

# Annual Meeting 2020 Minutes

## Unapproved Minutes Subject to Approval and Review

### CASTLE COVE ANNUAL MEETING MINUTES

Tuesday, December 1st, 2020 at 7:00 PM

Zoom Meeting

#### ATTENDEES:

##### Board Members

<input checked="" type="checkbox"/> Bruce Amrhien	<input checked="" type="checkbox"/> Charlie Spyr
<input checked="" type="checkbox"/> Scott Gallagher	<input checked="" type="checkbox"/> John Ridder
<input checked="" type="checkbox"/> Erin Hannoy	<input checked="" type="checkbox"/> Chris Zell
<input type="checkbox"/> Tom Johnson	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ron Sans	

##### Residents:

Jay Bobian	Shane Collins
Connie & Chuck Schneider	Jim Baker
Linda Dernier	Harvey Burr
DeeAnn Heidrich	Tim Westerhof
Jessica Gallagher	Unknown - 046084
Greg Thomas	Ken Ogorek
Harvey Buck	Darin Atkinson
317-442-2749	Patti
317-384-2465	

- Due to the COVID-19 virus issue, the Board decided in consult with our Legal Counsel that an in-person meeting was not appropriate. The Board then sent out the Annual Meeting documents and ballots to elect new Board members to all the households in the Association. The meeting was delayed until December 1<sup>st</sup>, 2020. On November 30<sup>th</sup>, the invitation for the Zoom meeting was sent out again. The meeting was called to order on Zoom by Scott Gallagher at 7:05 PM.
- Charlie Spyr presented the Treasurer's Report which is shown below. The Association approved the Treasurer's Report.
- Committee Reports are shown in the end of this document and the one that was sent out to the neighborhood.
- There was a discussion on where the sediment that is entering the lake. It was suggested that the Board look into methods of stopping the sediment from entering the lake.
- There was a discussion on a possible beaver that is chewing on trees around the lake. The beaver may have been seen around the lake by several residents that live on the lake.
- The ballots of the nominees for the 2021 open Board positions was sent out in the original documents. Those that returned them were tallied.
  - The nominees are the following, and the Association voted to approve these as members of the Board.
    - Charlie Spyr (Previous Board Member)
    - Scott Gallagher (Previous Board Member)
    - Elizabeth Wolk (New Board Member)
- Budget Discussion was given by Charlie Spyr.
  - The details for the Treasurer's Report are shown in the section below.
  - The Pyle's estimate has increased to \$27,285. The increase in cost over the last 3 years will be discussed later at the January Board meeting.

## Annual Meeting 2020 Minutes

- There was a question on the new Social Committee as to what it did. The new committee has been setup to organize social events and maintain social media. Money has been set aside in the 2021 budget for various events to be carried out next year by the committee.
- The Association approved the budget for 2021.
- The Members approved the minutes from the last Annual Meeting.
- The next Board Meeting will be January 12<sup>th</sup>, 2021 at 6:00 PM. This will be a Zoom meeting.
- Committee Reports – See Attachments
- The meeting was adjourned at 8:04 PM by Scott Gallagher.

Submitted by:

Ron Sans - Secretary

Reviewed:

## Treasurer's Report

By Charlie Spyr, Treasurer

Our HOA continues to maintain a checking account and 2 savings accounts at PNC. Those 2 savings accounts are a "working" and a "reserve". We also continue to maintain funds in a BMO Harris CD account. The January 1, 2020 and September 30, 2020 balances of all of those accounts are listed here:

### 1/1/2020:

PNC Checking \$ 14,902.40	
PNC "working" savings \$ 42,507.60	
PNC "reserve" savings \$ 3,200.08	
BMO "reserve" CD \$ 48,421.53	Total: \$109,031.61

### 9/30/2020:

PNC Checking \$ 25,293.93	
PNC "working" savings \$ 35,535.74	
PNC "reserve" savings \$ 10,201.18	
BMO "reserve" CD \$ 49,379.79	Total: \$120,410.64

During 2020 all 217 annual assessments were collected.

Significant expenses for 2020 continue to be represented by our pool (\$54,779) and common areas maintenance expense (\$23,489). Individual expenses of note during the year include: \$25,927.91 for complete removal and rebuild of the wading pool along with all routine repairs to the main pool and the facility. Some of that repair expense also went into the extra supplies required to operate the pool during this pandemic (sanitizing supplies and labor).

During this past year your concrete paving around the shelter house and pool was pressure washed by a Board member who submitted a paltry invoice for a fraction of the true value of his work. Due to covenant prohibitions against paying volunteer Board members I had to return the bill unpaid. I feel bad really about having had to do that.

### Annual Financial Audit

We continue to work with a financial auditor to comply with Article VIII Sec. 8 (d.) of our By-Laws. Due to current pandemic I am providing records electronically for review, but the necessary hands on exam of our hard copy records is on hold until it can be conducted safely.

### Proposed 2021 Budget

At the October Board meeting a proposed 2021 budget was prepared and is presented here for your review and approval or edit and approval. At that meeting the Board recommends that the annual assessment for 2021 NOT be increased, staying at \$410 per Lot. For 2021 your Board continues to set aside \$4,000 for snow plowing which now includes routine salting of our intersections.

This 2021 proposal contains some differences from previous budgets.

A proposal to extend sidewalks in 3 locations within our subdivision resulted in the Board setting aside \$8500 should such a project be approved and carried out in 2021.

The Board has returned to a "zero surplus / deficit" type budget document for 2021.

# Treasurer's Report

Respectfully submitted for your review,  
-Charles Spyr, volunteer Treasurer, Castle Cove HOA Board

## 2020 Committee Reports

### Architectural Control Committee

Chris Zell, Board Member Chairman

I would like to report the following Architectural committee requests that were submitted in 2020. There were a total 5 requests submitted and approved.

- 1) 10-15-2020 Julie Butz 8153v Bay Brook Dr. - Fence – Wood – Approved 10-16-2020
- 2) 8-8-2020 Jorge Salcedo 7925 Bayview Point - Shed removal and replacement- Approved 8-9-2020
- 3) 6-17-2020 Jeff Kent 7949 Cove Trace – Shed removal and replacement-Approved 6-26-2020
- 4) 5-27-2020 Kelli and Ross Fazekas 8133 Castle Cove Rd – Fence - Aluminum – Approved 6-4-2020
- 5) 2-10-2020 Bruce and Pat Amrhien 8060 Castle Cove Rd - Correct landscaping to eliminate drainage problem. – Approved 2-17-2020

Thank you  
Chris Zell

### Common Grounds Committee

Bruce Amrhien, Board Member Chair

We made a change in the service provider this year. Providence Outdoors, Inc was retained to provide the mowing, snow removal and landscaping. We were very pleased with their work.

### Compliance Committee

Tom Johnson, Board Member Chair

We would like to thank everyone for the many home improvements this year and maintaining pride in the community through such efforts.

#### **Mailboxes:**

Maintenance and appearance of mailboxes and posts still remains a considerable compliance issue around the neighborhood. We would request those homeowners who have such a mailbox please repair, replace and/or paint when the first opportunity allows. Such a minor maintenance item does have a significant impact on the property.

#### **Landscaping:**

Landscaping and yard maintenance are imperative to the health and beauty of the neighborhood. We applaud those for taking such great care of their homes yet there remains quite a few residents that should focus on maintaining landscape beds and lawn maintenance. We appreciate everyone's efforts with this and certainly will help assist with home values.

#### **Parking & Vehicles:**

There have been several complaints regarding vehicles blocking sidewalks on an almost permanent basis. This issue must be rectified and those with a vehicle blocking the sidewalks must be moved. Also, for any of you who may have vehicles that are not operable, we request that such vehicles are removed from the property per the Covenants.

## Attachments

While there are very obvious issues that need to be addressed by the applicable homeowner's, the overall health and appearance of the neighborhood remains strong and any of the improvements listed above, when addressed will make the community even stronger.

### Lake Committee

Tom Johnson, Board Member Chair

Our Castle Cove HOA used Ponds Rx LLC for water treatment this year. They have been very good and have been responsive to any of our questions and concerns. We contracted them for 7 treatments at \$657.00/mo. The annual amount was \$4,599.

### Nominating Committee

Bruce Amrhien, Board Member Chair

The Home Owners Assn. has three (3) positions to be filled at this year's Annual Meeting – Scott Gallagher, Charlie Spry and open seat.

The open seat was created when Sherry Harlin choice to resign account family health reasons. The Board and our residents were served very well by Sherry She will be missed. Many thanks for your involvement.

Elizabeth (Lizzy) Wolk has agreed to seek the open seat . Charlie and Scott have also agreed to seek re-election.

### Pool Committee

Erin Hannoy, Board Member Chair

2020 – Budgeted concrete repair work around wader pool was major focus prior to scheduled Memorial Day pool opening. Over \$25,000 due to collapse of wader pool during demolition of old concrete. Due to COVID-19, pool opening date was pushed back until 6/1. Pyle's Pools and lifeguards implemented safe practices to keep residents healthy during the summer, including additional cleaning schedules. Extended closure date by one week, due to delay in opening.

2021 Expectations – Replacing light in deep end of main pool, door and frames replaced in pump room and restrooms prior to opening. Exploring one week extension before end of season closure date, options for early and/or late swimming, purchase of additional shade options and lounge chairs. Pending COVID-19 status for implantation of friends and extended family members to visit pool and shelter house.

### Tennis Court Committee

Bruce Amrhien, Acting Chair

We have experience a very good year – both from the use and secondly from the expense – only cost was to replace a net. I would like to thank the Dell family for helping with putting the nets up and storing them for the winter.

### Website

Ron Sans, Web Master/Board Member

The Castle Cove website is hosted at my home. One of the server's hardware has been replaced. SQL server was upgraded to Microsoft Server 2019 and the server software was upgrade to Microsoft Server 2016. The software

## Attachments

supporting the website has undergone many changes. The look from page to page is now more consistent. A tremendous amount of new data has been entered into the Board Members only section. We are now tracking all the estimates, contracts, and invoices. Our auditor now has rights to view these documents as they are entered. This allows her to keep up with the audit throughout the year rather than a massive effort at the end of the year. There are now many options to sort and view the data.

### Welcome Committee

Tim Westerhof, Board Member Chair  
John Ridder

Board member John Ridder joined the committee; a “welcome” addition! As of 10/18 the following new residents were welcomed into the neighborhood in 2020:

- 8036 Castle Lake Rd
- 8030 Castle Lake Rd
- 7937 Castle Lake Rd
- 8116 Castle Lake Rd
- 8211 Lake Point Ct
- 8012 Castle Lake Rd
- 7962 Springwater Dr W

The following are yet to be welcomed:

- 8119 Lake Point Way
- 8014 Bay Cove

# Budget 2021

2020 Annual Mtg		2018			2020	Actual	Year End	PROPOSED
Revenue		Budget	Actuals		Budget	(8/30/20)	Estimate	2021
								Budget
Dues (217 home	DU	\$ 88,970	\$ 90,241.00	101.4%	\$ 88,970	\$ 88,595.10	\$ 88,595.10	\$ 88,970
Delinquent Dues	DDU	\$ 500	\$ 914.67	182.9%	\$ 410			
Interest	IN	\$ 25	\$ 126.36	505.4%	\$ 864	\$ 983.93	\$ 1,381.93	\$ 1,455
Attorney Fees	AFI	\$ 100	\$ 575.74					
Other Income	IO	\$ 500	\$ 1,890.00		\$ 500	\$ 945.00	\$ 1,245.00	\$ 600
Late Fees	LF	\$ 300	\$ 1,070.70	356.9%	\$ 86	\$ 1,272.20	\$ 1,272.20	\$ 1,000
<b>Total Revenue</b>		<b>\$ 90,395</b>	<b>\$ 94,818</b>	<b>104.9%</b>	<b>\$ 90,830</b>	<b>\$ 91,796</b>	<b>\$ 92,494</b>	<b>\$ 92,025</b>
Expenses								
<b>Pool</b>								
PM Management		\$ 28,140	\$ 25,500.00	90.6%	\$ 25,500	\$ 25,716.00	\$ 25,716.00	\$ 26,900
PL License		\$ 500	\$ 475.00	95.0%	\$ 475	\$ 475.00	\$ 475.00	\$ 475
PGW Gas & Water		\$ 3,000	\$ 3,565.45	118.8%	\$ 3,600	\$ 2,110.00	\$ 2,660.00	\$ 3,000
PR Repairs		\$ 5,000	\$ 1,933.75	38.7%	\$ 2,500	\$ 25,927.91	\$ 25,927.91	\$ 5,000
<b>Total Pool Expenses</b>		<b>\$ 36,640</b>	<b>\$ 31,474</b>	<b>85.9%</b>	<b>\$ 32,075</b>	<b>\$ 54,229</b>	<b>\$ 54,779</b>	<b>\$ 35,375</b>
<b>Common Area</b>								
CM Grass & Fertilizer		\$ 6,000	\$ 7,989.98	133.2%	\$ 7,500	\$ 9,804.41	\$ 11,568.00	\$ 12,000
CE Electricity		\$ 2,000	\$ 3,203.99	160.2%	\$ 3,000	\$ 2,533.41	\$ 3,030.00	\$ 3,300
CS Snow Removal		\$ 6,000	\$ 2,314.00	38.6%	\$ 4,000	\$ 2,314.00	\$ 2,314.00	\$ 4,000
CR Repairs		\$ 10,000	\$ 7,973.37	79.7%	\$ 3,000	\$ 933.11	\$ 933.11	\$ 12,500
CL Landscaping		\$ 4,000	\$ 5,256.36	131.4%	\$ 4,400			
CT Tennis Courts		\$ 1,000	\$ 399.75	40.0%	\$ 500	\$ 448.88	\$ 448.88	\$ 1,000
CV Vandalism		\$ 250	\$ 250.00	100.0%	\$ 250			
CLM Lake Maintenance		\$ 5,000	\$ 5,772.40	115.4%	\$ 5,000	\$ 4,492.80	\$ 5,194.80	\$ 6,000
CP Playground		\$ 3,000	\$ 141.20	4.7%				
<b>Total Common</b>		<b>\$ 37,250</b>	<b>\$ 33,301</b>	<b>89.4%</b>	<b>\$ 35,850</b>	<b>\$ 20,527</b>	<b>\$ 23,489</b>	<b>\$ 38,800</b>
<b>Other</b>								
OG Social Committee		\$ 175	\$ 74.50	42.6%	\$ 100			\$ 1,000
OL Professional Fees		\$ 3,000	\$ 2,536.24	84.5%	\$ 2,500	\$ 1,140.76	\$ 2,500.00	\$ 2,500
OP Printing & Postage		\$ 400	\$ 352.31	88.1%	\$ 600	\$ 348.21	\$ 500.00	\$ 600
OI Insurance		\$ 6,000	\$ 5,059.00	84.3%	\$ 6,000	\$ 5,205.00	\$ 5,205.00	\$ 5,000
OM Misc. (Business Exp.)		\$ 750	\$ 1,143.77	152.5%	\$ 1,000	\$ 507.30	\$ 567.30	\$ 750
OC Contingency/Reserve		\$ 7,000	\$ 7,000.00	100.0%	\$ 7,000	\$ 7,000.00	\$ 7,000.00	\$ 7,000
SS Crime Watch		\$ 400	\$ 217.29	54.3%	\$ 500			\$ 1,000
<b>Total Other</b>		<b>\$ 17,725</b>	<b>\$ 16,383</b>	<b>92.4%</b>	<b>\$ 17,700</b>	<b>\$ 14,201</b>	<b>\$ 15,772</b>	<b>\$ 17,850</b>
<b>Total Expenses</b>		<b>\$ 91,615</b>	<b>\$ 81,158</b>	<b>88.6%</b>	<b>\$ 85,625</b>	<b>\$ 88,957</b>	<b>\$ 94,040</b>	<b>\$ 92,025</b>
<b>Revenue +</b>		<b>90,395.00</b>		<b>104.9%</b>	<b>90830</b>		<b>\$ 92,494.00</b>	<b>92025</b>
<b>Expenses -</b>		<b>91,615.00</b>		<b>\$ -</b>	<b>85625</b>		<b>\$ 94,040.00</b>	<b>92025</b>
<b>Balance</b>		<b>-1,220.00</b>		<b>\$ 1.05</b>	<b>5205</b>		<b>\$ (1,546.00)</b>	<b>0</b>
<b>Reserve + (As of sep)</b>		<b>\$52,000.00</b>		<b>\$ 52,000.00</b>				
<b>Balance</b>		<b>60,780.00</b>		<b>\$ 52,001.05</b>				