

Lake Jeanette Association, Inc.

**Annual Business Meeting Minutes
December 21, 2020**

The business of the Membership of Lake Jeanette Association, Inc. (Master HOA) was conducted this year by US Postal mail due to the world-wide pandemic (COVID-19) restrictions and State issued Executive Orders relating to mass gatherings and how easily this virus spreads. The **Notice to All Members** was mailed on November 13, 2020 to each member's address on file. A timeline is noted on page 3 of these minutes showing dates and deadlines that were posted on the Association's website and mailed to the membership specific to conducting the Association's business in the absence of an in-person meeting.

Election of Directors: The election of Directors was conducted via mail-in ballots. At least 93 non lake view lot owners and 23 lake view lot owners needed to return their mail-in ballots for the purposes of establishing a quorum. The membership returned 76 lake view mail-in ballots and 224 non-lake view mail-in ballots. A quorum was established.

Three Director seats were up for election this year and the membership presented four candidates to the Nominating Committee for consideration – Jory Marino, Jeff Nemeth, Robin Stiles, and Tom Weiss. The Nominating Committee (Jim Blakeley, Chair - Sharon Dameron, Member - Rick Stange, Member) approved all four nominees to be placed on the mail-in ballot for the membership's consideration to fill three vacant seats.

The membership had until 5:00 pm on Monday, December 21, 2020 (date of business meeting) to return their mail-in ballots. Votes were counted and recorded by Roskelly Management Associates and presented to the nominating committee for review and approval at 5:58 pm on December 21, 2020. The three members receiving the highest votes are elected.

Tom Weiss	314 Votes
Robin Stiles	295 Votes
Jory Marino	282 Votes
Jeff Nemeth	196 Votes

Based on the votes as noted above, Tom Weiss, Robin Stiles, and Jory Marino will serve a two year term starting January 1, 2021 through December 31, 2023. The Nominating Committee and the Board of Directors thank all nominees for running for election in order to serve their community.

In accordance with the Planned Community Act, the names and addresses of all Officers and Directors of the Association will be published (posted on the Association's website www.Ljvillages.com) within 30 days of their election to the Board. This information will also be emailed to members who have signed up to receive electronic correspondence.

2021 Association Dues: As announced in the November 13, 2020 business mailing, there will be no increase in Association dues for 2021. Invoices for January 1, 2021 were mailed to member's addresses on file the first week in December 2020.

Lake View Lots:	\$726.00 annually with \$363.00 due on January 1 st and July 1 st 2021
Non-Lake View Lots:	\$363.00 annually with \$181.50 due on January 1 st and July 1 st 2021

Ratification of the 2021 Budget: The following documents were included in the business packet mailing sent to member's addresses on file on November 13, 2020.

- 2020 Operating Budget worksheet showing actual to date October 31, 2020 plus projections to end the year – prepared by Roskelly Management Associates (RMA),

- 2021 operating budget approved by the Board of Directors on November 12, 2020 – prepared by RMA
- Balance Sheet period ending October 31, 2020 – prepared by Aprio PLLC (was LBA Haynes Strand)
- Annual Property Report prepared by RMA providing detail specific to 2020 maintenance and operational needs relating to Master Association owned & leased common area property. The report was too lengthy (35 pages) to be copied and mailed so it was posted on the Association’s website. Members were instructed to go to www.LjVillages.com – click on the *About* tab – click on *Meeting Minutes* – Click on *RMA Annual Property Report*.

In accordance with the Planned Community Act, the budget is approved unless a majority of all the lot owners in the Association (583) rejects the budget. The Board approved operating budget for 2021 was approved by the membership since only 7 members voted against ratification.

Q & A: Since an in-person meeting could not be held due to COVID-19, the membership was asked to email any questions they may have pertaining to Lake Jeanette Association, Inc. (Master HOA) to Deborah@RoskellyManagement.com. The membership was advised that answers to questions received would be posted on the Association’s website within 30 days of the deadline for the write-in ballots (December 21, 2020). No questions were submitted by the membership so there will be no posting in this regard.

Adjournment: The Annual Business meeting adjourned at 6:35 pm on December 21, 2020.

Respectfully submitted,
 Deborah Roskelly, President Roskelly Management Associates LLC
 Performing Property & Operations Management for Lake Jeanette Association, Inc.

Minutes approved by the Board of Directors on December 22, 2020 for posting to the Association’s website.

Board of Directors

Dixon Johnston, President
 Robin Stiles, Vice President
 Tom Weiss, Treasurer
 Jory Marino, Secretary
 Jim Blakeley, Member at Large

Management Company

Roskelly Management Associates LLC
 Deborah Roskelly, President & Karla Yonce, Vice President

Accounting Company

Aprio PLLC
 Carol Raeuber, Account Manager

Lake Jeanette Association, Inc. (Master HOA)

December 21, 2020 – Deadline for Receipt of Mail-In Ballots
Association Business (elections & ratification of 2021 budget) will be conducted by written ballot
No Physical Meeting Due to COVID-19

SCHEDULE OF BUSINESS – Mailed to Member Homes on 11/13/20

- 11/12/20** The Board of Directors met via Zoom and discussed and approved the 2020 financials (actual and projections to end year), 2021 operating budget, appointed the 2020 nominating committee, and approved the packet of business to be conducted by the membership for mailing.
- 11/20/20** Packet should be received in the mail at Members' addresses on file by this date.
- 11/30/20** Deadline for members to return nominations for election of Directors to Jim Blakeley, Nominating Committee Chair by email jblakeley@triad.rr.com
- 12/1/20** The Nominating Committee will meet via Zoom and review the CV of the nominees presented for election to the Board of Directors and advise RMA of the names to be placed on the mail-in ballot.
- 12/8/20** The mail-in ballot should be received in the mail at Members' addresses on file by this date.
- 12/21/20** All mail-in ballots must be returned by 5:00 pm on this date. Ballots received after this date will not be counted. The Nominating Committee will count votes received via mail-in ballots at 6:00 pm on this date.
- On this date, the 2021 Budget will be ratified by the membership unless a majority of all the lot owners in the Association (583 = a majority) rejects the budget by mail-in ballot prior to this date.
- The 2020 business of the Membership conducted by mail-in ballot adjourns once votes are counted by the Nominating Committee and presented to the Board of Directors – approx. 7:00 pm on this date.
- Early Jan. 2021** Date to be determined by the 2021 Board of Directors: First Scheduled Meeting of the 2021 Board of Directors to appoint the Officers of the Board and set the 2021 Board Meeting Calendar.
- After the first meeting of the 2021 Board, Officers and Directors contact info will be posted on the Association's website and emailed to members who have signed up for electronic correspondence.