

# **CWE HOMEOWNERS ASSOCIATION, INC.**

## **Meeting of General Membership**

November 12, 2019 - 7 p.m.

### **AGENDA**

- I. Call to order
- II. Review of minutes of meeting – November 8, 2018
- III. Board member introduction
- IV. President's report
- V. Treasurer's report
  - a. Review of 2019 financial condition YTD
  - b. Review of 2020 budget
- VI. Committee Reports
  - a. Roads Committee
  - b. Architectural Committee
- VII. Election of Directors
  - a. Tom Gallagher standing for re-election
  - b. Christina Dupuch to replace Dale Merrill
  - c. Margaret McAllister to replace Deborah Bohnert
- VIII. Old Business from floor
- IX. New Business from floor
- X. Adjournment

**CWE HOMEOWNERS ASSOCIATION, INC.  
NOTICE OF ANNUAL MEETING**

**Date: Tuesday, November 12, 2019**

**Time: 7:00 p.m.**

**Place: Reynolds Volunteer Fire Department, Community Room**

The Annual Meeting of all property owners of CWE Homeowners Association, Inc. will be held in the Community Room of the Reynolds Volunteer Fire Department on Tuesday, November 12, 2019 at 7:00 p.m. Everyone is urged to attend.

**Whether or not you plan to attend this meeting, we ask that you do the following:**

Please complete the enclosed Proxy Form. If you wish, you may leave the proxy assignment line blank. In that case, the Secretary will serve as your "official" proxy and vote on your behalf. All owners must sign and date the proxy.

**Please return the executed proxy on or before, Wednesday, October 30, 2019, whether you are planning to attend the meeting or not.**

A First Class postage stamp will be required if mailing, or you may personally drop off the proxy in the Treasurer's (Duane Jamecke) mailbox at 74 Cedarwood Drive or via email.

Without your proxy, we may not have a quorum (51% of owners) to hold the meeting. Please plan to attend or have someone represent you so that your voice is heard. A proxy shall be valid until revoked in writing by all owners and delivered to the Association before the meeting or, if at the meeting, to the person presiding.

If you have business you want brought to the members, please forward your request by Wednesday, October 30, 2019, to the Treasurer, Duane Jamecke via email at [drjamecke@yahoo.com](mailto:drjamecke@yahoo.com).

We look forward to seeing you at the meeting.

Peggy Low  
CWE Homeowner's Association, Inc  
Secretary

PLEASE COMPLETE THIS FORM & RETURN NO LATER THAN  
Wednesday, October 30, 2019

---

**CWE HOMEOWNERS ASSOCIATION, INC.  
ANNUAL MEETING**

**Tuesday, November 12, 2019**

**7:00 p.m.**

**Reynolds Volunteer Fire Department**

**PROXY**

I (WE), \_\_\_\_\_, OWNER(S)

OF \_\_\_\_\_ DO AUTHORIZE

AND APPOINT \_\_\_\_\_ AS MY TRUE

AND LAWFUL ATTORNEY IN FACT TO VOTE ON MY BEHALF IN ALL MATTERS AS A MEMBER OF CWE HOMEOWNERS ASSOCIATION, INC. AT THE ANNUAL MEETING TO BE HELD TUESDAY, NOVEMBER 12, 2019 7:00 P.M. AT THE REYNOLDS VOLUNTEER FIRE DEPARTMENT. THIS PROXY MAY BE REVOKED BY ME ANYTIME PRIOR TO THE MEETING, AND FURTHER, I MAY APPEAR PERSONALLY AND VOTE SHOULD I DESIRE TO DO SO.

Please vote for up to 3 of the following volunteers who are running for a Director position:

\_\_\_ Thomas Gallagher, current Director, running for re-election

\_\_\_ Christina Dupuch, new volunteer for open position, replacing Dale Merrill

\_\_\_ Margaret McAllister, new volunteer for open position, replacing Deborah Bohnert

\_\_\_ Write in: \_\_\_\_\_

---

SIGNATURE

DATE

---

SIGNATURE

DATE

Please sign and date this proxy. If you do not indicate someone to fill in for you, the Secretary will do so. Please return this proxy no later than Wednesday, October 30, 2019.

Return this proxy form to: Duane Jarnecke, Treasurer  
CWE Homeowners Association, Inc.  
74 Cedarwood Drive  
Asheville, NC 28803  
Email at: drjarnecke@yahoo.com

# CWE Homeowner's Association

## Budget 2020

Item	2017 Budget	2018 budget	2018 Actual	2019 Budget	Proposed 2020 Budget
<b>Income</b>					
Const. deposit income	0.00	0.00		0.00	0.00
Dues	24,960.00	31,175.00	31,525.00	31,175.00	31,575.00
Interest income	0.00	0.00		0.00	0.00
Late payment assessment	100.00	100.00	72.68	100.00	100.00
<b>Total income</b>	<b>25,060.00</b>	<b>31,275.00</b>	<b>31,597.68</b>	<b>31,275.00</b>	<b>31,675.00</b>
<b>Expenses</b>					
Accounting and Tax Prep	1,000.00	3,000.00	2,887.14	3,000.00	2,750.00
Bank charges	0.00	0.00		0.00	0.00
Bad debts	0.00	0.00		0.00	0.00
Income tax	175.00	175.00		175.00	175.00
Legal fees	150.00	150.00		150.00	150.00
Liability insurance	635.00	635.00	500.00	635.00	500.00
Master Association	1,837.80	1,976.76	1,976.76	1,976.76	1,976.76
Office supplies/postage	125.00	125.00	305.62	125.00	200.00
Paving	4,000.00	4,000.00		4,000.00	0.00
Repairs and maintenance	137.20	150.00	1,016.51	150.00	1,750.00 sewer
Roadside maintenance	1,350.00	5,000.00	2,225.21	5,000.00	6,000.00
Tree trimming					2,500.00
Signage	0.00	0.00		0.00	0.00
Snow removal	3,600.00	3,600.00	2,975.00	3,600.00	3,600.00
Meeting room	50.00	50.00	50.00	50.00	50.00
Transfer to road reserve	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Unallocated transfer to res.	0.00	413.24		413.24	23.24
<b>Total Expense</b>	<b>25,060.00</b>	<b>31,275.00</b>	<b>23,936.24</b>	<b>31,275.00</b>	<b>31,675.00</b>
Potential reserve expense of \$2,500 to \$3,000 for stormwater line repair and \$750 for sewer line work					

Minutes of  
**Cedarwood Estates Homeowners Association, Inc.**  
Annual Meeting  
November 8, 2018

The annual meeting of the CWE Homeowners Association, Inc. was called to order by President Pat Gallagher at 7:05 pm. Minutes from the 2017 meeting were approved.

A quorum was declared with 36 owners represented in person or by proxy. Attendees included Patrick Boehm, Jeff Dowdy, Dean Folds, Pat Gallagher, Marcy Gallagher, Tom Gallagher, Barb Harwig, Ernie Harwig, Dana Huskins, Duane Jarnecke, Dollie Llanso, Paul Llanso, Peggy Low, Dale Merrill, Bob Morris, Ginny Morris, Pete Sevcik, Sue Sevcik, Bill Vindal and Tony Wilson.

**Board Member Introduction** – Pat introduced the five current board members, including Tom Gallagher, Dale Merrill, Bob Morris and Bill Vindal; Debbie Bohnert was unable to attend. Officers include Pat Gallagher, President; Duane Jarnecke, Treasurer; Peggy Low, Secretary. Board committee chairs are: Architectural Committee, Pat Gallagher; Road/Sewer, Dean Folds; Snow Removal, Ernie Harwig. No board changes are recommended at this time.

The board would like to involve more residents in HOA activities. Pat encouraged anyone willing to help with projects or interested in participating as a board or committee member to let him know.

**President's Report** -- One of Pat's goals is to build knowledge among residents on how the board operates and increase participation.

The majority of Board time and expense is related to road maintenance (repairs, snow removal, tree/weed trimming, erosion and storm water management), sewers, and finances.

Cedarwood Estates has shared assets (roads and sewer) with the Cedarwood Master Association (condos). The two organizations meet occasionally to share issues and review funding needs for our shared assets; fund reserves are considered adequate.

The board has worked to reduce the amount of manual labor required of residents and board members by hiring a landscaping company to assist with routine maintenance.

The following are some of the key projects completed in 2018:

- Storm drain and curbing added at 28 Cedar Summit (new house) and below house on Azalea Terrace
- Storm water/seepage barrel curb and drain installed on Cedarwood Trail (paid for from shared road fund)
- Broken drain tiles replaced with barrel curb and drains along Cedar Summit
- Retaining wall repaired/expanded to reduce roadside erosion and shore up road at 45 Cedar Summit (expense shared by owners)
- Sewer problem repaired on Skyview Court
- Guardrails repaired and strengthened along Cedar Summit Road

All planned repair/maintenance projects for 2018 have been completed and no new projects are planned for 2019.

**Treasurer's Report** – Duane sent out 2018 financial statements, a proposed 2019 budget, and annual Treasurer's Notice to members in advance of the meeting. Current reserves as of September 30th were \$70,202. Duane shared that the association is in good financial condition. The 2019 budget will remain unchanged. Treasurer's Report was approved.

**Road/Sewer Committee Report** – Dean shared that no major projects are planned for 2019. Efforts are underway to find a paving company to apply hot tar to cracks in the roads. A major effort to trim trees and limbs encroaching on our roads was completed in 2016, lessening the trimming need for a few years. Some trimming is still required, however, and residents are asked to keep their property clear if possible.

**Architectural Committee** – Pat reported that the committee approved a retaining wall, a room addition, and other small projects in 2018. He reminded residents that construction changes and additions, including fencing, green energy, large tree removal and rental plans, need prior approval from the Architectural Committee. He asked residents to check with the committee before making any plans or expenditures. In addition to Pat, the committee includes Dale Merrill and Dean Folds.

**Old Business from the Floor** – none

**New Business from the Floor** – It was suggested that the association look into hiring someone to clear autumn leaves on our roads. Pat and Dean agreed to get a quote.

With winter approaching, residents were reminded to watch for emails from Ernie Harwig about road conditions and snow removal.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Peggy Low, Secretary  
Cedarwood Estates

Hi! Cedarwood Neighbors:

I am the newly appointed CWE Homeowners Association, Inc. President. Pat Gallagher moved from our neighborhood in April. He did a wonderful job as our President, and I wish to extend a BIG "thanks" for all the work he did helping keep Cedarwood as such a desirable place to live.

### **Annual CWE Homeowners Association, Inc. Meeting**

Our annual meeting will be held at the Reynolds Fire Department at 7:00 pm on Tuesday, November 12, 2019.

It is critical that your proxy be filled out, signed, and returned prior to the meeting. Our By-Laws require us to have a quorum in order to even hold the annual meeting. Your proxy serves the purpose of voting for the topics on the agenda AND establishing a quorum if you are unable to attend in person. If you attend in person, your proxy will be returned to you at the meeting.

### **New Board of Director Candidates**

- Besides Pat leaving, our CWE Homeowners Association VP, Dale Merrill, resigned his officer position. We have appointed Christina Dupuch to this position. Dale will also be leaving his Board Director position. Christina is on the slate of candidates to fill that spot.
- Debbie Bohnert's board position expires at the end of the year. She is not seeking another term. Margaret McAllister is on the slate of candidates to fill that spot.
- Tom Gallagher's term expires this year, and he has agreed to volunteer for another 3-year term.

Please make certain that you vote for the candidates for Board of Director positions on your proxy as you see fit.

### **Other Important Items**

1. You will be receiving a CWE Homeowners Handbook which will present **KEY** information to you about our Association By-Laws, Rules, and Regulations, consolidated in one place. Take the time to go thru this Handbook and familiarize yourself with our guidelines. The intention of these guidelines is:
  - To insure quiet enjoyment for the residents;
  - To minimize problems and expenses for the association and homeowners;
  - To provide for consistent architectural integrity of the neighborhood; and
  - To maintain or increase property values.
2. Winter is coming. In Cedarwood, each property owner is responsible for keeping his/her trees trimmed in order to allow for the free flow of traffic and for the snow plow to get thru. Make certain your shrubs and bushes are cut back at least 2-3 feet from the edge of

the road. Tree limb height should be 13-15 feet above the road. You will want to do this before the snow.

I look forward to seeing you at the annual meeting. I don't know all of you personally, so please introduce yourselves to me.

Thanks for allowing me the privilege of serving the CWE Homeowners Association, Inc. It takes all of us to help make and keep this community as a GREAT PLACE TO CALL HOME!

Sincerely,

Karlin Bohnert  
President, CWE Homeowners Association, Inc.



# **2019 Annual Treasurer Notice**

Hello Neighbors -

Pursuant to our bylaws, each year the Treasurer is to provide information to our members concerning the current position of the Association.

I have attached a copy of the actual operating results YTD for 2019 and the proposed 2020 budget for your information. As you will note, the major expenses for 2018, 2019 and 2020 remain the paving costs, snow removal, and the transfer to reserves for future major projects.

Pursuant to the Bylaws, Section 4.13 a.1 - 5, the following information is to be furnished to all residents:

1. With the expenses detailed in the budget and repaving, there are also other anticipated, but not currently planned capital expenditures for 2020, 2021, and 2022. These capital expenditures could include storm water management systems, ongoing sewer line maintenance for tree root extraction, repaving portions of streets, and erosion control projects
2. The current reserves of CWE Homeowners Association total \$ 82,355.63 as of September 30, 2019. These funds are reserved for such projects as the repaving of the CWE Homeowners Association street network, for repairs and replacement of the ground water and waste water system, and erosion control projects. In addition, the CWE Homeowners Association operating account has a balance of \$20,848.10 as of September 30, 2019.
3. The Bylaws require an annual financial statement of condition be sent to each homeowner. The balance sheet and profit and loss statements for the operating and reserve accounts are attached.
4. There are no known or pending suits or judgments affecting CWE.
5. The Association maintains a commercial general liability policy with Nationwide Insurance Company for the benefit of the Association.

Pursuant to the Bylaws, Section 4.13 (a) VI, the Treasurer is responsible for publishing an annual list of all residents and dollar amounts of any unpaid assessments over 30 days. As of September 30, 2019, the following members are more than 30 days past due: lot 7 – \$151.02, lot 10 – \$358.15, lot 4 - \$276.76, and lot 16 - \$153.55.

Our community remains a great place to live due to the contributions of our residents. If you would like to volunteer to serve in any position, please let Karlin Bohnert, CWE President or myself know of your interest.

If you have any questions, please email me or call me at 707-0340.

Thanks,

Duane Jarnecke  
CWE Treasurer

**CWE HOMEOWNERS ASSOCIATION, Inc.**  
**Balance Sheet**  
As of December 31, 2018

	<u>Dec 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
HomeTrust - Operating	12,122.83
<b>Total Checking/Savings</b>	12,122.83
<b>Accounts Receivable</b>	
Accounts Receivable	(1,547.08)
<b>Total Accounts Receivable</b>	(1,547.08)
<b>Total Current Assets</b>	10,575.75
<b>TOTAL ASSETS</b>	<b>10,575.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	42,348.30
Retained Earnings	(39,433.99)
Net Income	7,661.44
<b>Total Equity</b>	10,575.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,575.75</b>

**CWE HOMEOWNERS ASSOCIATION, Inc. RESERVES****Balance Sheet**

01/07/19

As of December 31, 2018

Accrual Basis

	<u>Dec 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
HomeTrust Reserve Account	73,238.69
<b>Total Checking/Savings</b>	<u>73,238.69</u>
<b>Total Current Assets</b>	<u>73,238.69</u>
<b>TOTAL ASSETS</b>	<u><u>73,238.69</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	96,225.28
Retained Earnings	2,421.37
Net Income	-25,407.96
<b>Total Equity</b>	<u>73,238.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>73,238.69</u></u>

**CWE HOMEOWNERS ASSOCIATION, Inc.****Profit & Loss**

01/07/19

January through December 2018

Accrual Basis

---

	<u>Jan - Dec 18</u>
<b>Income</b>	
<b>Dues</b>	31,525.00
<b>Late payment assessment</b>	72.68
	<hr/>
<b>Total Income</b>	31,597.68
<b>Expense</b>	
<b>Accounting Services</b>	2,887.14
<b>Liability insurance</b>	500.00
<b>Master association</b>	1,976.76
<b>Meeting Room Rental</b>	50.00
<b>Office supplies</b>	229.82
<b>plumbing repairs</b>	1,016.51
<b>Postage</b>	75.80
<b>Roadside maintenance</b>	2,225.21
<b>Snow removal</b>	2,975.00
<b>Transfer to reserves</b>	12,000.00
	<hr/>
<b>Total Expense</b>	23,936.24
	<hr/>
<b>Net Income</b>	<b>7,661.44</b>

---

## Profit &amp; Loss

01/07/19

January through December 2018

Accrual Basis

---

	<u>Jan - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Reserve Transfer	12,000.00
<b>Total Income</b>	<u>12,000.00</u>
<b>Expense</b>	
Paving expense	2,500.00
Roadside Maintenance & Repair	35,083.13
<b>Total Expense</b>	<u>37,583.13</u>
<b>Net Ordinary Income</b>	-25,583.13
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	175.17
<b>Total Other Income</b>	<u>175.17</u>
<b>Net Other Income</b>	<u>175.17</u>
<b>Net Income</b>	<u><u>-25,407.96</u></u>

11:08 AM

**CWE HOMEOWNERS ASSOCIATION, Inc. RESERVES**

10/07/19

**Balance Sheet**

Accrual Basis

As of September 30, 2019

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
HomeTrust Reserve Account	82,355.63
<b>Total Checking/Savings</b>	82,355.63
<b>Accounts Receivable</b>	
Accounts Receivable	-1,000.00
<b>Total Accounts Receivable</b>	-1,000.00
<b>Other Current Assets</b>	
Undeposited Funds	1,000.00
<b>Total Other Current Assets</b>	1,000.00
<b>Total Current Assets</b>	82,355.63
<b>TOTAL ASSETS</b>	<b>82,355.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	96,225.28
Retained Earnings	-22,986.59
Net Income	9,116.94
<b>Total Equity</b>	82,355.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>82,355.63</b>

11:02 AM

**CWE HOMEOWNERS ASSOCIATION, Inc.**

10/07/19

**Profit & Loss**

Accrual Basis

January through September 2019

---

	<u>Jan - Sep 19</u>
<b>Income</b>	
<b>Dues</b>	23,681.25
<b>Late payment assessment</b>	57.12
<b>Total Income</b>	<u>23,738.37</u>
<b>Expense</b>	
<b>Accounting Services</b>	2,247.76
<b>Master association</b>	1,976.76
<b>Meeting Room Rental</b>	50.00
<b>Office supplies</b>	104.45
<b>Postage</b>	125.74
<b>Roadside maintenance</b>	3,269.05
<b>Transfer to reserves</b>	9,000.00
<b>Total Expense</b>	<u>16,773.76</u>
<b>Net Income</b>	<u><u>6,964.61</u></u>

---

11:01 AM

10/07/19

Accrual Basis

**CWE HOMEOWNERS ASSOCIATION, Inc.**

**Balance Sheet**

**As of September 30, 2019**

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
HomeTrust - Operating	20,848.10
<b>Total Checking/Savings</b>	<u>20,848.10</u>
Accounts Receivable	
Accounts Receivable	(3,307.74)
<b>Total Accounts Receivable</b>	<u>(3,307.74)</u>
<b>Total Current Assets</b>	<u>17,540.36</u>
<b>TOTAL ASSETS</b>	<u><u>17,540.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	42,348.30
Retained Earnings	(31,772.55)
Net Income	6,964.61
<b>Total Equity</b>	<u>17,540.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,540.36</u></u>



11:02 AM

**CWE HOMEOWNERS ASSOCIATION, Inc.**

10/07/19

**Profit & Loss**

Accrual Basis

January through September 2019

	<u>Jan - Sep 19</u>
<b>Income</b>	
<b>Dues</b>	23,681.25
<b>Late payment assessment</b>	57.12
<b>Total Income</b>	<u>23,738.37</u>
<b>Expense</b>	
<b>Accounting Services</b>	2,247.76
<b>Master association</b>	1,976.76
<b>Meeting Room Rental</b>	50.00
<b>Office supplies</b>	104.45
<b>Postage</b>	125.74
<b>Roadside maintenance</b>	3,269.05
<b>Transfer to reserves</b>	9,000.00
<b>Total Expense</b>	<u>16,773.76</u>
<b>Net Income</b>	<u><u>6,964.61</u></u>

11:09 AM

**CWE HOMEOWNERS ASSOCIATION, Inc. RESERVES**

10/07/19

**Profit & Loss**

Accrual Basis

January through September 2019

	<u>Jan - Sep 19</u>
<b>Ordinary Income/Expense</b>	
Income	
<b>Reserve Transfer</b>	9,000.00
<b>Total Income</b>	<u>9,000.00</u>
<b>Net Ordinary Income</b>	9,000.00
<b>Other Income/Expense</b>	
Other Income	
<b>Interest Income</b>	116.94
<b>Total Other Income</b>	<u>116.94</u>
<b>Net Other Income</b>	116.94
<b>Net Income</b>	<u><u>9,116.94</u></u>