

FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

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ANNUAL MEETING MINUTES

Tuesday, March 10, 2009

Forest Park School

Attendance:

Homeowners Present: 42

Homeowners Represented by Proxy: 433

Board Members -

Present: Michelle Garland, Pam Cavagnaro, Mary Shuhert, Patrick Jones, Tim Tees, Jayne Calkins, Stuart Roberts, Joseph Schutz, Michael Fletcher

Absent: None

Association Counsel: Stuart Cohen

Association Management Team: Stephen Herr, General Manager
J. Patrick Moore, Compliance Coordinator
Sharon McMorine, Office Administrator

OPENING

The meeting was called to order at 7:10 p.m. by President Michelle Garland.

PRESIDENT'S COMMENTS

President Michelle Garland thanked the membership for the opportunity to serve as President for the past year and reviewed the Board's accomplishments. Highlights of her comments were improving safety on Miller Road, International Fall Food Festival, establishment of a "Go Green" Task Force, Feasibility Study on a Community Center, and completion of the Association Reserve Study.

ESTABLISHMENT OF QUORUM

Secretary Jayne Calkins verified that quorums of twenty percent (20% or 362 members) were either represented in person or by proxy.

APPROVAL OF MINUTES

Motion by Director Michael Fletcher, second by Director Jayne Calkins, to approve the meeting minutes. Motion passed unanimously.

ELECTION OF DIRECTORS

a. Introduction of the Inspector of Elections: Nominating Committee Chair Joseph Schutz introduced Association Counsel Stuart Cohen as the Inspector of Elections.

b. Report of the Nominating Committee – Seven candidates were nominated.

c. Introduction of the Candidates – Candidate Statements: Each of the candidates were introduced and each candidate given three minutes to introduce themselves and their platform.

Nominees: Jill Banks Eric Butterfield Sherrill Corbett
 Marc V. Patrick Margaret Rogers Mark Sanzone
 Mary Shuhert

There were on nominations from the floor. Nominations were closed.

d. Vote – Ballots were handed out to those who had not yet voted or submitted a proxy for quorum purposes. Those who had voted electronically via the website or via email had already cast their final ballot. Ballot count by the Inspector of Elections.

FINANCIAL STATEMENT REVIEW

Treasurer Mary Shuhert and Budget & Finance Chair Don Bielen presented an overview (Power Point Presentation) of the preliminary Auditors Report for year ending December 31, 2008. Final Audited Financial Statements with notes will be posted to the FHHOA website when available. Budget & Finance Chair Don Bielen gave a brief presentation on projections of future revenues and expenses, based on actual numbers and forecasted revenue and expenses. Expense allocations by category are under review and control measures are being pursued. Homeowner's reserve investments are safe while being productive. Neighborhood Improvement Project work in unison with our Master Plan will be voted upon by the Board, even though they are included in the budget. Overall our financial position is healthy and the Budget and Finance Committee is committed to a balanced budget.

ASSOCIATION BUSINESS – TAX FILING ELECTION

Association Business – Tax Filing Election – was introduced by General Manager Steve Herr.

a) Resolution for Revenue Ruling 70-604 (tax treatment of excess assessments): **Motion passed by members in attendance, with only one “no” vote.**

b) Resolution to authorize Board to elect to file Federal Tax Return 1120H: **Motion passed by members in attendance, with only one “no” vote.**

COMMITTEE REPORTS

a. Landscape/Streetscape/Safety Committee: Margaret Rogers and Mark Sanzone used a PowerPoint presentation to present committee priorities.

- b. Trails & Natural Habitat: Stuart Roberts, Board Liaison, reported on the work of the committee.
- c. Parks & Recreation: Michelle Garland, board Liaison, reported on the committee's work.
- d. Community Activities Committee: Jayne Calkins, Board Liaison gave the report.
- e. Communications Committee: Suzanne Hayden, Member, reported (see report)
- f. Architectural Review Committee: J. Patrick Moore, ARC coordinator, gave the committee's report.

Note: All Committee Presentations will be posted on the Association Web Site

TASK FORCE REPORTS

- a. "Go Green" Task Force: Devidas Gupta gave a summary of the work of the Task Force.

MANAGER'S REPORT

General Manager Stephen Herr thanked the committees for their reports. The winter snow event over the holidays is the impetus for a disaster plan and a winter preparedness plan. The Association is negotiating a new transportation contract. All Private Streets are scheduled to be slurry sealed this fall. Members were encouraged to report problems or issues in the common area. Volunteer Appreciation Day coming in April to express our thanks to committees and volunteers. Please be sure to check the events calendar on our website. We are looking for a volunteer photographer for our community events.

RECOGNITIONS

Vice President Pam Cavagnaro recognized the following retiring Directors and Officers: Treasurer Mary Shuhert, Director Patrick Jones, and President Michelle Garland for their years of service to our community.

ELECTION ANNOUNCEMENT

The Inspectors of Elections announced the results of the election. Sherrill Corbett secured a majority of votes cast to qualify for election at the meeting. Since no other candidate secured a majority, the meeting will be continued and a runoff election will be held, in compliance with Robert's Rules of Order.

OPEN FORUM

Several community members asked about the flyers that were distributed in mailboxes by a current board member. They were not sure how the Board had dealt with this. Director Tim Tees answered the issue, stating that the members were correct, that an error was made and that it will not happen again. Tees apologized for the action.

Maciek Orczyk asked if the board or management compared administrative costs to benchmarks of other homeowner associations. Do we spend more money or less compared to other HOA's for administrative costs? Mary Shuhert discussed the budgetary issues and pointed out that we are somewhat unique due to our particular set of amenities. Suzanne Hayden stated that AMOC has reviewed a nationwide list-serve for Large Scale Associations reviewing personnel and administrative costs. Orczyk was invited to meet with the Budget & Finance Committee to better understand the structure of the administrative costs.

ADJOURNMENT

The Annual Meeting was adjourned by President Michelle Garland at 8:49 p.m.

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board of Director, Secretary