



## WHHOA Annual Meeting & Election Minutes

January 22, 2024, 7:00 – 7:25 pm. collection of ballots

7:30 PM meeting started.

In Person at Clubhouse

Board Member Attendees: Steve Ryan, president; Steve Milby, vice-president; Jeff Rooks, Treasurer; Jennifer Taylor, Secretary; James Fudge, Director; Bill Logan, Director

Community member attendees: Approximately fifteen association members were in attendance.

- I. 7:00 – 7:25 pm: Collection of ballots
- II. **Call meeting to order/ End of ballot collection**
- III. **President's comments**
  - A. *Steve Ryan* presented a long list of achievements completed in 2023. There were many positive accomplishments by the board and committees.
  - B. Steve thanked *Jeff Rooks* for his dedication to the neighborhood during his six years as treasurer. His work was vital to keeping WH on track with a solid budget. Jeff and Steve thanked *Jennifer Taylor* for stepping up last January when there was a need to fill the board with the required number of directors. Her services as secretary are greatly appreciated.
  - C. *Steve Milby* thanked Steve Ryan for his strong leadership as president of the board for the past two years.
  - D. *James Fudge* has devised a playground committee that is actively researching solutions to our playground concerns to help ensure the safety of the equipment as well as researching replacement options. There is a need to recruit two or three additional committee members to help with this process. If you are interested in joining this group to help, please contact James directly at [jamesfudge80@gmail.com](mailto:jamesfudge80@gmail.com).
- IV. **Financial report – End of year. Jeff Rooks, Treasurer**
  - A. See report below
- V. **Committee end of year reports for 2023**
  - A. Committee reports were read by the president

**VI. Introduction of nominees for board of director positions**

Steve Ryan introduced the nominees for the board election: **James Fudge, Bill Logan, Geri McCormick, Steve Milby, Josh Orton, and Patty Ryan**

**VII. Verification of Quorum and counting of ballots**

- A. Determination of quorum, which is 10% of eligible association members, per sec. 1.5 of the by-laws. Twenty-two eligible homeowners were required to vote, either in person or by proxy, to meet the quorum.
  - Forty-eight (48) ballots were submitted, which met the required quorum for the election.
- B. Inspection of ballots for legitimacy (i.e. duplicates)
- C. Ballots counted twice.

**VIII. Results of Election of Board of Directors**

The 2024 West Hampton HOA board of directors are: Steve Milby, Bill Logan, Josh Orton, Geri McCormick, Patty Ryan, and James Fudge. Determination of specific board positions will be made by the directors after the annual meeting.

- IX. The meeting adjourned at 8:45 pm.
- X. The first Board meeting of 2024 will be **February 13, 2024**
- XI. Minutes written by Patricia Ryan

**Financial**

# 2023 Financial Overview

## Actual Income:

\$ 155,630	Assessment Revenue
\$ 3,308	Late Fee Income
\$ 5,940	Initiation Fees
\$ 1,359	Fines Income
\$ 250	Owner Interest Income
\$ 4,350	Clubhouse Rental
\$ 1,500	Swim Team
\$ 1,350	Tennis Outsider Fees
\$ 195	Pool Key Income
<u>\$ 11</u>	Interest Income
<b>\$ 173,893</b>	<b>2023 Income</b>

# 2023 Financial

## Operating Expenses

	Operating Budget	Jan. / Dec. Actual	YTD FAV (UNFAV)
GENERAL & ADMIN.	\$21,047	\$28,832	(\$7,785)
TAXES & INSURANCE	\$ 9,675	\$ 8,203	\$1,472
RECREATION	\$37,060	\$38,380	(\$1,320)
LANDSCAPING	\$41,425	\$42,976	(\$1,551)
UTILITIES	\$20,840	\$19,789	\$1,051
MAINTENANCE & SERVICES	<u>\$ 5,300</u>	<u>\$4,246</u>	<u>\$1,054</u>
<b>TOTALS</b>	<b>\$135,347</b>	<b>\$142,426</b>	<b>(\$7,079)</b>

# 2023 Financial

2023 Opening Bank Balance \$ 155,163.41 (as of 12/31/22)

2023 Ending Bank Balance \$ 147,762.51 (as of 12/31/23)

Cash Operating Alliance	\$ 10,026.54
Cash Reserves Alliance	<u>\$ 137,735.97</u>
Total Balance	\$ 147,762.51

- 2022 Financial records were audited by Alford & Alford, Certified Public Accountants, who reported that financial statements present fairly, in all material respects, the financial position of West Hampton Homeowners Association, Inc. and the results of its operations and cash flows conform with accounting principles generally accepted in the United States of America .

# 2024 Budget

## Income

ASSESSMENT INCOME – OWNER	\$ 165,627 (DUES INCREASE TO \$693)
TENNIS INCOME	\$ 600
CLUBHOUSE RENTAL INCOME	\$ 2,800
SWIM TEAM INCOME	<u>\$ 1,200</u>
<i>Total Income</i>	<b>\$ 170,227</b>

## Expenses

GENERAL & ADMIN.	\$ 22,624
TAXES & INSURANCE	\$ 8,610
RECREATION	\$ 39,879
LANDSCAPING	\$ 51,625
UTILITIES	\$ 21,730
MAINTENANCE & SERVICES	<u>\$ 6,200</u>
<i>Total Operating Expenses</i>	<b>\$ 150,668</b>

*Net Operating Income (Loss)*      **\$ 19,559**

## 2023 Reserve Fund Spending

### ***Capital Expenditures***

– Repaint Clubhouse Exterior	\$ 19,176
– Screen In Clubhouse Back Porch	\$ 2,100
– Pergola Repairs (for Painting)	\$ 1,800
– Irrigation System Upgrades	\$ 1,947
– Lines Painted for Pickleball	\$ 800
– Two Skimmers Replaced at Pool	\$ 5,000
– Tennis Courts Observation Deck Repairs	\$ 2,830
– Paint Pool Pump House	\$ 1,800
– Replace Pool Deck **	\$ 64,680
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<b><i>TOTAL</i></b>	<b><i>\$ 100,133</i></b>

***\*\* Paid with Special Assessment***

## Reserve Fund

• Open Balance Jan. 1, 2023	\$155,163
– Planned Transfer – Operations	\$ 26,993
– Capital Improvements – Based on Need	(\$ 34,717)
– Bank Interest (Full Year)	<u>\$ 324</u>
– <i>Total</i>	\$147,763
• Closing Balance Dec. 31, 2023	<u>\$147,763</u>
– Difference	\$ 0

## 2024 Reserve Fund

### Capital Projects Planned

– Replace Fences at Three Entrances and Add Two Gates	\$ 19,880 <hr/>
<b>TOTAL</b>	<b>\$ 19,880</b>

**COMMITTEE YEAR END REPORTS**

**Clubhouse Report:**

January

1. The contract for painting the clubhouse exterior including the two pergolas has been signed. We now need to determine what colors we want to go with. I am Recommending a dark Sage Green with either Black or charcoal trim and dark gray enamel for the deck surfaces.
2. Screeding of the clubhouse back deck has started and should finish either 1/9/23 or 1/10/23. Cost \$2,100
3. Two security cameras have failed and will need to be replaced. One at the clubhouse and one at the pool area. I will price these out for purchase in the 2023 fiscal year. Both cameras are beyond the warranty period so are not returnable.
4. Need to consider replacement of the top boards on the pergola for the pool as they are rotting and mold infested. This should be done before we do the painting, if possible, to avoid a redo at additional cost for painting.

Feb/March/April

1. Replaced the two broken security cameras, one at the clubhouse entrance and one at the pool gate. Additionally, I have added another camera at the pool to capture the Due West end of the pool area for safety and security concerns. Cost: \$431.97 for the cameras plus \$220 for installation and repair of wiring at the clubhouse which caused the camera failure.
2. Purchased 100' of hose for the new clubhouse hose bib to allow watering of plants and trees around the clubhouse and the new trees planted down near Carlyn court.
3. Clubhouse rentals for April and May were strong with six rentals in April and nine in May. Looking to June and July we currently have one rental scheduled for June and two in July.
4. Received board approval to purchase a steam mop for cleaning the Clubhouse floors. I have not made the purchase yet but shopping around it appears the cost will be between \$100 and \$150.
5. Purchased large (55gal) trash can liners (\$56.39) and 6 additional large rolls of toilet paper for the downstairs bathrooms. \$49.98
6. The bid for Powers Electric Solutions to replace the exterior security lighting on the clubhouse with comparable LED lighting has been approved and returned to Powers Electric. This work also includes two pool area lights that have failed. Total approved cost materials and labor \$1,620. Materials are on back order. The new lights will also have optical sensors to automatically shut them off at sunup and turn them on at sundown.

May/June



## WH HOA Annual Meeting and Election January 22, 2024

### July/August

1. Clubhouse rentals for June and July were good with 2 in June and 4 in July. Looking to August and September we currently have three rentals scheduled for August and one in September.
2. Completed painting of the pool pump house to match the pergola and the clubhouse. Looks nice. \$1,800
3. Replaced the clock at the pool. \$40.

### Sept/October

1. We had two clubhouse rentals in August and one in September which is good. Normally we don't see any rentals in this time frame. We currently have two reservations for October and four reservations for November.
2. I have purchased a steam mop for cleaning the Clubhouse floors. Cost with 2-year warranty extension was \$116.

### November/ December/January 2024

1. We had five clubhouse rentals in November and have scheduled three rentals for December. Currently there are six rentals scheduled for January so 2024 appears to be getting off to a good start.
2. Received board approval to purchase a new hanging lamp and two sconce lights for the Clubhouse back deck. I will be purchasing these and getting them installed when the weather warms a bit.

Steve Ryan  
Clubhouse Committee Chair

## **Pool Committee Report:**

### January/ February

1. Follow-up on pool leak status – The bid to repair / replace the two leaking skimmer boxes came back at \$5,000. Nautix will perform the work over the winter in time for the spring swim team season. Nautix has been given the go ahead to get the work on their schedule.
2. The excavation behind the pool pump house to resolve the water intrusion problem is still pending the work scope. We are waiting for Hula Landscape to get back with us on a second bid to install a short retaining wall to preclude additional downslope erosion resulting in the same problem recurring down the road.
3. We are still in need of someone to step up to organize and chair the Pool Committee to ensure the pool is ready for next summer. Time is running out to get the things done that need to be completed before opening the pool in April-May. The board relies on the community support to keep all of our needed committees staffed and functioning. Without them we cannot provide the necessary services without adding great expense to the homeowners.
4. Repairs to the pool skimmers are supposed to begin mid-February. Nautix has not provided a firm start date as of this writing.

5. Note from Dorothy Minter regarding Sharks Practice Schedule -  
I just want to give everyone and update and get approval for the 2023 WH Sharks Summer Season. Nothing much has changed from last year.

Practice is set to begin with our AFTERNOON SCHEDULE on Monday, May 8th.

#### March / April

1. Repairs to the pool skimmers were completed in March. Results of the repairs are excellent. Water level has been holding right in the skimmer boxes as designed with no water being added to the pool other than rain. This is great news and is expected to save thousands of gallons of water and at least hundreds of dollars in water costs. Cost of repairs: \$5,000 (deferred)
2. The drainage behind the pool house has been repaired and we have not seen any signs of water intrusion to the pool house since the repairs were complete. We will be getting with the carpenter to estimate what repairs need to be done to the back wall. After that work is done, we will be painting the pool house to match the clubhouse and pergolas.

#### May / June

1. Gary Schweitzer has been working with the pool committee to identify and obtain bids from several companies to repair and completely resurface the pool decking. If you use the pool, you are aware that there are many areas where cracking has occurred as well as concrete lifting from /tree roots. The trees causing the problem have been removed to prevent further degradation. Bids received so far will be presented and reviewed at the June 12 Board meeting. Gary will present the bids and the associated work scope for each at that meeting.
2. Reminder that the pool closes at 11 PM. We have had a couple of instances were some of the teens were observed swimming past 11PM and were asked to leave. They were very cooperative and left the pool area when asked.
3. The shark's season is well underway and we are looking forward to the competition starting this month. There are 108 swimmers on the Sharks team this year, mostly younger kids. Approximately 60 of the 108 swimmers are from the West Hampton subdivision. This is an indication of the rejuvenation of West Hampton as more young families are moving into a great neighborhood.
4. New Amenities rules postings for the pool area and the Tennis courts will be posted the week of June 12<sup>th</sup>. With the new guidance in our covenants, violations of posted rules can result in a \$150 fine per incident and loss of amenities use privileges. Please know the rules. Follow the rules and help preserve our amenities and the safety of everyone.

#### July / August

1. The board has selected the vendor to perform the pool deck refurbishment. Enviro Deck Concrete Resurfacing was chosen from four bids. A special assessment has been proposed with voting closing on August 28<sup>th</sup> to fund the \$60,250
2. The clock over the door on the pool pump house broke and was replaced. \$40

3. Since school has started the Nautix lifeguard schedule has been reduced to only weekends from 12:00 PM to 8:00 PM when they are available. Our pool remains a “Swim at your own Risk” facility and the age restrictions are posed on the gate and on the fence.

#### September / October

1. The pool closed for the season on Sunday October 8, 2023.
2. Work to repair and refurbish the pool area decking is scheduled to begin the week of October 16<sup>th</sup>. This work is expected to take approximately two weeks to complete. Nautix has been notified of the impending work and will be taking measures to ensure pool and cleaning equipment is maintained during the maintenance. Once maintenance is complete, Nautix will be doing a year end pool cleaning and covering the pool
3. Pool furniture will be removed from the pool area for the winter beginning the week of October 8<sup>th</sup>. Chairs will be stored in the lower level of the clubhouse. Lounges will be stowed under the upper deck of the clubhouse until work is complete then moved back into the pool area and stacked. Cushions and umbrellas will be stowed in the pool house along with the lifeguard’s chair as usual. Tables will be stored in the patio area until after work completion at which time they will be moved back into the deck area. These areas for storage were chosen because we have good security camera coverage of the areas 24/7.

#### November / December

1. The work to resurface and repair the pool deck area, all 6,200 sq ft, has been completed on schedule and the pool has been cleaned and covered for the winter. The deck looks great and should last many years.
2. Pool furniture move outside the pool enclosure needs to be put back. We had about 6 volunteers to move the furniture out and it too approximately one hour to get it all done. I will be looking for volunteers to move it back soon.
3. The pool pump house needs to be cleaned out, vacuumed, and reorganized for the upcoming swim season. Additionally, I will be cleaning up trash from around the pool that has collected over the last few months.
4. Patty Ryan has agreed to pick up the Pool committee chair position for 2024 and is looking for committee volunteers to help with the day-to-day activities. If you use the pool, you have time to help. We ask you consider lending a hand through the summer as a pool committee member.

Steve Ryan  
Acting Pool Committee Chair