



From: The Board of Directors  
To: The CHCA Co-owners  
Date: 12-October-2021  
Subject: 2021 Annual Meeting

Dear Neighbors,

The Board will be holding the 2021 annual meeting on **Wednesday October 27th** at the Crary Campus at **501 N Cass Lake Road**. The Gymnasium has been reserved from **7:00-8:30pm** for this purpose. The Waterford School District has precautionary and response measures in place to assure the safety of everyone in their buildings. Secured entryways have been installed in all District buildings. As a result of the safety measures put in place, all buildings are locked until 15 minutes prior to the start of the meeting. Doors will be re-locked 15 minutes after the start of the Association Meeting. No exterior doors may be propped open, therefore, please try to be prompt.

Discussion topics will include but are not limited to:

- Election of new Officers
- Calendar year 2022 estimated budget and proposed increase in annual dues
- Dues payment expectations, policies, and enforcement
- Violation policies and enforcements
- Open discussion

Per Article XI, Section 2 of the Bylaws, Directors may serve 2-year terms, and according to Article IX, Section 3 a new Director shall be elected by ballot of the Co-owners at the Annual Meeting. All Officer and Board positions (President, Vice President, Secretary, and Treasurer) are open for nominations and election. Positions were not voted upon in 2020 due to the pandemic. If you are interested in running for a position on the Board, please contact the current Board at [CherokeeHillsWaterford@gmail.com](mailto:CherokeeHillsWaterford@gmail.com) prior to Tuesday, October 26<sup>th</sup> to have your name added to the ballot. We will then stop accepting nominations and the ballot will be added to the website at [www.cherokeehillswaterford.com](http://www.cherokeehillswaterford.com) to view prior to the Annual Meeting. Please remember, it is by means of Volunteers that our Association maintains our neighborhood. Without volunteers, a management company must be hired to handle the day-to-day business, which would be reflected in a substantial increase in all of our annual Association dues.

To vote in an election, you must have submitted your Designation of Voting Representative form (the DVR form is available on the Association website at [www.cherokeehillswaterford.com](http://www.cherokeehillswaterford.com)), a copy of your Deed must be on file, and you must be a member in good standing with the association. The same applies to be eligible for a Board position. The Designated Voting Representative may print, sign, and submit the ballot at the annual meeting. Otherwise, ballots will be available at the meeting for the Designated Voting Representative to fill out and submit in person. Votes will be authenticated, tallied and the results announced on the Association website after the meeting.

If you are unable to attend but have individual questions or topics you would like to discuss, you may always email the Board at [cherokeehillswaterford@gmail.com](mailto:cherokeehillswaterford@gmail.com).

Sincerely,

The Board

*Melanie Kosti* President  
*Steve Widman* Vice President/ Secretary  
*Matt Kiser* Treasurer



NAME (PLEASE PRINT)	ADDRESS
MATT KISER	2634 ONAGON TRAIL
HELENIE KOSTI	2741e TOMAHAWK DR.
Ed. Schmerling	2686 Lactia Rd
Erin Yeip	2610 Onagon Trail
MARY ANN (Julie) GARMO	2722 Tomahawk Dr
Tom + Corale Townsend	2694 Onagon Trail
Matt Sroczynski	2002 Onagon trail



Association Meeting Minutes

Location: 501 N Cass Lake Road  
Date: 27-Oct-2021  
Time: 7:00-8:30PM  
Attendees: See attached attendance sheet

Subject: 2021 Annual Meeting Minutes

Below is a summary of topics discussed:

1. Election of new Officers:

No nominations or volunteers were received for any of the Board positions, and no election was held as there was not a quorum in attendance. Matt Kiser will continue to support as Treasurer only through 31-Dec-2021. Matt Sroczynski volunteered to take over the Treasurer position when Matt Kiser resigns. Tom Townsend volunteered at the meeting to assist with the Vice President role, effective 1-Nov-2021. Steve Widman and Melanie Kosti's continued support remains to be determined.

The next election will be held at the 2022 Annual Meeting. A reminder that that without resident participation, elections are not possible. No homeowner may complain that elections are not being held as the required attendance is not being met. Also, without homeowner participation, our Association will be turned over to a management company at the residents' expense (\$20-\$50/month in addition to dues)

2. Calendar year 2021 estimated budget summary:

Budgets are created based off expenses from the previous 3 years, therefore dues can fluctuate between years to cover normal operating expenses. Approximately half of the dues go towards the long-term road replacement fund, while the rest is allocated to maintenance, landscaping, snow removal, etc. as is outlined in the annual newsletter.

3. Dues payment expectations and policies summary:

All 70 homes receive the budget breakdown and dues notice in the annual newsletter at the end of December/beginning of January each year. Dues cover 1-Jan through 31-Dec, and late fees are applied immediately following the posted due dates. Dues will increase \$20.00 in 2022 to \$500; additional income is needed to be set aside for the road replacement fund and other potentially large expenses that the Association will face soon (further discussions in *Other* below) Current policy allows residents to be 12 months delinquent before turning the account over to the Attorney for a Lien and Collections. A final letter is sent to such residents in December and was recommended to be a Certified Letter.

4. Violation policies and enforcements summary:

We believe most of our residents are good neighbors and would not knowingly violate the Bylaws. In that spirit, the HOA wishes to discourage violations of the Bylaws, to encourage compliance when a violation occurs, and to seek reimbursement for the cost of enforcing the Bylaws - not to punish violators or generate revenue for the association. Letters warning residents are sent out giving them notice of a violation and allowing a reasonable amount of time for the issue to be resolved before fines are issued. The Board members do not police the neighborhood looking for violations. If you have any concerns about the existence of a violation, please reach out to the Board via email.

5. Other:

Retention Pond: Board needs to get quotes to have the growth cleared soon, and possibly have it dredged to aid in water runoff

Curbs: Curbs are in need of repair/replacement, Board to get quotes, including options to change the design to the standard, square curb (these are cheaper to maintain and replace in the future, several companies do not even work on our style of concrete curb)

It was suggested to create a 'Welcome Packet' for new homeowners which would include a letter with Board contact information, a request for a copy of the Deed, a Designated Voter Representative form to be filled out and returned, and any other information related to the Association

It was mentioned the Board has been conducting regular business with monthly Board meetings or through email updates, but not planning and inviting residents to join; most discussions are short and center on signing snowplow contracts/ landscaping contracts/ maintenance repairs/ etc. Residents did not express interest in attending such discussions so the Board will continue to operate in the same way. Residents may always present questions to the Board via email or request special discussions if necessary

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Melanie Kosti, President

*Absent*

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Steve Widman, Vice President/ Secretary

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Matt Kiser, Treasurer