# Jacquelynn Downs HOA Board Meeting Minutes

### October 22nd, 2023 at 4 PM

## Introductions

**Larry Deaton – president**

**Angie Hill – VP (not in attendance)**

**Serena Forbes – treasurer**

**Libby Diaz – secretary**

**Others in Attendance:**

Tony Diaz 109 Rustys

Ed Forbes 107 Rustys

Chris & Sue Beaty 222 Jackies

Stephanie Deaton 122 Jackies

Harriet Collingwood 212 Jackies

Lee Pratt 107 Kipper

Tammy Overman 230 Jackies

Kendra & Shawn Kirk 206 Jackies

David Clark 104 Rustys

Mike Phillips 102 Jackies

Sandra Fagg 106 Kipper

Glenn and Christy Williams 217 Jackies

Patrick & Kristen Warren 111 Rustys

Christopher & Hannah Lowe 235 Jackies

J. Scott Pendergrass 102 Kipper

Melanie Rinne 201 Jackies

Stephen & Ana Shorey 203 Jackies

## HOA Operations

1. Contact info for all homeowners and renters - link to Google form →

**Please ensure you leave a forwarding address for the HOA if you ever move or sell**

1. Fiscal year is May 1st to April 31st.
2. March 1st – will send out proposed budget and notice of HOA dues for following year.

**Per bylaws, must be approved by HOA each year- we will begin this April 2024**

1. Late Fees of $25 / month on unpaid dues in perpetuity
	1. For example, if not paid by June 1st, $25 will be added to current dues.
	2. Unpaid due notice **for amount due and subsequent late fees** mailed on July 1st. If unpaid by August 1st, lien will occur.

**This is actually more lenient than by laws, which can lead to foreclosure – this will all be published on website and fb page**

* 1. Board has acted on multiple properties with multi-year overdue dues.

**Attorney involved, but payment has been collected and now everyone is up to date**

1. Meeting Schedule
	1. Annual HOA Meeting will occur around April 1st to approve budget and dues.

**Date will be announced in March**

* 1. Formal Board meetings will be announced and open to all

**The board has had a few informal, working meetings since the last meeting in June**

1. Need a new Treasurer in 2024. **Looking for someone at the first of the year, to get involved early and take over in April. Serena will provide everything needed and help with transition.**

## Year of 2023 ( May 1st 2023 through April 31st 2024 ) - see back of handout

1. Budgeted spending amount of ~$25,000.

**-Tony spoke on pool maintenance – re-bid a couple years ago and current company is still the cheapest. Prices of chemicals going up, and parts need to be replaced periodically (pump a couple years ago ~$400, liner last year ~$10,000). We also pay for weekly maintenance, so we don’t want to open the pool too early or keep it open too late into the season if it’s not being used.**

**-Lawn care – fees increased with the latest change in lawn company. Previous lawn company had not increased fees for years and then company moved/went under/ disappeared, unsure, but unable to contact. Looking to possibly change companies – let us know if you know of someone that is licensed and insured that might give a quote.**

**-Web fees – able to save on this due to non-profit status. Cost approx $40/year. Had to change from old website and email a couple years ago due to being locked out**

**-We are already halfway through the year, so expect another $12K or so that still needs to be spent from current bank balance (see budget table)**

**-Property tax – 2500 or so**

**-Hospitality – Sue and Christy – greeting new neighbors, usually gifting a plant and giving neighborhood info; maybe add in events later if budget allows. We used to do a neighborhood cookout/party each year**

1. Income from dues of $17,500.

**Based on $250 x 70 houses – obv this is not nearly enough to keep up with inflation and current expenses**

1. Will use surplus funds to fund the difference.

**Emergency account paid for new pool liner**

## Year of 2024 ( May 1st 2024 through April 31st 2025 )

1. Expect the same budget of expenses to be ~$25,000.
2. Dues need to be increased to $350 yearly per household. Income would be $24,500. Vote during April 2024 meeting

**Haven’t changed dues in 20 years. Surrounding subdivisions are all $300-400. Budget will be announced in March before the meeting in April.**

## Taxes

1. Form 1120H is required yearly for HOA’s even though we have no income.

**We filed in 2006, but can’t find records for any other years. We don’t pay taxes on the income we make (dues) but we have to tell the government what we take in and what we spend.**

**We have net 0 because we don’t make money off anything such as renting the pool house, etc**

1. JDHOA has not been doing this as far back as we can tell.

**Access to bank records goes back to 2017**

1. CPA assisting with correct filing for Tax Year 2022 and handling any IRS communication

**Just filed 2022**

1. Board will file remaining tax returns for years where we have records.

**Trying not to use CPA to save expenses, will file back to 2017 or so**

1. May incur some penalties from IRS for late filing.

**-We didn’t owe any taxes, so hopefully not**

**-Both State and federal should have been filed**

**-We have access to bank account records from 2017 and on, so we will file those – CPA has to tell us what to do for years before that, not getting much info from previous board members**

## Miscellaneous

1. Kipper Lane street repair – waiting on city.

**Progress made, we’ve been emailing city council on many things – this is one of them.**

1. **Cypress** Tree removal on Doc Murphy – waiting on city.

**-City – will remove some because it’s in the city right-of-way, not sure which trees are considered**

**-We are responsible for the others, guessing about half – got 3 bids for removal of half the trees – $12-25K**

**-Plan – keep asking the city – late fall, early winter was the plan – replace with something else later, maybe bushes that won’t grow so large**

**-Why? Aesthetics**

**-Other options? Concerns about privacy once the trees are gone, can fences be built higher? Architectural committee says they would approve a higher fence for those homes**

**-Asked insurance if we could cut them ourselves –> it would be okay liability-wise.**

**Neighbors seem to be willing to do a work day, maybe hire out the stump grinding, and save money for replacing the landscaping later**

1. Shared area lawn maintenance - plan to get new quotes

**See above**

## Architecture Committee – Chris Beaty **and Glenn Williams**

1. Aging fences in neighborhood

**Bylaws state you have to keep your fence up and in good repair, painted or stained, and looking good**

**Other notes:**

**What? Anything done externally to your home (small things like storm door are not necessary, but definitely large projects that would require a permit like a fence, porch, addition, etc) should be submitted to Architectural Committee for approval. If you aren’t sure, just ask.**

**How? Email** **jacquelynndownshoa@gmail.com** **and it will be forwarded to Chris and Glenn for review**

**What happens? Usually Committee just surveys neighbors to see if your proposed project would affect/bother them**

**Variance form – for submitting to Architectural committee. Used to be on old website. Do we need to make and post a new one?**

**Sheds – bylaws state it should be brick**

**Any modifications needed for disability would be covered by federal law**

## Welcome Committee -- Sue Beaty & Christy Williams

**See above**

## Pool Committee – Tony Diaz

## **See above**

## **Might need new cushions soon – once it’s in the budget**

## Open Discussion

**Kids need to wear helmets riding bicycles – state law for those under 16**

**Please keep dogs on leashes**

**200 Jackies – rental property – we have been in touch with owners (live in NC) and rental company regarding parking and lawn**

**HOA may move toward fines for violations that are taking a while to fix**

**Would like to start a newsletter, email list – if we can get a complete list. Please fill out google form**

**Serena – thanks to all for keeping her sane while she managed HOA alone**

**Beer in pool trash, concerns for people partying by the pool**

**Security system at pool is local – 4 cameras, monitor in closet, records about a month, not checked unless we are prompted to**

**Anticipate another meeting in January**

**Official email** **jacquelynndownshoa@gmail.com**

**Website** [**https://jacquelynndowns.org/**](https://jacquelynndowns.org/)

* **Need to add forms to website – complaint, architectural request**

Jacquelynn Downs Subdivision

Proposed Budget for 2023

Expenses:

|  |  |
| --- | --- |
| Item | Amount |
| Madison Utilities | $1,700.00 |
| Huntsville Utilities | $1,200.00 |
| Insurance ( State Farm ) | $2,500.00 |
| Hospitality  | $500.00 |
| Stamps / Envelopes | $100.00 |
| Lawn Care Service | $5,100.00 |
| Pool Maintenance | $7,000.00 |
| Pest Control ( Termite ) | $175.00 |
| Property Taxes | $2,300.00 |
| Attorney Fees | $500.00 |
| Tax Accountant Fees | $1,000.00 |
| Web Hosting / Domain Name / Email | $300.00 |
| Playground Maintenance  | $500.00 |
| Neighborhood Entrance Maintenance | $300.00 |
| Pool Equipment Replacement Savings ( future pool liner, chairs, etc. ) \*\* | $2,500.00 |
|  |  |
| Regular Expense Total: | $25, 675.00 |
|  |  |
| Special Items |  |
| Tree Removal along Dock Murphy\* | $12,000.00 |
|  |  |
| Estimated Total | $37,675.00 |

\*We may pursue other ways to get this done or postpone this work until next year.

\*\* Pool liner expense has already occurred for 2023 - $10,000

Current Bank Balances as of 07/23/23

|  |  |
| --- | --- |
| Item | Amount |
| Emergency Account  | $16, 326.62 |
| Regular Account | $16, 028.60 |

 JDHOA website JDHOA Facebook Group