

COLONIAL CHARLES COMMUNITY ASSOCIATION, INC.

**Annual Meeting  
October 16, 2024**

- I. **Meeting Called to Order** – Wanda McCullough, RGN Management:6:30p
- II. **Purpose of Annual Meeting** – Wanda McCullough: Elect member to the Board of Directors; one volunteer position is available for a three year term, ballots are available here in the event anyone did not cast a vote. Quorum needed and met at this meeting.
  - Introduction of Current Board Members: Jackie Green; President, Karla Costello; Treasurer, Thelma Carter; Secretary, Dennis Tozser; Member at Large, Wilbert Ferguson; Clubhouse
- III. **President's Report** – Jackie Green
  - 2023 Annual Meeting Minutes were unanimously approved by the Board as well as the August 23, 2024 General Session minutes, all posted on the website.
  - There were two motions approved by the Board; 1) Hycera Pool, \$1,428.00 for supplies and chemicals for indoor pool; 2) purchase of an additional street announcement sign to be posted at the entrance of Winding Trail, cost not available currently.
- IV. **Treasurer's Report** – Karla Costello
  - Operating Account: \$138,992.00
  - Reserve Account: \$1,373,711.00
  - August 2024 transferred \$63,348.00 from the Reserve Account to the Operating Account to cover the cost of replacing the clubhouse and gazebo roof.
- V. **Management Report** – Wanda McCullough
  - In addition to replacing the clubhouse roof, the roof on the gazebo was replaced.
  - Winding Trail Pond: Needs to be regraded and brought up to or close to the standard of the existing ponds. Complete Landscaping has been asked to present a plan to redo/ update the Winding Trail pond.
  - Introduction of RGN employee: Kiana Burke did not work out, she has been replaced with Stephanie Martin, since the merger, Stephanie will be the community's point of contact, Wanda will assume more financial responsibility. All correspondence should be addressed to Stephanie.
  - **Resident Question:** What budget are the repairs to the Winding Trail ponds coming out of? **Wanda:** Operating Budget, mowing is included in the landscaping contract but the regrading and design will come out of the Operating Budget.
  - **Wanda:** 2025 Budget – There will be no increase in HOA fees. Questions regarding the Budget: **Bill Allen:** Changes in charts of accounts, the only one noticed was Complete Landscaping, please explain. **Wanda:** The codes changed when we changed software with the management merger. **Bill Allen:** Does this happen with any management company? **Wanda:** Yes. **Donna Ball:** What account are we speaking of?
  - **Wanda:** The Balance Sheets are online, under Financial Report, each line item is numbered, the line items under the old system has now changed under the new system because the new system already had the account names. **Tawanna Hagans:** What was the other line item on the Balance Sheet? **Wanda:** There's two, one is the Balance Sheet which is a summary, it lists the assets, it has a list of reserves, showing how much is in the Reserve Account, the next one is Income and Expenses; this report gives day to day

operations for each month. **Question:** Is there a certain amount that has to be maintained in the Reserve Account? **Wanda:** There is a Reserve Study that is on the website, the Reserve Study determines how much money is needed. **Tawanna Hagans:** How is the Reserve Study determined? **Wanda:** We have an engineering company that looks at all components of the association, clubhouse, fencing around the ponds, sidewalks/asphalt in the event this has to be replaced or repaired, that are association responsibility, things of that sort. The engineering contractor will put together an estimated list of cost for repairs/ replacement and submit the amount of money that needs to be in the Reserve Fund. **Bill Allen:** There's a cost for the website, increase of \$222.00, of approximately \$1,200, is there someone working on the website that cause the increase? **Wanda:** What's included are the emails for Board members, that was under administrative costs, because we pay for the domain, it's now under the website, we also pay for postage that post the website for emails sent out to the community. **Bill Allen:** Insurance, there is an increase over last year, please explain. **Wanda:** Each year it's sent out for bids, a trend in the insurance industry is that there is an increase as in your personal insurance, there's been a lot of natural disasters that cause an increase across the board. The cost to replace the clubhouse, if something happens, has increased which also reflects an increase in the insurance policy. **Wanda:** Request the Board to make a motion to approve the 2025 Budget; **Jackie:** Motion to approve the 2025 budget; seconded Thelma; unanimously approved by the Board.

- **Election of a Member to the Board** – Wanda: Dennis Tozser's three year term is expiring, he has decided not to run for another term. **Dennis:** Thanks for an opportunity to serve on the Board, this community are fortunate to have these Board members who work hard for the community at no charge. Enough cannot be said about Karla taking care of our financials, we would not be in the great financial situation that we are in if it were not for Karla; thanks much for Thelma for doing a great job in taking notes for each meeting, I had to do it several times in her absence and it is no easy task, but it's been a real pleasure serving my three year term.
- **Wanda:** There was only one person to run on the Board, that is George Via, who has been on the Board before, so we welcome him back. **George:** It's good to be back as a Board member. You all may or may not know that I stepped down because of some health issues, which now has been resolved. **Wanda:** Even though George has submitted his name, the floor is now open to anyone in the room who did not submit his or her name or submit a nomination to serve, please submit your ballot now. If there are no more, I ask for a motion to close the nomination. **Dennis:** Motion that the nomination be closed; seconded Thelma; the floor can approve, approved by the floor. **Wanda:** Next motion is to approve George Via to the Board to serve a three year term. **Sandra Pyant:** What if you have written someone in, so we are actually making a decision now? I did not write myself in, I just want to submit someone else's name. **Wanda:** Are they here? **Sandra Pyant:** No they are not, do they have to be here? **Wanda:** Yes, just because you wrote them in, we don't know if they want to volunteer for the next three years. That person would have to be at meeting to accept the position otherwise, the name would have to be submitted in advance. Motion made and approved to accept George Via back for a three year term on the Board of Directors.
- **Wanda:** Are there any other comments or concerns? **Bill Allen:** Just want to recognize all the volunteers in the community who volunteer; there is a Mens Lunch Group, a Ladies Lunch Group, Social Committee, Theater Group, Chair Aerobics, Line Dance, Neighborhood Watch, Zumba is starting, Crafty Ladies, Bingo and cards games. Thanks to all the volunteers who give their time. One other comment. On the letter that came out

with the budget, there is a line item regarding a quorum, stating by completing the enclosed proxy, you can help obtain a quorum and avoid any additional expense. How much does it cost to hold a meeting like this and if we had to hold a separate meeting because there was no quorum, what would the cost be? **Wanda:** When it comes to, is the cost of postage, copying, labor for the association. We have built into our contract, four annual meetings per year, not necessary that it might be exceeded, but it could, there would be a cost for additional meetings, that's what that paragraph is referencing, administrative costs. Those who have emails, will be sent that way, those who do not will be mailed a hard copy, information will go out again announcing another meeting because a quorum was not met, then the process starts all over again. **Bill Allen:** Our Constitution states that the quorum is one sixth of members, if there's 240 homes excluding Belle Alliance 216, that's approximately 40 members any time a meeting like this is held and you get the proxy from Cynus, wouldn't that be an automatic quorum? **Wanda:** Say for whatever reason we don't get it from Cygnus, we still have to have a quorum and if we don't we have to start over again. **Bill Allen:** In order to call a special meeting, does it require a special meeting, does it require a vote of members present? What's the process? **Wanda:** It would be just like this meeting, I would announce that we do not have a quorum, a motion would be made to reschedule a date greater than ten days out. **Bill Allen:** We have never had this happen. Does this cost only apply to annual meetings? **Wanda:** This only applies to annual meetings to elect members to the Board of Directors. **Bill Allen:** What's the cost of a second meeting if needed? **Wanda:** \$1,200.00.

**Unidentified Resident:** Suggestion, when we have meetings like this, since some folks do not have email, the meeting sign should have been put out over the weekend, today the sign was not put out until after 1:00pm, that way residents coming into the community will see the announcement. I made announcement at chair aerobics that there was a meeting. **Wanda:** The Board has agreed to purchase an additional sign so that there will be a sign at each entrance as well as Winding Trail. We have two volunteers that will put the signs out a couple of days before each meeting. **Resident:** I don't understand why the sign was not put out for this meeting. **Wanda:** At the last General Session meeting, there was a resident that volunteered to put the sign out. We are not sure why that did not happen. Moving forward, the signs will be put out several days before each meeting.

**Donna, Shadow Park Lane:** I was texted letting me know that there was meeting, otherwise I would not have known about the meeting, this is our first meeting although we will be here two years in December. One of the things that I do is teach CPR and I am licensed. I would like to offer CPR classes, who or how do I do this? **Wanda:** We have had various people come in the community and offer information to the residents. What I ask you to do is get us your information so we can disseminate it and discuss how something like that can happen. **Martin Cooper:** I'm a volunteer on the Neighborhood Watch Team, we have the magnetic signs that we put on our vehicles to identify who we are. I would like to put a motion on the floor to be reimbursed for the cost of the signs.

**Wanda:** Motion has been made and approve.

- **Veterans Day Event** – Sandra Pyant: This is directed to Jackie; is there is going to be a Veterans Day event this year because I have not received anything. **Jackie:** I hadn't planned on doing anything, probably check with the Social Committee to see if they are doing anything. **Wanda:** We have a Social Committee that puts together events for the association. **Sandra Pyant:** That was my first time last year. Isn't this something that we do every year? **Jackie:** Yes. We did it last year because I figured it would be best if veterans do it because veterans would know about doing more for veterans ceremonies, that's why I did it last year. **Sandra Pyant:** It should have been communicated that by

someone that we were not doing it this year? **Jackie:** The Social Committee usually does those events, so they should have known to pick it up this year. **Sandra Pyant:** Because we did it last year, did they know that you were not doing it this year? Jackie and I were the MC last year, so the whole thing is complex to me. I did not know how it operated. I thought because we did it last, why not this year. Jackie, now you're saying it's the Social Committee, I don't know if the Social Committee knows that they are suppose to do it since we did it last year, has the Social Committee been notified that they are responsible this year? **Jackie:** Wanda, last year I asked all veterans if they wanted to participate in a Veterans Day ceremony because I noticed some things that the Social Committee did was not exactly military, so I said to them, let's all get together and have an event and it was nice, however, every year and before that, Veterans Day, Memorial Day, it's been the Social Committee. **Sandra Pyant:** Okay, do we want to have something for Veterans Day? **Wanda:** We are only a few weeks away. We have just approved a line item in the 2025 budget for the Social Committee budget. We will talk with the Social Committee to include an event for Veterans Day. We can talk about it earlier so we can plan accordingly. **Resident:** Was the question answered regarding putting the signs out a week earlier announcing the day of the meetings? **Wanda:** Yes, it was discussed that we will have two volunteers put signs out a couple days before the meetings at all three entrances, Shooting Star, Shadow Park Lane and Winding Trail. **Martin:** The invoice for the Neighborhood Watch vehicle signs, should I submit them to you? **Wanda:** Yes. If there are no more comments or concerns, thank you all for coming out. **Terri Wade:** I'm very pleased to have all us here in a person to person meeting, it's been a long time since we have all been together. My request is that the Board think about more in person meetings, I love the idea to talk and communicate in person. **Wanda:** In 2025, there are four meetings that will be held at the clubhouse. January, April, July and October 2025 will be at the clubhouse. **Wanda: If there is nothing else, thanks for all of you for attending this meeting. Meeting is now adjourned at 6:50p.**