

BENWOOD HOMEOWNERS' ASSOCIATION, INC.

P.O.BOX 6010

CLEVELAND, TN 37320

Phone: 423-665-9293 E-mail: benwoodhoa@gmail.com Website: www.benwoodhoa.com

The Annual Meeting of the Benwood Homeowners' Association, Inc. will be held on:

Tuesday, February 26, 2013, at 6:30 p.m.

**Michigan Avenue Baptist Church
2741 NE Benton Pike
Cleveland, Tennessee**

Dear Homeowner:

This has been a busy year for Benwood. We have accomplished a great deal, but every homeowner is needed to help make Benwood an even better place to live! We want to share our goals and objectives with you for the coming year, as well as, hear your thoughts and opinions. Please make plans to join us on February 26th at 6:30 pm at Michigan Ave. Baptist Church. The By-Laws require the presence, in person or by Proxy, of twenty-five percent (25%) of our members. Each lot owner has one vote. If you are unable to attend, please fill out your Proxy and give a neighbor, that will be attending, the right to vote on your behalf. You may also mail your Proxy to the Association at the above address. **It is imperative that we have a quorum so we can carry on with the business of the Homeowner's Association.**

In this packet, you will find:

1. A Proxy for the Annual Meeting
2. The Agenda for the Annual Meeting
3. Minutes from the last Annual Meeting
4. A Nomination Form for those wanting to serve on the Board
5. The 2013 Proposed Budget

Please note: Yearly fees were due on December 31st, 2013. Any payments received after March 31st, 2013 will be delinquent and subject to a \$25.00 late charge. Dues are \$100.00 each year. If you have a circumstance that is keeping you from paying your dues, please contact us immediately. We are willing to work with you.

Thank You,
The Board of Directors

BENWOOD HOMEOWNERS' ASSOCIATION, INC.
P.O.BOX 6010
CLEVELAND, TN 37320-6010

PROXY

I, a voting Member of the Benwood Homeowners' Association, Inc., hereby give my proxy to and authorize _____ (also a Member
(Fill in name on line)

of the Benwood Homeowners' Association) to vote in my stead at the 2013 Annual Meeting of the Benwood Homeowners' Association, Inc. on the following matters:

(PLEASE CHECK ONE)

All matters of business.
Only the following matters of business:

Signature*

Address & Lot Number

YOU MAY SIGN AND RETURN YOUR COMPLETED PROXY TO THE
SECRETARY OF THE ASSOCIATION BEFORE THE ANNUAL MEETING OR TO
THE PERSON YOU NAME AS PROXY (WHO MUST ALSO BE A MEMBER OF
THE BENWOOD HOMEOWNERS' ASSOCIATION, INC.) MAY PRESENT YOUR
PROXY AT THE ANNUAL MEETING. A QUORUM MUST BE PRESENT EITHER
IN PERSON OR BY PROXY TO HOLD THE ANNUAL MEETING.

MAILING ADDRESS: BENWOOD HOMEOWNERS' ASSOCIATION, INC.
P.O. BOX 6010
CLEVELAND, TN 37320-6010

SEE INFORMATION ON BACK.

Agenda

1. Welcome
2. Quorum
3. Call to Order
4. Business:
 - President's Report
 - Year in Review
 - Approval of Minutes
 - Approval of Budget
 - Treasurer's Report
 - Sale of Park Lot
 - Election of Board Members
5. Open Floor
6. Adjourn Meeting

2013 Proposed Budget

Benwood HOA Profit & Loss Budget Overview January through December 2013

Accrual Basis

	<u>Jan - Dec 13</u>
Ordinary Income/Expense	
Income	
3100 • Dues	18,000.00
Total Income	<u>18,000.00</u>
Gross Profit	18,000.00
Expense	
61700 • Computer and Internet Expenses	69.00
63300 • Insurance Expense	2,700.00
63700 • Landscaping and Groundskeeping	5,000.00
64900 • Office Supplies	35.00
66500 • Postage and Delivery	195.00
66700 • Professional Fees	125.00
66800 • Taxes	304.00
67100 • Rent Expense	100.00
67200 • Repairs and Maintenance	500.00
67800 • Bank Fees	25.00
68600 • Utilities	
Utilities - Electric	6,600.00
Utilities - Water	1,015.00
Total 68600 • Utilities	<u>7,615.00</u>
Total Expense	<u>16,668.00</u>
Net Ordinary Income	<u>1,332.00</u>
Net Income	<u>1,332.00</u>

BENWOOD HOMEOWNERS' ASSOCIATION, INC.

MINUTES OF THE
ANNUAL MEETING
FEBRUARY 7, 2012

The annual meeting of the Benwood Homeowners' Association, Inc. was held at the Michigan Avenue Baptist Church on February 7, 2012. Pursuant to the Bylaws of the Association, notice was posted at the entrances to the subdivision and written notice was mailed to all members, as well as, posted to the website and e-mailed to all those members on our e-mail list.

Board President, Emily Beatty called the meeting to order at 6:45 p.m.; welcomed and thanked all those attending and advised that a quorum had been met; 30 were present and 30 by proxy.

Mrs. Beatty reviewed the budget. After discussion and upon motion from, and second by Rhonda Hazlett, the budget was approved by unanimous vote of those members in attendance.

The 2011 annual minutes were provided to members with their mailing packet and upon motion by Mrs. Walkup and second by Karen Dodson, the minutes were approved by unanimous vote of those members in attendance.

Ballots were handed out to everyone in attendance to vote on Board Members. Names on the ballot for Board Members were Emily Beatty, Vicki Baker and Ginny Lawson. No one coming forward for nomination, a motion by Rhonda Hazlett and second by Cliff Little a call to cease motions was called.

Discussion ensued regarding the front entrance. Emily Beatty informed members that Todd Sparks worked with the landscaper to repair the irrigation system, build a retaining wall and the lights repaired and replaced.

There are now 93 e-mail addresses of Homeowners' on file. The ARC is coming together with members volunteering to be on that committee.

Mrs. Beatty informed the members that 4 liens have been paid with 3 still out. We cannot e-mail a list of delinquent Homeowners', but the list is available for view upon request.

Rhonda Hazlett apologized for the lack of yard sales in 2011. Due to the tornado the one in April was cancelled, but the one in September was held as scheduled. The yard sale dates for 2012 are May 4 & 5, rain date May 18 & 19. The fall yard sale is September 7 & 8 with rain date September 14 & 15. Ms. Hazlett will post signs for the sales.

Discussion then continued with the park lot. Some members would like to see a playground and others would like to see a pool occupy the lot. Emily Beatty informed all present that a pool would cost \$25,000.00 (for a simple basic pool), that excludes the cost of a fence, lock mechanism to exclude a access to non-members, and maintenance cost. Matthews Pool and Spa said we should figure at least \$2000.00 for basic maintenance – for opening and closing and basic chemical supplies. This does not include someone to clean it

on a regular basis). The insurance total would go up to \$5,000.00 (that is double what we pay for the vacant lot). This is only basic liability and they were unsure if they would insure us at all. We would have to put in a formal request for a quote to find out. They said we would probably want more than basic liability to cover us in case of an accident. The playground would cost approximately \$12,000.00 (includes basic fence, but not a lock mechanism, no parking). Our liability insurance would go up to approximately \$3,700.00 for basic coverage. Members were informed that yearly dues could go as high as \$300.00. John Warner made a motion that we vote to sell/maintain the lot or build a park, second by Roy Doyle. Ballots were counted – 57 to sell/maintain the lot with 3 votes to build a playground.

Next order of business was formal complaint forms. Formal complaint forms will be sent to the Board. A receipt will then be dated and signed when received; then a date will be added as to when there will be a response to the complaint. Homeowners must complete a formal complaint form before the problem can be handled.

A member suggested we post a sign with the web site on it. Emily Beatty will check into this matter. A Welcoming Committee will be formed. A packet with utility information, newspaper, schools, churches, restrictions and bylaws, etc will be enclosed. Emily Beatty announced that Board Members would be assigned to a committee.

It was brought to the member's attention that Nick Brown and Mr. Walkup have maintained the park lot. Mr. Walkup asked if it could be budgeted for care of the lot is added. Upon motion by Karen Dodson and second by Rosa White this matter will be checked on.

Discussion about the Brantley home on Benwood Trail was next on the list. Homeowners' are concerned that the yard is not being maintained. Ms. Beatty informed everyone that she was told the property is still a crime scene and could not be disturbed. Ms. Beatty said she would call the attorney to see what can be done about this lot. It was then mentioned that some of the sidewalks are not ever or level. The sidewalks are the responsibility of the Homeowner and not the county.

Homeowners' were then informed that Neighborhood Watch does NOT want people patrolling the streets. Neighborhood watch is looking out for your neighbor and calling the police when something is not right. Please do not take matters into you own hands.

Halloween is a concern for Homeowners'. People are concerned that a child will be hurt while trick or treating and running the streets. It was suggested that all the streets be made one way for that one night. Someone asked if it would be possible for the police to help patrol the neighborhood that night. Lt. Hancock will be contacted about this matter.

Brian Thompson will help with the web site.

No more business to discuss motion being made by Rhonda Hazlett and second by Roy Doyle meeting was adjourned at 7:40 pm.

NOMINATION FORM

I would like to enter my name into the election for the Benwood Homeowners' Association, Inc. Board of Directors. I understand if elected my term will be for three (3) years. Election to the Board of Directors will be established based upon the number of votes received by each nominee. During my time on the Board of Directors I agree to enforce the By-Laws of the Association.

Name: _____

Address: _____

Signature: _____

Narrative (set forth information about yourself, i.e., number of years you have lived in the subdivision, why you want to serve on the Board, etc.)

We, the undersigned, recommend the above individual for having his/her name added to the ballot for the office of Board of Directors of Benwood Homeowners' Association, Inc.

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

THIS SECTION TO BE COMPLETED BY THE SECRETARY OF THE BENWOOD HOMEOWNERS' ASSOCIATION, INC.

I HEREBY CERTIFY THAT I RECEIVED THIS NOMINATION FORM ON THE DATE HEREINAFTER STATED.

Dated received:

Secretary, Benwood Homeowners' Association, Inc.

Nomination for a position on the Board may be made by petition filed with the Secretary of the Association at least seven (7) days prior to the annual meeting of the Association, which petition shall be signed by five (5) or more Members and by the nominee named therein indicating his/her willingness to serve as a member of the Board, if elected.