

**EMPIRE HILLS CONDOMINIUM ASSOCIATION (EHCA)**

**ANNUAL MEETING**

**October 27, 2012**

**MINUTES**

- I. **CALL TO ORDER:** Mr. Jim Sills, President, called the EHCA Annual Meeting to order at 10:10 a.m. (EDT). Mr. Sills announced that there were a sufficient number of EHCA members present and proxies establishing a quorum thereby allowing the meeting to proceed.
- II. **INTRODUCTION OF EHCA BOARD OF DIRECTORS (BOARD):** Mr. Sills introduced the members of EHCA Board (Board) – Mrs. Catherine Weissblatt, Vice President, Mr. David Hulick, Treasurer, and Mr. Barry Bennett, Secretary.
- III. **APPROVAL OF THE 2011 ANNUAL MEETING MINUTES:** Mr. Sills called for a vote to approve the minutes of the 2011 Annual Meeting. Mrs. Wollenhaupt (Lot #s 12, 13 & 14) motioned that the minutes be approved. Mr. Ball (Lot #s35 & 36) seconded the motion. The motion carried unanimously. The minutes were approved.
- IV. **TREASURERS REPORT:** Mr. Hulick referred the EHCA members present to the YTD Statement of Operations, as of October 20, 2012, Proposed Budget for 2013, and Unpaid EHCA Dues, which were made available to the members present. Mr. Hulick reported that the Certificate of Deposit at Huntington Bank had come due during the year and had been rolled over into a Money Market. Mr. Hulick reported that unspent funds from the 2010-2011 year snow removal budget in the amount of \$4500.00 were carried over to the 2011-2012 year. The balance of the unspent funds in the amount of \$2451.00 (estimated) or 10% of EHCA funds were placed in the Reserve Fund, as required by EHCA By-laws.

In reference to the Unpaid Dues report, Mr. Hulick explained that only unpaid dues by owners are listed. Additional money is due from these owners for interest and liens.

Mr. Wollenhaupt asked how the Board spent the \$4500 in surplus snow removal funds. Mr. Hulick replied that funds were spent on the landscaping of the North and South Entrances (see below).

## **Page 2 – EHCA Annual Meeting of October 27, 2012**

### **V. General maintenance.**

Mr. Hulick reported that in order to maintain the North Entrance landscaping, a new well had to be drilled near the current well in the Apple Orchard (Common Space 4). Because the existing pump was inoperable and the pipes leading to the landscaped beds at the entrance were filled with silt and not up to code, a new pump and pipes had to be installed. The total cost was \$4600.00. He explained that the Pump House was in serious disrepair. A carpenter was hired to put in new walls, re-shingle the roof, and install new end panels. The carpenter will return in the spring to paint the Pump House. Jim thanked Dave for his volunteering to help the carpenter with the work.

Mr. Bennett and Mr. Sills presented a history of how the 2010-2011 Open Space Committee and the 2010-2011 and 2011-2012 Boards decided on landscaping the EHCA Entrances and how landscaping was accomplished. Mr. Sills added that the boulder at the South Entrance is not the one chosen to be placed there. The Board is in negotiations with Zimmerman Landscaping to replace the boulder with one that is more attractive. The Board will not pay Zimmerman the remaining amount due for landscaping the Entrance until the matter is settled to the liking of the Board.

Mr. Hulick reported that it is projected that EHCA roads do not need to be re-surfaced for some 10 years. He added that there are sufficient Reserve Funds at this time to pay for the resurfacing. According to Mr. Hulick, the Board will explore other revenue sources to fund the resurfacing of the roads, if needed.

Mr. Hulick stated that budget proposed for the 2012-2013 year has not been approved. The 2012-2013 Board will take it up.

In response to a question as to where the funds are going to come from to maintain the landscaping at the North and South Entrances, Mr. Hulick explained that the landscaping plan calls for additions and maintenance, the cost of which is included in the budget.

### **VI. Architecture Review Committee (ARC) Report**

Deb Sills handed out and presented the 2012 ARC Annual Report. A copy will be sent to everyone with these annual minutes. She thanked the 2012 ARC members for their service: Peggy Schous, Roberta Hansen, Evan Murray, and herself. A question was asked: Can a person be on the Board and on the ARC at the same time? After discussion, it was agreed that a person could serve on both. The ARC has to approve an owner's house plans. If there

### **Page 3 - EHCA Annual Meeting on October 27, 2012**

is a concern or problem, the Board will take up the issue. If an ARC or Board member has a conflict of interest, he/she can withdraw from voting on the issue.

2013 ARC activities will include selecting a Chairperson, revising owner/builder check lists of building requirements, and helping up to three owners with their building plans.

Bernie Meehan volunteered to join the 2012 ARC along with Peggy Schous, Evan Murray, Cathy Weissblatt, Dave Hulick, and Deb Sills.

#### **VII. Passage of the Bylaw approving "Lot Available" signs.**

Dave Hulick reviewed the Bylaw change that allowed lot available signs to be posted and the standardized sign that the Board approved. To date, he has assembled and erected signs on 11 vacant lots. If anyone with a vacant lot would like to have a lot available sign put up, he/she should contact Dave or a member of the Board.

There was a request to keep the lot for sale information that is put in the Empire Hills mailboxes at the north and south entrances more up to date. Dave Wollenhaupt said that any lot owner who has updated information should contact him with it. He will then update the mailbox handout.

#### **VIII. Elect the Board for 2013.**

Jim called for any nominations from the floor. There were none. Dave Hulick made a motion to close nominations. Seconded by Sallie Ann Morris. Approved. The group elected the four volunteers for 2013: Barry Bennett, Carlotta Meehan, Jim Sills, and Cathy Weissblatt. Barry will serve as Secretary. Carlotta will serve as Treasurer. Jim will serve as President. Cathy will serve as Vice President. Jim thanked Dave Hulick for his service as Treasurer for 2012.

#### **IX. Volunteerism.**

##### **A. Volunteer "hold harmless" statement.**

The Board developed a "hold harmless" statement that we ask any volunteer to sign. Its purpose is to try to protect EHCA. The Board now requires any business that does work for EHCA to have liability and workmen's compensation insurance. EHCA also has insurance to protect any Board member if the association or a Board member should be sued.

## **Page 4 - EHCA Annual Meeting on October 27, 2012**

### **B. Volunteer recognition.**

Jim thanked all those who so graciously volunteered their time and services for Empire Hills during the past year. Known volunteers include: the Board members, the ARC members, Dave and Carolyn Wollenhaupt, Pieter Schous, and Jeff Peterson. We are sorry if any other volunteers were missed. Please contact Jim Sills if you know of anyone else who should be recognized.

### **X. New Business.**

A. Rob Peterson (lot 68) stated that he believed the shared driveway between his lot and lot 69 (Dave and Mary Hulick) was put in the wrong place by the developer (McKeough). After discussion, it was recommended that the two owners investigate the location of the shared driveway since it affects them.

B. Trina Ball (lots 35 and 36) asked Ward Kuhn, EHCA attorney, to clarify the Bylaws that permit the Board to hold a special meeting or to hold a vote on an issue. Ward explained the Bylaws that allow these things to be done. He stated that the recent votes that were taken to revise the Bylaws were done properly. Ward will work with the 2013 Board to make sure that all procedural steps be followed on any future special meetings or votes.

C. Sam Jackson (lot 41) asked if there was a list of owners for EHCA. If there is, he would like a copy. Jim replied that there is a Property Owner's List. Because about six lots have changed hands over the past year, the list needs to be updated. He asked anyone with new contact information to send that to him or another Board member. The 2013 Board will update the Property Owner's List and send it out to everyone.

Meeting Adjournment: At 11:25, Mary Hulick called for adjournment. Seconded by Dave Wollenhaupt. Approved.

Respectfully submitted by: Barry Bennett and Jim Sills

(Empire Hills flashdrive: EHCA Annual Meeting Minutes 10.27.12)