

**DEER LAKE HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**

**December 2, 2020**

*unapproved minutes draft*

**Call to Order:** George Boyer called the meeting to order at 7:06 p.m.  
**With the COVID-19 still going on, George stated the Budget and Annual meeting is via internet. The meeting notice was posted and mailed to all home owners as required.**

**Establish a Quorum:** Present were all five Board Members: George Boyer, Rob Cooper, Bradley Messina, Charley Kelly and Karen Martin. Also present were Pat Schoo, the Community Association Manager from Schoo Management and her assistant Lori Jacobson. Also present were 3 other homeowners.

**Approval of the Minutes:** George Boyer motioned to waive the reading of and approve the October 21, 2020 BOD's meeting minutes as written and Charley Kelly seconded the motion. Minutes were approved. **Motion passed (5-0).**

**President's Report:** George Boyer reviewed the financial status of the Association as of October Year to Date compared to the Budget. Results to date show the Association Revenue exceeds Expenses by \$11,734 which is favorable. George also reported that as of today, he expects the Association to remain under Budget for the entire year of 2020. Additionally, there are no surprises that will impact any changes to the proposed 2021 Budget that we will need to approve tonight.

**Old Business:** Approval of 2021 Budget and Assessments - George Boyer presented both the financial status and the previously approved Draft 2021 Budget. George stated that the approved Draft Budget should be approved without any changes and should be used to determine quarterly homeowner assessments for 2021. This will mean that the 2021 Budget includes a Base quarterly assessment used to pay for all Association expenses except for Cable TV and Security Monitoring. This Base Quarterly assessment has increased by \$4 in the coming year - from \$595 to \$599. This amount is less than a 1% increase from the current year. Along with the Base Assessment, the Comcast Cable TV quarterly fee for 2021 Budget will increase from \$189 to \$198 while the ADT home security quarterly monitoring fee will remain the same at \$48. Total quarterly homeowner assessments for 2021 including these three components will total \$845 in 2021 as compared to the current year \$832. George Boyer motioned for Final Board Approval of the Deer Lake HOA 2021 Budget and Assessments. Bradley Messina Seconded the Motion. **Motion to Approve the 2021 Budget passed (5-0).**

**New Business:**

**Time Allotted for Candidates for Board Seat Election**

George indicated that each year we provide time for anyone on the upcoming election Ballot to speak briefly at this December Board Budget Approval meeting. He mentioned that this year we have three candidates for two available Board seats. George Boyer and Rob Cooper both spoke at this meeting and confirmed that they were interested in remaining on the Board another term of three years. They also both confirmed that their one-page background bio should be included in the mailing package to homeowners. Gary Killen, a third candidate for the open board seats, did not attend or speak at this Board meeting. His bio was received at Schoo Association Management and will be included in the mailing to homeowners.

### **Annual Meeting Notice Letter**

George presented a proposed homeowner letter to announce the upcoming Annual Membership Meeting for January 27th, 2021. This proposed letter includes complete meeting information. Included will be a Ballot and return envelope for homeowners to use to vote for two Board Members. George stated that an Election will need to be held at the Annual Homeowners meeting scheduled Wednesday, January 27<sup>th</sup>, 2021 to fill two expiring positions (George Boyer and Rob Cooper current Board Member terms expire). The three candidates have indicated their desire to be on the ballot and the mailing will include a one page bio submitted by each of the candidates. They are George Boyer, Rob Cooper and Gary Killen. The Board Member positions will have a 3-year term. Also included in the mailing to homeowners is a Proxy form for the Annual Meeting which will include two questions that we need to ask each year: 1) Should the audit of the Association's records by a CPA be waived for the year ending December 31, 2020? The cost is estimated about \$7,000 (The Board recommends voting In Favor of this Motion) and 2) Should the Association rollover excess funds, if any, at the end of the year December 31, 2020 to the operating account in January 2021? (The Board recommends voting In Favor of this Motion). After presenting the entire proposed Homeowner letter announcing the Annual Membership meeting, George Boyer Motioned to Board Members to approve the mailing of this letter confirming the Annual Meeting with a mail in ballot, proxy and envelope as presented with no changes. Charley Kelly Seconded the Motion. **Motion was approved 5-0.**

**Community Input:** Joe Mastrangelo asked if any contracts are expiring next year George replied that we have no major contracts expiring next year. However the ADT contract for security monitoring expires April 2022 and that the Board will need to discuss and negotiate any renewal proposal next year. Our current landscaping contract terms are fixed for three more years. Our Comcast cable contract expires in 4 years. Joe also asked if there were any plans for road maintenance in the coming year. George replied that when we received quotes for Seal Coating the clubhouse and community entranceway, we were told by the contractors that our roads were generally in good condition and not need to be resurfaced with new asphalt within the next four or five years. In the meantime we will provide maintenance and patching as needed. Our original roadway was paved with a top coat of new asphalt in 2006.

**Adjournment:** With no further business to discuss, George Boyer made a motion to adjourn the meeting and Charley Kelly seconded the motion. The meeting adjourned at 7:37 p.m.

Respectfully submitted,  
Lori Jacobson,  
Assistant to

*Pat Schoo*, CAM

Community Association Manager