

**TOWN CENTER HOMEOWNERS ASSOCIATION**  
**MINUTES OF ANNUAL MEETING**  
**December 16<sup>th</sup>, 2021**

**1. Call to order / Roll Call and Counting of proxies:**

The meeting was called to order at 4:06pm. Owners present on the Zoom call:

1. Unit C : Jennifer Howard
2. Unit D : Gary Moss
3. Unit E : Margaret Young
4. Unit B4 : Steve Novy
5. Unit G4 : Steve Novy
6. Unit B1 : Michael Davies
7. Unit B2 : Michael Davies
8. Unit B3 : Michael Davies
9. Unit G1 : Michael Davies
10. Unit G2 : Michael Davies
11. Unit G3 : Michael Davies

**2. Verification of Quorum:**

With 11 units represented, quorum was established and the meeting proceeded.

**3. Approval of Previous Annual Meeting Minutes:**

Michael Davies motioned that the previous meeting minutes of December 15<sup>th</sup>, 2020 be approved, Gary Moss seconded the motion and all agreed.

**4. Financials & 2022 Budget:**

All line items were reviewed. The financials were found to be in overall good standing. Reserve items completed this year include: Stucco repair, Building painting and Deck resealing. The carpet replacement and interior painting still needs to be done but may be postponed again as it was not deemed urgent at this time and there are other items that owners would prefer to do. The board will meet in Spring to discuss and finalize 2022 action items.

**5. Questions & Answers / General:**

- SMP will have the carpet deep cleaned if the replacement is postponed.
- Non reserve Items to be considered for 2022 include: Entrance landscaping project; Awning or covering for the residential patio area. Bids for these items will be sourced in the Spring for the Board to discuss. If needed, the Board will consider a loan from the Reserve for these items, to be paid back from the operating.
- The Board asked SMP to get the corner gutter and downspout installed before the winter.
- The owners will look at renumbering the mailboxes in an effort to improve mail deliveries.

**6. Board member nominations:**

Meg Young offered her services to the board. Jennifer Howard motioned to accept this nomination to replace Steve Novy, this was seconded by Steve Novy and agreed by all. Steve will remain the associations representative on the Master HOA board and continue to be part of the building and grounds committee.

**7. Adjournment**

With no further business to discuss, the meeting was adjourned at 5:34pm.