner Delinquency Status report.

**BALANCE SHEET**

Our Association held about $25,000 in cash including reserves with assets totaling around

$34,500 as of December 31st. Net Homeowner’s Past Due/Prepaid Assessments were less

than the prior quarter as homeowner’s began paying the 2019 assessments. Although our

reserves remain moderately stable with a balance of roughly $31,000, there was a significant

27% overall decrease (~$11,000) from the previous quarter as the Association incurred

landscaping expenses totaling $13,545 to remove the trees along the fence line at the end of

the 2018 calendar year.

Balance Sheet (Snapshot of Current Financials)

**Assets**

Operating Funds (including Reserves) 25,274.78

Net HO Past Due /(Prepaids) 9,244.48

Total Assets (including Reserves) $ 34,519.26

**Reserves**

Reserve - Contingency 4,122.08

Reserve - Fence 14,587.82

Reserve - Sign 12,683.25

31,393.15

Retained Earnings –

Total Reserves $ 42,726.15

**QUARTERLY INCOME STATEMENT**

Treasurer, Burton informed all present that the end of December, the Association’s year to date income amounted to $35,805, which exceeds our budgeted projections by $2,805 due to the collection of fees associated with assessment delinquencies and ARC compliance fines. Total year to date expenses are about $33,398, which is 1% ($398) over the budgeted amount set for the 2018 calendar year. The variance is attributable to the significant decrease in administrative and professional service costs ($1,739) offset by an unbudgeted insurance premium (-$1,283) and additional landscaping (-$850) expenses. As always, the Association remains diligent in looking for favorable pricing, monitoring warranties, and keeping our vendors in check throughout the year.

**DELINQUENCIES / COLLECTIONS REPORT**

Treasure, Burton informed the homeowners that currently there are 18 residents with past due accounts as of December 31, 2018. The detailed status of the delinquent accounts are as follows:

|  |  |  |
| --- | --- | --- |
| Delinquency Summary Report | Outstanding  No. of Homes | Amount  in Collection |
| Bankruptcy & Judgments 3,810.46 5  Payment Arrangements 1,360.21 3  Liens (Intent & Recorded) 858.35 3  Lawsuit / Litigation 12,963.75 7  Action Required by Board - -  Total Referred Balance 18,992.77 18  Total Collected by Equity Experts 14,614.90  Total Collections Balance 33,607.67 | | |

The total balance to date that has been processed for collections is $33,607.67. Of that

$14,614.90 (43.49%) has been successfully collected and will be deposited into the

Association’s operating account as it’s received. The $18,992.77 (56.51%) of dues currently

outstanding and uncollected has not changed from the prior quarter, however the Board has

approved a more aggressive process of assessing and collecting outstanding balances owed to

the Association.

To date 14.4% of our 125 occupied homes are in collections. The historical delinquency percentage of 17.6% in the prior year demonstrates the Association’s progress in reviewing current policy and implementing procedures regarding collections. The procedures include a more timely and decisive fine assessment method as well as escalation to legal liens and judgments as necessary. The Association is expecting the delinquency rate to decline in the upcoming year as collections are finalized faster under the policy.

**Open Forum:**

One of our senior homeowners had a number of questions and concerns regard the assessment increase. President Taylor explain the increased assessments were as a result of the financial challenge we’re facing as a community in the upcoming year and beyond. There had been no increase in assessments in almost ten (10) years, assessments must be adjusted to offset costs that continued to rise 2-3% annually. If the assessments are not increased, the Association will likely have to rely on its reserves/savings to cover costs and remain functional and that would be unfortunate as our current reserve/savings are moderate at best with only enough to cover about a year’s worth of expenses.

The homeowner stated she was not asked to vote on the increase and refused to pay. President Taylor informed her that all homeowners were sent a notice of the upcoming budget meeting and the meeting is always open to all homeowners. Furthermore, he stated the board has repeatedly shared the financial health of the community over the past two years during the public session and the quarterly minutes are posted on our community website after they are approved by the board the following quarter.

The homeowner mentioned the website is out of date and still shows V. President Stallworth and Ms. Beth Morgan as President and V. President, the homeowner got this information from the county. It was determined that she was looking at the wrong website and not the Cedar Run community website. V. President Stallworth mentioned he would contact the management to have this information updated on the county records.

President, Taylor and V. President Stallworth continued the discussion with the homeowner they offered two option (1) setup payment arrangements or (2) the board could delay the payment for two-three months to help alleviate late fees and any financial hardship. He further stated no one expects any homeowner to be happy about these payments, especially when they come due right after the holidays, and it is not the intention of the board to create financial hardship for any homeowner. Her response was she is not a hardship case and she doesn’t have a problem paying the money, she had a problem with not being able to vote on the increase. President Taylor informed the homeowner we have processes and procedures in place for matters like this and the BoD and Management have followed the HOA Bylaws to the letter.

V. President, Stallworth stated because the budget meeting is so important, he rode his bike to each home and placed budget meeting flyer on everyone’s mailbox and it was announced on the Social Media site NEXT-DOOR and the turnout was still minimal. He strongly advised everyone in attendance to get involved; come to the quarterly meeting to get a better understanding of what’s happening in the community and the decisions the board is facing.

President, Taylor continued to encouraged her to speak openly so the board could address all her concerns regarding the increase. Finally, he stated there is nothing else we can offer her at this time other than the board members’ direct numbers if you have any additional problems or questions, please give any of us a call. President Taylor and V. President Stallworth offered to stay after the meeting to continue this discussion offline and to provide the phone numbers.

**Committee Reports:**

Welcome Committee, Director Morgan, Liaison

*Wanda Jones, Chair*

Director, Morgan stated he and his family have been out of town dealing with dead in their family and Ms. Jones has been acting in his absence, he thanked Ms. Jones for doing a great job.

Director, Morgan stated one of our neighbors on Cedar Acres Court Ms. Nina Page Anderson passed on February 1, 2019. The welcome committee, Chair Ms. Jones took condolences flowers to the funeral home on behalf of Cedar Run, HOA. Ms. Anderson’s service is entrusted to Walter J. Manning Funeral Home, 700 N. 25th St., where a memorial service will be held Tuesday, February 12, 2019, at 1 p.m.

*ARC Committee, V. President Stallworth, Liaison*

*Beth Morgan, Chair*

V. President Stallworth, Spring Inspections are coming up on May 17th please get ready. We asked the management company to include the exterior spring inspection flyer in their Annual Meeting Package, which will be mailed to every homeowner. The flyer is a graphical checklist that alert homeowners on what they may need to bring into compliance prior to the inspection.

Homeowner, Mr. Vincent Johnson, 3609 Cedar Manor Road, asked for an update on his modification request to remove trees and widen his driveway. V. President Stallworth stated to-date there are no outstanding modification request in the ARC Smart-web System. However; the ARC team will be meeting with management this week and get back with him with an update.

*Grounds Committee, President Taylor, Liaison*

*Jerry Tatum, Chair absent*

President Taylor reported the grounds beautification project is still underway since there are a number of improvements projects planned in the front entryways/common areas, we are staggering the improvements in line with our budget. The landscaping contract has been renewed and you should see noticeable improvements in the common areas; new mulch, trees trimmed and this spring phase two of our beautification project is starting with planting drought resistant flowers or shrubs in all three entryways.

*Neighborhood Watch, Director Nelson Morgan, Liaison*

*Aubrey Jones, Chair absent*

Director Morgan, stated radio testing is still underway and once the weather breaks, they will start patrol. All are welcome to walk with the members they are trying to make it a participation event.

Homeowner, Ms. Magalhaes informed everyone that several young people have been riding dirt bikes in the street near her home on Cedar Commons. Director, Morgan advised he has reported this to Henrico Police non-emergency number and suggest she do the same or contact Officer Scott to report the incident.

Homeowner, Mr. Vincent Johnson informed all in attendance that the Petersburg’s area forty (40) cars burglarized or stolen in one night by using an electronic device which picks up the key fob signal to gain access or steal cars.

*Events/Social Committee, V. President Stallworth, Liaison*

*Valerie Taylor, Chair*

Ms. Taylor updated everyone on the Christmas House Decorating Contest, this year’s winners are as follows: 1st prize Mr. Anthony Gross, 2nd Mr. Lamont Taylor, 3rd Mr. Nathan Hawthorne. Very Special Thanks to our very own D.J. Mr. Vincent Johnson and Photographer Mr. Nasir White who donated their time and talents. Big thanks to all of Santa’s Helpers from decorating and cleaning the hall and for cooking the delicious food, see you again next year. Finally, heartfelt thanks to V. President Stallworth, aka Disco Santa couldn’t have done it without you thank you for always stepping up and never stepping back.

*2019 Up Coming Events:* Movie night, Yard Sale, Fish Fry, Yard of the Month from May-Sept. More information will be forthcoming and please join us we need volunteers. All events are self-funded so we don’t impact the budget.

**Looking Ahead:**

President, Taylor shared we are looking at new innovative ways to improve communication, President Taylor, stated we are researching a robust mobile communication app for our neighborhood. The hope is to create a customized cell phone app for both apple and android phones. The app will give you access to announcements, news, alerts, the community calendar, important documents, and other information via email, text. With this app you can be confident that you will not miss important updates they will be delivered to you via push notifications. Staying connected in Cedar Run will become much easier!

President Taylor and V. President Stallworth reminded everyone that the annual meeting will be held on April 22nd (Community Manager will be present), we will be voting on filling three open positions – president, v. president and secretary.

They asked everyone to please send their Bio to the management company if they are interested in joining the board. Also, nominations will be taken from the floor if you don’t get your Bio end by the cutoff date.

Motion to adjourn the public session was made by President Taylor, second by V. President Stallworth and the motion carried at 8:00pm

No Executive Session