

Prosperity Heights Homeowners Association

2020 Annual Meeting

July 13, 2020

Agenda

- Registration
- Introduction of Board of Directors
- Proof of Notice of Meeting
- Confirmation of a Quorum (10% of 208 homeowners)
- Recent Activities, Status Updates / Reminders, and Future Events
- 2020-2021 Budget
- Election of Directors (3)
- Open Forum
- Adjournment

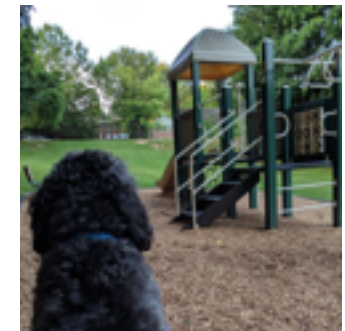
Recent Activities

- Congratulations high school seniors!
- Refreshed [website](http://www.prosperityheights.org)*
- 2020 summer newsletter
- New playground mulch
- Food trucks

*www.prosperityheights.org



The screenshot shows the Prosperity Heights HOA website. The header includes the Prosperity Heights logo, a search bar, and the website name 'Homeowners' Association' with the URL 'www.ProspertyHights.org'. The main content area features a large announcement for the 'Annual HOA Meeting July 13' which is to be held virtually at 7:00 pm on July 13, 2020. Below this, there are sections for 'Welcome', 'Thank You!', and 'Sign up for Newsletter'. A sidebar on the left contains navigation links for Home, Events, Services, HOA and Regulations, and Contacts and News. A central section titled 'Food Trucks Keep on in JULY!' includes a photo of a food truck and details about a 'CHANGE Lunch this Wednesday!!' event.



Status Updates / Reminders

- Board to Conduct Business Electronically
- Exterior Alteration Request Process
- Lawsuit Settled
- HOA Modernization

Conducting Business Electronically

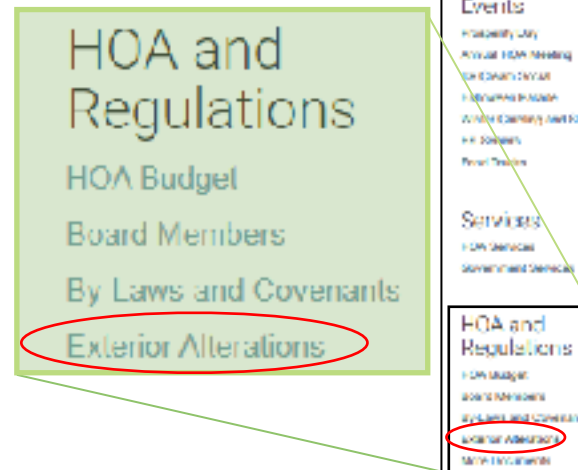
The Board, by default, will conduct business using electronic means

- Our goal is to promote communication and collaboration while saving money and resources
- Please sign up at www.prosperityheights.org for info. to be e-mailed to you
- Homeowners may opt-out of electronic means of communication
 - To do so, please e-mail Board@prosperityheights.org or drop off a note to the Board's mailing address, 3340 Monarch Ln
 - If you opt out, you'll receive info. by first-class mail, unless otherwise specified, so a record is created and maintained by the Association

Exterior Alteration Request: Info. Location

The exterior alteration request process is located here:

www.prosperityheights.org/index.php/exterior-alterations



Exterior Alteration Request: Decision Form

The Decision form is completed by the ACC, and sent to the homeowner, documenting whether the exterior alteration application is:

- **Approved;**
- **Denied; or**
- **Conditionally Approved**

If you disagree with the decision, you may appeal it to the Prosperity Heights HOA Board of Directors. A written appeal notice must be filed within 15 days of ACC's decision

**Prosperity Heights Homeowners Association
Exterior Alteration Application – Decision**

APPLICANT'S NAME _____
STREET ADDRESS _____

The Architectural Control Committee (ACC) has reviewed your application submitted on [date] and has made the following decision:

Approved Disapproved Conditional Approval
see comments

Any decision may be appealed to the homeowner's association board.

Comments:

The following alterations have been approved and deemed to be compatible with the overall aesthetics of the surrounding Prosperity Heights properties:

- [approved item 1]
- [approved item 2]
- [approved item 3]

You must notify the ACC if you make any changes to the above-approved items.

Thank you,

Architectural Control Committee
[date]

Lawsuit Settled

- **Lawsuit and order dismissing same are matters of public record**
- **Summary of Lawsuit: Michael Hayes vs. Prosperity Heights HOA**
 - In 2020, the HOA settled a lawsuit out of court. A dispute arose between a homeowner and the HOA regarding the homeowner's exterior alteration request for an improvement on the homeowner's property.
 - The HOA worked diligently to address the matter in a neighborly fashion without incurring any costs, but could not resolve the issue to the homeowner's satisfaction. The homeowner sued the HOA and the HOA's insurance carrier arranged for the HOA's defense.
 - Upon careful and deliberate consideration, and after extensive consultation with the insurance defense counsel, the HOA Board decided that it was in the HOA's best interest to settle the matter. The amount of the settlement payment paid to the homeowner was \$6,000, which was the amount of the homeowner's attorney's fees.
 - A settlement and release agreement was executed by the parties and the case was thereafter dismissed with prejudice.

HOA Modernization: Objectives

Board is seeking opportunities to modernize the HOA's operating model, including:

- **People:** Increase capacity to focus on strategic initiatives while managing day-to-day operations, provide sustainability, and collaborate with and educate homeowners on HOA activities, by-laws, and covenants matters
- **Processes:** Provide a consistent homeowner experience through development and continuous improvement of standard operating procedures and ensure compliance with state and federal requirements
- **Technology:** Increase efficiency, enhance reporting, and promote greater transparency through use of a common set of tools to manage HOA operations

Benefits: Best-in-class HOA operations resulting in greater homeowner satisfaction, aesthetically pleasing homes, and increased home values

HOA Modernization: Analysis of Alternatives

- Considering alternatives to achieve objectives, including:
 - **Status quo**,
 - **Solicit homeowner volunteers**, or
 - **Use of a third party contractor** to provide operational and advisory support (the Board will maintain decision authority over all HOA matters)
- Performing research and will present findings to community upon completion of analysis of alternatives and identification of any recommendations

HOA Modernization: Preliminary Vendor Research

- **Outreach:** Contacted 7 vendors and received 2 proposals to-date
- **Vendor Capabilities:**

Sample Services		
<ul style="list-style-type: none">• Business Administration• Covenants Administration• Records Management• Contract Management	<ul style="list-style-type: none">• Education and Training• Communications• Financial Management• Preventative Maintenance	<ul style="list-style-type: none">• Physical Property Management• Capital Improvements• Energy Management

- **Anticipated Costs:** Approximately \$10-15 per home per month

Future Events

- **Ice Cream Social:** Targeting late August
- **Prosperity Day:** TBD if event will take place this year
- **Regular Meeting of Board of Directors*:** 7pm start time
 - September 2, 2020
 - November 4, 2020
 - January 6, 2021
 - March 3, 2021
- **Next Annual Board Meeting*:** April 21, 2021 at 7pm

*Virtual, unless otherwise specified

2020-2021 Budget

- Annual dues are \$430
- Payment due no later than September 1, 2020
- Detailed budget located here:

www.prosperityheights.org/index.php/hoa-budget

HOA and Regulations
HOA Budget

The screenshot shows the website's navigation menu on the left, with 'HOA Budget' highlighted in a red circle. The main content area is titled 'Budget and Dues' and contains the following text: 'The annual dues for the fiscal year July 2020-June 2021 are \$430. We will have an open discussion of any of the 2020 budget items at the virtual annual meeting in July. Links to the budget are below.' Below this text are two links: 'Click here for 2020 Budget and Dues' and 'Click here for 2019 Budget and Dues'. The page also features a search bar, a newsletter sign-up form, and a 'Most Read' section.

Election of Directors

- 3 expiring terms for election; board increase from 7 to 9 team members

Candidates		Expiring Terms	Ongoing Terms ('20-21)
Giang Thiet	Steve Boveri	Gina North (Secretary)	Brad Wilhelm (President)
Gina North	Sachin Telhan	Giang Thiet (Director)	Rich Cober (Vice President)
Levenie Hughes	Michael Hayes	Levenie Hughes (Director)	Keith Fulk (Treasurer)
Dave Dresser	Andrew Frank		Kaye Lee (Director)
Mark Westerfield			
Monica Duggal			

- To vote*, please send an e-mail to Ami Pape (Legal Counsel) by no later than 10:30pm EST today to apape@chesapeake-law.com, including:
 - **Your Name (First and Last)**
 - **Your Home Address**
 - **Whether or not you're the homeowner (if not, specify)**
 - **Your vote for a maximum of 5 candidates**
- Ami to compile and share results by 5:30pm EST on July 14th

**Any votes that do not follow the submission instructions may be excluded from consideration*

Open Forum
