

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**  
**ANNUAL HOMEOWNERS MEETING**  
**Wednesday December 6, 2023 (via Zoom)**

**MEETING MINUTES**

I. Call to Order / Confirmation of Quorum

- The meeting was called to order at 6:04 pm.
- Owners present were: Sabrina Neu, Ryan Van Duzer and Steve Muller, plus four proxies for a total of seven (7) owners. Helen Cartwright attended from Creekside Community Association Management. A quorum is present.

II. Approval of 2022 Annual Meeting Minutes

- Sabrina Neu moved to approve the 2022 annual meeting minutes. Ryan Van Duzer seconded the motion, which passed unanimously.

III. President's Report

- Association activities in 2023:
  - Landscaping improvements – replaced pillars with large boulders in bed at the north end of the Woonerf.
  - Approved required HOA governance policies. Signed policies will be posted to Yarmouth Way webpage.
  - Pear trees on Woonerf treated to keep them healthy.
  - Green Spaces completed irrigation repair at valve box.
  - Mailbox lock was repaired by USPS after multiple complaints.

IV. Treasurer's Report / 2024 Budget

- At the end of November 2023, we had total assets of \$78,686.66.
  - Delinquencies are improved with the new payment system in place.
  - \$50,000 transferred to high interest short term (91 day) CD to maximize earning potential of reserve funds.
  - Insurance costs continue to rise.
  - Grounds maintenance costs are higher this year. We will review the contract next year to be more efficient.
  - Other expenses are in line with the budget.
- The 2024 budget with 10% increase in homeowner assessments was approved by the Board via remote meeting on October 3, 2023.
  - Increase primarily driven by continued increase in insurance costs.
  - Reserve contributions increased to be more in line with funding goals for future roof replacement.

V. 2024 Projects

- The Board will inspect the concrete around the property to identify any needed repairs.
- We will also look into removing weed trees around the property, including in limited common areas (LCE), and improving some neglected beds.

VI. Election of Directors

- Ryan Van Duzer moved to re-elect Sabrina Neu, Cathy Badell, Steve Muller, Drake Elkins and Daniel Hessler to the Board. Sabrina Neu seconded the motion which passed unanimously. Officers will be appointed at the next Board Meeting.
- We will check with board members re-elected in absentia to confirm continued interest in participating. HOA Bylaws allow for 3-7 board members.

VII. Homeowners' Concerns / Other Business

- No additional concerns. Owners can contact the Manager anytime as issues arise.

VIII. Meeting Adjournment

- The meeting was adjourned at 6:38 pm.