

The logo for Symphony Hills is an oval shape with a dark background and light-colored text. The words "Symphony" and "Hills" are stacked vertically in a serif font.

Symphony
Hills

Symphony Hills

HOMES ASSOCIATION

Annual Homeowners Meeting

Tuesday, January 14, 2014

Symphony Hills

2014 ANNUAL MEETING

Symphony Hills Homes Association Bylaws

Article II Meetings

Section 2. Annual meeting.

An annual meeting of members shall take place not less than once each calendar year with notice given in writing to all members not less than fourteen (14) days prior. Business at this meeting shall consist of presentation of the annual budget, selection of officers, approval of minutes from the prior meeting of membership, old business and new business as introduced by the President. Each of said items are to be voted on by a quorum of members. If a quorum of members does not exist at the meeting, proxy voting of membership will take place as prescribed in section 3.

Symphony Hills

2014 ANNUAL MEETING

Approval of minutes from the 2013 meeting of membership

Symphony Hills Homes Association
Annual Meeting
Monday, January 14, 2013
7:00pm
Symphony Hills Clubhouse

Board: Amy Cox, Eric Traczyk, Troy Fuqua, Kinsley Riggs

Management Company: Lisa Ferraro

Clubhouse Management: Kristen Johnson

The annual meeting of the Symphony Hills Homes Association was held on Monday, January 14, 2013, at 7:00pm, at the Symphony Hills Clubhouse. In attendance were the Board President, Vice President of Event, Finance Director, Communications Director, Management Company representative and Clubhouse Manager.

Call to Order: The meeting was called to order at 7:15pm by President, Amy Cox.

Introductions: Board Introductions were made to the residents in attendance.

Collection of Dues: Dues were collected from residents in attendance, if not already paid in full. Residents paid in full were entered into a drawing for 1 year's free dues.

PowerPoint Slides:

- 2012 Year in Review presented by Amy Cox
- 2012 Financial Information presented by Eric Traczyk
- Clubhouse highlights and improvement presented by Kristen Johnson
- 2012 Events and 2013 Preview were presented by Troy Fuqua
- 2013 HOA Forecast presented by Amy Cox
- Election of Officers:
 - Election of Kinsley Riggs as Communications Director for 2013-2014
 - Election of Facilities Director – position remained vacant.

Adjournment: The meeting was adjourned at 8:11 pm.

Symphony Hills

2014 ANNUAL MEETING

2013 Board Members

- President: Amy Cox
- Vice President of Events: Troy Fuqua
- Vice President of Facilities: Open
- Communications: Kinsley Riggs
- Financial Director: Eric Traczyk

Symphony Hills

2014 ANNUAL MEETING

FREE Annual Dues Drawing - \$300

FREE Clubhouse Rental - \$100

- Must be present to win
- Must be current on dues
- One winner will be drawn at the end of the meeting from all entries submitted



Symphony Hills

2014 ANNUAL MEETING

2013 Association Year in Review – Amy Cox

- Dead trees and shrubs removed
- New shrubs and trees planted
- Concrete repair at pool and clubhouse
- Parking lot sealed and coated
- Pool fence cleaned and painted
- Surveillance cameras to monitor pool and buildings
- Pool deck drainage pipes installed
- Clubhouse improvements (Kristen to discuss)

Symphony Hills

2014 ANNUAL MEETING

2013 Neighborhood Year in Review – Amy Cox

- Active home sales - welcomed approximately 30 new families to our neighborhood
- Lots of improvements - many Architectural Control Committee Approvals, mostly for new paint and fences
- Crime was very low - only 15 incidents per the Olathe Police Crime Map
- No sex, drug or violent offenders currently living in Symphony Hills

Symphony Hills

2014 ANNUAL MEETING

Financial Statements – Eric Traczyk

- Annual Assessment
- 2013 Income Statement
- Reserve Study
- 2014 Budget

Symphony Hills

2014 ANNUAL MEETING

Annual Assessment of \$300 per home

- 2014 Annual assessment amount consistent with prior years
- Annual budgeting process completed in October and November emphasizes controlling costs
- Thank you for paying on time
- Very few members with 2013 and prior outstanding balances

Symphony Hills

2014 ANNUAL MEETING

2013 Results

- Greater than expected
 - Dues and fees due to collections
 - Common grounds and irrigation due to improvements and repairs
 - Clubhouse due to improvements and repairs made
- Less than expected
 - Social

Revenue			
	Dues & Fees, net	100,722	
	Clubhouse and Interest	5,197	
	Total Revenue		105,919
Expense			
	Common Grounds and Irrigation	24,014	
	Pool	17,376	
	Association Management	9,600	
	Water	11,807	
	Utilities	7,165	
	Clubhouse	9,978	
	Insurance	5,824	
	Social	2,143	
	Administration and Fees	2,568	
	Neighborhood Improvements	11,678	
	Total Expense		102,153
Reserve Fund			
	Contribution		5,000
	Excess of Revenues Over Expenses		(1,234)

Symphony Hills

2014 ANNUAL MEETING

Annual Reserve Study

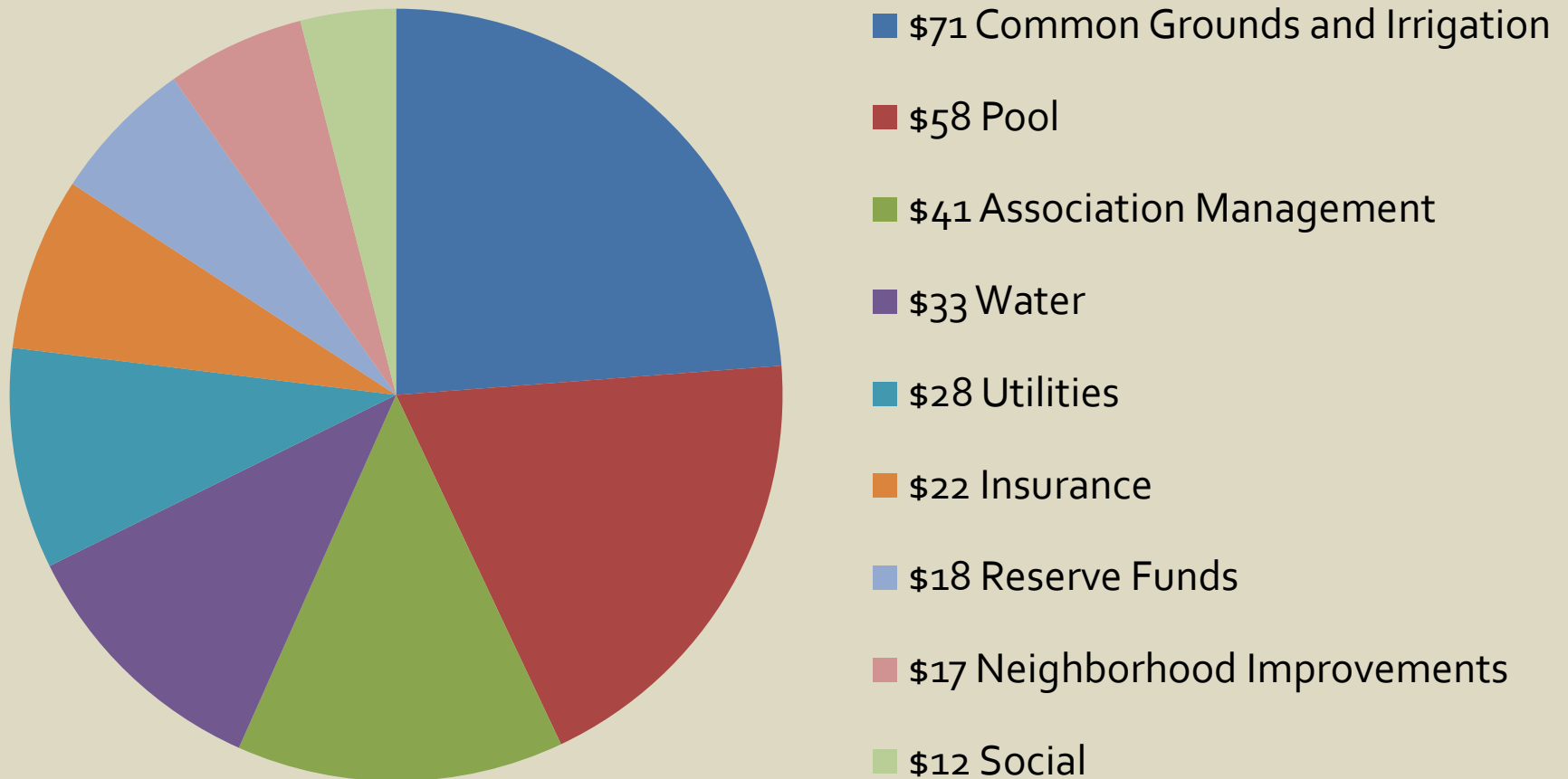
- A look at how much should be put aside in reserves to meet future obligations
- In August completed a study of repairs and replacements of 21 common-area components and the adequacy of current reserves
- The results indicated that we contribute \$5,000 to reserves in 2014 and that we have adequate funds to meet current and future needs

Symphony Hills

2014 ANNUAL MEETING

2014 Budget at \$300 per member

- Excluding clubhouse revenue and related expenses



Symphony Hills

2014 ANNUAL MEETING

2014 Budget

- Does not reflect revenue and expenses associated with delinquent collections
- Pool includes \$5,200 for new cover which is also reflected as withdrawal from reserve fund
- Neighborhood improvements includes \$3,000 in landscaping improvements

Revenue			
	Dues	87,000	
	Clubhouse and Interest	6,140	
	Total Revenue		93,140
Expense			
	Common Grounds and Irrigation	19,690	
	Pool	21,082	
	Association Management	9,600	
	Water	9,128	
	Utilities	7,660	
	Clubhouse	6,958	
	Insurance	6,000	
	Social	3,300	
	Administration and Fees	1,730	
	Neighborhood Improvements	4,775	
	Total Expense		89,923
Reserve Fund			
	Contribution		5,000
	Withdrawal		(5,200)
	Excess of Revenues Over Expenses		3,417

Symphony Hills

2014 ANNUAL MEETING



Clubhouse – Kristen Johnson

Facility highlights

- Non-resident rentals added
- 14% Utilization rate overall (40% for Weekends only)
- New kitchen flooring, sound-absorbing panels, picnic table
- A/V equipment available for rental

Clubhouse improvements to come in 2014

- Replace chairs
- Chair carts
- Industrial Cleaning Equipment

Symphony Hills

2014 ANNUAL MEETING



Communications – Kinsley Riggs (Presenter – Amy)

– eNewsletters

- Sent every few weeks highlighting current neighborhood events and concerns
- Improved design – easier to read

– New symphonyhills.org website (video)

– Facebook page is being used more

– Newsletter mailings twice a year

Symphony Hills

2014 ANNUAL MEETING

Events – Troy Fuqua

- 2013 Events Review
 - Neighborhood Party with Inaugural Symphony Hills Annual Cook-Off
 - Night out against crime
 - Holiday Shopping Event
 - Workouts at the Clubhouse
 - Extended Pool Season



Symphony Hills

2014 ANNUAL MEETING



Events – Troy Fuqua

- 2014 Events Preview (dates to be announced)
 - Pool opening / summer kick-off party
 - Symphony Hills Annual Cook-Off and neighborhood party
 - Night out against crime event
 - Shopping events featuring multiple vendors
 - Block parties at clubhouse
 - Other events to be determined

Symphony Hills

2014 ANNUAL MEETING

Block Captains – Troy Fuqua

- Communicate association information to their neighbors on their block
- Bring concerns, suggestions & questions to the Board's attention
- Welcome new residents
- **FREE CLUBHOUSE RENTAL** to be used for a block party (block captain must be present, subject to availability, see Kristen Johnson)
- **Exclusive Annual Block Captain's Party**

Symphony Hills

2014 ANNUAL MEETING

Block Captains – *Thank you for your service*

- | | |
|-----------------------------------|------------------------------|
| – Greenwood – | Erin Brockus |
| – Gallery Street (west of pool) – | Troy Fuqua |
| – Gallery Street (cul-de-sac) - | Kristen Johnson |
| – South Summit Street - | open position |
| – North Summit Street – | open position |
| – Symphony Drive – | David Bram |
| – 147th Terrace (horseshoe) – | Eric Traczyk |
| – 148th Street (horseshoe) – | Jannene Doddeema & Tony Kale |
| – 148th Street – | open position |
| – 148th Terrace - | Kinsley Riggs |
| – 149th Street - | Kelsey Jones |
| – 149th Terrace (west)- | Chris and Sam Miceli |
| – 149th Terrace (east)- | Megan Schuster |
| – 150th Court East – | Justina Julian |
| – 150th Court West – | Paula Cutter Mark |
| – 150th Terrace East – | Cal and Susan Berggren |
| – 150th Terrace West – | open position |

Symphony Hills

2014 ANNUAL MEETING



Facilities – Eric Traczyk

- Contractors

- Association Management:
- Pool:
- Common Grounds:
- Clubhouse Management:
- Irrigation:
- Fountain:
- Pest Control:
- Website
- Clubhouse cleaning
- Insurance
- Bank

Centennial (Lisa Ferraro)
Calberley (Carl Tharet)
Summit Lawn & Landscape
Kristen Johnson
Holwick Contracting LLC
Hix and Son Aquatics
Gunter Pest & Lawn
MoxieDot (Kelsey Jones)
Helping Hands
The Reilly Company
Bank Midwest

Symphony Hills

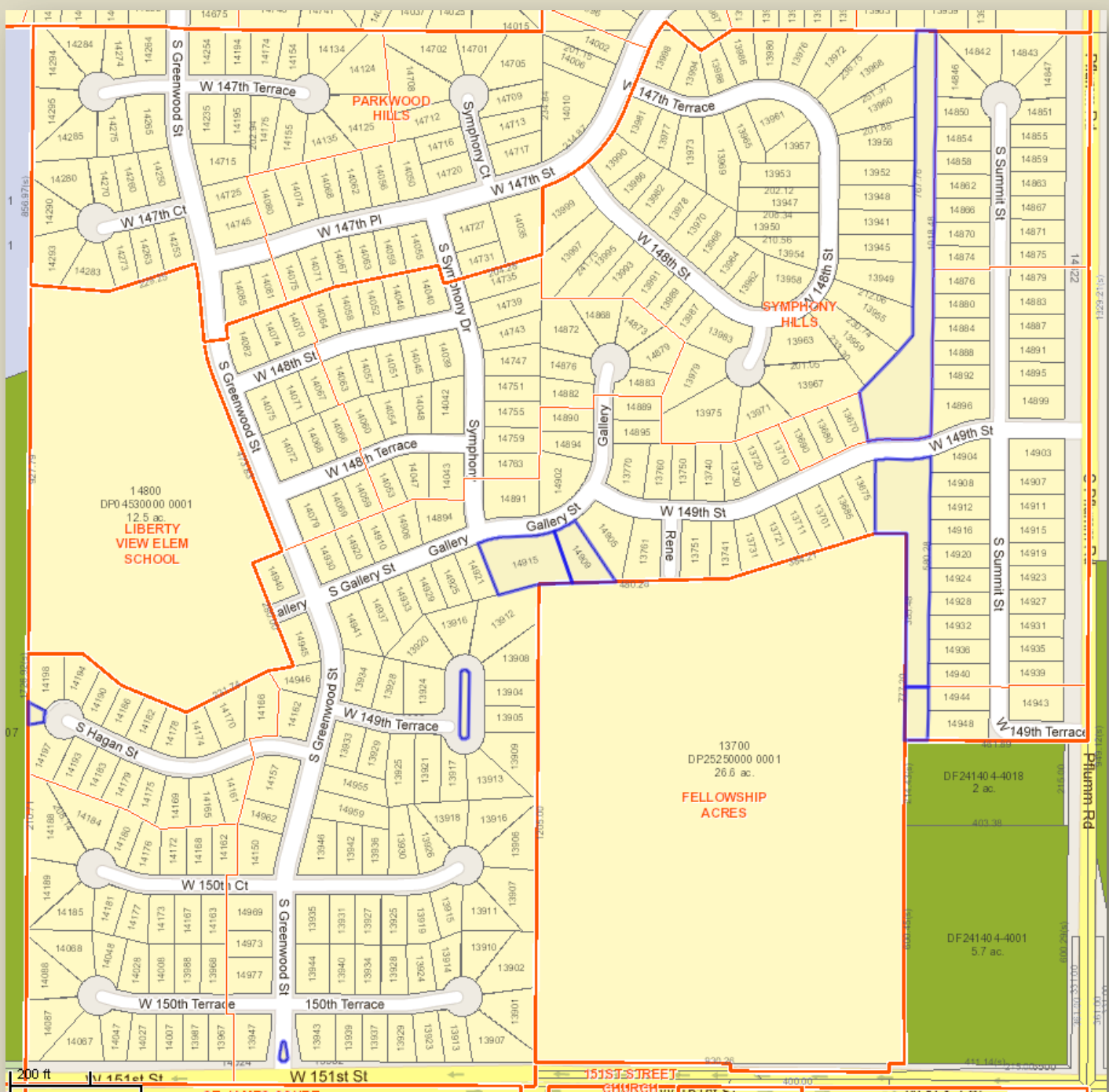
2014 ANNUAL MEETING

Red

- Subdivision border

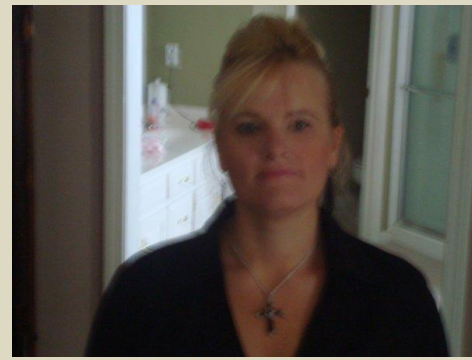
Blue

- HOA property



Symphony Hills

2014 ANNUAL MEETING



Thank you Amy for excellent execution in performing
the role of Association President for the past two years

- New exterior paint on clubhouse and pool houses
- Entrance fountains restored
- Landscape improvements
 - New website
- Dedicated clubhouse manager to increase rentals
- Clubhouse Sign & Acoustic panels
- New Association Management Company
- New Landscape Company
- New Irrigation Company
- Increased delinquent dues collection efforts
- Maintained a strong reserve fund
- Pool and basement drainage

Symphony Hills

2014 ANNUAL MEETING

2014 Looking Ahead – Amy Cox

- New Pool covers
- New trees and bushes
- New website features discussed by Kelsey
- Clubhouse improvements discussed by Kristen
- Neighborhood events discussed by Troy

Symphony Hills

2014 ANNUAL MEETING

2014 Board Open Position Elections

- **President:**

- The president shall be the chief executive officer of the association and shall, subject to the control of the management committee, have general supervision, direction and control of the business and officers of the association. He/she shall preside at all meetings of the members and at all meetings of the management committee. He/she shall be ex officio a member of all the standing committees and shall have the general powers and duties of management usually vested in the office of president of a corporation, and shall have such other powers and duties as may be prescribed by the management committee or these bylaws.

- **Vice President of Facilities:**

- In the absence or disability of the president and the vice president of events, the vice-president of facilities shall perform all the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon, the president. The vice-presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the management committee, president or these bylaws.
- The vice president of facilities shall oversee and participate in all Architecture and Beautification Committee meetings in cooperation with committee chairpersons and shall be responsible for coordination and administration of common area maintenance and improvements.
- The vice president of facilities shall assist the Finance Director in completing a reserve study periodically, to ensure adequate funds for future repairs and improvements.

- **Finance Director:**

- The finance director shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus and shares. Any surplus, including earned surplus, paid in surplus and surplus arising from a reduction of stated capital, shall be classified according to source and shown in a separate account. The books of account shall at all reasonable times be open to inspection by any officer of the association.
- He/she shall disburse the funds of the association as may be ordered by the management committee, shall render to the president and other officers, whenever they request it, an account of all of his/her transactions as finance director and of the financial condition of the association, and shall have such other powers and perform such other duties as may be prescribed by the president of the association, the management committee or these bylaws. The finance director and/or Management Company selected by the association shall provide an audited statement of the financial condition of the corporation at said Symphony Hills Homes Associations Annual Meeting or upon the request of the officers of the association.

Symphony Hills
2014 ANNUAL MEETING

Drawing Time!



FREE Annual Dues - \$300

FREE Clubhouse Rental - \$100

The logo for Symphony Hills is an oval shape with the words "Symphony Hills" written inside in a white, serif font. It is positioned in the upper center of the image, overlaid on a background of trees and a stone wall.

Symphony Hills

HOMES ASSOCIATION

Thanks you for attending

Direct questions to:

**Lisa Ferraro at Centennial Management
Lisa@cmckc.com, or 913-648-1500 x 123**