

The Townes at Kettle Creek Owners Association, Inc.

Annual Membership Meeting Minutes

October 17, 2016

DRAFT

The Townes at Kettle Creek Annual Membership Meeting was held at Fire Station 19. The meeting was called to order by Darren Burns at 5:57 p.m. Present were:

Arlene Chumley	President / Treasurer
Rhonda Martin	Director at Large
Darren Burns	Property Manager
<i>Absent: Carol Braker</i>	<i>Secretary</i>

A total of 13 homes were represented with 6 in person and 7 by proxy. Roll call was conducted at the door by Darren along with certification of any proxies that had not been submitted in advance of the meeting. A quorum was not present so the proof of notice was provided by the members present. Those present elected to continue the meeting. Darren introduced himself and the Board of Directors. Rhonda Martin was welcomed as the newest member who was appointed to fill the vacancy created by the resignation of Konrad Kahle. Arlene Chumley moved to approve the 2015 annual meeting minutes as submitted and the motion carried unanimously.

President's Report (presented by Arlene): A number of landscaping improvements were done during the course of the summer. For the coming winter and next year, snow removal walks will be scheduled with Brightview Landscaping and the possibility of snow stakes was discussed. Newsletter topics discussed were a group dryer vent cleaning rate and keeping garage doors closed.

Financial Report: Darren presented the September 2016 financial statements and the 2017 budget in detail. Due to rising operating costs, an assessment increase of 5.4% will take effect on January 1, 2017. From inception in 2006 through 2017, the average per year increase to the assessments is only 3.08% with only 4 increases in 12 years. Unfortunately, the increased revenue will only result in a very modest increase to reserve funding of \$1800 more for 2017.

NEW BUSINESS: Arlene volunteered to serve another term on the Board and Rhonda also volunteered to run for her first full term. Both were thanked for their service to the Community. Darren opened the floor for volunteers and there were none. Konrad moved to elect Arlene and Rhonda by acclamation and the motion carried unanimously. Officers were elected as follows and Board term expirations are also listed:

		<u>Term</u>
Arlene Chumley	President/Treasurer	2018
Carol Braker	Secretary	2017
Rhonda Martin	Director at Large	2018

The meeting was adjourned at 7:35 p.m.

Darren H. Burns
Property Manager

Carol Braker
Secretary