

## Summit Village Annual Unit Owners' Meeting

November 19, 2020

Unit Owners in attendance: Andrew Bayer, President; Margaret Unfried, Vice President and acting Secretary; George Holland, Treasurer, Tom Roode, Village Director, Anna Roode, and Maryann Hinkley.

1. The sign-in process commenced at 6:58 p.m. Seven unit owners were in attendance either on-line or via phone conference as an in-person meeting was not possible due to the COVID pandemic.
2. Village President Andrew Bayer called the meeting to order at 7:00 p.m. Proof of notice of meeting was confirmed by those present.
3. George Holland made a motion to suspend the reading of the last Summit Village Annual Unit Owners' Meeting from November 6<sup>th</sup>, 2019. Margaret Unfried seconded the motion, making reference to the fact that they appear on-line. Without objection, the meeting minutes from the November 6<sup>th</sup>, 2019 Summit Village Annual Unit Owners' Meeting were accepted and approved.
4. Andrew Bayer stated that the primary purposes of the village's annual meeting were a) to elect director(s) to fill current openings on the village board (Margaret Unfried's term is expiring and there is an open one-year term available) b) to elect officers of the Summit Village Board (President, Vice-President, Secretary and Treasurer c) to elect the Summit Village's representative to the Master Board and d) to provide Summit Village unit owners the opportunity to ask questions and discuss issues impacting both the village and larger community.
5. Andrew Bayer reviewed with those present the governance structure of the village (including the responsibilities of each village director) as well as the governance and committee structure of the larger Sterling Woods II community (current committees include: Landscaping, Maintenance, Hearing, Treasurers, Pool, as well as an ad-hoc social committee. In addition, there are important sub-committees related to upcoming major reserve projects: roof and deck replacements).
6. As current vice-president, Margaret Unfried reported on the activity of the Community's Hearing Committee (on which she sits as our village's representative). There were three hearings this year focused on noise issues and parking violations.
7. George Holland, the village's treasurer who represents our village on the community's Treasurers committee, previewed the proposed 2021 community-wide budget process and issues that the Treasurers committee considered and addressed in creating this coming year's Annual Budget Proposal. Their proposal will, most likely, include a \$1.83 million operating budget supported by a requested 2.8% increase in common charges. The following were among those shared with George concerning the budget proposal development process: a) had this been a "normal" year, we would, most likely have remained on budget; b) unfortunately, the pandemic has taken its toll on anticipated income (from clubhouse rentals, for example) which has not been realized, while expenses continued....even in a somewhat altered state. c) Should there be any unexpected surplus (most unlikely, since there is an anticipated deficit), it is the Treasurers recommendation that we transfer it into the reserve account so that we can build that fund in anticipation of some major projects); d) the time schedule for major upcoming projects (roofs and decks) has been continually reviewed by the Master Board and the Treasurers committee has been modeling different scenarios and analyzing the financial impact of each on the reserve account; e) knowing that these will be very costly major projects that we anticipate will occur one following the other (or concurrently depending upon timing), we want to keep increasing the amount of money we commit to transferring annually into the reserves from our operating budget. The Treasurers proposed 2020 Annual Budget will be presented at the Master Board's next meeting and at the Annual Unit Owners' Meeting in December.

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**Minutes of November 19, 2020 – Cont.**

8. A motion was approved to waive the need for an Inspector of Elections.
9. Election to the Village Board of Directors – Margaret Unfried was nominated and re-elected to the Village Board of Directors to fill a new two-year term since her current term had expired. There were no other nominations made from the floor for the other vacant position: a one-year term.
10. Andrew Bayer was nominated and elected to serve as Village Board President, as well as the Village's representative to the Master Board; Margaret Unfried was nominated and elected to serve as Vice President of the Summit Village and its representative to the community's Hearing Committee; George Holland was nominated and elected to serve as the Village's Treasurer and village representative to the community's Treasurers Committee. Tom Roode will continue to serve as a director "at large".
11. There were no "unfinished business" items from last year's annual village meeting.
12. New Business items included the following: a) the community's amenities will remain closed for the foreseeable future given the recommendations of CAI, our own attorney, and the impact of costs related to a re-opening of any of our amenities given the necessary compliance with state regulations. We continue to do our own research and to consult with experts in the community association field, our attorney, and the scientific community in order to avoid any health or fiduciary risk to the community's well-being b) there was increased police activity within the community and within our village recently, due to the untimely passing of 2 village residents. There is little that the police will share with us as the investigation is ongoing, but they have stated that there is no risk to the community or its residents c) there was discussion regarding whether or not there is a need to set interim village board meetings especially given the frustrations associated with the pandemic. It was decided that we would be flexible and would call a meeting if there is a need for village input to the full master board or if there are resident concerns that need to be addressed and/or brought to the attention of the Master Board. Andrew stated that he is available to any of us and to all village residents/unit owners should we be hearing concerns that need attention.
13. Open Communication from attendees included discussion regarding the potential for refunding any budgetary savings resulting from closed amenities during the pandemic. George confirmed that there was loss of income with the closure of the clubhouse while maintenance costs (electrical, heating, etc.) continued unabated. It is highly unlikely that there will be any surplus in this year's budget b) There was also a suggestion made by Ms. Hinkley that perhaps our property management team (Kim, as representative) might patrol by car within community to find violators of our parking regulations. Andrew shared with the group that we are all "deputized" to alert and file rules violations reports to Kim and the property management team when we observe violations of any kind and we do not have to rely upon Kim to find them. He stated further that Kim attempts to be available to all unit owners' concerns and available to them either personally or via phone or email. When she is not in her office, following-up on the association's business becomes somewhat more problematic. The response from others in attendance was that when Kim had been more directly vigilant, there seemed to be fewer issues.
14. A motion to adjourn was made by George Holland and seconded by Andrew Bayer. The meeting was adjourned at 8:10 pm.