

SUMMERFIELD NEIGHBORHOOD HOMEOWNER ASSOC.

The First 2022 regular monthly meeting of the Summerfield Neighborhood Homeowner Association was held on Monday July 25, 2022 at 7:00 pm, at the Medina Civic Center located at 119 N. Main St., Medina, TN 38355 with the following board members present: Tonya Kirkwood (President), Angi Mathenia (Vice President), Channing Taylor (Director at Large), Linda Trichel (Secretary), and Kim Gezley (Treasurer).

Meeting was called to order, along with all attendees voting interim Board Members to remain in their positions until the end of 2022. Jennifer Wadlow resigned and appointed Tonya Kirkwood as HOA President. Board advised attendees that their positions were strictly on a volunteer basis, and had asked attendees that if they had a complaint or issue, all must be directed to the board via a completed complaint form or through direct messaging whether it be email, text, or social media. Board asked that all residents do not approach board members while on their personal time or property.

The Board will meet every 3rd Monday of the month promptly at 7pm at the Medina Civic Center, 119 N. Main St., Medina, TN 38355 and should last for approximately one hour for the remainder of 2022. Notification for monthly meetings will be sent to each resident in December for the 2023 period. For those who are unable to attend, a proxy form was mailed to their residence, so this may be completed and returned to the HOA for any resident who is unable to make the meeting and wishes to appoint someone to act on their behalf. Forms may also be obtained through the HOA website: summerfieldmedina.org. Completed forms may be mailed to PO Box 411, Medina, TN 38355 or sent via email to: sna@summerfieldmedina.org. The board stressed that the website will be updated to be more modern and user friendly.

Tonya Kirkwood advised attendees of ALL Yearly and Monthly Expenses which are to be paid by the HOA. Anyone not present at the meeting may find a list of these expenses listed on the HOA website for the 2022 period. A written request for information may be submitted for any items up for discussion.

As of 6/30/22, the Summerfield Neighborhood Association had an account balance of \$33,877.09. The HOA had credit balances with Gibson Electric Membership Corporation of \$167.97 and Jackson Energy Authority of \$562.12. We will continue to use those credits until the balance returns to zero, in which case the HOA will continue to pay for the electric and

water services per the monthly billing statements from the utility companies.

Common Areas of the subdivision were discussed, as well as the HOA responsibilities to maintain these areas. Currently the water has been shut off at the entrance wall, as the HOA is obtaining a quote to get the irrigation fixed. Board advised residents that common areas are subject to property taxes which are paid on a yearly basis. Income taxes for 2021 have been submitted to the CPA as well as monies paid to the Secretary of State.

As of 7/25/22, there 14 homeowners that have not paid their annual dues. The board will be mailing invoices out on 8/1/22 to property owners asking them to remit their past due balance. Any past due payments that have not been received prior to next month's meeting on 8/15/22, the board will advise on how to move forward with this issue.

A "**PROPOSAL**" was discussed to amend the covenants to include a "Beautification Clause" which would benefit all homeowners to make sure that each home exterior grounds are well maintained, and to include that garbage cans be placed on the side of each home hidden from view. In order to amend and enforce this "proposed covenant", the HOA would have to have 75% vote in favor of this proposal, to enforce this covenant. It was discussed that possibly residents could ban together to get the signatures needed for this change.

Topic of discussion was for the "**PROPOSAL**" to demolish and rebuild the entrance wall asking for possible donations from Phase 1 residents which are not included within the Summerfield Neighborhood Association but reside here. Also proposed was for the powerwashing of sidewalks.

Board informed residents that the PO Box will be checked once per week for any items mailed to the board from property owners, and that email, text, and social media is the best form of communication. Each property owner was encouraged to complete the information sheet and return back to the board so that moving forward, there would be no miscommunication.

Enforcing of the covenants was discussed by the board to property owners, mostly at this time for commercial vehicles used by property owner during course of employment that are blocking sidewalks and not being garaged. These vehicles are used for work and homeowners stated that they have found no alternative at this time. Board agreed to keep topic open for future discussion, as covenants strictly prohibit the use of these vehicles to be parked in driveways and on lawns and that homeowners may incur \$25 fines. (Fines cost may be increasing in 2023, homeowners will be informed properly) Long term parking in the street is prohibited as this is a city ordinance.

The board and homeowners also discussed the violations of **(Item No. 23)** of the covenant which states no recreational vehicles or commercial vehicles, including but not limited to

tractors, lawn tractors, boats, boat trailers, recreational trailers, motor homes, motorcycles, go-carts, trucks for business use, ATV's or similar type shall be stored or kept other than in a garage or screened from view of adjoining lots, streets, and roads. At this time, warning letters will begin to be mailed to homeowners in violation of any covenants. As agreed between the board and homeowners, this topic will be discussed in further detail on 8/15/22 meeting. It was also discussed that there is a home in the subdivision that does not have a garage door. **(Item No. 22)** of the covenant states that all homes must contain an "electrically operated door" for vehicles.

Board informed property owners that complaint forms may be obtained from the HOA website and once completed to mail, text, email or to use social media to return the complaint form to the HOA Board.

Board stated that invoices will be mailed in December for the renewal HOA dues, thereby giving each homeowner advanced notice and plenty of time to submit payment for 2023. There will be a \$35 charge for any checks that are returned from the bank for insufficient funds.

Each attendee was encouraged to ask questions and get feedback from the board on any questions or concerns they may have before the meeting concluded.

Meeting adjourned at 8:45pm - 7/25/22

Summerfield Homeowners Association
PO Box 411
Medina, TN 38355
Sna@summerfieldmedina.org

Yearly or Monthly Expenses

Gibson Electric Membership Corporation

JEA

Division of Business Services – (Business License)

Tennessee Corporate Annual Report Form- (TN Secretary of State)

ATA CPA Firm (Annual Taxes)

Gibson County Property Taxes

Medina City Property Taxes

Auto Owners Insurance

Victor's Landscaping (Front Entrance & Mowing)

AAA Lawn Care (Sprays for weeds/bugs)

Post Office Box

Postage

Matt West (HOA Attorney)

Website Fees

Misc. Expenses that come up throughout the year

****This list may update from time to time but has been the same for several years****

SUMMERFIELD HOA YEARLY BUDGET - 2022

Estimated Income - HOA Dues \$14,000.00

Fixed Costs

Federal Income Taxes	\$185.00
Insurance	\$982.00
Property Taxes	\$73.00
Secretary of State Filing	\$90.00
Post Office Box	\$131.00
<i>Total Fixed Costs</i>	<u>\$1,461.00</u>

Operating Costs

Victor Landscapng (Mow/Entrance)	\$2,800.00
AAA Lawn (Weed/Fertilizaiton)	\$1,116.00
Electric	\$395.00
Water	\$265.00
Website	\$50.00
Attorney Fees	\$3,200.00
Postage	\$500.00
Office Supplies	\$250.00

Total Operating Costs \$10,037.00

Remaing Income minus expenses \$3,963.00

Prepared by:

Tonya Kirkwood

Summerfield Neighborhood Association
Profit & Loss
January through July 23rd 2022

Ordinary Expense	Jan-July 23 rd
Income: HOA Dues	13,040.00
Expenses:	
Legal Fees	392.00
Office Supplies	61.70
Postage	406.68
Lawn Maintenance	558.00
Website	25.00
Sec of State	40.95
Utilities	500.00
Computer/Quick Books	545.97
Over Payments for HOA	35.28
Total Expenses:	<hr/> 2565.58
Net Ordinary Income:	<hr/> 10,474.42
Other Income: Interest Earned:	<hr/> 6.75
Net Income:	<hr/> 10,481.17

Summerfield Neighborhood Association Profit & Loss

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
DUES	14,153.49
Total Income	14,153.49
Expense	
ACCOUNTING FEES	185.00
Computer and Internet Expenses	545.92
Insurance Expense	968.00
Landscaping and Groundskeeping	3,782.80
LEGAL FEES	2,100.00
Office Supplies	163.55
Postage and Delivery	88.00
Professional Fees	90.00
PROPERTY TAXES	73.00
Repairs and Maintenance	2,415.00
Utilities	1,100.00
Total Expense	11,511.27
Net Ordinary Income	2,642.22
Other Income/Expense	
Other Income	
INTEREST EARNED	10.06
Total Other Income	10.06
Net Other Income	10.06
Net Income	<u><u>2,652.28</u></u>