

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 9, 2018*

# Symphony Hills

## 2018 ANNUAL MEETING

### Agenda

- Introduction of Board members
- Approval of 2017 minutes
- 2017 Year in Review
- Financial Reports
- 2018 A Look Ahead

# Symphony Hills

## 2018 ANNUAL MEETING

### 2018 Board Members

- President: Eric Traczyk
- Vice President: Tyson Hoffman
- Facilities Director: Carl Tharet
- Communications Director: Jenna Nuss (interim)
- Financial Director: Ryan Garton (interim)

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2018 ANNUAL MEETING

# FREE Annual Dues Drawing - \$300

- 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

## 2018 ANNUAL MEETING

### Approval of minutes from the 2017 meeting of membership

Symphony Hills Homes Association  
Annual Meeting  
Tuesday, January 10, 2017  
7:00pm  
Symphony Hills Clubhouse

**Board Present:** Eric Traczyk, Amy Carmen, Tyson Hoffman

**Board Absent:** Carl Tharet

The annual meeting of the Symphony Hills Homes Association was held on Tuesday, January 10, 2017, at 7:00pm, at the Symphony Hills Clubhouse. In attendance were the Board President, Interim Vice President, Finance Director, Communications Director, and approximately sixty association members.

**Call to Order:** The meeting was called to order at 7:03pm by President, Eric Traczyk.

**Introductions:** Board and management Introductions were made to the members in attendance.

**Items discussed:**

- 2016 Financial Results
- 2016 Events and 2017 Preview
- Clubhouse report for the year
- 2017 Annual Budget
- Communication update
- Association Contractors
- Election of Officers:

**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.

**Adjournment:** The meeting was adjourned at 8:03 pm.

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## 2018 ANNUAL MEETING

### 2017 HOA Review

- Association Events
  - June 2<sup>nd</sup> & 3<sup>rd</sup> – Garage sale
  - June 24<sup>th</sup> – Summer kick-off celebration
  - July 22<sup>nd</sup> – Family fun night
  - September 9<sup>th</sup> – Cook-off Contest
- Clubhouse
  - Parking lot mill work, new HVAC, new water heater
- Pool
  - 15 weeks of continuous trouble-free operation
  - Replaced tank & pump, skimmers and handrail improvements
- Common Grounds
  - Grass cut weekly at clubhouse and along 151<sup>st</sup> and Pflumm roads and every other week on pipeline
  - Dead trees and shrubs removed, new planted in 2017 and 2018
  - 151<sup>st</sup> entrance fountains maintained, flowers and Christmas lights



# Symphony Hills 2018 COOK-OFF CONTEST



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## 2018 ANNUAL MEETING

### 2017 Neighborhood Review



- Welcomed approximately **25** new families to our neighborhood
- Many property improvements including new windows, paint, fences, etc.
- Crime – **7** property crimes (4 same arrested suspect)
- Streetlights repairs
- Property values have increased



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## 2018 ANNUAL MEETING

### Financial Review

- Income Statement
- Reserve Study
- Budget
- Annual Assessment



# Symphony Hills

## 2018 ANNUAL MEETING

### 2017 Results

- Revenue
  - 99% dues collection
  - Clubhouse rental
  
- Expenses
  - Clubhouse HVAC
  - Water
  
- Reserve Fund
  - Clubhouse HVAC

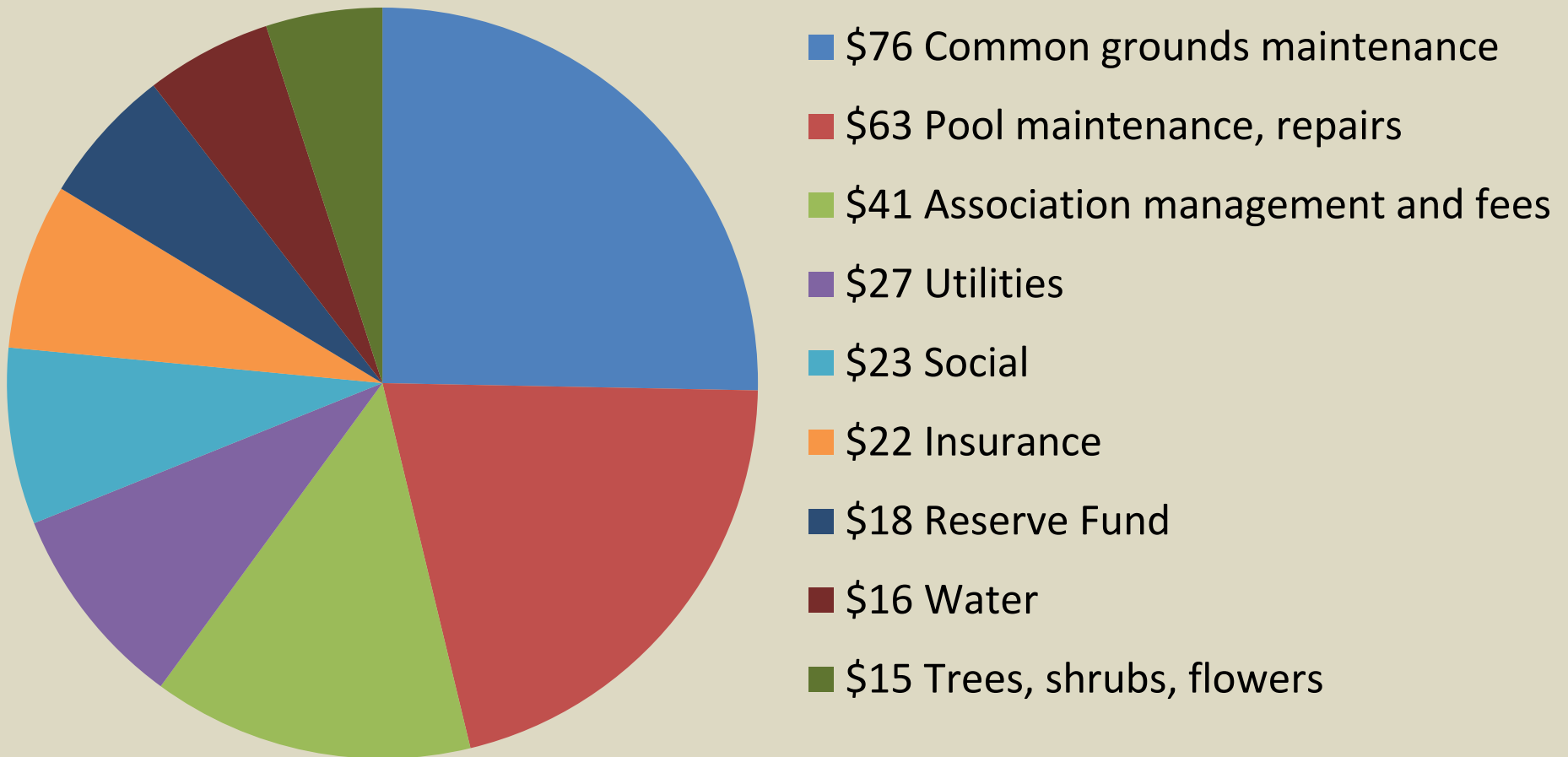
<b>2017 Results</b>			
<b>Revenue</b>			
	Dues & fees, net	85,870	
	Clubhouse and interest	8,139	
	<b>Total Revenue</b>		<b>94,009</b>
<b>Expense</b>			
	Common grounds maintenance	21,449	
	Pool maintenance, repairs	17,731	
	Association management	10,380	
	Water	4,597	
	Utilities	7,510	
	Clubhouse admin, maintenance, improvements	17,557	
	Insurance	6,059	
	Social	6,443	
	Administration and fees	1,333	
	Trees, shrubs, flowers	4,246	
	<b>Total Expense</b>		<b>97,305</b>
<b>Reserve Fund</b>			
	Contributions		5,000
	Withdrawals		(10,601)
	<b>Net Reserve Fund</b>		<b>(5,601)</b>
	<b>Excess of Revenues Over Expenses</b>		<b>2,305</b>

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## 2018 ANNUAL MEETING

### 2017 Expenses per \$300 assessment

- Excluding clubhouse revenue and expenses



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## 2018 ANNUAL MEETING



### Annual Reserve Study

- A study of **28** assets useful life and respective reserves
- How much should be deposited to meet current and future obligations
- 2018 contribution of \$5,000 and withdrawal of \$13,000 for replacement and \$18,000 for improvements
- The association has adequate reserves to meet current and future needs

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## 2018 ANNUAL MEETING

### 2018 Budget

- Capital Improvements
- Maintenance & Repairs
- Manage Water

### 2018 Budget

2018 Budget		
<b>Revenue</b>		
Dues	87,000	
Clubhouse and Interest	7,800	
<b>Total Revenue</b>		<b>94,800</b>
<b>Expense</b>		
Common grounds maintenance	21,258	
Pool maintenance, repairs	14,171	
Pool improvements	22,200	
Association Management	10,588	
Water	9,000	
Utilities	9,000	
Clubhouse maintenance, utilities	3,960	
Clubhouse improvements	12,700	
Insurance	6,125	
Social	6,500	
Administration and fees	2,265	
Trees, shrubs, flowers	2,800	
<b>Total Expense</b>		<b>120,566</b>
<b>Reserve Fund</b>		
Contribution		5,000
Withdrawal		(31,000)
<b>Excess of Revenues Over Expenses</b>		<b>234</b>

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## 2018 ANNUAL MEETING



### Annual Assessment of \$300

- Over 20 years our assessment has remained unchanged
  - Board focuses on annual budgeting process
  - Reserve fund actively managed to meet needs
  - Clubhouse rental contributes to income
  - Vendor contracts are periodically competitively bid
- Nearly 100% of member pay assessment on time
  - Low vacancy and foreclosures

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## 2018 ANNUAL MEETING

### Clubhouse

- \$100 (Fri-Sun) / \$70 (Mon-Thurs)
- Non-members no longer eligible

### 2017 highlights

- 105 rental days / 29% Utilization rate
- New HVAC systems, new water heater

### 2018 plans

- New floor
- Update Kitchen – counter, cabinets, refrigerator, stove, microwave and dishwasher



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## 2018 ANNUAL MEETING



### Communications –

- [symphonyhills.org](http://symphonyhills.org)
  - Possibly adding member resource page
- Facebook “Symphony Hills Neighbors”
- Newsletter mailing in May
- Event signs posted at entryways
- Symphony Hills binders
  - Delivered to new members
  - Available for any member who wants one
- Welcome letters mailed to new members



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## 2018 ANNUAL MEETING

### 2018 Events



- May 25<sup>th</sup> & 26<sup>th</sup> – Neighborhood Garage Sale
- June 28<sup>th</sup> – Summer kick-off party
- July 21<sup>st</sup> – Family Fun Night
- Sept 8<sup>th</sup> – Annual Cook-Off Contest
- Game night / Poker night
- Shopping event
- Block parties at clubhouse

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## 2018 ANNUAL MEETING

### Association Partners

- Association Management: Centennial (Kathi Doherty)
- Pool: Calberley (Carl Tharet)
- Common Grounds: Summit Lawn & Landscape
- Clubhouse Management: Kim Traczyk
- Insurance: The Reilly Company
- Irrigation: Holwick Contracting LLC
- Fountain: Hix and Son Aquatics
- Pest Control: Gunter Pest & Lawn
- Bank: Bank Midwest



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## 2018 ANNUAL MEETING



### Centennial Management

- Dues collection process
- Vendor management & bill payment
- Periodic inspections and Declarations of Restrictions enforcement
- Architecture approval process management
- Pool key management
- New resident management
- Financial statements and reconciliations
- Attend Board meeting and provide materials

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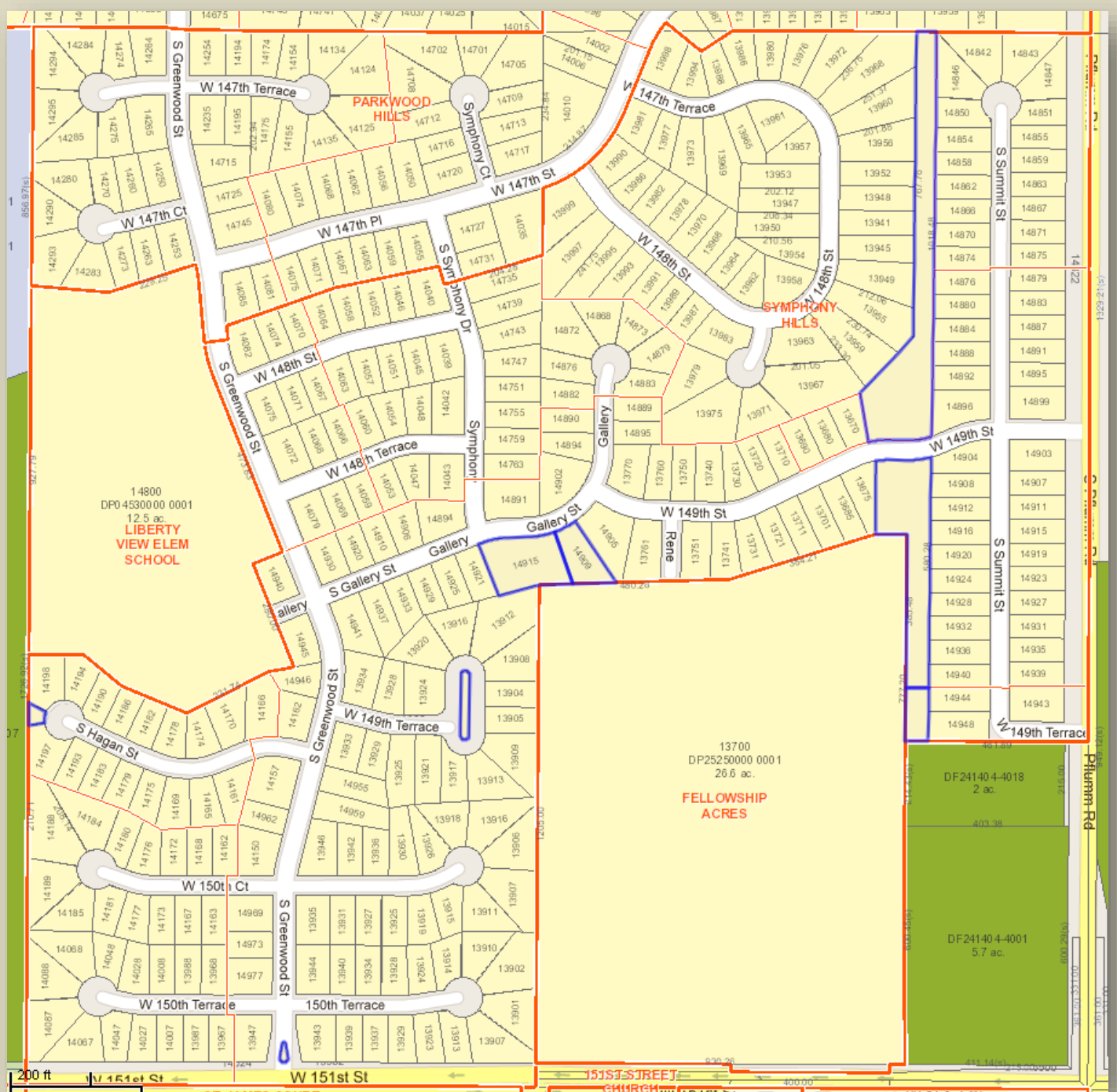
## 2018 ANNUAL MEETING

**Red**

- Subdivision border

**Blue**

- HOA property



# Symphony Hills

## 2018 ANNUAL MEETING

### How can I get involved?

- Neighborhood events
- Board meetings
- Committees
- Facebook page
- Website
- Volunteer to help plant flowers
- Pick up trash, etc.
- Community service hours available for scouts, students



# Symphony Hills

## 2018 ANNUAL MEETING

### 2018-19 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.

#### **Communications Director:**

The communications director shall keep, or cause to be kept, a book of minutes of all meetings of the management committee and members, with the time and place of holding, whether regular or special business occurred, the names of those present at management committee meetings, the number of members present or represented at members' meetings and the proceedings thereof.

#### **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.

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2018 ANNUAL MEETING



**Drawing Time!**

**FREE Annual  
Dues - \$300**

The logo for Symphony Hills is an oval containing the words "Symphony Hills" in a serif font. It is positioned in the upper center of the image, partially overlapping the background scene.

# Symphony Hills

**HOMES ASSOCIATION**

*Thank you for attending*

**Direct questions to:**

**Kathi at Centennial Management**

**Kathi@cmckc.com, or 913-648-1500**