

# ADAIR ESTATE HOMEOWNERS ASSOCIATION

## MINUTES – ANNUAL HOA MEETING

December 5, 2019 – 7:30 P.M.

Location: Mansion Lobby

**Members Attending:** Carrie Conway, Glen and Susan Stine, Brian Mitchell, Kris Gordon, Hugh Kelley, Alida and Stuart Silverman, Corey Massey, Lainie Stoltz, Hugh Kelley, Melinda Marshburn, Enku Gelaye, and Nan Partlett.

**Financial Update:** The HOA is in a strong financial position and will be able to meet all expenses within budget for 2019. The largest unforeseen expenditures are reflected in the general repairs line. Needed repairs included new cabinets and a disposal in the concierge suite as well as sewer and driveway repairs. The current balance in reserves is \$29,018. The current balance in the checking account is \$25,917. As is customary, we will take up a collection (\$100 per household) as a holiday bonus for our Concierge, Maddie Parker.

**Review Draft 2020 Budget:** The 2020 budget represents a zero increase over the 2019 budget (\$119,027). The largest increase in a single line item is for the landscape maintenance contract, as the HOA transitioned to a new maintenance company. The 2020 budget reduces the allocation to reserves from \$4,800 to \$2,400 given our healthy financial position considering both reserves and cash surplus.

A motion was made to approve the 2020 budget. The HOA unanimously approved.

**Election of Officers:** Carrie Conway will step down as President on December 31, 2019, having fulfilled her two-year term. Joe Conway is willing to serve as HOA President on an interim basis until Brian Mitchell assumes the position in May 2020.

The following slate of officers was presented for 2020:

President – Joe Conway until April 30; Brian Mitchell from May 1 to December 31

Secretary – Kris Gordon

Treasurer – Brian Mitchell

Executive Committee Membership – Dan Marshburn, David Partlett, Susan Stine, and Lou Locricchio

A motion was made and seconded for the above slate of officers. The HOA unanimously approved.

**Landscape Committee Update:** Alida Silverman was thanked for her 3+ years as Chair of the Landscape Committee. Kris Gordon was announced to succeed Alida as

Chair. The HOA's policy regarding the maintenance and replacement of trees and shrubs was shared with members (see attached).

**Mail:** Carrie Conway will ask Concierge Maddie Parker to make copies of the Mansion key for individuals who would like to access the building to retrieve mail and package deliveries. Sandra Mendel will research options for a mail kiosk.