

Village of Hartwick Operating Procedures
VOH Residents Association Annual & Special Meeting Process

Version 3.0

Approved: June 27, 2023

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Section I – Definitions

VOH – Village of Hartwick Resident Association

Homeowner- Lot owner of Record

Board – Board of Directors of Village of Hartwick Resident Association

Property Manager – Refers to Cornerstone Property

Section II – Overview

This document describes the process of preparing for and conducting the Annual meeting of the VOH. Most of the requirements for the Annual Meeting are defined in our CCR’s. The annual meeting is normally scheduled for the first Monday in October, but at the discretion of the Board may be scheduled any time during the month of October. Requirements for Special Meetings are also covered.

Section III – Preparation for Annual Meeting

Prior to the annual meeting the Board must meet and prepare a budget for the following year, select the location, decide on date, and decide if food or refreshments will be furnished.

1. Budget Preparation – A recommended Operating budget for the following year will be prepared by the Treasurer starting with the YTD September Statement of Operations as a base line. For early planning the Treasurer may start with the Aug YTD Statement of Operations, however the final operating budget will be based upon Sept YTD plus 4th quarter projections. A Capital Expense budget will also be prepared projecting income and expenses for the next 10 years. The new budgets must consider cost increases and funds needed for yearly operations and replenishment of the Reserve amounts. The final recommended budget must be approved by the Board at least one week prior to the scheduled annual meeting. Although the CCR’s allow the Board to create and approve the budget, it is the custom for the Homeowners to approve the budget at the annual meeting. Sample budgets are illustrated in **Appendix B**
2. Selecting a Location – The Board with the assistant of the Property Manager will select and schedule a site no later than September 1 of the current year. The site must have enough space to seat 50 people in a classroom or U-shaped setup that includes tables, chairs, and audio-visual capabilities. If the site selected does not include Security the Property Manager will hire off duty Police for security which will be present 30 minutes prior to meeting start time.
3. Selecting Date and Time – Although the By-laws state the meeting should be scheduled the first Monday of October it is not practical to conduct the meeting that early due to timing of financial statements (not available until second week of October) and budget preparations. Therefore the date of the meeting will normally occur on the third or fourth week of

October. The start time of the Annual Meeting shall be at 7:00 pm local time. If refreshments or food are available, then Hospitality time will start at 6:00 pm.

4. Food or Refreshment – The Board at their discretion based upon available funds may authorize the purchase of food or refreshments to be served during the hospitality time. Once the funds have been approved by the Board it will be the responsibility of the Hospitality Committee to select the menu within the funds allocated, ensuring it is delivered, set-up and available starting at 6:00 pm on the day of the meeting. When hospitality time is included, it will be included in the Annual Meeting notice to homeowners.

Section – IV Advance self-nomination for Board Members

During the first week of September the Property Manager will mail to each Homeowner a letter asking those who want to be a candidate for one of the seven Director positions to nominate themselves. To be included on the list of candidates that is mailed with the Annual Meeting notice they must respond back to the Property Manager no later than 21 days prior to the Annual Meeting date. If an Annual Meeting date has not been established by the first week in September a response is required, no later than September 30. See **Appendix C** for a sample letter.

Section – V Notification of Meeting

The Property Manager will ensure that notices of the annual meeting will be mailed to all homeowners no later than 17 days (14 days required plus 3-day mail delivery) prior to the scheduled meeting date. The notice mailed to each homeowner will include the following:

1. Date, time, and location of meeting
2. Proxy statement for those that may not be able to attend the meeting.
3. List of Board candidates who have notified the Property Manager at least 21 days in advance of the meeting of their intent to run for election.
4. Minutes from last annual meeting
5. Statement that dues must be current in order to vote.
6. Any other material that the Board deems necessary to include. The Secretary/Treasurer will also post a notice of the meeting on the community bulletin board at least 14 days prior to the meeting date. It will include Date, Time, and Location of the meeting.

Section – VI Sign-in and Verification of Eligibility to vote

The Property Manager will prepare in advance a sign-in sheet that lists all homeowners who are eligible to vote. The Property Manager will greet all arrivals at the door and ask them to sign-in. In order to sign-in the Property Manager will verify that all dues are current, and that the Homeowner is eligible to vote. Anyone with a Proxy must present the signed proxy at the sign-in table. A note will be recorded next to the Homeowner the name of person representing them as proxy. After sign-in the Property Manager will hand the homeowner a subsequently numbered (1-27) ballot for themselves and one for each proxy. At the start of the Meeting the Property Manager will deliver to the President the list with a count of Homeowners signed-in including the number of proxies. It requires a majority of homeowners (14 of 27 Homeowners) either present or represented by a proxy to conduct the meeting.

Section – VII Conducting Annual Meeting

The agenda for the annual meeting is as follows:

1. Call to Order by President
2. Calling of role or verifying number of sign-in and Proxy that quorum (14 of 27) is present

3. Stating proof of notification of meeting
4. Reading and disposal of minutes from last annual meeting
5. Report of Officers
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
6. Committee Reports
 - a. Landscaping
 - b. Architectural Modifications
 - c. By-Laws
 - d. Hospitality
7. Old Business
8. New Business
9. Election of new Board (see Section VIII for election process)
10. Solicit volunteers for each standing Committee
11. Adjournment

Section – VIII Election of Board Members

Board members are elected for a term that runs until the next annual meeting. Board member nominees may self-nominate or be nominated by a qualified homeowner. Nominees are encouraged to notify the Property Manager at least 21 days prior to the scheduled annual meeting that they are a candidate for the Board. The nominees will be listed in the Annual Meeting notice sent to homeowners.

1. Election Process during Annual Meeting
 - a. Appointment of Inspectors of Elections
 - 1) Responsible for monitoring and tabulation of results.
 - 2) Includes a Homeowner in good standing and not running as a candidate.
 - 3) The Property Manager serves as Chairperson
 - b. Nominations of Board Members (7 are needed)
 - 1) Names of nominees listed with meeting notice are read by Inspector of Elections
 - 2) President will ask for any additional nominations
 - 3) When all nominations are completed, the voting will start.
 - c. Election by secret ballot (**See Appendix A**) or if there are no more than 7 nominees a motion to elect by affirmation is allowed.
 - 1) If there are more than 7 nominees, Homeowners will complete the ballots they were handed upon sign-in.
 - 2) The Property Manager will pick up all ballots and tabulate the results under the supervision of the Inspectors of Elections.
 - 3) Inspectors of Elections will sign and date tally sheet certifying results
 - d. Inspector of Elections will announce the outcome of the election.
 - 1) The seven candidates with the most votes will be declared the winners.
 - 2) In the event of a tie for the seventh position (and all others with the same count) a run-off will be conducted for the final positions.
 - i. The run-off will be conducted in the same way as initial voting, with the exceptions noted below,
 - ii. The property manager will hand out additional blank ballots to the same homeowners that received initial ballots.

- iii. The Inspectors of Election will read out the names of those included in the run-off
- iv. Homeowners will be instructed to vote for one person
- v. Property Manager will count votes for run-off, if there is a winner the Inspector of Elections will announce results.
- vi. If the vote is still tied with 2 or more candidates, then steps i -v above will be repeated.
- vii. If the run-off is still tied with 2 candidates, then the winner will be determined by a drawing of lots.

Section IX - Special Meeting

A Special meeting may be called by the president, a majority of the Board or a written request signed by a majority of the homeowners. The business of the Special Meeting will be limited to that which is stated in the notice. A suitable location will be selected, and a notice sent to all homeowners at least 14 days in advance letting them know of the date, time, location, and agenda.

Section X – Board Organizational Meeting

Immediately after the Annual Meeting all current officers and newly elected directors will meet solely for the purpose of electing Officers and setting the date of the first Board meeting. The current officers will attend for the purposes of transition of duties to the new officers.

- 1) The current President and officers will preside over the meeting until the meeting is adjourned.
- 2) Agenda of meeting
 - a) Call to Order by current President. If current President is not present the highest-ranking current officer will preside over meeting. The current Secretary will keep minutes.
 - b) Election of New Officers:
 - 1) Each newly elected Directors will state what offices (election) or committee (appointed), if any in which they are interested.
 - 2) Nominations and election for elected offices will start with President, then Vice-President and finally Secretary/Treasurer. All new Directors may nominate anyone (including themselves) who has expressed an interest in an elected position. Nominations for each office will be asked for and after all nominations are made the vote will occur.
 - 3) A Recording Secretary (volunteer) may be appointed
 - c) Selection of date for next Board Meeting
 - d) Adjourn

Appendix A
Sample Ballot

Ballot for Election of Directors

Annual Meeting

MMM DD, YYYY (enter date of meeting)

Ballot # 1 (27 ballots will be prepared numbered 1-27)

The homeowner may vote for up to 7 Candidates by writing Yes on the blank line to the right of their name.

- 1. Anna Gotch _____
- 2. Lucy Redhead _____
- 3. Henry Payme _____
- 4. Bugs Bunny _____
- 5. Rooster Cogburn _____
- 6. John Henry _____
- 7. Ben Heavy _____
- 8. Justin Time _____
- 9. Mary Times _____

Use Space below for Write-in Candidates

- 10. _____
- 11. _____

Appendix B

Sample Annual Budget Preparation (Actual is Excel File Named Annual Operating Budget PlanYYYY) Operating Budget

	Aug Year to Date Actual	Projected Sept – Dec	Projected Year End (B+C)	2020 Budget	Year End Over / Under (D-E)	Proposed 2021 Budget	Budget Change (F-E)	Mo Per Unit F/324
REVENUES								
MAINTENANCE FEES	32,403	15,660	48,063	46,980	\$1,083	46,980	0	\$145.00
LATE FEE	276	0	276	0	\$276	0	0	
MISCELLANEOUS	3,064	0	3,064	0	\$3,064	0	0	
INTEREST INCOME	98	0	98	300	-\$202	300	0	
TOTAL REVENUES	35,840	15,660	51,500	47,280	\$4,220	47,280		\$145.93
EXPENSES								
ACCOUNTING FEES	475	25	500	500	\$0	500	\$0	\$1.54
BANK FEES	12	0	12	0	\$12	0	\$0	\$0.00
CHARITABLE DONATIONS	57	43	100	100	\$0	100	\$0	\$0.31
INSURANCE	837	663	1,500	1,500	\$0	1,500	\$0	\$4.63
LEGAL EXPENSES	3,908	0	3,908	100	\$3,808	100	\$0	\$0.31
MANAGEMENT FEES	2,862	1,431	4,293	4,293	\$0	4,293	\$0	\$13.25
OFFICE SUPPLIES	166	34	200	237	-\$37	200	-\$37	\$0.62
TAXES & LICENSES	15	0	15	15	\$0	15	\$0	\$0.05
TOTAL ADMINISTRATIVE EXPENSES					\$0			
RESERVE TRANSFER TO LIABILITY	7,360	3,680	11,040	11,040	\$0	11,040	\$0	\$34.07
GUTTER CLEANING	0	550	550	550	\$0	550	\$0	\$1.70
MAINTENANCE & REPAIRS	2,753	350	3,103	600	\$2,503	880	\$280	\$2.72
MISCELLANEOUS EXPENSE	825	500	1,325	50	\$1,275	700	\$650	\$2.16
SNOW REMOVAL	0	500	500	500	\$0	500	\$0	\$1.54
PEST CONTROL-AMPRO	250	250	500	945	-\$445	1,000	\$55	\$3.09
TERMITE CONTROL-ENVIROSAFE	993	0	993	1,000	-\$7	1,700	\$700	\$5.25
UTILITIES - CABLE	9,580	4,670	14,250	14,250	\$0	14,250	\$0	\$43.98
LAWN - CHEMICAL TREATMENT-GS	1,140	60	1,200	1,200	\$0	1,200	\$0	\$3.70
LAWN – LANDSCAPING-GS	1,170	530	1,700	1,700	\$0	1,470	-\$230	\$4.54
LAWN – MOWING-GS	3,195	2,405	5,600	5,600	\$0	5,600	\$0	\$17.28
LAWN - TREE/SHRUB APPLICATION-GS	295	805	1,100	1,100	\$0	1,100	\$0	\$3.40
LAWN – TREE TRIMMING-GS	0	1,400	1,400	0	\$1,400	1,400	\$1,400	\$4.32
LAWN – SHRUB TRIMMING-GS	0	0	0	2,000	-\$2,000	800	-\$1,200	\$2.47
UTILITIES - WATER & SEWER EXP	222	0	222	0	\$222	0	0	\$0.00
TOTAL EXPENSES	36,115	17,896	54,011	47,280	\$6,731	48,898	-589	\$150.92
<i>Total per Month</i>	4,514	4,474	4,501	3,940		4,075		\$12.58
NET INCOME	(275.80)	(2,236.03)	(2,511.83)	0.00	(2,511.83)	(1,618.00)	589.00	-\$4.99

Capital Expense Budget

(Actual is Excel File Named Annual Capital Budget PlanYYYY)

2019 Reserve 14 Yr Calculations				Ending Balance			
Year	Capital Expense	Contribution	Expenditure	No Increase 2020	\$10 Increase 2021	\$10 Increase 2022	\$15 Increase 2021
2019	Annual Contribution	\$14,280			\$17,520	\$20,760	\$19,140
	Est Reserves at 2019 year end ⁽¹⁾			150,732			
2020	Road Sealing (3)	14,280	-7,501	157,511	157,511	157,511	157,511
2021	Fence and Mail box painting (4)	0	-3,516	153,994	153,994	153,994	153,994
2021	Unit Painting (4)	14,280	-55,079	113,196	116,436	116,436	118,056
2022	Road Paving (5)	14,280	-60,815	66,661	73,141	76,381	76,381
2023	Road Sealing (6)	14,280	-7,963	72,978	82,698	89,178	87,558
2024		14,280		87,258	100,218	109,938	106,698
2025	Fence & Mail Box Painting (8)	14,280	-3,735	97,803	114,003	126,963	122,103
2026	Roof Replacement A (9)	14,280	-55,460	56,623	76,063	92,263	85,783
2027		14,280		70,903	93,583	113,023	104,923
2028		14,280	0	85,183	111,103	133,783	124,063
2029	Fence and Mail Box Painting (12)	14,280	-4,047	95,415	124,575	150,495	139,155
2029	Unit Painting (12)		-64,542	30,873	60,033	85,953	74,613
2029	Road Sealing (12)		-8,974	21,899	51,059	76,979	65,639
2030		14,280		36,179	68,579	97,739	84,779
2031	Roof Replacing B (14)	14,280	-131,440	-80,981	-45,341	-12,941	-27,521
2032		14,280		-66,701	-27,821	7,819	-8,381
2033	Fence and Mail Box Painting (16)	14,280	-4,385	-56,806	-14,686	24,194	6,374
Number in (xx) is the number of years from 2017 until project is done.							
(1) Total Long Term Liabilities (Reserves) from the Sept 2019 Balance sheet			147,162				
3 month of reserve contributions Oct - Nov - Dec @ 1190 per month			3,570				
Total Estimated 2019 Yea (Includes Contingency & Cap Improve of 9,218)			150,732				
During 2017 the Board reviewed all of the cost for Capital Improvements and updated the cost to reflect the best estimates provided. It was recommended that the roof be replaced in 23 years instead of 25, so that cost was moved forward two years. Many factors can change the cost in future years including inflation, new technology, material cost and natural disasters.							
Project	2017 Est Cost	Inflation Factor	Interval	Cost Next Interval +6% tax			
Unit Painting	\$48,000	2% /Yr	8Yr	-\$55,079			
Road Sealing	\$6,665	2%/ Yr	6 Yr	-\$7,501			

Appendix C

Sample letter asking for Director Candidates and Volunteers

September 3, 20XX

Dear Homeowners,

At the upcoming October Annual Meeting of the Village of Hartwick Residents Association we will elect 7 Directors to serve as Board members for the year 20XX. The term will run from the date of election until the next annual meeting. The VOH is always looking for new talent and for those wishing to keep Hartwick Village a very desirable place to live. You will be required to attend approximately 3-4 board meeting a year and help make decisions to ensure the on-going financial health and continued beauty of our Hartwick Village.

To nominate yourself complete the form below and return it to Cornerstone Properties no later than Sep 30, 2020.

Name: _____

Address: _____

Phone No: _____ Email Address: _____

How long have you lived in the Village of Hartwick? _____
I am the owner of record for address provided and I am current on my dues, if so, enter yes _____

In addition, we are always looking for committee volunteers to assist the Board in various activities. If you are interested in any committee listed below, please enter Yes beside all committees you are interested in.

----- For Committee volunteering, complete below -----

Name: _____

Address: _____

Phone No: _____ Email Address: _____

Landscaping _____ Architectural Control: _____
Hospitality _____ By-laws and Governance _____

You will be contacted by a Board member shortly after the annual meeting.