

COLONIAL GREEN HOMEOWNERS ASSOCIATION

HALL ASSOCIATES MANAGING AGENT-- 540-982-0011

112 Kirk Avenue SW -- Roanoke, Va., 24011

Chrissy Greene-V.P. of Association Management-e-mail-cgreene@hallassociatesinc.com

Nikki M. Pritt-Association Manager-e-mail-npritt@hallassociatesinc.com

NOTICE-ANNUAL MEETING OF THE MEMBERS

ALL HOMEOWNERS ARE REQUESTED TO ATTEND THE
ANNUAL MEETING OF THE MEMBERS

LOCATION

South County Library
6303 Merriman Road, Roanoke, VA 24018
Meeting Room 2

DATE & TIME

Tuesday December 14th at 4:00 PM

Agenda Items

2022 Budget and Special Assessments
Reports from the Board and Developer

PROXY

Your attendance is requested at the Annual Meeting of the Members.

However, if you cannot be present, please appoint a
Proxy to act on your behalf.

Your attendance or proxy is needed to insure a quorum.

This is necessary to conduct the meeting.

PROXY INCLUDED WITH THIS NOTICE

Your proxy must be signed, dated and witnessed in order to be valid.

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AGENDA – ANNUAL MEETING

Tuesday December 14th, at 4:00 PM

- | | | |
|--|---|--------------------------|
| I. | DETERMINE QUORUM & CALL TO ORDER | 4:00 PM |
| II. | INTRODUCTIONS & PROOF OF NOTICE | 4:05 PM |
| III. | APPROVAL OF MINUTES FROM PREVIOUS MEMBER MEETING | 4:10 PM |
| IV. | REPORTS FROM OFFICERS, TRUSTEES, & COMMITTEES | 4:10 PM – 4:25 PM |
| | <ul style="list-style-type: none">• President’s Report• Developer’s Report | |
| V. | DISCUSSION OF BUDGET | 4:25 PM – 4:40 PM |
| | <ul style="list-style-type: none">• Discussion of Reserve Study update• Discussion of 2022 Budget and special assessment | |
| VI. | TRUSTEE ELECTIONS (WHEN SO REQUIRED) – N/A during developer control period* | |
| | <ul style="list-style-type: none">• Current Trustee and Officer Titles: | |
| | Steve Cronemeyer | President |
| | Allison Ratcliffe | Vice President |
| | Neil Damgaard | Treasurer |
| | Wynne Phillips | Secretary |
| <p>Officers will be elected at a Board meeting immediately following the Annual Meeting of Members and convened solely for that purpose.</p> | | |
| VII. | NEW BUSINESS | 4:40 PM – 4:55 PM |
| VIII. | NEXT MEETING DATE | 4:55 PM – 5:00 PM |
| IX. | MEMBER COMMENTS | 5:00 PM – 5:20 PM |
| X. | ADJOURNMENT | 5:20 PM |



Colonial Green Homeowners Association
HALL ASSOCIATES, INC. MANAGING AGENT (540) 982-0011
112 Kirk Avenue SW – Roanoke, Virginia 24011

Chrissy Greene/V.P. of Association Mgmt – cgreene@hallassociatesinc.com

ANNUAL MEETING MINUTES

September 8, 2020

I. DETERMINE QUORUM & CALL TO ORDER

29 owners (or 56%) of the owners were represented in person or by proxy. The meeting was called to order at 5:33 PM.

Note: At the annual meeting of members a quorum is established if a minimum of twenty-five percent (25.0%) of the current Class A members (owners) and the attendance or proxy of the Class B member (developer) is present.

II. INTRODUCTIONS & PROOF OF NOTICE

The Board was introduced. Also introduced was Chrissy Greene, Association Manager, with Hall Associates. Proof of notice was established. All those present introduced themselves.

III. APPROVAL OF MINUTES FROM PREVIOUS ANNUAL MEETING

A motion was made (Graham) and seconded (Damgaard) to waive the reading of the minutes from the September 30, 2019 annual meeting and approve as written. Motion passed unanimously.

IV. REPORTS FROM OFFICERS, TRUSTEES & COMMITTEES

President's Report – President Cronemeyer expressed his appreciation to the fellow Board members, Meredith Jones and Joyce Graham, for their hard work. He also expressed appreciation to Management for their efforts and guidance. President Cronemeyer reported that the pressure washing and gutter cleaning was completed in October 2019 and again in June 2020. The association is in the process of painting the Cottage and Townhomes. The large pergola at the top of the center green was repaired and painted by the developer. The small pergola in the townhome courtyard has been stained, as well. Three additional Rowhouses and another Cottage home are underway. As early as later this Fall, the association plans to do some improvements to the center green area and the entrance.

Unfortunately, the City of Roanoke did not accept responsibility for the lower two islands, since they are in the City's right-of-way.

For next year, the Crescent Homes will be painted, if not sooner.

Trustee Graham said that the developer is continuing to look at potential builders in anticipation of continuing the progress in the community.

Financial Report – The Financial Report was presented by management. The account balances for each account as of 08/31/20 are:

Operating Accounts

Alley	\$ 14,724.00
Crescent Homes	\$ 7,892.65
Cottage Homes	\$ 5,851.50
Rowhouses	\$ 23,051.23
Townhomes	\$ 8,403.51
Commercial	\$ 11,086.40
<u>Commons</u>	<u>(\$ 4,723.96)</u>
Combined Total	\$ 41,715.91

Operating Reserve Accounts

Crescent Homes	\$ 9,953.65
Cottage Homes	\$ 7,548.08
Rowhouses	\$13,052.49
<u>Townhomes</u>	<u>\$11,761.40</u>
Combined Total	\$42,315.62

Capital Reserve Accounts

Alley	\$ 8,017.20
Crescent Homes	\$ 26,622.00
Cottage Homes	\$ 26,304.20
Rowhouses	\$ 48,109.54
Townhomes	\$ 20,177.47
<u>Commons</u>	<u>\$ 1,520.00</u>
Combined Total	\$130,750.41

V. DISCUSSION OF BUDGET

The 2021 budget that has previously been reviewed and approved by the Board of Directors at the August 2020 Board meeting was presented. A copy was included with the meeting packet distributed to owners at the Annual Meeting and is available on the website. Increases were necessitated in all unit types, but those were based on the inclusion of the center green, meeting reserve funding requirements and planning for two gutter cleanings per year and annual pressure washing.

A question was raised regarding the condition of the outer edge of Plum Alley and this area needing to be cleaned up on the side opposite the Cottage homes. Management will contact the landscaper.

VI. TRUSTEE ELECTION

This section is not applicable during the developer control period, as the developer appoints the board members to serve.

VII. NEW BUSINESS

Treasurer Damgaard presented a suggestion he had received from an owner – to collect a list of recommended vendors/contractors.

VIII. NEXT MEETING DATE

The Annual Meeting is the second Tuesday of September each year, which is tentatively September 14th, 2021. Please check the website at www.colonialgreenhoa.com or contact management at cgreene@hallassociations.com for possible changes to the dates, times and locations.

IX. MEMBER COMMENTS

The following questions/comments were shared by owners:

Comment – Four people made an unofficial welcome to the new owner in the community. The new owners asked if there was a directory available.

As a friendly reminder, the website, www.colonialgreenhoa.com is a great source of information, as far as viewing meeting notices, minutes, financials and other important notices, such as pesticide/herbicide treatments, etc... Please contact Chrissy Greene with management if you have any questions - cgreene@hallassociatesinc.com.

X. ADJOURNMENT

There being no other business to discuss, a motion was made and seconded to adjourn the meeting at 6:43 PM. Motion passed unanimously.

Colonial Green 2022 Budget Summary

Account

INCOME

Developer Contribution/Dues	\$	3,676.98
Association Dues	\$	149,976.96
Water and Sewer Reimb	\$	8,808.00
TOTAL INCOME	\$	162,461.94

EXPENSES

REPAIRS AND MAINTENANCE

Repairs and Maintenance	\$	13,030.00
Common Repairs & Maint	\$	720.00

TOTAL REPAIRS & MAINT	\$	13,750.00
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GROUNDS COSTS

Snow Removal	\$	9,403.00
Common Snow Removal	\$	-
Grounds Maintenance	\$	29,052.00
Common Grounds Maint	\$	12,480.00
Landscaping Misc.	\$	4,150.00
Common Landscaping Misc.	\$	3,600.00

TOTAL GROUNDS COSTS	\$	58,685.00
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ADMINISTRATIVE EXP

Management Fees	\$	11,760.00
Insurance	\$	2,908.00
Website	\$	200.00
Legal Fees	\$	300.00
Register/Annual Report	\$	305.00
Copies, Mailings, Postage	\$	360.00
Tax return-review	\$	385.00

TOTAL ADMINISTRATIVE	\$	16,218.00
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UTILITIES

Water and Sewer	\$	8,808.00
Stormwater	\$	430.00

TOTAL UTILITIES	\$	9,238.00
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TOTAL OPERATING EXPENSES	\$	97,891.00
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FUND CAPITAL RESERVE ACCT.	\$	25,559.16
FUND OPERATING RSV ACCT.	\$	10,170.76
FUND ALLEY ACCT.	\$	3,254.52
FUND GENERAL ACCT.	\$	21,286.08
FUND COMMON CAPITAL RSV ACCT.	\$	1,200.00
FUND COMMON OPER RSV ACCT.	\$	1,200.00

TOTAL RESERVE TRANSFERS	\$	62,670.52
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TOTAL OPER + RESERVES	\$	160,561.52
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TOTAL	\$	160,561.52
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NET INCOME	\$	1,900.42
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**PLEASE READ CAREFULLY FOR NOTICE IN CHANGE OF DUES:
EFFECTIVE JANUARY 1, 2022, DUES FOR OWNERS WILL BE AS FOLLOWS:**

COTTAGE HOMES - \$294.00 PER UNIT PER MONTH

CRESCENT HOMES - \$250.00 PER UNIT PER MONTH

ROWHOUSES WITH AN ALLEY - \$157.00 PER UNIT PER MONTH

ROWHOUSES WITHOUT AN ALLEY - \$150.00 PER UNIT PER MONTH

TOWNHOMES - \$132.00 PER UNIT PER MONTH

COMMERCIAL - \$320.79 PER MONTH

DEVELOPER - \$306.42 PER MONTH

**AS A FRIENDLY REMINDER, DUES ARE PAID MONTHLY
AND ARE DUE ON THE 1ST.**

Based on the recently updated Capital Reserve plan and 2022 budget, the Board has unanimously voted to change the dues based on the rates identified above. As a reminder, a copy of the approved 2022 budget and the 2018 Capital Reserve Study can be found online at www.colonialgreenhoa.com.

In an effort to improve the appearance of the grounds, the Board has added services to the grounds maintenance contract, such as aerating and overseeding. The Board has also approved improvements to the center green area, including around the pergola, the sign and the two islands immediately after the sign. This project will likely occur in the Spring. However, in order to take on this expense, which is not currently part of the long-term maintenance study, the Board has voted to approve a one-time special assessment. The special assessment may be paid out over a period of 6 months, with the first monthly payment due January 1st and the final payment due June 1st. The following are the assessments due by unit type:

COTTAGE HOMES - \$64.32 PER UNIT PER MONTH

CRESCENT HOMES - \$64.32 PER UNIT PER MONTH

ROWHOUSES WITH AN ALLEY - \$72.86 PER UNIT PER MONTH

ROWHOUSES WITHOUT AN ALLEY - \$72.86 PER UNIT PER MONTH

TOWNHOMES - \$88.32 PER UNIT PER MONTH

COMMERCIAL - \$68.01 PER MONTH

Please note, the variance in Rowhouse rates and Townhome rates are based on a funding shortfall in the 2022 budget, which cannot be met through the dues based on a 10% limit on annual increases.

Please submit your new dues amount with your January 1, 2022 dues payment. If you are currently set up for the automated debit of dues from your bank account by our office, you do not need to take any action UNLESS you do not want the increased amount taken in January. If you DO NOT want the updated amount automatically debited from your account on January 8th, please notify our office in writing at cgreene@hallassociatesinc.com no later than 12/31/21. If you have any questions, please contact Chrissy Greene at (540) 982-0011 extension 155 or via e-mail at cgreene@hallassociatesinc.com.

If you would like to have your special assessment automatically debited from your bank account, you must submit a form specific to this assessment. Enclosed is a copy of that form. Please indicate if you want this payment to be taken out monthly over a period of 6 months or in a one-time lump sum.

Once again, to summarize, the special assessment payment is based on paying out over 6 months. You may also elect to make a one-time payment by January 1st, 2022:

COTTAGE HOMES - \$385.90 ONE TIME PAYMENT

CRESCENT HOMES - \$385.90 ONE TIME PAYMENT

ROWHOUSES WITH AN ALLEY - \$437.14 ONE TIME PAYMENT

ROWHOUSES WITHOUT AN ALLEY - \$437.14 ONE TIME PAYMENT

TOWNHOMES - \$529.90 ONE TIME PAYMENT

COMMERCIAL - \$408.06 ONE TIME PAYMENT

Thank you.

IMPORTANT REMINDERS

Please accept this friendly reminder to drive cautiously and slowly in the Colonial Green community. There are often people walking, children playing, pets being walked and other residents coming and going. It is very important to drive cautiously and slowly for the safety of all members of the community.

Additionally, we ask that you please refer to the Rules and Regulations regarding clean-up after pets and also proper disposal of trash/cigarette butts.

All governing documents, including the Rules and Regulations, are available on the website at www.colonialgreenhoa.com.

Section 14 c. addresses clean-up after pets – “Owners of pets are required to remove and properly dispose of any solid waste material deposited by their pet.”

Section 8 c. addresses clean-up of trash, which would include proper disposal of cigarette butts – “All lots shall be kept clean and free of unsightly mechanical equipment, garbage, junk, trash, debris, or any condition that might contribute to a health hazard or an unsightly environment.”

Thank you for your time and attention to these important matters.

We wish you all a safe and happy Holiday season.

PROXY

COLONIAL GREEN HOMEOWNERS ASSOCIATION

Proxy for Annual Meeting of Members to be held
Tuesday December 14th, 2021 @ 4:00 PM

The undersigned hereby appoints _____, with full power of substitution, proxy to vote on behalf of the undersigned at the annual meeting of the unit owners of the association to be held at the date above and at any and all adjournments thereof.

Signature / Printed Name Unit # Date

Signature / Printed Name Unit # Date

This proxy must be signed by all persons or entities listed as legal owner of the property in order for the proxy to be valid.

A WITNESS IS REQUIRED TO MAKE THE ABOVE PROXY VALID

By signing below I acknowledge that I witnessed the above signature:

Witness's Printed Name: _____

Witness's Signature: _____ Date: _____

Witness's Address: _____

House Number & Street

City, State and Zip