

# CAROLINA TRACE ASSOCIATION

[www.carolinatrace.org](http://www.carolinatrace.org)

Minutes of CTA Board of Directors Meeting – April 2, 2024 (Zoom)

*approved by the Board May 7, 2024*

## DIRECTORS or ALTERNATES (# of voting lots\*)

Eagles Nest (67)	Jennifer Williams	Highland Woods (45)	Tom King	South Landing (138)	Joe Zanga
Golf East (82)	David Hardman	Lakewood (54)	Charles Wick	Southwind (152)	absent
Golf North (139)	Gary Henry	Laurel Thicket (242)	Dottie Gilbert	Stonegate (45)	absent
Golf West (44)	absent	Mallard Cove (197)	Greg Burke	Village at Trace (36)	Tom Boerger
Harbor Creek (154)	Natasha Nelson (alt)	North Shore (311)	Bill Glance	Woodfield (66)	Elaine Bednarcik
Hidden Lake (235)	Ken Harden	Sedgemoor (170)	Tom Hanley	Woodmere/Trentwood (227)	absent

*\*voting lots updated on Feb 6, 2024 as per 2023 census information provided by POA Treasurers*

## OFFICERS

President and Chair of the Executive Committee	Kate Woods
Vice President and Chair of the Security and Safety Committee	Joe Zanga
Treasurer and Chair of the Finance Committee Assistant Treasurer	Randi Constant Larry Stiegler (absent)
Secretary	Sharon Sheldon

## COMMITTEE CHAIRS, GUESTS

Chief Meyers (CTVFD)	Robbie Wilkins (CTVFD guest)	Jeff Wennberg (guest, LWPOA)
Shawn Draper (TRAM chair)	Rod Loss (TRAM member)	Bill Huggins (TLDC Chair)
Paul Zizzo (guest, HLPOA)	Holly Routh (guest, GNPOA)	

**Total Attendance: 25, 14 of 18 POAs** (Quorum = 2/3 directors (i.e., 12 POAs), and any affirmative vote on routine matters must represent a majority of directors present as well as 51% of *all* POA lots in good standing as per the 2023 census)

**CALL TO ORDER** - Having noted the presence of a quorum by the Secretary, the President called the meeting to order at 7:04 p.m.

**APPROVAL OF MINUTES** – The minutes of the March 5, 2024 meeting were presented and having no corrections or edits, were approved by unanimous consent.

**GROUPS** *(Directors can send questions to the CTA Secretary for absent committee members)*

**CTCC** – Kate Woods, CTCC F&B Director

- CTCC thanks CTA, especially the S&S committee and gatehouse staff for their attention to detail during the March 21-24 golf tournament.
- CTCC's new GM (Ryan Naab) will be introduced the second week in April.

**UTILITY REPORT** – Jeff Wennberg

- No report this month

**CT FIRE DEPARTMENT** - Chief Chris Meyers (written report submitted)

- Introduced Robbie Wilkins, who will be interim chief in the wake of Chief Meyers moving to Guilford County, NC. Robbie is currently a captain at the Spout Springs Fire Department.
- CTA thanked the Chief for his years of service to the Carolina Trace community.

**PRESIDENT'S REMARKS** - Kate Woods

- Kate has rescinded her request to resign as president following support received from the CTA Executive Committee. Persons having time sensitive requests are encouraged to email them to the CTA secretary for distribution to the proper party.

**FINANCIAL REPORT** – Randi Constant (written report submitted)

- Work on identifying CTA assets is ongoing.

**SECRETARY** - Sharon Sheldon (written report submitted)

- Reminder for Board members to complete the Conflict of Interest form as distributed in March and April; this is an insurance requirement.

**COMMITTEE REPORTS**

- **Executive Committee Report (EC)** – Joe Zanga, Vice president
  - Update to the 3/19 and 20 outside management presentations to the Board:
    - Very few CTA directors reported back with comments as requested.
    - Board discussion regarding the two companies that made presentations and whether or not there was a sense of understanding the scope of what CTA needs, since CTA is not a homeowners or property owners' association.
    - Clarified that the research being undertaken now is due to the lack of volunteers in recent years, which unfairly yokes a few volunteers with close to or actual full time responsibilities.

- A motion by HWPOA seconded by WFPOA that a scope of work be completed by the EC and committee chairs for the Board to then vote upon. Motion to amend by MCPOA that CTA Exec Committee, Committee chairs *and* Board volunteers help define scope of work for entire Board to vote upon. Moved by HWPOA, seconded by WFPOA, passed by a majority vote, LWPOA dissenting. Once the agreed upon scope is in hand, it will be used to send out RFPs, and then the Board will interview those who responded to the RFP.
- **SECURITY & SAFETY (S&S)** – Joe Zanga, Chair (written report submitted)
  - Gate Sentry visitor pass system process will be rolling out between now and end of this month; the timeline will be reported in the CTA News (4/3/24 issue). Most property owners were placed into the system; it will be up to them as to whether or not they participate.
- **TRACEWAY ROADS AND MAINTENANCE (TRAM)** – Shawn Draper, Chair (written report submitted)
  - No additional comments from TRAM
- **TRACE LAKE AND DAM COMMITTEE (TLDC)** – Bill Huggins, Chair (written report submitted)
  - TLDC is monitoring hydrilla and lake sediment and will pass that information on to CTCC.
  - The board discussed the proposal in the TLDC report regarding Ducks Unlimited of Sanford's request to set up wood duck nests on CTA property near Lake Trace. Motion by NSPOA, seconded by HLPOA to move forward. A TRAM representative will be onsite to ensure they do not erect anything on utility easements. Since POAs have property that could be used; directors are asked to inquire on behalf of Ducks Unlimited and let Bill Huggins know.

## OLD BUSINESS

- **Holiday décor \$1000 from TRAM – discussion**
  - TRAM chair took exception to the use of funds from TRAM for the purchase of seasonal décor for main entrance gatehouse and bridges that was approved at the March 5 Board meeting. Discussion as to whether this \$1000 could simply be taken from reserves instead since TRAM needs all funds and has no way of knowing what the remainder of 2024 might bring, expense-wise. It was pointed out that TRAM funding can be taken up at another meeting if they run short. HWPOA moved to close discussion and have this conversation go to POA level, seconded by WPOA. Directors are tasked with coming back in May with further thoughts on this.
- **Update to *ad hocs***
  - **CTA By-laws Review, Joe Zanga, Chair**
    - Written report submitted; HWPOA would like to be part of review team.
  - **Community Communications Improvement**
    - Jeff Wennberg, Chair
  - **Long Range Planning Committee**
    - Shawn Draper, TRAM representative, reported that the LRP will be presented at the May Board meeting.

## **NEW BUSINESS**

- **CTA Social, June 2024**
  - Following the successful social in December 2023, the Executive Committee would like to suggest another one. This would benefit new Board members, committee chairs and hopefully the new CTCC General Manager. This social would be hosted at CTCC; Kate will provide several Sunday afternoon dates to the secretary for Board consideration.

## **CALENDAR**

- **Next CTA Meeting** – May 7, 2024, 7 p.m., via Zoom
- **CERT Events Open to CT residents:**
  - April 16 at 6 PM at the Carolina Trace Fire Department: Baptists on Mission Disaster Response – learn about the vast disaster relief capabilities of the Baptists on Mission after a disaster and during recovery.
  - April 19, 20, 26 & 27 at the Emergency Services Training Center: CERT Basic Course – a 21-hour course over 2 weekends (Friday night & Saturday) to teach people the basics of disaster preparedness and response. CERT is about neighbors helping neighbors and doing the most good for the most people in disaster situations.

**ADJOURNMENT** – Having no further business to discuss, there was a motion to adjourn by NSPOA, seconded by LWPOA and unanimously approved. The meeting was adjourned by the president at 8:44 p.m.

Respectfully submitted,

Sharon Sheldon, Secretary  
Carolina Trace Association

## **REPORTS AND OTHER ATTACHMENTS**

- Fire Department email
- Finance Reports
- Communications
- Security & Safety/CERT reports
- TRAM
- TLDC



Sharon Sheldon &lt;ctasectr@gmail.com&gt;

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## CTA meeting

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**Carolina Trace** <ctvfd.chiefs@gmail.com>

Wed, Mar 27, 2024 at 7:37 PM

To: CTA President &lt;ctaprestr@gmail.com&gt;, CTA Secretary &lt;ctasectr@gmail.com&gt;

I wanted to let you know that the April 2nd CTA meeting will be my last as the Chief of the CTVFD. I have accepted a fire chiefs position for a department in Guilford county. Robbie Wilkins will be the interim chief until my replacement is hired. Robbie will join the CTA meeting so that I can introduce him. My last day will be April 4th.

Chief Chris Meyers  
Carolina Trace V.F.D.  
(919) 499-5811  
(919) 499-8241 (cell)  
[ctvfd.chiefs@gmail.com](mailto:ctvfd.chiefs@gmail.com)

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E-Stickers Purchase	\$9,000.00
Gate Maintenance	\$5,000.00
Automated Gate Passes	N/A
Gatehouse Supplies	\$3,000.00
Security Cameras/Recorder	\$2,500.00
Contracted IT Support	\$3,200.00
Utilities	
Utilities/Non Internet	\$13,550.00
Utilities/Internet and Video	\$10,000.00
<b>Subtotal</b>	<b>\$353,750.00</b>
<b>Long Range Planning (Capital)</b>	
Bridge(s) Inspection Repairs	\$20,000.00
Crusher Stone Runs (along roads, where required)	\$30,000.00
Traceway Road (Asphalt Overlay)	\$150,000.00
Culvert Repair (Country Club Road/Entrance)	\$0.00
*Bradford Pear Project	?
Gatehouse System Hardware (Computers - '23)	\$50,000.00
Gatehouse Maintenance	\$22,846.00
Lake Trace Maintenance (annual)	\$5,000.00
General Contract Labor	\$10,000.00
Major Road & Bridge Maintenance (Reserve)	\$0.00
<b>Subtotal</b>	<b>\$287,846.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$823,298.00</b>
<b>GAIN/LOSS CTA OPERATIONS</b>	<b>\$17,285.00</b>

\$518.45	\$8,481.55
\$1,732.75	\$3,267.25
	N/A
\$237.05	\$2,762.95
\$1,440.17	\$1,059.83
\$1,964.31	\$1,235.69
\$3,873.94	\$9,676.06
\$1,395.91	\$8,604.09
\$81,165.81	\$272,584.19
\$8,500.00	\$11,500.00
	\$30,000.00
\$31,250.00	\$118,750.00
	\$0.00
\$10,650.00	\$10,650.00
	\$50,000.00
\$18,254.00	\$4,592.00
	\$5,000.00
\$2,170.00	\$7,830.00
	\$0.00
\$70,824.00	\$238,322.00
\$195,865.41	\$648,732.59
\$126,836.19	\$109,551.19


Patterson Paving
What was in the budget for this?
Gate Repairs/ New Gate / Expecting Credit for \$2,300
Bookkeeper

## Profit and Loss - YTD

### Carolina Trace Association Profit and Loss Comparison

January 1 - March 27, 2024

	<b>Total</b>
	<b>Jan 1 - Mar 27, 2024</b>
<b>Income</b>	
Income	
Assessments POA	299,671.75
E- Sticker Taxable	
E-Sticker - Cont/Vendr	
Total E- Sticker Taxable	<b>\$ 0.00</b>
E-Sticker - Residents Non Txbl	1,382.43
E-Sticker Deposit	1,060.00
Total E-Sticker - Residents Non Txbl	<b>\$ 2,442.43</b>
Insurance Proceeds POA	14,650.00
Interest Income	5,937.42
Other Income	
Total Income	<b>\$ 322,701.60</b>
Unapplied Cash Payment Income	
Total Income	<b>\$ 322,701.60</b>
Gross Profit	<b>\$ 322,701.60</b>
<b>Expenses</b>	
Operating Expenses	
General Admin Expenses	
66910 Bank Service Charges	
Board Training	305.00
Computer and Software subscriptions	55.00
E-Sticker Deposit Return	
Income Tax	
Insurance	35,228.97
Miscellaneous Expenses	90.51
Printing/Postage	10.33
Trash/Waste Disposal Fees	250.00
Web Presence	237.60
Total General Admin Expenses	<b>\$ 36,177.41</b>
Long Range Planning	
Bradford Pear Project	10,650.00
Bridge(s) Inspection/Repairs	8,500.00
Gate(s) Maintenance and Repair	18,254.00
General Contract Labor	2,170.00
Large Truck Parking Pad	
Major Road/Bridge Main/Repair (deleted)	
Sign Island Erosion Control	
Traceway Road (Asphalt Overlay)	31,250.00



Traceway Road Expansion (deleted)		
<b>Total Long Range Planning</b>	<b>\$</b>	<b>70,824.00</b>
<b>Roads &amp; Grounds</b>		
Drainage Maintenance & Repair		
Landscaping/Beautification		4,021.05
Mowing & Weed Control		3,667.00
RoutinRoad Maintenance & Repair		10.14
Tree Trimming/Removal/Pruning		
<b>Total Roads &amp; Grounds</b>	<b>\$</b>	<b>7,698.19</b>
<b>Safety &amp; Security</b>		
CERT Supplies		685.49
Contracted IT Support		1,964.31
E-Sticker Purchase		518.45
Gate / Gatehouse Maintenance		1,732.75
Gate House Supplies		
Security Camera/Recorder		1,440.17
Security Contract		69,317.74
<b>Utilities</b>		
<b>Utilities - Not Internet&amp; Video</b>		
Electricity		3,873.94
Electricity 1621		
Electricity 6357		
Electricity 9609		
Electricity 9633		
Electricity 9837		
Water & Sewer		237.05
<b>Total Utilities - Not Internet&amp; Video</b>	<b>\$</b>	<b>4,110.99</b>
<b>Utilities Internet &amp; Video</b>		
Internet - MG		1,210.79
Internet - NG		
Internet- SG		
Telephone		185.12
<b>Total Utilities Internet &amp; Video</b>	<b>\$</b>	<b>1,395.91</b>
<b>Total Utilities</b>	<b>\$</b>	<b>5,506.90</b>
<b>Total Safety &amp; Security</b>	<b>\$</b>	<b>81,165.81</b>
<b>Total Operating Expenses</b>	<b>\$</b>	<b>195,865.41</b>
<b>Unapplied Cash Bill Payment Expense</b>		
<b>Total Expenses</b>	<b>\$</b>	<b>195,865.41</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>126,836.19</b>
<b>Net Income</b>	<b>\$</b>	<b>126,836.19</b>



**Jan 1 - Mar 27, 2023 (PY)**

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222,577.25

199.40

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**\$ 199.40**

4,764.20

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**\$ 4,764.20**

69.24

1,500.00

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**\$ 229,110.09**

51,397.50

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**\$ 280,507.59**

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**\$ 280,507.59**

25.00

50.00

59.90

34,616.82

250.00

237.60

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**\$ 35,239.32**

15,000.00

1,565.00

6,500.00

49,655.00

25,000.00

16,573.50

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**\$ 114,293.50**

13,700.00

3,905.64

7,334.00

6,815.90

1,300.00

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**\$ 33,055.54**

45.97

1,616.99

3,051.43

500.00

1,433.32

470.50

90,075.45

1,492.11

206.84

96.41

228.70

2,416.96

287.65

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**\$ 4,728.67**

503.91

419.91

404.91

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**\$ 1,328.73**

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**\$ 6,057.40**

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**\$ 103,251.06**

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**\$ 285,839.42**

3.00

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**\$ 285,842.42**

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**-\$ 5,334.83**

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**-\$ 5,334.83**

**Balance Sheet (CASH basis) - YTD**

Reserve:	\$	<b>567,468.48</b>
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**This Year (YTD)**

**Carolina Trace Association  
Balance Sheet  
As of March 27, 2024**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Fidelity - Operations ***4715	90,262.45
First Horizon - Main Checking ***9106	212,483.75
First Horizon - POS Square Inc ***1504	1,382.43
<b>Reserves</b>	
Fidelity Investments - Reserve ***5388	564,954.89
First Horizon - Emergency Reserve ***6807	2,513.59
<b>Total Reserves</b>	<b>\$ 567,468.48</b>
<b>Total Bank Accounts</b>	<b>\$ 871,597.11</b>
<b>Accounts Receivable</b>	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 0.00</b>
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 871,597.11</b>
<b>TOTAL ASSETS</b>	<b>\$ 871,597.11</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Ernie Violon(5180)	0.00
Kate Woods(2889)	5,927.24
Penny Turner(6741)	0.00
<b>Total Credit Cards</b>	<b>\$ 5,927.24</b>
<b>Total Current Liabilities</b>	<b>\$ 5,927.24</b>
<b>Total Liabilities</b>	<b>\$ 5,927.24</b>
<b>Equity</b>	
30000 Opening Balance Equity	0.00
Unrestricted Net Assets	738,833.68
Net Income	126,836.19
<b>Total Equity</b>	<b>\$ 865,669.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 871,597.11</b>

Reserve:	\$	<b>511,863.51</b>
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**31-Dec- Last Year**

**Carolina Trace Association  
Balance Sheet  
As of December 31, 2023**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
First Horizon - Main Checking ***9106	216,700.87
First Horizon - POS Square Inc ***1504	11,561.90
<b>Reserves</b>	
Fidelity Investments - Reserve ***5388	450,753.87
First Horizon - Emergency Reserve ***6807	61,109.64
<b>Total Reserves</b>	<b>\$ 511,863.51</b>
<b>Total Bank Accounts</b>	<b>\$ 740,126.28</b>
<b>Accounts Receivable</b>	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 0.00</b>
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 740,126.28</b>
<b>TOTAL ASSETS</b>	<b>\$ 740,126.28</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Ernie Violon(5180)	0.00
Kate Woods(2889)	1,292.60
Penny Turner(6741)	0.00
<b>Total Credit Cards</b>	<b>\$ 1,292.60</b>
<b>Total Current Liabilities</b>	<b>\$ 1,292.60</b>
<b>Total Liabilities</b>	<b>\$ 1,292.60</b>
<b>Equity</b>	
30000 Opening Balance Equity	0.00
Unrestricted Net Assets	632,144.33
Net Income	106,689.35
<b>Total Equity</b>	<b>\$ 738,833.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 740,126.28</b>

2024 Carolina Trace Association, Inc. - Budget: Final (10-3-23)

Budget Vs Actual	2023 Budget (new)	2024 Budget (new)	LINE #		2023 Budget	YTD 2023	2024 Budget	Notes
<b>INCOME</b>				<b>INCOME</b>				
POA Assessments	\$693,500	\$791,558	1	POA Assessments (Non Capital)	\$517,000	\$565,042	\$503,712	
Contractor Passes	\$12,420	\$15,525	2	Contractor Passes	\$12,420	\$7,912	\$15,525	Raise price to \$25 (from \$
E-Sticker Purchase	\$18,000	\$22,500	3	E-Sticker Purchase	\$18,000	\$10,861	\$22,500	Raise price to \$25 (from \$
POA Property/Pool Insurance Payments	\$10,000	\$10,000	4	POA Property/Pool Insurance Payments	\$10,000	\$10,481	\$10,000	
Interest Inc	\$1,000	\$1,000	5	Interest Inc	\$1,000	\$133	\$1,000	
Other Income	\$0	\$0	6	Other Income	\$0	\$1,500	\$0	
			7	<b>Total Operating Income</b>	<b>\$558,420</b>	<b>\$595,929</b>	<b>\$552,737</b>	
			8	Major Road & Bridge Maintenance (Reserve)	\$100,000	\$100,000	\$0	
Part of POA assessments			9	Reserve Allocation	\$0	\$39,954	\$0	
			10	Capital Budget Improvements	\$76,500	\$73,346	\$287,846	
			11	<b>Total CTA Infrastructure Improvements</b>	<b>\$176,500</b>	<b>\$213,300</b>	<b>\$287,846</b>	
<b>TOTAL INCOME</b>	\$734,920	\$840,583	12	<b>TOTAL INCOME</b>	<b>\$734,920</b>	<b>\$809,229</b>	<b>\$840,583</b>	
<b>OPERATING EXPENSES</b>				<b>OPERATING EXPENSES</b>				
<b>General Admin. Expenses</b>				<b>General Admin. Expenses</b>				
Accounting Fees	\$6,500	\$6,500	13	Accounting Fees	\$6,500	\$0	\$6,500	
Insurance	\$36,572	\$36,572	14	Insurance	\$36,572	\$34,967	\$36,572	
Board Training	\$500	\$500	15	Board Training	\$500	\$0	\$500	
Boat Ramp (annual)	\$5,000	\$5,000	16	Boat Ramp (annual)	\$5,000	\$0	\$5,000	
Computer	\$500	\$500	17	Computer	\$500	\$0	\$500	
E-Sticker Deposit Return	\$500	\$0	18	E-Sticker Deposit Return	\$500	\$100	\$0	
Financial Charges	\$100	\$100	19	Financial Charges	\$100	\$25	\$100	
Miscellaneous Expenses	\$400	\$400	20	Miscellaneous Expenses	\$400	\$0	400	
Printing/Postage/Shippng	\$100	\$100	21	Printing/Postage/Shippng	\$100	\$0	\$100	
Professional/Legal Fees	\$1,000	\$1,000	22	Professional/Legal Fees	\$1,000	\$122	\$1,000	
Waste/Trash Disposal Fee	\$360	\$360	23	Waste/Trash Disposal Fee	\$360	\$315	\$360	
Web Presence	\$120	\$370	24	Web Presence	\$120	\$238	\$370	
<b>Subtotal</b>	<b>\$51,652</b>	<b>\$51,402</b>	<b>25</b>	<b>Total Admin Expenses</b>	<b>\$51,652</b>	<b>\$35,767</b>	<b>\$51,402</b>	
<b>Roads &amp; Maintenance</b>				<b>Roads &amp; Maintenance</b>				
Drainage Maintenance & Repair	\$15,000	\$15,000	26	Drainage Maintenance & Repair	\$15,000	\$13,700	\$15,000	
Landscaping/Beautification	\$15,630	\$15,630	27	Landscaping/Beautification	\$15,630	\$8,574	\$15,630	
Mowing and Weed Control	\$44,000	\$44,000	28	Mowing and Weed Control	\$44,000	\$18,335	\$44,000	
Routine Road Maintenance & Repair	\$22,000	\$30,000	29	Routine Road Maintenance & Repair	\$22,000	\$26,906	\$30,000	Truck Parking Pads: Reful
Storm Clean-up	\$8,280	\$8,280	30	Storm Clean-up	\$8,280	\$0	\$8,280	
Tree trimming/removal/pruning	\$8,690	\$16,190	31	Tree trimming/removal/pruning	\$8,690	\$1,300	\$16,190	Bradford Pear Tree Removal/Restoration
Roadside Trash	\$1,500	\$1,200	32	Roadside Trash	\$1,500	\$0	\$1,200	
<b>Subtotal</b>	<b>\$115,100</b>	<b>\$130,300</b>	<b>33</b>	<b>Total Roads &amp; Grounds</b>	<b>\$115,100</b>	<b>\$68,815</b>	<b>\$130,300</b>	
<b>Safety &amp; Security</b>				<b>Safety &amp; Security</b>				
Security Contract	\$340,300	\$305,000	34	Security Contract	\$340,300	\$148,403	\$305,000	
CERT Supplies	\$2,500	\$2,500	35	CERT Supplies	\$2,500	\$78	\$2,500	
E-Stickers Purchase	\$8,000	\$9,000	36	E-Stickers Purchase	\$8,000	\$3,051	\$9,000	
Gate Maintenance	\$10,000	\$5,000	37	Gate Maintenance	\$10,000	\$1,690	\$5,000	
Automated Gate Passes	N/A	N/A	38	Automated Gate Passes			\$0	\$800/month will begin 13th month, or Januar
Gatehouse Supplies	\$3,000	\$3,000	39	Gatehouse Supplies	\$3,000	\$2,065	\$3,000	
Security Cameras/Recorder	\$9,000	\$2,500	40	Security Cameras/Recorder	\$9,000	\$11,343	\$2,500	

Contracted IT Support	\$3,200	\$3,200	41	Contracted IT Support	\$3,200	\$0	\$3,200	
Utilities				Utilities				
Utilities/Non Internet	\$13,550	\$13,550	42	Utilities/Non Internet	\$13,550	\$9,948	\$13,550	
Utilities/Internet and Video	\$10,000	\$10,000	43	Utilities/Internet and Video	\$10,000	\$2,559	\$10,000	
			44	Total Utilities	\$23,550	\$12,507	\$23,550	
<b>Subtotal</b>	<b>\$399,550</b>	<b>\$353,750</b>	<b>45</b>	<b>Total Safety &amp; Security</b>	<b>\$399,550</b>	<b>\$191,644</b>	<b>\$353,750</b>	
Long Range Planning (Capital)				Long Range Planning (Capital)				
Bridge(s) Inspection Repairs	\$15,000	\$20,000	46 - 1	Bridge(s) Inspection Repairs	\$15,000	\$15,000	\$20,000	Complete North Bridge Footer
Crusher Stone Runs (along roads, where required)	N/A	\$30,000	47 - 2	Crusher Stone Runs (along roads, where required)			\$30,000	Eliminate steep drop offs
Traceway Road (Asphalt Overlay)	N/A	\$150,000	48 - 3	Traceway Road (Asphalt Overlay)			\$150,000	~ 1 Mile coverage
Culvert Repair (Country Club Road/Entrance)	N/A	\$0	49 - 4	Culvert Repair (Country Club Road/Entrance)			\$0	1st Rev: Project pending Escalante developm
Gatehouse System Hardware (Computers - '23)	N/A	\$50,000	50 - 5	Gatehouse System Hardware (Computers - '23)		\$5,804	\$50,000	Automated Visitor Passes
Gatehouse Maintenance	\$6,500	\$22,846	51 - 6	Gatehouse Maintenance	\$6,500	\$1,042	\$22,846	NG Barrier gate & SG upg
Lake Trace Maintenance (annual)	\$5,000	\$5,000	52 - 7	Lake Trace Maintenance (annual)	\$5,000	\$0	\$5,000	
Add General Contract Labor	N/A	\$10,000	53 - 8	Add General Contract Labor			\$10,000	Due to reduced voluntee
Traceway Road Widening (as required) - C	\$20,000		54	Traceway Road Widening (as required) - C	\$20,000	\$20,000		
Sign Island Erosion Control - C	\$25,000		55	Sign Island Erosion Control - C	\$25,000	\$25,000		
Major Road & Bridge Maintenance (Reserve)	\$100,000	\$0	56	Major Road & Bridge Maintenance (Reserve)	\$100,000	\$100,000	\$0	Itemized within Income S
Large Truck Parking Pad - C	\$5,000		57	Large Truck Parking Pad - C	\$5,000	\$6,500		
	Move to reserves		58	Reserve Allocation	\$36,800	\$39,954	\$0	Add to Reserves, from above-listed (approved
<b>Subtotal</b>	<b>\$176,500</b>	<b>\$287,846</b>	<b>59</b>	<b>Total Long Range Planning</b>	<b>\$213,300</b>	<b>\$213,300</b>	<b>\$287,846</b>	

<b>TOTAL EXPENDITURES</b>	<b>\$742,802.00</b>	<b>\$823,298.00</b>
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<b>GAIN/LOSS CTA OPERATIONS</b>	<b>(\$7,882.00)</b>	<b>\$17,285.00</b>
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Reserve Allocation	\$36,800			Total "additions to Emergency Reserve"				Move to "Additions to emergency reserve"
<b>Subtotal</b>	<b>\$36,800</b>							

<b>Balance</b>	<b>\$779,602.00</b>			<b>Total Operating Expense</b>	<b>\$566,302</b>	<b>\$566,302</b>	<b>\$535,452</b>
				<b>Long Range Planning (Capital)</b>	<b>\$0</b>	<b>\$213,300</b>	<b>\$0</b>
				<b>Total CTA Budget</b>	<b>\$566,302</b>	<b>\$779,602</b>	<b>\$535,452</b>

**Lot Assessment Type**  
**Number of Assessed Lots**  
**Assessment for Operations (6:1)**  
**Assessment Long Range Planning (1:1)**  
**Total Assessment**  
**Assessment Increase for 2023**

**Assessed Lots**

2023 Budget 2022 Census Data		
Unimproved	Improved	Total
776	1,594	2,370
\$50.00	\$300.00	\$517,000
\$90.00	\$90.00	\$213,300
\$140.00	\$390.00	\$730,300

2024 Budget 2023 Census Data		
Unimproved	Improved	Total
780	1,619	2,399
\$48.00	\$288.00	\$503,712
\$120.00	\$120.00	\$287,880
\$168.00	\$408.00	\$791,592

20% 5%  
Assessment Updated

**Reserve Funds**

	<b>Exp'd 12/25</b>	<b>Exp'd 12/24</b>	<b>Exp'd 12/23</b>	<b>Exp'd 12/22</b>	<b>Exp'd 12/21</b>
Beginning (est)		\$814,558	\$638,640	\$508,000	
30110 - General Reserve (Roads, Bridges, etc.)		\$0	\$100,000	\$100,000	
Reserve Allocation		\$0	\$0	\$17,100	
Surplus Reserve (Income - Budget)		\$305,131	\$168,618	\$13,540	
Bradford Pear Tree Project: Board-Approved Funds			-\$25,800		
Bridge Repair Reserves Usage - '23			-\$66,900		
<b>Total Reserves</b>	<b>\$0</b>	<b>\$1,119,689</b>	<b>\$814,558</b>	<b>\$638,640</b>	<b>\$508,000</b>

## CTA Communications/Secretary Report – April 2024

**Memorial Day Observance:** Following the March CTA news, three members of the CT community stepped forward to help with this program. We are still welcoming more, such as flag bearers, musicians, etc. Please inquire among your residents as to current/former military and musicians who might help give this observance the effort it deserves.

**New/Deleted Resident Reports:** I apologize that the February and March reports are not available; the gatehouse has not yet provided me with the forms necessary to generate the report. As a reminder, the URL for Lee County Real Estate Sales is [https://leecountync.gov/departments/gis\\_strategic\\_services/sales\\_data.php](https://leecountync.gov/departments/gis_strategic_services/sales_data.php) Results at the county level for any given month aren't available until about 30 days after a month ends. We trust this information will be of use for the POAs.

**Conflict of Interest Form:** The Board requires the annual review and completion of the conflict of interest policy for each CTA Director. This was distributed at the March 5, 2024 board meeting and is in the April Board folder also. Please return the signed copy as soon as possible. Thank you to those who have already done this.

**CAI-NC Membership - Resources:** A list of on demand resources are available at: <https://www.cai-nc.org/general/custom.asp?page=learninglibrary> Please ask your POA leadership if they are interested in any of these and we'll organize watch parties...

**Onboarding/Orientation for Board members:** The "Roberts Rules Cheat Sheets" as well as a copy of the CTA bylaws is now part of every meeting's resource documents. Additional onboarding documents will be added as they become available. This will include committee guidelines that match up with treasurer's guidelines.

**2023 Annual Report:** This document, which is an annual by law requirement, is available for your review; it will be uploaded to the meetings folder for April.

**Gate Sentry Process:** The secretary has been assisting the project manager for the new gate pass system this past month. A town hall was hosted in mid-March, and coming this month - the mailing of letters to all Property Owners in Carolina Trace.

**POA Websites:** The POAs that do not have a web presence are asked to reach out to the secretary for her assistance in creating a static page. This applies to the following POAs: *Eagles Nest, Lakewood and Stonegate.*

Sharon Sheldon  
Secretary, CTA  
CTA Communications Chair



## CTA Security & Safety Committee Report

March 22, 2024

Attending: Greg Burke, Michael Bohn, Jody Jackett, Jeff Sheldon, Penny Turner, Joe Zanga (Chair)

Called to Order 5:01 PM

1. Vector Installation – Jody – The additional cameras to record Gate Staff-Public interaction have been installed. Microphone installation is awaiting equipment. Recordings are Cloud stored continuously. Jody will ask about the limit. That may need to increase for the additional cameras.

2. Gate House “mechanical” needs – Joe – HVAC 20-year-old (life expectancy 10 – 15 years) unit failed during warm weather last week. Replaced 3/18 with more efficient unit at \$3500 from Long Range Planning budget.

Generator may need replacing soon at an estimated \$10 000.

We will price maintenance contracts, which committee favors.

Small items/cleaning services are still needed as are removal of useless/inappropriate equipment. Penny will review with Committee members.

3. SPA – Greg – He and Joe are meeting weekly with JR (area supervisor) and Allie (senior staff person) to discuss issues going well and still needing work. We note improvement, confirmed by PO comments.

4. Gate Sentry – Jody and Greg – Jody is supervising efforts and is now principle contact between Company and Trace. Go live date is April 2. As of 3/22 he has no information from Lakewood, Eagles Nest, Southwind, and Golf East. There is only partial information from several others and one owner of multiple properties will not provide information on his renters. Jody will continue to contact these POAs and the PO. As POs change the POAs must, and the Add-Drop list will, supply the information to keep the system up to date.

5. CERT – Penny – Report attached. In addition, a 10-year license for emergency radios obtained. Discussed which radios to keep/use. She and Jody will review and make recommendations.

7. S&S Phone – Joe – Committee now has a cell phone to allow more consistent availability. Chair will be primary holder but other members will be asked to carry when Chair will be unavailable.

8. Lessons from the South Gate – Committee concludes that gates and equipment huts need an overhaul or at least regular maintenance. Joe, with help from Jeff, has interviewed a new company and one of our existing companies (and

will check on a 3<sup>rd</sup>) to determine if there are any new systems which would work better for us. They are also being asked for a maintenance proposal.

The South gate was installed incorrectly so the motor was overheating causing intermittent failure. That has now been corrected as has the “hard” swing to full open or close.

The equipment huts also need dry floors, and equipment organized and secured. We will secure a sign for each hut noting, in English and Spanish, “For problems please call \_\_\_\_\_” (gate house) to try to prevent continuing damage.

Next Meeting - April 26

Meeting Adjourned at 6:06 PM

S&S Committee

Joe Zanga, Chair

#### CERT Report for Safety & Security Committee for April 2024

1. CERT conducted traffic control on Traceway on March 19 to assist Barry Walls’ crew as they were distributing crush and run on the shoulders.
2. April CERT training will be a presentation from Baptists on Mission. The organization has a robust ability to feed people affected by disaster as well as assist people during the recovery phase after a disaster occurs. The Carolina Trace community is invited to attend. Training will be at the Carolina Trace Fire Department on Tuesday, April 16 at 6 PM. Anyone wishing to attend can contact Penny Turner at [leectynccert@gmail.com](mailto:leectynccert@gmail.com) for more details.
3. The next CERT Basic Course for people interested in joining the CERT team will be in April. The schedule is:
  - Friday, April 19, 6-9 PM
  - Saturday, April 20, 8AM – 5 PM
  - Friday, April 26, 6-9 PM
  - Saturday, April 27, 8 AM – 4 PMContact Penny Turner if you are interested in attending.

Penny Turner

[leectynccert@gmail.com](mailto:leectynccert@gmail.com)

919-902-1217

April 12, 2024

**CTA TRAM Report** from Shawn Draper, Chair 2024

I respectfully submit the following remarks as my report for the TRAM committee and its members to the CTA Board of Directors, April 2, 2024.

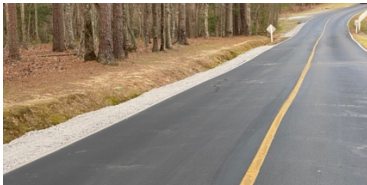
The following items have been prepared or completed for the month of April:

Bridges repairs completed: saved \$640,000 replacement

- contractor over billing issue for unapproved changes



Crusher run completed: improved driver safety, road longevity



Drainage ditches: improved water management, driver safety, road longevity



Blvd trees project, phase 1: completed

Phase 2: removal completed, replacement in May and Fall 2024



Long range planning: roads, culverts, bridges, landscaping

- Expert evaluation completed with plan and budget outlined
- Culvert plan and budget outlined
- Landscaping replacement including Sign Island

Traffic calming study initiated

Southwind/South Landing/Hidden Lake fallen trees inspection: on private or POA property

Misc – dead bird disposal, signpost replacement, tire rut repairs, storm prep, trash pickup and disposal

Thank you for your consideration of these remarks and your support of the efforts of this committee.

## Trace Lake and Dam Committee (“TLDC”) Report to CTA Board of Directors—April 1, 2024

TLDC Members: Bill Huggins (Chair), Greg Burke (CTA Board Member), Lee Amcher, Steve Bolstridge and Alan Mizrahi.

**Bathymetric Study:** As reported in our last report, TLDC commissioned a Bathymetric study of Lake Trace (in the fall of 2023) to determine sediment levels and vegetation (hydrilla and other water plants) levels. The study was submitted along with last month’s TLDC report.

The TLDC met with Rob Richardson of the Aquatic Plant Management program at NC State University to discuss the study. Key points of the meeting:

- Triploid (grass) carp can effectively treat a hydrilla infestation but there are some limitations: First, there is about a 30% loss of carp each year meaning that with 750 carp being added to the lake only 500 survive into year two.
- The carp don’t eat a lot of hydrilla the first year. The peak period of a carp’s consumption of hydrilla is from year 3 to year 5.
- To be an effective deterrent to hydrilla, a significant number of carp will need to be added to Lake Trace each year
- Herbicide treatment should be done in conjunction with adding carp. The treatment should focus on the areas where hydrilla is most concentrated.

TLDC requested that Rob provide an additional report giving his department’s opinion as to the number of herbicide treatments that would be most effective annually, the most efficient herbicide available on the market today and at what strength it could be used without harming the golf course and residential lawns during routine irrigation and also information regarding a spreadsheet application he knows of enabling a calculation of the most effective introduction of carp into the lake over successive years.

TLDC also requested cost estimates for having Rob’s department place and monitor sediment flow sensors around the lake and periodically measure the sediment flow at all major ingress points into the lake, to periodically measure water turbidity along with the flow analysis and to continue to conduct annual bathymetric & vegetative studies with an analysis of year over year changes in both vegetative and bathymetric studies with particular attention to sedimentation creep.

**Dam work:** The project to clear trees and vegetation from the dam has been completed. The expected next step is for the North Carolina Division of Environmental Quality (“DEQ”) to inspect the dam.

**Contact with Escalante Regarding Lake:** TLDC Chair Bill Huggins continues to speak with Victor Rodarte of Escalante on the issues associated with the Lake and dam. Mr. Rodarte continues to emphasize that Escalante is committed to ensuring to the long-term health and proper maintenance of Lake Trace and the dam. He has indicated a willingness to work with CTA on issues such as hydrilla and sediment control in the Lake.

Mr. Rodarte also reiterated that he will attend a TLDC or CTA meeting with the new CTCC General Manager to provide updates and answer questions with regard to the Lake and the dam.

**Ducks Unlimited Wood Duck Nest Program:** TLDC met with two members of the Lee County Ducks Unlimited group to discuss the possibility of the group installing, at no cost to CTA or POAs, wood duck nests around Lake Trace and around POA ponds. Details on the nests are in the link below. Right click on it to open the link.

Ducks Unlimited supplies the nests which are made from donated wood and constructed by the woodshop class at Lee County High School. Ducks Unlimited install the nests and will service the nest each year by cleaning them out and adding new wood shavings.

The ducks occupy the nests only during breeding season (February-March). Once the eggs hatch and the ducklings leave so do the adult ducks as, unlike geese, they are truly migratory birds. Once a duck uses a nest,

the duck will continue to return to the nest each year. Unlike geese, the ducks do not leave waste all over the ground. The ducks preferred foods are acorns, insects and small fish but they will also eat aquatic plants including hydrilla where it is available. Given the relatively small size of the ducks they will not eat large quantities of hydrilla but they can be expected to eat some amount of it.

TLDC strongly recommends that CTA allow the erection of the duck nest on its property and also recommends that POAs allow the nests to be erected on their lake common property as well as on any ponds in the POAs. Again, there is no cost to CTA or POAs...everything is handled by Duck Unlimited.

<https://www.ducks.org/conservation/waterfowl-research-science/build-a-wood-duck-box>

Respectfully submitted,

Bill Huggins  
TLDC Chair

**Memorandum of Informational Meetings for Professional Management  
March 19 and 20, 2024**

<b>ATTENDANCE - CTA Director: POA Name/Attendee</b>	<b>3/19/2024</b>	<b>3/20/2024</b>
Eagles Nest/Jenn Williams	Attended	Attended
Golf East/Dave Hardman	Attended	Attended
Golf North/Gary Henry	Attended	Attended
Golf West/Eric Badgett (alt)	Attended	Attended
Harbor Creek	Attended	Absent
Hidden Lake/Ken Harden	Absent	Attended
Highland Woods	Absent	Absent
Lakewood/Charles Wick	Absent	Attended
Laurel Thicket	Absent	Absent
Mallard Cove/Greg Burke	Attended	Attended
North Shore/Jeff Sheldon (alt)	Attended	Attended
Sedgemoor/Tom Hanley	Absent	Attended
South Landing/Joe Zanga	Attended	Attended
Southwind	Absent	Absent
Stonegate	Absent	Absent
Village at Trace	Absent	Attended
Woodfield/Elaine Bednarcik	Attended	Attended
Woodmere-Trentwood/George Orlovsky	Attended	Absent
<b>Total (Out of 18 Possible)</b>	<b>10</b>	<b>12</b>
<b>Exec Committee</b>		
President/Kate Woods	Absent	Absent
Vice president/Joe Zanga	Attended	Attended
Secretary/Sharon Sheldon	Attended	Attended
Treasurer/Randi Constant	Absent	Absent
<b>Professional Management Company Representatives</b>		
Elite Management/Katie Dominello & Nick Ruden	Attended	n/a
CAS/John Stone & Jonathan Stone	n/a	Attended

**On March 19**, the above referenced Board members participated in an informational meeting with Katie Dominello and Nick Ruden of Elite Management, a professional property management firm based in Raleigh. Proposal highlights document is appended to this memorandum.

- Would provide BOD training; host spring fling and fall festival with topics that impact POA life
- Website that allows for payments, account reviews, community documents
- Banking would move to their bank to make it easier for their finance people to handle our books
- Other organizations managed by Elite that are comparable to CTA/POA governance are Twin Lakes and Cary Park, who both have master association and sub associations
- Acknowledged that CTA is unusual due to its current all-volunteer set up; although the volunteer board and committee chairs would still be in place for CTA
- Elite would help with annual budget work, vetting and hiring contractors
- Acknowledged CTA needs expertise in
  - Street work/paving/drainage
  - Gate replacements and repairs
  - Bridge work
  - Storm damage (trees down, etc)
- Property damage issues (gates) can be taken care of by Elite (view footage; file claim)
- Records held by Elite on behalf of CTA always belong to CTA
- Expected contract as proposed with allow for “site manager” to be onsite 1-2 times each month; always able to increase contract to allow for more and when larger projects are needed
  - 24-hour emergency line available
  - Email response time is within 24 hours
  - Fee-based app or cync-text is available
- Advised Elite that current volunteers working on security alone (gates/contractors/damage) is eight hours a day, six days a week. Roads and drainage has been putting in 16-20 hours plus each week.

**On March 20**, the above referenced Board members participated in an informational meeting with John Stone and Jonathan Stone of CAS Management, a professional property management firm based in Southern Pines. Proposal highlights document is appended to this memorandum.

- Clarification as to what CTA needs from professional management
- CAS has been in business for 49 years and still retains original clientele; they are focused in the Triangle (Raleigh/Durham/Chapel Hill) in addition to the Sanford and Southern Pines area. They manage Carolina Lakes in Sanford
- John Stone was the tennis pro at CTCC in his youth so he is familiar with Carolina Trace as of 30+ years ago. Fee is competitive due to the proximity to Southern Pines in addition to Sanford being their hometown



- CAI accredited
  - Bonded and would add CTA to their bond
  - Offer a communications portal
  - Infrastructure support for roads/gates/security contractor liaison
    - Help select contractors and make recommendations
    - RFP for bids for CTA to select and then CAS manages the process
  - All-inclusive price, minus any postage needs
  - Price includes a site manager visit monthly; can add more
  - CTA Board is welcome to come to Pinehurst and meet the staff
- 

Board discussion following each meeting is compiled as follows:

- Does the board think these companies understand the scope of CTA's needs, which are not like those of a traditional HOA/POA?
  - Board members are asked to send the secretary a list of 4-5 tasks that they feel professional management should tackle on behalf of CTA; this will be compiled and sent to each management company to see if this is in line with what can be accomplished
- Discussion that these companies are coordinators/facilitators and that we'd still need volunteers to continue to run the community; professional management would come along side of that
- Volunteer reality – does CTA currently have sufficient volunteers with expertise necessary or should CTA seriously consider professional management
- April 2 Board meeting – further discussion



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*Prepared For*  
**Carolina Trace**

**PROPOSAL HIGHLIGHTS**

- Community Management team consists of Community Manager, and other team members which guarantees continuous supervision and management consistency.
- No bank fees for the association
- Operating system dedicated to HOA management systems and processes. Ability to customize if/when necessary.
- Action Lists can be generated and then placed in secure BOD area of website. The Elite association websites allow for secure areas for Board members and/or committee members to post archived items.
- Website for the association with secure log on for homeowners and maintained by Elite. Websites are frequently checked to make sure information is current.
- Activities and social function support. Staff will work with committees and board to generate annual calendar of events and assist communication between the committees and Board of Directors.
- Community Email or text feature- Ability to send out community emails or texts reminding owners of upcoming events, neighborhood watch items, etc. With community emails, we will have the ability to send out many notices via email rather than usps greatly contributing to lower postage and printing costs.
- Board Orientation and Education seminars – Spring Fling and Fall Festival- held throughout the year that include topics such as current legislation, parliamentary procedures, current topics of interest for Homeowners Associations, etc.
- Direct line 24-hour emergency assistance
- Elite Management supports education for our managers and assistant managers. Manager and Assistant Manager training and ongoing education is of the highest priority to Elite Management Professionals. As a result, we have a strong educated and confident staff. This also has created low turnover with our employees.



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## **OUR MANAGEMENT SERVICES**

### **FINANCIAL SERVICES**

Managing finances properly takes experience and commitment when it comes to association management. Elite Management Professionals will assist the Board in the preparation of an annual budget. We will collect homeowner's dues, assessments, late fees, and user fees, pay association invoices and much more.

#### **Accounts Receivable**

- Mail payment coupon books or invoices
- Deposit checks received daily.
- Collect delinquent accounts according to collection policy.
- Work with attorney to process liens and litigation.
- Maintain and update homeowner addresses (as needed).

#### **Accounts Payable**

- Process invoices after checking against work orders, seek qualified approvals if necessary, and per contractual agreements.
- Pay bills on time to ensure good credit rating for association.
- Create report for Board of all checks processed.

#### **Financial Statements & Services**

- Supply to Treasurer and Board balance sheets, budget comparison cash flow statement, vendor ledger, expense register, aged receivables summary, copies of invoices and bank statements, bank statement reconciliation report, and other requested reports. Financial reports will be provided monthly.

#### **Annual Budget**

- Create Operating Budget timeline in order have adequate time for bids and proposal requests, input from committees, review and interview of contractors and contract negotiation.
- Review annual reserve contributions and projected expenses for Reserve Budget.
- Draft annual budgets for Board review.
- Distribute approved budget to homeowners once approved.

#### **Miscellaneous**

- Support the development of reserves.
  - File year-end tax forms required by the IRS.
  - Prepare end of year financial statements for presentation to a Certified Public Accountant. Assist the auditor during the year end audits.



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- Provide copies for board of the audited financial statement and tax returns. At Board direction, post audit and financials on secure website

### **ADMINISTRATIVE SERVICES**

Elite Management Professionals takes pride in the experience and professionalism of its Association Managers. From contracting for maintenance and repairs to developing procedures, sending notices, and keeping records of legal documents, Elite Management remains perpetually on top of the game.

#### **Administrative**

- Attendance at 12 zoom meetings with the Board.
- Coordinate Annual Meeting- notices, location and time, proxies, volunteer awards, meeting reminders, etc.
- Rules and Regulations enforcement- respond to and enforce Covenants.
- Create bid specifications for proposals and analyze bids for board review.
- Central communication source for the board, homeowners, contractors, suppliers, developers, real estate agents
- Maintain association records according to Covenants including Book of Resolutions, minutes, work order records, correspondence, modification change log, owner records, etc.
- Distribute Welcome Packages from Association to include- letter of welcome, annual budget, modification guidelines, rules and regulation, board list, recent newsletters, and other important homeowner's association information.
- Assist in coordinating and distribution of mailings for association and assist in the reproduction and mailing of the community newsletter, if applicable.

### **PROPERTY SUPERVISION**

- Issue violation and due process notices from inspections completed by the Board of Directors.
- Send work orders for service when necessary and follow-up on contractor work orders and contracts.
- Negotiate contracts on behalf of the association.
- Review physical common property and determine preventive maintenance needed.
- Coordinate specifications and for major repair and improvements when needed and consult with qualified personnel when necessary.
- 24-hour emergency line for homeowners and contractors

**Cost Proposal:**

**MANAGEMENT COMPENSATION STRUCTURE-**

- 1) A charge of \$2,500 per month for the services outlined below. This contract will remain in effect for one year from the time of signing. The pricing in this proposal is valid through 12/31/2024. This includes all services in the proposal including administration of the community website and the items listed below.

Included Services

- 12 virtual meetings
- Support and administration for gate access control
- Guard service administration and management
- Contract management

This proposal is based on 10 hours of setup for the association. Typically, the setup for an association is within these hours. If setup exceeds 10 hours will discuss with the Board for an hourly fee to not exceed \$125.00 per hour.

- 2) Monthly expense reimbursement to Agent shall be based on the following, which may be deducted by Agent the same as the base management fee.
- a) Prepare Newsletter- administrative hourly rate.
  - b) Complete PUD and Refinancing Forms- Billed to Mortgage Co.
  - c) Coordinate Welcome Packages, charged to printing expense
  - d) Charge prevailing fee allowed by law to process each returned check. Billed to owner's account.
  - e) Charge \$61.00 administrative fee for accounts requiring demand letter for collection. Billed to owner's account.
  - f) \$125 per hour consulting fee for items not contained in this agreement. To be charged upon notice and agreement of Board.
  - g) Reimbursement will be made for all reasonable out-of-pocket expenses made on behalf of Association from Agent's main office to include postage, printing and supplies.
  - h) When additional administrative support staff is requested or required at events such as annual or special meetings of Association, such support staff will be charged to Association at the administrative rate of \$45.00 per person per hour or any portion of an hour.
  - i) Agent is authorized to issue certificates for real estate transition (and charge for such service) setting forth assessment balance and amount due on a specific Lot. Billed to entity/ person other than Association.
  - j) A charge of \$100.00 will be billed to the Association annually on the postage sheet for the Cinc app for Board members and owners.



Here is a list of services that CAS can provide to your community:

**Administrative Services:**

- Managing communications between homeowners and the HOA board.
- Attending and organizing board meetings and annual homeowner meetings.
- Maintaining records and documentation related to the community.

**Financial Management:**

- Collecting and managing sub-association assessments and deposits.
- Submitting monthly financial reports to the Board of Directors.
- Creating and managing the HOA budget.
- Handling financial reporting and tax preparation, including collaboration with auditing services.
- Overseeing accounts payable and receivable.

**Association Property Maintenance and Repairs:**

- Scheduling and overseeing routine maintenance tasks such as landscaping services and common area upkeep.
- Coordinating repairs and maintenance schedules for community amenities.

**Vendor Management:**

- Procuring and managing contracts with vendors for various services such as landscaping and other services needed by the community.
- Supervising vendor performance and addressing any issues or concerns.

**Legal Compliance and Governance:**

- Ensuring compliance with local, state, and federal laws governing homeowners' associations.
- Providing guidance to the HOA board on legal matters and governance best practices.

**Communication and Community Engagement:**

- Facilitating communication between homeowners, the HOA board, and management company staff.
- Disseminating important information, updates, and announcements to homeowners through various channels.
- Organizing community communication to foster resident engagement.

**Technology and Administrative Support:**

- Utilizing software and technology platforms to streamline administrative tasks such as accounting, communication, and document management.
- Providing administrative support to the HOA board, including preparing meeting agendas, minutes, and reports.