

**SANCTUARY COMMUNITY ASSOCIATION, INC.**  
**ANNUAL MEETING MINUTES**  
**JULY 24, 2012**

- I. Meeting called to order at 6:50 PM, 6/22/12- Kirtland Library meeting room.**
- a. Meeting notice, agenda and financial materials mailed to all owners of record by Continental Mgt. in accordance with the Association's Covenants.
  - b. Proxies received or presented at the meeting totaled 41/124 units, which represents 33% signifying that a required quorum of 30% or more has been established.
  - c. Board members present were introduced by Greg Viviani, President; Bob Weinberg, Cash Mischka and Joe Stanzi were present. Jason Wuliger was not present. Cash Mischka will take minutes for this meeting.
  - d. Jeanne Laveglia of Continental Management was present to help facilitate the meeting.
- II. Minutes of preceding 2011 annual meeting.**
- a. Motion to waive the reading and approve minutes as submitted to owners made by Tom Smith, Sanctuary Drive, seconded by Ms. Weinberg.
    - i. Approved by voice vote and show of hands.
- III. Officers Report**
- a. Viviani reviewed that SCA is a not-for-profit corporation (yet taxable), formed and set forth in the Covenants and Restrictions attached to all lots. It is responsible for enforcing rules adopted including architectural guidelines and maintaining the common properties on behalf of the landowners. The majority of the work and costs of the association relate to landscape management, and septic system inspections. The covenants have not been changed since their inception. Any landowner has the right to enforce the regulations of the associations on their own, with others, or through the Association. Regulations are recorded with Lake County as well as in summary form booklet sent to new landowners and available on our website at <http://www.sanctuarycommunityassoc.com> (password: sca035)
  - b. Most properties are now developed. There remain a few undeveloped lots owned by individuals.

- c. Board members are volunteers elected by the Association members and meet to work on Association business. They may and typically have hired professionals including an architect, attorney, real estate management company, and landscapers to review matters and recommend actions to the Board.
- d. Key hired parties have been Continental Management, Kaman & Cusimano Attorneys, Master-Greenscapes Inc., Marut & Sons - Septic Inspection, Lasko Irrigation.
- e. The Association maintains liability insurance of \$2M through State Farm which covers common property matters as well as the Directors and Officers.
- f. Association matters in the past year have run smoothly. The significant issues on the table currently include collection matters on dues and legal complications relating to properties in default with lenders.
- g. Common properties have been maintained and we have been satisfied with the work of the related contractors.

#### **IV. Financial Report**

- a. Balance sheet, income/expense statement, cash disbursements, A/P, Prepays, Aged Balances, checkbook details for period ending 12/31/11 were discussed. It was noted that all funding comes from homeowner dues. No increase in the \$550.00 homeowners association dues was deemed necessary by the Board, since being raised from \$500.00 in 2008.
- b. The annual budget for 2012 was roughly \$67,100.00, funded by dues of \$550.00 per member. A \$56,551 reserve currently exists and some of the reserve can be used for improvements such as irrigation on cul-de-sacs and maintainment of entranceways. Specifically mentioned was the possibility of irrigation installation in other areas in the development.
- c. There were no specific questions addressed by the homeowners regarding finances and no pending lawsuits or major unbudgeted costs contracted as of this meeting.

#### **V. Elections of Members of Board of Trustees**

- a. About 6 people or 3 families formed the group attending outside the Board members. Nominations were requested. It was noted that the terms of Bob Weinberg and Greg Viviani were expiring. It was requested that anyone desiring to serve on the Board other than the current officers submit a nomination. No nominations were presented. Motion to close nominations and to have Weinberg and Viviani serve another term was made and seconded by unanimous vote confirmation for Viviani and Weinberg.

**VI. Old Business**

- a. Delinquencies of homeowners were discussed. Viviani remarked that the failure of the homeowners to pay has not significantly impacted the budget and it is the Board's opinion that the homeowner association fees currently at \$550.00 should remain the same.

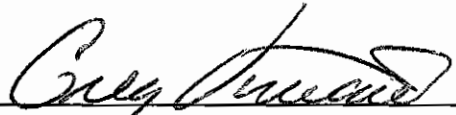
**VII. New Business**

The following new business issues were discussed:

- Homeowners suggested trimming the trees around the Pheasant Run cul de sac in order to allow more sunlight and better grass growth.
- Discussion of the continuing problem of some homeowners not cleaning up after their dogs, particularly on Fox Hollow.
- The quality and look of the grass on the Fox Hollow cul de sac. The Board advised it would consider installing irrigation on the cul de sac to help improve the look and help to eliminate crabgrass.
- Residents raised concerns about the deteriorating condition of the bridge on Sanctuary Drive.

No other new matters were brought to the attention of the association. A motion to adjourn was made by Viviani at 7:28 PM and seconded by Tom Smith. Unanimous approval was given by those in attendance.

Meeting concluded at 7:28 PM

  
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Gregory J. Viviani, President

Date: 10/14/13