

Highland View Homeowners Association, Inc.

ANNUAL MEETING NOTICE

The Highland View Homeowners Association, Inc. Board of Directors would like to let all Members know that the Annual Meeting shall be held on **February 25, 2015 at 6:30 p.m.** The meeting will start immediately following the Murray Lane Homeowners Association, Inc. meeting, which is comprised of **both Highland View and Waterford Owners**. The location will be the Brentwood Public Library located at 8109 Concord Road (Meeting Room A).

The Annual Meeting is a time to learn more about the operations and future plans of your neighborhood. Plus, it is a great opportunity to get out and meet your neighbors.

Your attendance is **important** to help the Association establish a quorum and conduct business at the Annual Meeting. All Members should make plans to attend the Highland View Homeowners Association, Inc. meeting, if possible.

The following business is expected to be transacted at the meeting:

- (A) Member sign in and ownership confirmation
- (B) Establish Quorum
- (C) Approval of preceding meeting's minutes (See Attached)
- (D) Reports of Officers
- (E) Nomination and election of Board of Directors
- (F) New Business
- (G) Adjournment

You have 3 options to be represented with a proxy at the annual meeting. If there is any chance that you won't be able to make the meeting, please follow the instructions given in any one of the options. If you do end up attending, you can rescind the proxy at the meeting.

1. Complete the proxy statement (naming someone in the first blank to represent you) and mail the proxy in the enclosed self-addressed envelope.

2. Complete the proxy statement (naming someone in the first blank to represent you) and have the person to whom you assign the proxy bring the completed form to the meeting.

3. Write "Board of Directors" in the first blank and complete the rest of the proxy. That will assign your vote to the Board of Highland View Homeowners Association. Such proxies will be divided evenly among the five Board members. Any excess beyond a multiple of five will be assigned in the following order: President, Treasurer, Secretary, Committee Liaison and Member at Large. If a Board member is not present, the proxies will be divided in proportion and the excess divided in the same order noted, excluding the absent members. You can either mail in the proxy or give it to a board member.

HIGHLAND VIEW HOMEOWNERS' ASSOCIATION, Inc. ANNUAL MEETING

Date of Meeting: Monday, March 17, 2014
Time: 7:20 p.m.
Location: Brentwood Library

Board Members in Attendance Presenting to Murray Lane:

Teresa Goff, President
Jeff Penix, Treasurer
Barry Howard, Secretary
Jon Algee, Member-at-Large
Suzie Umphres, Committee Liaison

Also in attendance was Thomas Ryan, President of Waterford Homeowners Association.

Property Management Firm Represented:

Hoil Crow - Westwood Management

Highland View Homeowners Agenda Called to Order at 7:20 p.m.:

1. General Issues:

- A. Quorum was established and verified by Hoil Crow at Westwood Management.
- B. Minutes from 2013 Annual Meeting were presented by Barry Howard. Tom Doyle moved to approve the minutes. Annett Hutchison seconded. The minutes were approved by a vote.
- C. The 2013 budget was reviewed.
 - Approximately \$820 in savings were obtained by sending e-mail notices and certain documents by e-mail rather than mailing.
 - The budget for 2014 was reviewed.
- D. Governance and Insurance was discussed.
 - The revisions to the covenants and bylaws are moving forward. The attorney needs to review the most recent changes. The Board hopes to present these changes for approval to the membership within the coming year.
 - By making these changes it should clear up any potential insurance issues, especially if there are different policies for Murray Lane and Highland View.

- E. Nomination of Dan Platt for the three year board term was made by Mike Umphres and seconded by Mario Crucini. He was elected by acclimation. Suzie Umphres was nominated by Annette Hutchison for a one year term and seconded by Marshall Martin. Jon Algee was nominated for a one year term by Mario Crucini and seconded by Mike Umphres. Both were elected by acclimation.
- F. There was a discussion of the grounds and the renovation/replanting of the cul-de-sacs. It was noted that the Martins no longer live in the neighborhood, and they were very active in grounds beautification issues. There was a discussion whether the neighborhood should vote and whether islands would be renovated. There was further discussion about what should be done on island landscaping. Tom McLaughlin stated that he wanted the minutes to reflect that a vote should be taken at next year's annual meeting about whether to renovate the islands. Teresa Goff urged members who were concerned about island issues to become a member of and participate in the grounds committee. It was discussed that a master plan for renovating the islands had been done several years earlier, and Mike Umphres pointed out the homeowners on each of the cul-de-sacs where there were islands were consulted or to be consulted about whether they were in favor of island renovation in their cul-de-sac.
- G. Meeting was adjourned at 8:00 p.m. on motion made by Mike Umphres and seconded by Mario Crucini.

Highland View Homeowner's Association
Profit Loss Budget Performance
December 2014 / 2015

	<u>2014 Actual</u>	<u>2015 Budget</u>
Ordinary Income/Expense		
Income		
Late Fee	240.00	100.00
Membership Dues	39,222.50	38,475.00
Total Income	<u>39,462.50</u>	<u>38,575.00</u>
Expense		
Administrative		
Annual Meeting Costs	0.00	200.00
Federal Income Taxes	42.00	100.00
Insurance Expense	1,509.00	1,500.00
Management Fees	5,264.40	5,215.00
Office/Postage/Copies	1,497.18	1,300.00
Professional Fees	145.00	500.00
Total Administrative	<u>8,457.58</u>	<u>8,815.00</u>
Grounds		
Electric Expenses	733.70	800.00
Irrigation	780.00	500.00
Landscaping Contract	16,528.50	19,620.00
Maintenance/Supplies	4,129.78	800.00
Water/Sewer	1,011.20	740.00
Weed Control	0.00	1,500.00
Total Grounds	<u>23,183.18</u>	<u>23,960.00</u>
Reserve Items		
Landscaping Improvements	12,990.00	5,000.00
Total Reserve Items	<u>12,990.00</u>	<u>5,000.00</u>
Social	749.84	800.00
Total Expense	<u>45,380.60</u>	<u>38,575.00</u>
Net Ordinary Income	-5,918.10	0.00
Other Income/Expense		
Other Income		
Dividend Income	361.53	0.00
Inc (Dec) in Market Value - LPL	-238.44	0.00
Total Other Income	<u>123.09</u>	<u>0.00</u>
Net Other Income	<u>123.09</u>	<u>0.00</u>
Net Income	<u><u>-5,795.01</u></u>	<u><u>0.00</u></u>

Highland View Homeowners Association, Inc.

PROXY

2015 ANNUAL MEETING

KNOWN BY ALL PEOPLE PRESENT, that I (we) the undersigned, do hereby appoint and constitute _____, of Brentwood, Tennessee, my (our) representative, with full power of substitution for me (us), and in my (our) name, place and stead to vote as my (our) proxy for the issues submitted to vote at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy will remain in effect until written cancellation is received or it is superceded by another.

TERMS OF EXERCISE OF PROXY

In addition, said person shall vote as my (our) proxy, in a manner not inconsistent with the terms and conditions hereof, upon all matters and business, of any kind whatsoever, as may properly come before the meeting of the members of the Highland View Homeowners Association, on **February 25, 2015**, at **6:30 p.m.** at the Brentwood Public Library located at 8109 Concord Road. According to the number of votes that I (we) would be entitled to if I (we) were personally present at said meeting, hereby revoking all former proxies by me (us) made and given.

WITNESS my (our) signature(s) on this _____ day of _____, 2015.

Signature

Signature

Lot Number _____ Address _____

Each property owner is entitled to cast one vote per Address.

Murray Lane Homeowners Association, Inc.

ANNUAL MEETING NOTICE

The Murray Lane Homeowners Association, Inc. Board of Directors would like to let all Members know that the Annual Meeting shall be held on **February 25, 2015 at 6:30 p.m.** The location will be the Brentwood Public Library located at 8109 Concord Road (Meeting Room A).

The Annual Meeting is a time to learn more about the operations and future plans of your neighborhood. Plus, it is a great opportunity to get out and meet your neighbors.

Your attendance is **important** to help the Association establish a quorum and conduct business at the Annual Meeting. All Members should make plans to attend the meeting, if possible.

The following business is expected to be transacted at the meeting:

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- (B) Establish Quorum
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- (D) Reports of Officers
- (E) Nomination and election of Board of Directors
- (F) New Business
- (G) Adjournment

You have 3 options to be represented with a proxy at the annual meeting. If there is any chance that you won't be able to make the meeting, please follow the instructions given in any one of the options. If you do end up attending, you can rescind the proxy at the meeting.

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2. Complete the proxy statement (naming someone in the first blank to represent you) and have the person to whom you assign the proxy bring the completed form to the meeting.
3. Write "Board of Directors" in the first blank and complete the rest of the proxy. That will assign your vote to the Board of Murray Lane Homeowners Association. Such proxies will be divided evenly between the Board members. Any excess beyond a multiple of members will be assigned in the following order: President HV (since a majority of the members are from the HV neighborhood).

MURRAY LANE HOMEOWNERS' ASSOCIATION, Inc.

ANNUAL MEETING

Date of Meeting: Monday, March 17, 2014
Time: 6:30 p.m.
Location: Brentwood Library

Board Members in Attendance Presenting to Murray Lane:

Teresa Goff, President
Jeff Penix, Treasurer
Barry Howard, Secretary
Jon Algee, Member-at-Large
Suzie Umphres, Committee Liaison

Also in attendance was Thomas Ryan, President of Waterford Homeowners Association.

Property Management Firm Represented:

Hoil Crow - Westwood Management

Murray Lane Homeowners Agenda Called to Order at 6:34 p.m.:

1. General Issues:

- A. Quorum was established and verified by Hoil Crow at Westwood Management.
- B. Minutes from 2013 Annual Meeting were presented. Motion to approve by Mike Umphres, second by Dan Platt, motion carried.
- C. There was a discussion of the pool and the need to resurface the pool. The membership was advised that a contract had been let with L & T to resurface both pools at a cost of \$12,770 which was considered a capital expenditure. It was also reported that this was approximately 1½ to 2 years earlier than the estimate of when resurfacing would be needed. Also a discussion that in years 2012 and 2013, two different pool pumps had to be replaced. Patty Schultz reviewed the condition of the pool furniture, and there was a discussion concerning cleaning, repairing and replacing pool furniture. Once the total amount needed for the pool resurfacing and related expenses has been determined, the Board will consider using any surplus funds budgeted for the pool for the pool furniture issues.
- D. Reviewed the Treasurer's Report for 2013 in detail, including
 - \$700 was saved by e-mailing dues, notices. Mario Crucini pointed out that separating out and presenting capital expenditure items would be helpful for future meetings.

- There was a slight loss in investments. However, during the course of the year investments have made up ground for larger losses. It was discussed that the investments are in a bond fund to preserve principal as opposed to trying to obtain substantial gains.
- The budget for 2014 was presented and discussed.

E. Governance and Insurance was discussed.

- The revisions to the covenants and bylaws are moving forward. The attorney needs to review the most recent changes. The Board hopes to present these changes for approval to the membership within the coming year.
- By making these changes it should clear up any potential insurance issues, especially if there are different policies for Murray Lane and Highland View.

F. Meeting was adjourned at 7:15 p.m. Motion to adjourn was made by John Ells and seconded by Mike Umphres.

Murray Lane Homeowner's Association
Profit & Loss Budget Performance
December 2014 / 2015

	<u>2014 Actual</u>	<u>2015 Budget</u>
Ordinary Income/Expense		
Income		
Late Fee	395.00	200.00
Membership Dues	40,321.20	40,125.00
Total Income	<u>40,716.20</u>	<u>40,325.00</u>
Expense		
Administrative Expenses		
Insurance Expense	1,581.00	1,600.00
Management Fees	2,655.84	2,652.00
Office/Postage/Copies	664.74	600.00
Professional Fees	270.00	300.00
Total Administrative Expenses	<u>5,171.58</u>	<u>5,152.00</u>
Grounds Expenses		
Landscaping Contract	2,046.78	0.00
Trail Maintenance	0.00	500.00
Total Grounds Expenses	<u>2,046.78</u>	<u>500.00</u>
Pool Expenses		
Electricity Expense	4,804.37	5,500.00
License(Pool)	680.00	700.00
Pool Chemicals & Supplies	2,672.56	3,000.00
Pool Furniture	1,009.70	800.00
Pool Maintenance	750.00	1,000.00
Pool Maintenance Contract	5,460.96	5,460.00
Pool Repair	2,603.19	1,000.00
Telephone Expense	720.49	700.00
Trash Pick-up	183.90	350.00
Water	1,653.03	1,500.00
Total Pool Expenses	<u>20,538.20</u>	<u>20,010.00</u>
Reserve Items		
Pavillion Repairs	0.00	1,500.00
Pool Repairs / Furniture	12,769.96	2,000.00
Total Reserve Items	<u>12,769.96</u>	<u>3,500.00</u>
Social	23.49	1,050.00
Total Expense	<u>40,550.01</u>	<u>30,212.00</u>
Net Ordinary Income	166.19	10,113.00
Other Income/Expense		
Other Income		
Dividend Income	1,217.73	0.00
Inc (Dec) in Market Value - LPL	-295.36	0.00
Total Other Income	<u>922.37</u>	<u>0.00</u>
Net Other Income	<u>922.37</u>	<u>0.00</u>
Net Income	<u><u>1,088.56</u></u>	<u><u>10,113.00</u></u>

Murray Lane Homeowners Association, Inc.

PROXY

2015 ANNUAL MEETING

KNOWN BY ALL PEOPLE PRESENT, that I (we) the undersigned, do hereby appoint and constitute _____, of Brentwood, Tennessee, my (our) representative, with full power of substitution for me (us), and in my (our) name, place and stead to vote as my (our) proxy for the issues submitted to vote at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy will remain in effect until written cancellation is received or it is superceded by another.

TERMS OF EXERCISE OF PROXY

In addition, said person shall vote as my (our) proxy, in a manner not inconsistent with the terms and conditions hereof, upon all matters and business, of any kind whatsoever, as may properly come before the meeting of the members of the Murray Lane Homeowners Association, on **February 25, 2015, at 6:30 p.m.** at the Brentwood Public Library located at 8109 Concord Road. According to the number of votes that I (we) would be entitled if I (we) were personally present at said meeting, hereby revoking all former proxies by me (us) made and given.

WITNESS my (our) signature(s) on this _____ day of _____, 2015.

Signature

Signature

Lot Number _____

Address _____

Each property owner is entitled to cast one vote per address.