

500 Market Street Homeowners Association

January 25, 2020

To: 500 Market Street HOA Members
Fr: 500 Market Street HOA Board of Directors
Re: 2020 Annual General Meeting

The 2020 Annual General Meeting of 500 Market Street Homeowners Association will be held in the lobby of 500 Market Street @ 6:30pm on Tuesday, February 25, 2020. Registration of owners will begin at 6:20pm. The meeting will start promptly @ 6:30pm.

The most important purpose of the meeting is to elect three directors to the Association's Board of Directors.

Enclosed is a proxy for your convenience if you will be unable to attend the meeting. The governing documents for the Association call for more than 50 percent of the membership to be present in person or by proxy in order to hold the meeting. It is essential to have a quorum, so please return your signed proxy if you will not be able to attend the meeting.

Questions? Please contact Mill House Properties at (919) 448-5150 (call or text) or send an e-mail to hoa@millhouseproperties.com.

Please visit www.millhouseproperties.com and click on the HOA tab for 500 Market Street news.

**500 Market Street Homeowners Association
Annual General Meeting
Tuesday, February 25, 2020
6:30pm to 7:30pm
Lobby, 500 Market Street**

Proposed Agenda

Establish Quorum

Open Comments

Call to Order & Approve Agenda

Approve Minutes of February 25, 2019 Annual Meeting

Elect **Three** Board of Directors:

- Further Nominations
- Candidate Questions
- Vote

Reports

- Treasurer
- President

Other Business

Adjourn

Note, immediately following the AGM the 500MSHOA Board of Directors will meet

**500 Market Street Homeowners Association
2020 Annual General Meeting Proxy & Ballot Proxy**

I/We, the undersigned member(s) of 500 Market Street Homeowners Association Inc., residing at _____ do hereby give my/our proxy for the Tuesday, February 25, 2020, Annual Meeting of the association, and any adjourned session(s) thereof, to _____ or, if unspecified to the President of the Board of Directors of the Association. The Proxy is hereby authorized to vote on any matter that may be brought before the membership.

Member/Owner Name: _____

Signature: _____

Date: _____

Please submit this proxy if you will be unable to attend the meeting. If you submit your proxy and then are able to attend the meeting, your proxy will be returned to you at the meeting at your request.

Send form to: 500 Market Street Homeowners Association, c/o Mill House Properties, 1720 East Franklin Street, Chapel Hill, NC 27514 or email to hoa@millhouseproperties.com.

Optional Direction to Proxy: At the meeting, there will be an election of three directors. You may direct your proxy to vote for a specific candidate(s) checking the appropriate name(s) below or by filling in a write-in candidate(s). Should the slate of candidates change at the Annual General Meeting, please indicate whether you wish your proxy to abstain or to vote in his/her discretion on your behalf.

Choose by marking with an X or write in no more than three names:

Stephanie Carmody Dennis Carmody Sally Schwartz Chris Frasca

If the candidate indicated above should withdraw his/her name from consideration, I direct that my proxy shall

(CHOOSE ONE)

Abstain from voting for any other candidate(s)

Vote for another candidate(s) in the sole discretion of my proxy

As of 1/1/20, monthly assessments have increased to \$289. As a reminder, monthly assessments are due the first day of each month. The HOA does not send monthly statements unless an account is 30 days past due and assessed a \$20 late fee. Please see the collection policy for further information.

Berkeley Property Management has been purchased and is now Mill House Properties, located at 1720 East Franklin Street, Chapel Hill, NC 27514.

Make Check or Money Orders out to 500 Market Street HOA and mail to:

500 Market Street HOA
c/o Mill House Properties
1720 East Franklin Street
Chapel Hill, NC 27514

As was mentioned in a letter sent to all homeowners in December, Mill House Properties is transitioning to a new online system (AppFolio) late January. It will offer a convenient way for homeowners to set up an online account to see their account history, balances, pay online (fee for credit cards), etc. Homeowners will receive an email invitation from AppFolio when the system is “live”.

If you are currently enrolled in monthly auto draft through us, this will continue until we are done transitioning to AppFolio. You will be notified if any changes to this process occur with the new system. The monthly draft normally takes place on approximately the 5th business day, but was delayed this month while we transition to the new system.

Please email our finance department at hoafinance@millhouseproperties.com with any further questions.

Balance Sheet

Tuesday, December 31, 2019

500 Market Street Condo

Cash Accounting Year Starts January 1, 2019

ASSETS

Reserves			
Pinnacle Reserve Acct.		\$18,319.87	
	Total Reserves		\$18,319.87
Current Assets			
Pinnacle Checking Acc		\$13,575.00	
	Total Current Assets		\$13,575.00
	TOTAL ASSETS		<u>\$31,894.87</u>

EQUITY

Reserves			
500 Market St Reserves		\$25,324.95	
Interest Reserve Account		\$8.38	
	Total Reserves		\$25,333.33
Equity			
Retained Earnings		\$5,966.08	
Current Year Earnings		\$595.46	
	TOTAL EQUITY		<u>\$31,894.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>\$31,894.87</u>

General Ledger Activity

Sunday, December 1, 2019 to Tuesday, December 31, 2019

Date	Description	Debit	Credit	Source
Building Repairs				
12/12/2019	500 Market Street Condo: Building Repairs A Trusted Son	\$246.16		A/P
12/31/2019	500 Market Street Condo: Building Repairs A Trusted Son	\$49.99		A/P
		\$296.15	\$0.00	
Cleaning Services				
12/12/2019	500 Market Street Condo: Cleaning Services Triclean, Inc.	\$345.00		A/P
Electric				
12/12/2019	500 Market Street Condo: Electric Duke Energy	\$187.31		A/P
12/16/2019	500 Market Street Condo: Electric Duke Energy	\$53.76		A/P
		\$241.07	\$0.00	
Elevator				
12/12/2019	500 Market Street Condo: Elevator Services Schindler Elevator Corp	\$1,090.02		A/P
12/12/2019	500 Market Street Condo: Elevator Services North Carolina Dept. of L	\$175.00		A/P
12/31/2019	500 Market Street Condo: Elevator Services A Trusted Son	\$60.00		A/P
		\$1,325.02	\$0.00	
Insurance				
12/31/2019	500 Market Street Condo: Liability Insurance Carolina National Ins Age	\$1,678.00		A/P
Legal				
12/12/2019	500 Market Street Condo: Legal Bagwell Holt Smith P.A.	\$48.00		A/P
Pest Control/Termite Cont				
12/12/2019	500 Market Street Condo: Pest Control Pest & Termite Consultant	\$300.00		A/P
FA - Phone				
12/20/2019	500 Market Street Condo: FA - Phone AT & T	\$276.24		A/P
Bank Service Charge				
12/5/2019	500 Market Street Condo: Service Charge ACH	\$9.00		Journal
Dumpster Rental/Removal				
12/30/2019	500 Market Street Condo: Trash Removal Waste Industries	\$137.86		A/P
Water				
12/10/2019	500 Market Street Condo: Water OWASA	\$673.75		A/P
Website				
12/4/2019	500 Market Street Condo: Website Mill House Properties	\$45.00		A/P
		\$5,375.09		

Unexpended Budget Report

Tuesday, December 31, 2019

2019 500 Market Street HOA Budget

500 Market Street Condo Cash Accounting Year Starts January 1, 2019

	Month To Date			Year To Date			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Unexpended
INCOME								
Income								
HOA Monthly Assessment	4,448.00	5,560.00	(1,112.00)	65,886.00	66,720.00	(834.00)	66,720.00	834.00
Interest Reserve Account	0.78	0.00	0.78	8.38	0.00	8.38	0.00	(8.38)
Late Fee	0.00	0.00	0.00	420.00	0.00	420.00	0.00	(420.00)
Total Income	4,448.78	5,560.00	(1,111.22)	66,314.38	66,720.00	(405.62)	66,720.00	405.62
TOTAL INCOME	4,448.78	5,560.00	(1,111.22)	66,314.38	66,720.00	(405.62)	66,720.00	405.62
EXPENSES								
Expenses								
Landscaping								
Landscape Contract	0.00	364.00	(364.00)	5,124.00	4,368.00	756.00	4,368.00	(756.00)
Mulch & Added Services	0.00	2,050.00	(2,050.00)	2,917.96	4,100.00	(1,182.04)	4,100.00	1,182.04
Total Landscaping	0.00	2,414.00	(2,414.00)	8,041.96	8,468.00	(426.04)	8,468.00	426.04
Maintenance/Utilities								
Building Repairs	296.15	416.67	(120.52)	5,982.02	5,000.04	981.98	5,000.04	(981.98)
Carpet Cleaning	0.00	0.00	0.00	380.00	380.00	0.00	380.00	0.00
Cleaning Services	345.00	345.00	0.00	4,140.00	4,140.00	0.00	4,140.00	0.00
Common Area Improvements	0.00	1,000.00	(1,000.00)	173.30	1,000.00	(826.70)	1,000.00	826.70
Dumpster Rental/Removal	137.86	112.00	25.86	1,541.61	1,344.00	197.61	1,344.00	(197.61)
Electric	241.07	300.00	(58.93)	3,779.16	3,600.00	179.16	3,600.00	(179.16)
Elevator	1,325.02	1,053.00	272.02	4,595.08	4,212.00	383.08	4,212.00	(383.08)
Elevator Repair	0.00	2,000.00	(2,000.00)	795.90	2,000.00	(1,204.10)	2,000.00	1,204.10
FA - Phone	276.24	150.00	126.24	2,207.19	1,800.00	407.19	1,800.00	(407.19)
FA Alarm Monitoring	0.00	0.00	0.00	3,286.03	1,945.04	1,340.99	1,945.04	(1,340.99)
HVAC Maintenance	0.00	300.00	(300.00)	225.00	300.00	(75.00)	300.00	75.00
Pest Control/Termite Cont	300.00	0.00	300.00	3,700.00	1,200.00	2,500.00	1,200.00	(2,500.00)
Water	673.75	650.00	23.75	7,636.68	7,800.00	(163.32)	7,800.00	163.32
Total Maintenance/Utilities	3,595.09	6,326.67	(2,731.58)	38,441.97	34,721.08	3,720.89	34,721.08	(3,720.89)
Administration Expenses								
Bank Service Charge	9.00	8.80	0.20	102.40	105.60	(3.20)	105.60	3.20
Insurance	1,678.00	0.00	1,678.00	8,357.00	6,679.00	1,678.00	6,679.00	(1,678.00)
Legal	48.00	500.00	(452.00)	131.60	500.00	(368.40)	500.00	368.40

Unexpended Budget Report

Tuesday, December 31, 2019

2019 500 Market Street HOA Budget (Continued)

500 Market Street Condo Cash Accounting Year Starts January 1, 2019

	Month To Date			Year To Date			Annual Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Unexpended
EXPENSES (Continued)								
Expenses (Continued)								
Administration Expenses (Continued)								
Master Assoc. HOA Dues	0.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
Postage and Printing	0.00	0.00	0.00	660.61	250.00	410.61	250.00	(410.61)
Property Management Fee	0.00	0.00	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
Tax Returns	0.00	0.00	0.00	480.00	480.00	0.00	480.00	0.00
Website	45.00	45.00	0.00	495.00	540.00	(45.00)	540.00	45.00
Total Administration Expenses	1,780.00	553.80	1,226.20	19,226.61	17,554.60	1,672.01	17,554.60	(1,672.01)
Total Expenses	5,375.09	9,294.47	(3,919.38)	65,710.54	60,743.68	4,966.86	60,743.68	(4,966.86)
TOTAL EXPENSES	5,375.09	9,294.47	(3,919.38)	65,710.54	60,743.68	4,966.86	60,743.68	(4,966.86)
NET INCOME (LOSS)	(926.31)	(3,734.47)	2,808.16	603.84	5,976.32	(5,372.48)	5,976.32	
UNEXPENDED (OVER EXPENDED)								5,372.48

500 Market St HOA Board Meeting – Summary of Annual Meeting

Date/Time: Monday 2/25/2019 Start: 630 pm – adjourned: 7:15 pm

Attendees: Dennis Carmody, Stephanie Carmody, Will Johnson, Laurie Johnson, Serena Dudek Sommer, Linda Shipman, Kris Frasca, MaryEllen, Sally Schwartz

Number of proxies: 9

Next Board Meeting: Immediately following the AGM

Annual General Meeting

General Items

- Quorum was established and meeting called to order
- The agenda for the AGM was approved
- The meeting minutes for last year's meeting was approved

Election of Board Members

The following people are running for election to the HOA board for a term of one year: Dennis Carmody, Stephanie Carmody, Sally Schwartz, Kris Frasca

Each member above was elected to the board by a majority vote.

Financial Report

- The building has generally done well, in terms of finances. We were on budget for 2018 and were able to add ~\$3,000 to the reserves account. We currently have ~\$18,000 but we need to ensure that we're keeping up with inflation. The treasurer will propose a dues increase of 3% or ~\$8/month/unit owner for 2020.
- Linda in unit 205 asked about a dryer vent cleaning for each unit in the building, as a clogged vent could pose a fire hazard. It is the responsibility of the owner to keep them clean clean, according to the bylaws. We will continue to discuss this and entertain the possibility of a special assessment, but the treasurer strongly discouraged using this option. Another option is to find a company to clean dryer vents and give each unit owner the option to have the vents cleaned

Presidents report

- Switched from US Lawns to Ruppert for our landscaping on property grounds.
- We are using CutRite for snow/ice removal
- We fixed a crack in the sidewalk that was found after our building insurance company, The Hartford, did an inspection of our property.
- From 2018 on forward, we will have a required, annual sprinkler inspection. Crawford does each inspection. We need each unit owner to make their unit available for the inspection or the cost of inspection will be past on to the owner.
- We will be changing the code to the door.