

Cascade Overlook HOA Annual Meeting
January 14th, 2020
HCLS, Elkridge Branch, Belmont Room

- 6:35pm – Meeting called to session
- Introduction of the Board
- 2020 Meeting Agenda
- 2019 Meeting Minutes Recap
- Landscaping and Maintenance
 - Level Green doing a great job. Signed a 2-year contract extension.
 - Added stormwater pond maintenance into the contract so that ponds are maintained to code on a regular basis. This change added \$145/month.
 - Howard County inspected our ponds last fall. Similar issues as in past inspections. Work to bring up to code expected to be in the ballpark of \$14k.
 - Discussed proposal to remove 2 evergreens from the entrance to the community.
- Management Company
 - Very happy with the job Associa has done for us.
 - Fully transitioned to Associa – Closed M&T Bank account and cancelled QuickBooks subscription
- Insurance Policy
 - We had an issue with renewing our Fidelity Bond with State Farm. Associa would not provide a credit report to State Farm and State Farm would not budge. Therefore, we decided to leave State Farm altogether and change our policy provider to Associations Insurance Agency.
 - We added Directors and Officers Liability coverage (protects the board from lawsuits from homeowners), something that was highly recommended by many sources. This added \$1200 to the premium but was deemed absolutely necessary.
- ARC
 - Associa ARC inspection did not go as planned. We were disappointed. It did not cost us anything.
 - After discussing it between the ARC and the board, we decided to try again to implement a process for doing it ourselves.

- Paula is heading the ARC team and we are working towards a streamlined ARC inspection process that will take place annually in late Spring/early Summer. Each homeowner will receive a report with the results.
- 2019 Income and Expenses
 - 2019 expenses came in slightly higher than what was collected in assessments. 100% of assessments were collected.
- 2020 Proposed Budget
 - Proposed budget for 2020 is \$41,693. This includes the work to bring the ponds up to code.
 - This expense will result in a net loss for the year of about \$6k.
 - Board has decided to increase dues to \$450 as expected expenses will rise to between \$35k-\$36k (not including the 2020 expense for pond maintenance).
- 5 Year Outlook
 - The three charts presented in the slides show a 5-year projection of the year end operating budget balance, assuming 3% inflation, for annual dues at \$400, \$450, and \$500. Variances in expenses could affect these projections. Pond maintenance costs factored into 2019 expenses for the purpose of the projection.
- 7:20pm – Meeting Adjourned

Budget - Summary Detail Cascade Overlook HOA FY2020 - Budget - Draft

Description	2018 Actual	2019 Budget	2019 Projected	2020 Budget	Budget % Change
Assessment Income					
4001 -- Residential Assessments	0.00	31,600.00	31,600.00	35,550.00	12.50%
Total Assessment Income	0.00	31,600.00	31,600.00	35,550.00	12.50%
Total Cascade Overlook HOA Income	0.00	31,600.00	31,600.00	35,550.00	12.50%
Administrative					
5025 -- Other Collection Costs	0.00	0.00	10.00	125.00	0.00%
5030 -- Coupon Costs	0.00	0.00	160.00	711.00	0.00%
5085 -- Accounting Software	0.00	160.00	187.00	0.00	(100.00%)
5090 -- Office Supplies	0.00	0.00	0.00	0.00	0.00%
5195 -- Other Administrative Services	0.00	40.00	553.09	600.00	1400.00%
5215 -- Postage	0.00	100.00	132.72	145.00	45.00%
Total Administrative	0.00	300.00	1,042.81	1,581.00	427.00%
Communications					
5210 -- Printing & Copying	0.00	0.00	0.00	0.00	0.00%
Total Communications	0.00	0.00	0.00	0.00	0.00%
Insurance					
5400 -- Insurance Premiums	0.00	1,596.00	717.65	2,740.00	71.68%
Total Insurance	0.00	1,596.00	717.65	2,740.00	71.68%
Utilities					
6000 -- Electric Service	0.00	180.00	178.71	180.00	0.00%
Total Utilities	0.00	180.00	178.71	180.00	0.00%
Landscaping					
6100 -- Grounds & Landscaping - Contract	0.00	15,252.00	15,252.00	16,992.00	11.41%
6110 -- Landscape Repair & Maintenance	0.00	7,500.00	7,485.00	15,000.00	100.00%
Total Landscaping	0.00	22,752.00	22,737.00	31,992.00	40.61%
Professional Services					
7025 -- Legal Services - Collections	0.00	200.00	299.09	200.00	0.00%
7030 -- Legal Services - General Counsel	0.00	2,447.00	2,745.50	500.00	(79.57%)
7040 -- Management Fees	0.00	4,125.00	4,125.00	4,500.00	9.09%
Total Professional Services	0.00	6,772.00	7,169.59	5,200.00	(23.21%)
Total Cascade Overlook HOA Expense	0.00	31,600.00	31,845.76	41,693.00	31.94%
Total Association Net Income / (Loss)	0.00	0.00	(245.76)	(6,143.00)	0.00%



Cascade Overlook
Homeowners Association

ANNUAL MEETING



January 14, 2020



MEET YOUR BOARD

2017-2020

President - Nishant Parikh

Vice President - Paula Reis

Treasurer - Madhu Kantheti

2020 Agenda

- 2019 Meeting Recap
- Landscaping & Maintenance
- Management Company – ASSOCIA
- ARC Inspections
- 2019 Income and Expenses
- 2020 Proposed Budget
- Q&As

RECAP - 2019 Meeting Minutes

- Dues collection update
- HOA attorney on retainer
- Discussion of proposed amendment (failed to pass)
- Elkridge > Ellicott City move
- Termination of BrightView contract
- Discussion and approval of hiring a management company
- Playground maintenance
- Income, expenses, FY2019 budget, and increased dues to \$400

Landscaping & Maintenance

- Level Green is doing a great job. Very happy with the change. Signed 2-year contract extension (1/1/20 – 12/31/21).
- Added additional stormwater pond maintenance services to the contract to eliminate/reduce code violations and unexpected expenses every 3 years.
- Stormwater pond inspection completed on 11/29/19. Work to bring up to code will be completed mid February 2020.
- Proposal to replace evergreens at main entrance.

Management Company

- Associa is doing a great job. Has nearly eliminated all administrative burdens from the board, including dues mailing and collection, bookkeeping, and invoice payments.
- Fully transitioned to Associa
 - Closed M&T bank account
 - Backed up QuickBooks data and exported reports. Will not renew subscription
 - Left State Farm for Associations Insurance Agency. Carriers include Philadelphia Indemnity, Continental Casualty, and Columbia Casualty

ARC

- Inspection performed by Associa was not up to our standards.
- ARC is in the process of forming guidelines for annual inspections to take place in June.
- All residents will receive an inspection report and/or letter with recommendations.
- Process being developed for streamlined and efficient inspections, as well as proactive notifications to residents of ARC violations.

2019 Income and Expenses

- 100% of dues collected - \$31,600.00
- Total Expenses – \$31,845.76 *
- Net Income/(Loss) – (\$245.76) *
- Operating Budget Balance - \$54,945.55 **

* Projected

** As of Nov 30, 2019

2020 Proposed Budget

2020 Budget based on 2019 expenses, including increased Landscaping and Insurance costs:

- Projected Budget - \$41,693.00
- Projected Income - \$35,550 ($\$450 \times \79)
- Projected Net Income / (Loss) – (\$6,143.00)

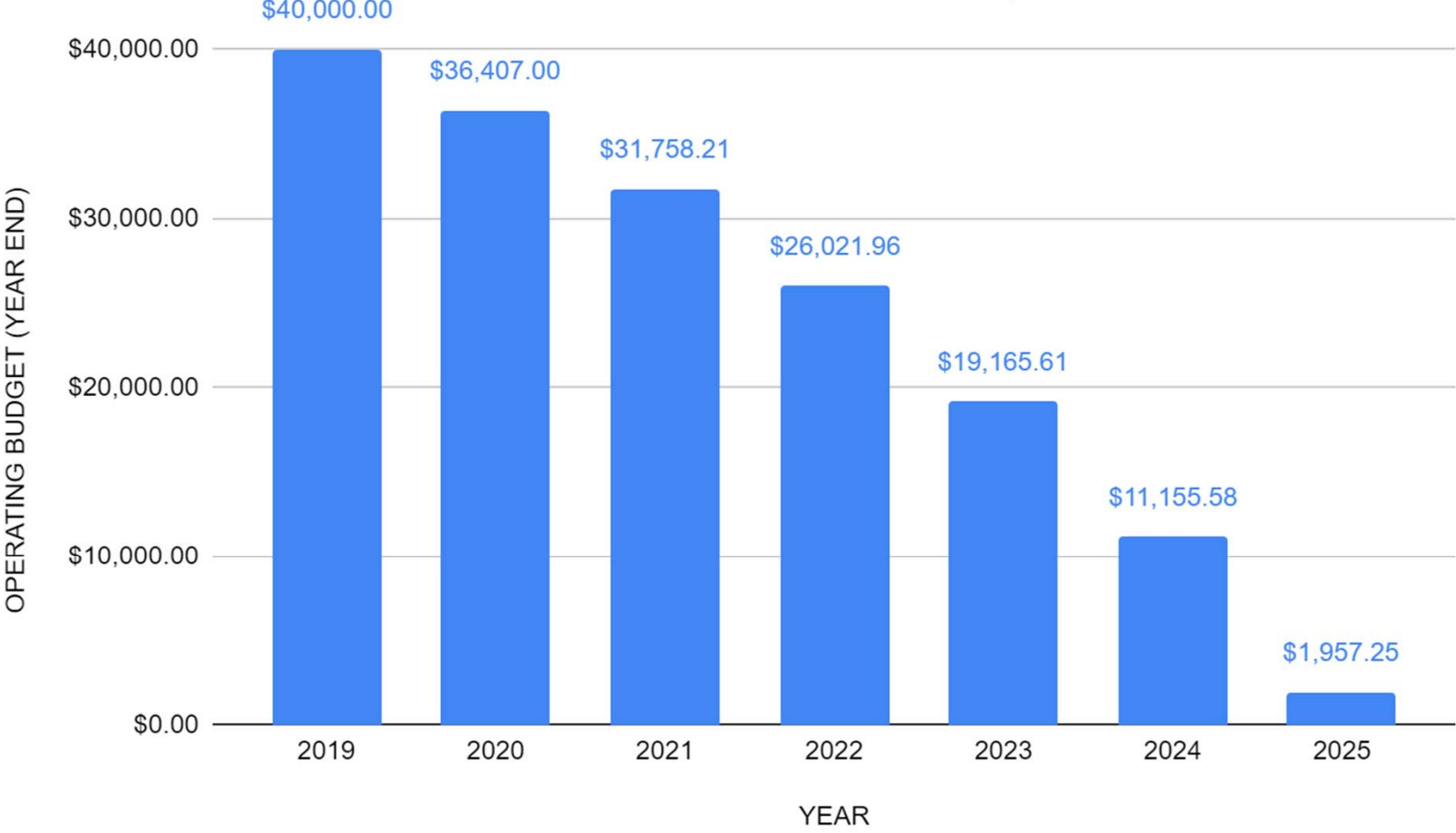
2020 Dues Increase

- **Proposal** – Increase dues to \$450/year to maintain a healthy balance.
- **Rationale** – Increased cost of Landscaping and Insurance
- **Benefit** – Maintain a stable balance and provide buffer for unexpected expenses.

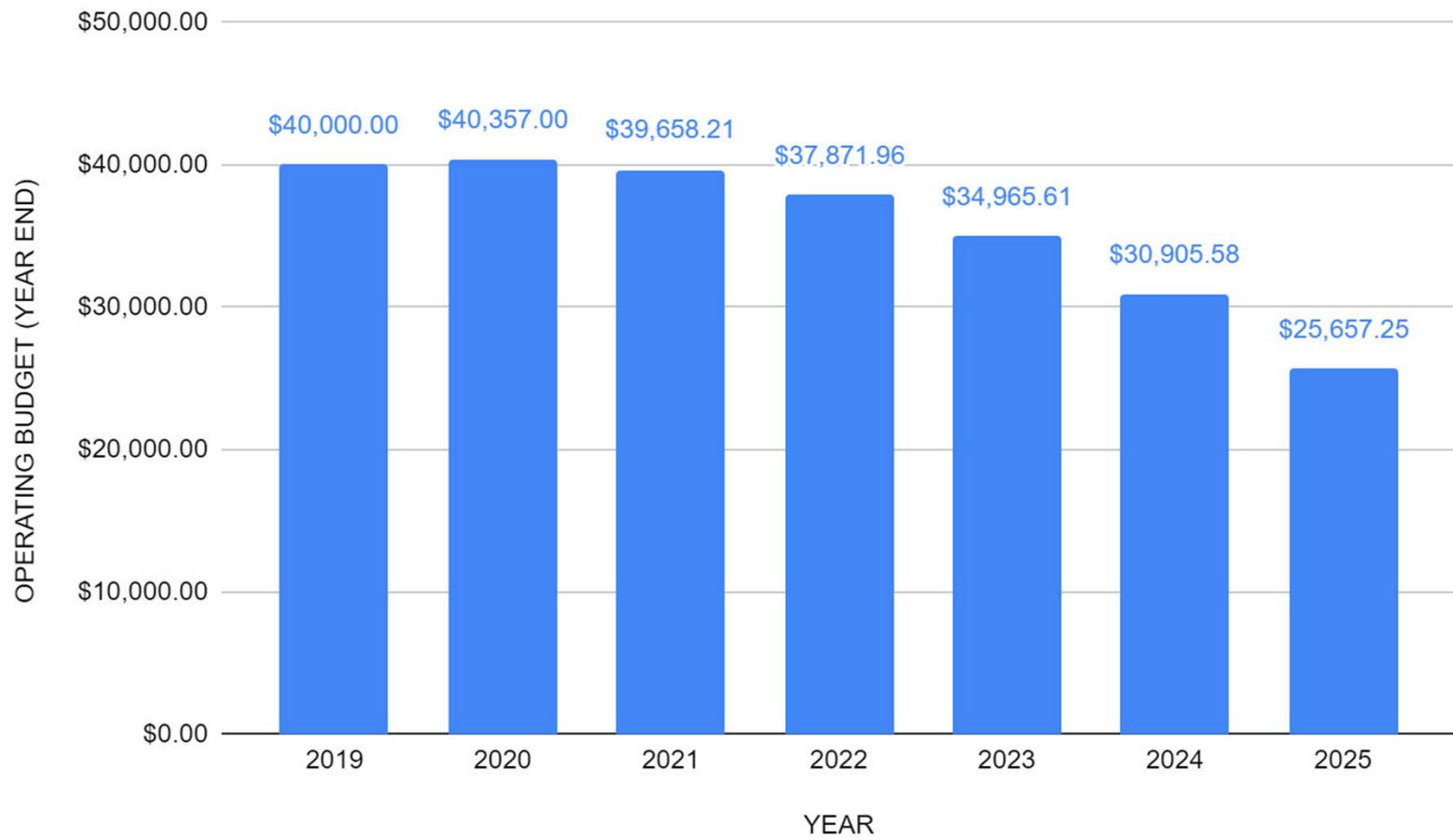
Charts showing operating budget assuming 3%
Inflation

Pond maintenance costs taken into account for
2019 year end balance

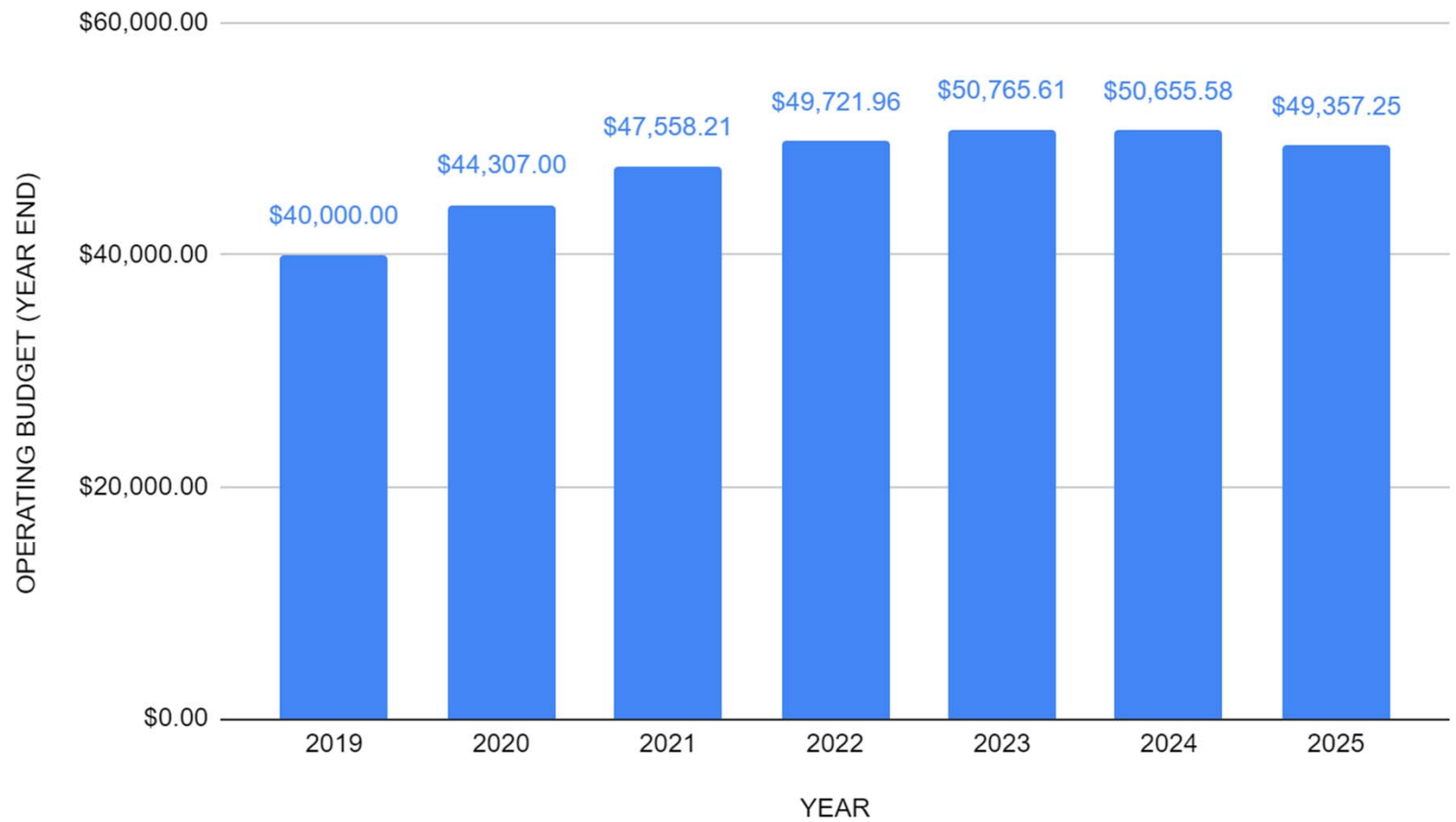
Account Balance with 3% Inflation and \$400 Dues



Account Balance with 3% Inflation and \$450 Dues



Account Balance with 3% Inflation and \$500 Dues





THANKS!

SEE YOU NEXT YEAR!