



From: The Board of Directors
To: The CHCA Co-owners
Date: 12-April-2019
Subject: 2019 Annual Meeting

Dear Neighbors,

The Board will be holding the 2019 annual meeting on **Wednesday May 8th** at the Donelson Hills Elementary School at **2690 Wewoka Road**. The Media Center 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:

- Calendar year 2019 and 2020 estimated budget
- Dues payment expectations and policies
- Violation policies and enforcements
- Election for new Director
- Individual Q&A

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. Steve Widman's two-year term expires this year, therefore any interested Co-owner may run for election at the annual meeting.

If you would like to have your name added to the ballot, please contact the Board via mail or email prior to Wednesday, May 1st. We will then stop accepting nominations and the ballot will be added to the website at www.cherokeehillswaterford.com to view prior to the Annual Meeting. The Designated Voting Representative may print, sign, and submit it to any Board member in advance if you cannot attend the meeting. Otherwise, ballots will be available on May 8th for the Designated Voting Representative for each unit to 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.

Sincerely,

The Board

Melanie Kost President
Steve Widman Vice President/ Secretary
Matt Kiser Treasurer

2019 CHCA ANNUAL MEETING - 8 MAY 2019

NAME	ADDRESS
MATTHEW KIBER	2634 ONAGON TRAIL
MELANIE KOSTI	2704 TOMAHAWK DR.
JULIE GERMO	2722 Tomahawk Tr.
MICHAEL GALLAGHER	2669 Tomahawk CT.
EMIL AND MELISSA KRZEMIAN	2613 Onagon Trl
KURT + KIM LITNER	2645 Onagon Trl.
CINDY ADELSON	2605 Onagon Trl.
LAURA BOTT	2660 Cherokee Hills
CHRISTE + BRIAN FERRIS	2649 Onagon trail.
MOTTE LISC SZCZYSKI	2602 Onagon trail
KATHY SMITH	2640 Onagon Trail
COLLEEN JOHNSON	2657 Onagon Tr



Association Meeting Minutes

Location: Donelson Hills Elementary School
2690 Wewoka Road
Date: 8-May-2019
Time: 7:00-8:30PM
Attendees: See attached attendance sheet

Subject: 2019 Annual Meeting Minutes

Below is a summary of topics discussed:

1. Calendar year 2019 and 2020 estimated budget summary:

Budgets are created based off of 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.

2. Dues payment expectations and policies summary:

All 70 homes receive the budget breakdown and dues notice in the annual newsletter at the beginning of January each year. Dues cover 1-Jan through 31-Dec, and late fees are applied immediately following the posted due dates (an extension was granted in January 2019 as a result of the USPS closure due to weather). It is recommended to mail payments via USPS to the Treasurer. Placing unstamped envelopes in the mailbox is illegal, and can result in the envelop being taken by the mail carrier by mistake and not returned due to the lack of postage. The Board is not responsible for this and late fees will be applied if not received by the due date. The Treasurer is also not required to be home to receive checks in person, so leaving checks in the door is done at the residents' own risk.

3. 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. Certain issues (cars/trailers parked long term in the street) may require letters sent to multiple residents as the Board may not be aware of the responsible homeowner; please email the Board if you are not the correct recipient so that fines are not incorrectly applied. Trash cans are not to be left out in sight and should be stored in garages per the Bylaws. The Board has not yet issued violations for this, but may begin as many residents leave receptacles in the open.

4. Election for new Director:

No nominations were received for the open director position, and there were not enough in attendance to constitute a quorum; therefore no election was held. Steve Widman may continue to serve in the interim or resign, in which case the remaining Board members may nominate a replacement without a vote. The next election will be at the 2020 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.

5. Individual Q&A:

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

Questions were asked regarding the future of the light show in the neighborhood. Mr. Sroczyński and Mrs. Bott brought up rumors that the Mr. Nagy was looking for larger sites for the show (i.e. schools, parks, etc.) Residents were informed that this season's show would have to be reviewed with the Board for approval, so at this time there is no decision whether or not the show will be in the neighborhood this year.

Melanie Kosti, President

Absent

Steve Widman, Vice President/ Secretary

Matt Kiser, Treasurer