



**Annual Meeting
Potter's Mill
Homeowners' Association**

September 20, 2015

Agenda

Call Meeting to Order

- **President's Address**
 - Introduction of Board Members
- **Secretary's Reading: Minutes of last meeting**
- **Business Reports**
 - Treasurer's Report
 - Status of 2014-2015 Budget
 - Review of Proposed 2015-2016 Budget
 - Dues Committee
 - Audit Committee
 - Architectural Committee
 - Website Committee
- **Other Matters**
 - Nomination of new Board Members
 - Feedback from Residents
- **Adjourn**

**The Board requests you save your comments until the
Feedback portion of the meeting**

Board Members

Randy Gloyd

Officers

- President
- Vice President
- Secretary
- Treasurer

Randy Gloyd
Twana Lee
Willia Allen
James Brede

At Large Members

- Margaret Parcus
- James Brede
- Jason Grider
- Twana Lee
- JoAnn Frazier

Architectural Committee Chair
Dues and Records Committee Chair
Web Site Committee Chair
Audit Committee
Architectural Committee

Treasurer's Report

James Brede

Status 2014-2015

(as of Sep 18, 2015)

• Budget	\$17,900.00
• Actual	\$14,966.90
• Balance	\$ 2,933.10

- SEE SEPARTE HANDOUT
- ACTUAL EXPENSES VS BUDGET
2014/15

FY 2015-2016 Budget

James Brede

Account	Budget FY 14-15	Actual FY 14-15	Difference	Proposed FY 15-16	Budget Change
Off Sup/Postage	\$ 250.00	\$ 141.76	\$ 108.24	\$ 200.00	\$ (50.00)
Utilities	\$ 2,100.00	\$ 2,039.81	\$ 60.19	\$ 2,200.00	\$ 100.00
Print Cost	\$ 650.00	\$ 125.11	\$ 524.89	\$ 500.00	\$ (150.00)
Grounds Maint	\$ 9,435.00	\$ 9,198.60	\$ 236.40	\$10,800.00	\$1,365.00
Imprvmts	\$ 500.00	\$ 502.30	\$ (2.30)	\$ 475.00	\$ (25.00)
Attry Fees	\$ 450.00	\$ -	\$ 450.00	\$ 250.00	\$ (200.00)
Socials	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Fees	\$ 100.00	\$ 59.40	\$ 40.60	\$ 75.00	\$ (25.00)
Insurance	\$ 1,750.00	\$ 1,686.00	\$ 64.00	\$ 1,700.00	\$ (50.00)
Mtg Rms & Rent	\$ 260.00	\$ -	\$ 260.00	\$ 200.00	\$ (60.00)
Gen Fund	\$ 1,905.00	\$ 1,213.92	\$ 691.08	\$ 1,000.00	\$ (905.00)
Pond Mnt	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
Totals	\$17,900.00	\$14,966.90	\$2,933.10	\$17,900.00	\$ -

Annual Dues Account

James Brede

FY14-15 Annual Dues Report

- 178 of 179 Homes paid their dues in FY 14-15 period
- 1 Home has failed to pay dues and has been turned over to ADAC Collections Agency
 - This home is two years delinquent and owes \$400 in Dues and Fees
 - ADAC has issued a lean on this property
- 15 Homes paid dues late and were assessed late fees during FY 14-15

FY 15-16 Annual Dues Report

- Annual Dues shall be mailed and post marked no later than 1 October 2015
- \$5 a day late fee up to \$100 assessed for payments submitted after 1 October
- Extremely delinquent payment or non-responsive to payment inquiry from Board letters and communications will result in home being turned over to Collections
- To date 64 Homes have paid FY 15-16 Annual Dues

**Pay Dues on Time to Avoid Late Fees and/or
Collections actions**

Dues Committee Report

James Brede

2014-2015 Assessments

- **Total of 179 homes are in the Potter's Mill Homeowners' Association**
- **All residents (except 1, which has been turned over to the collection agency) paid the \$100 Annual Assessment for 2014-2015 which is collections.**

THANK YOU!!

2015-2016 Assessments

- **Are due on October 1, 2015**
- **Assessments for 2015-2016 have started coming in. Thanks !**

– Reminder: After 1 October 2015, per the covenants, late fees accrue at a rate of \$5 per day for each Assessment

Architectural Committee Report (1 of 5)

Margaret Parcus

- **The Architectural Committee reviews application requests for exterior changes such as fencing, sheds, construction, paint colors and doors.**

When submitting a request, please use the Architectural Application. A copy is available today at the sign in table. Copies are also available online at:

www.pottersmillhoa.org

Mail request to: Potter's Mill Homeowners' Association

ATTN: Architectural Committee

P.O. Box 1338

Madison, AL 35758

ON-GOING CONCERNS:

- **DO NOT** leave loose grass clipping on the sidewalks and streets We have an open drainage system and this grass ends up in the pond.
- **DO** edge lawns with each mowing and keep flower beds free of weeds and grass. Be sure to edge around the electrical boxes at the sidewalks.
- **DO** help to control weeds. Lawn maintenance is more than just mowing. Weeds need to be chemically treated. If the problem is really bad, consider hiring a chemical lawn service.

Architectural Committee Report (2 of 5)

Margaret Parcus

ON-GOING CONCERNS – Cont'd:

- **Grass >8” tall violates city code causing not only an eyesore, it also increases the incidence of more rodents, snakes and bugs in the area. It can also decrease the value of your property by 10%.**
- **If found to be in violation of this city code, you get a two week grace period before the city cuts your lawn for you and you get stuck with a hefty bill.**
- **DO trim tree branches that overhang the sidewalks so pedestrian traffic can utilize the sidewalks.**
- **Once again, there have been complaints of DOG OWNERS not picking up their dog's poop from the neighbor's lawns and sidewalks. If you don't like the poop in your yard, neither do your neighbors. Please be considerate and clean up after your pet.**
- **REPAINT your mailbox posts BLACK as needed. Many posts have faded throughout the neighborhood and are in need of this.**

Architectural Committee Report (3 of 5)

Margaret Parcus

ON-GOING CONCERNS - (Cont'd):

- **Garbage cans and recycle bins need to be removed from the street and not allowed to sit out until the next weeks pick up. It is recommended that they also be out of sight from the street.**
- **DO park in your designated area (garage, driveway). Please try to keep the streets clear. Potter's Mill is a designated single family residence neighborhood and was not designed for multiple cars to be parked continuously on the streets blocking traffic.**
- **Repair and replace your exterior garage coach lights as needed. This is part of home maintenance.**
- **DO keep your front porch clear of boxes and other storage items. This is an eyesore and your neighbors will appreciate your effort.**

Architectural Committee Report (4 of 5)
Margaret Parcus

2014-2015 ACCOMPLISHMENTS:

- **Potholes:** Some of the potholes have been filled in. There are still several that need to be filled in after repeated reports to the city have been made.
- **Letters** have again been sent to remind homeowners of their lawn care responsibility. Thank You to those homeowners who strive to keep our community looking so good.
- **Community Entrance:** We received the Huntsville Beautification Award for 2015.

Architectural Committee Report (5 of 5)
Margaret Parcus

2014-2015 ACCOMPLISHMENTS - (Cont'd):

- **The Covenants have a level of stated homeowner expectations. Effective this year per HOA Board review, a new enforcement of Covenant Violations is as follows and is effective as of this meeting. (FINE is for the SAME uncorrected violation).**
 - **1st Offense: Letter (30 day grace)**
 - **2nd Offense: Letter/Warning (30 day grace)**
 - **3rd Offense: Letter/Fine (\$5.00 per DAY starts until violation is corrected to covenant standards up to 20 days or \$100.00) Failure to pay fine will result in homeowner being turned over to the same Collection Agency we are using for unpaid HOA dues.**
 - **For parking citations that are ignored, vehicle will be towed at the owner's expense.**

POTTER'S MILL SUBDIVISION

DESIGN GUIDELINES

- As per ARTICLE X General Provisions of the Potter's Mill Declaration of Protective Covenants, 10.1 Enforcement, "each owner and every occupant shall comply strictly with the by-laws, the rules and regulations, the use restrictions and with the design guidelines."
- **Changes to the following EXTERIOR items are prohibited:**
 - Roof color: Owens Corning "Driftwood" 30 year architectural shingles.
 - Front door color: Black or White doors.
 - Shutter color: Black
 - Mailbox color: Black
- Requests for any other EXTERIOR change or addition, including fencing, sheds, construction or paint colors, must be submitted in writing to:
Potter's Mill Homeowners' Association
ATTN: Architectural Committee
P.O. Box 1338
Madison, AL 35758
- Upon receipt of submitted change, the homeowner will receive either authorization or denial in writing within 30 days of the request. **PLEASE INCLUDE ALL PERTINENT INFORMATION AND INCLUDE PHOTOS IF POSSIBLE.**

Potter's Mill Landscape Bid Analysis for 2015

Randy Gloyd

- **Lawn Contract Awarded to Alabama Lawn Masters**
 - **We contacted the following potential bidders:**
 1. **Awesome Cutt Lawn Care I Landscaping LLC – Dropped out of bidding as not bonded.**
 2. **Murphy Landscaping & Lawn Service – Dropped out due to illness**
 3. **Capstone Lawncare-Landscaping – Did not return call until 3 weeks after I called. I told them they were too late**
 4. **Alabama Lawn Masters, INC. – Provided 2 options: Option 1 to compare to current service and Option 2 to provide additional services**
 5. **Rocket City Lawn Care (Current Contractor) – Provided a bid**

**Potters Mill HOA Landscape Bid Analysis
for 2015 (Continued)**

Rocket City Lawn Care

**Contract
Monthly
Cost**

Basic Contract (\$600 per
month X 12)

\$7,200.00

Mulch (\$770 X 2)

\$1,440.00

Flowers (\$289.26 +
\$135.31)

\$424.57

Total \$9,064.57

Current Monthly Cost \$755.38

Rocket City Lawn Care Bid
Per Month for 2015

\$950.00

Alabama Lawn Care Bid
Per Month for 2015
Option 1

\$724.00

Alabama Lawn Care Bid Per
Month for 2015
Option 2

\$860.00*

* Adds more flowers, fertilization of shrubs, and turn off/on
sprinkler systems.

Flowers (14 additional flats)

Spring additional cost per month

\$40.00

Fall additional cost per month

\$41.00

Fertilization of shrubs

\$40.00

Turn off/on sprinkler system

\$15.00**

**A& A Sprinkler currently \$23.34 per month

Audit Twana Lee

- Fiscal Year 2012/2013 Audit
 - This Audit was conducted by the committee (Josh Burleson/Twana Lee) in 2014. There were no major findings.
- Fiscal Year 2014 Audit
 - This Audit was conducted by the committee (Jason Grider/Twana Lee) in 2015. There were no major findings.
- Independent Auditor Reports are on file.

Website

Jason Grider

- Website was redesigned and retooled.
 - More modern design that is much easier to update and manage.
- Facebook and Twitter
 - Facebook & Twitter accounts have automatic post that are generated when an update to the website occurs. Follow PottersMillHOA on FB and Twitter and you should be notified when new information is posted to the website.
 - Also used Facebook to help residents locate lost pets a few times this past year.
- NextDoor Application
 - Has been used by residents of Potter's Mill and other near by neighborhoods and has been a great tool to keep up with events and request for help. Links to application are on pottersmillhoa.org website.

Other Matters: Nomination of Board Members

Randy Gloyd

Current number of Board Members 5

- The Board will be short 4 members. To successfully manage HOA business 9 people are needed.**

Nominations for additional Board Members...

Any volunteers?

Feedback from Residents

- **Please**
 - **Identify if your comment is for a specific Committee , a particular Board member (position), or anyone on the Board to address**
 - **Identify yourself by name and residence (e.g., Jim from 101 Artesian)**
 - **Be brief with your question/concern**
- **Feel free to provide positive as well as negative inputs**
 - **What do you think are positives for the neighborhood?**
 - **What can we do better in the neighborhood?**
 - **Are you willing/able to help us improve the neighborhood?**
 - **If so, please see any Board member after the meeting.**