

**DuFief Homes Association**  
**2024 Annual Meeting Minutes**  
**February 14, 2024**  
**7:30 PM**  
<https://www.dufief.org>

| Board Members    | Role                        | Initials |   |
|------------------|-----------------------------|----------|---|
| Fred Mingo       | President                   | FM       | - |
| Brian Frank      | Treasurer/Board Member      | BF       | P |
| Pamela Weld      | Vice President/Board member | PW       | P |
| Linde Fuller     | Board member                | LF       | P |
| Ron Ely          | Secretary/Board Member      | RE       | P |
| Bill Golumbskie  | Board member                | BG       | P |
| Jared Smith      | Board member                | JS       | P |
| Shawn McCloskey  | Board member                | SM       | P |
| Donna Freshwater | Board member                | DF       | P |

**1. Call to Order**

7:32 PM meeting called to order.

**2. Verification of Quorum (10% of the Community)**

Confirmed at least 31 homeowners attending.

**3. Reading and Approval of Minutes of the 2023 Annual Meeting**  
**Copies of minutes were available for review.**

Homeowners asked

Motion to accept by JL Staudeman

Seconded by JS.

Motion passed.

**4. Treasurer's Report**

BF discussed report.

## Treasurer Report – February 15, 2024

Total amount in account as of 2/15/24 \$138,485.04  
Operating 15 Mo. CD - \$130,000.00

### **306 homes / 306 have paid - 100 % for 2010 Dues**

305 homes / 306 have paid - 99.7 % for 2011 Dues  
305 homes / 306 have paid – 99.7 % for 2012 Dues  
304 homes / 306 have paid – 99.3 % for 2013 Dues \*  
304 homes / 306 have paid – 99.3 % for 2014 Dues \*  
304 homes / 306 have paid – 99.3 % for 2015 Dues \*  
305 homes / 306 have paid – 99.6 % for 2016 Dues  
305 homes / 306 have paid – 99.7 % for 2017 Dues  
305 homes / 306 have paid – 99.7 % for 2018 Dues  
305 homes / 306 have paid – 99.7 % for 2019 Dues  
304 homes / 306 have paid – 99.0% for 2020 Dues  
303 homes / 306 have paid – 99.3 % for 2021 Dues  
302 homes / 306 have paid – 98.7% for 2022 Dues  
298 homes / 306 have paid – 97.4% for 2023 Dues  
219 homes / 306 have paid - 71.6% for 2024 Dues

\*one home discharged in bankruptcy

Total amount of Dues still owed \$26,375.68 (5,921.69 for 2023 and prior)

### **Total in reserve as of today - \$53,291.12**

**Reserve 15 Mo. CD \$80,000.00**

Expenses from January 1, 2024 – January 31, 2024

|                                 |             |
|---------------------------------|-------------|
| 1. Solitude Lake                | \$ 215.56   |
| 2. Zoom                         | \$ 15.99    |
| 3. Appfolio                     | \$ 280.00   |
| 4. PPR Services                 | \$ 1,104.17 |
| 5. USPS (Annual Meeting Notice) | \$ 145.20   |

Deposits made from January 1, 2024 – January 31, 2024

|                         |             |
|-------------------------|-------------|
| 1. 2024 Dues payments - | \$37,401.60 |
|-------------------------|-------------|

BF noted that some funds were moved into CDs which earn more interest.  
8 properties sold for an average of \$802,875

## **5. Review of 2023 Profit & Loss**

2023 DHA Balance Sheet

Did not make the planned amount of reserve transfer in 2023 so this additional amount will be done in 2024.

## Treasurer's Report: 2023 DHA Balance Sheet

### 2023 LIABILITIES & EQUITY

#### Equity

|  |            |
|--|------------|
| 6. Opening Bal Equity (1/1/23)   | 189,925.13 |
| 7. Ending Bal Equity (12/31/23) includes reserves collected and CD (130,000) | 221,867.38 |
| 8. Income  | 83,194.09  |
| 9. Expenses paid (no contribution to Reserve will double in 2024)            | 41,935.28  |

### TOTAL LIABILITIES & EQUITY

|   |                          |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
|---|--------------------------|------------|-------------------------|----------|------------|-----------|----------------------------|-----------|------------------------------------|-------------------|---|-------------------------------|----------|-----------------------------------|----------|---------------------------|-----------|-------------------------|----------|---------------------|----------|--------------------------|-----------|--------------------|----------|--------------------|------|--------------------------------|--------|--------------------|----------|---------|--------|-----------------|--------|----------------------|------------------|---------------|---------|--------------|------------------|
| <p><b><u>INCOME</u></b><br/>January through December 2023</p> <table> <tr> <td>Dues Collected thru 2023</td> <td>73,822.21</td> </tr> <tr> <td>Dues Collected for 2023</td> <td>8,836.88</td> </tr> <tr> <td>Bad check</td> <td>35.00</td> </tr> <tr> <td>Resale Packages</td> <td>500.00</td> </tr> <tr> <td><b>Income</b></td> <td><b>83,194.09</b></td> </tr> </table>   | Dues Collected thru 2023 | 73,822.21  | Dues Collected for 2023 | 8,836.88 | Bad check  | 35.00     | Resale Packages            | 500.00    | <b>Income</b>                      | <b>83,194.09</b>  | <p><b><u>EXPENSE</u></b><br/>January through December 2023</p> <table> <tr> <td>■ Administrative – inc. zoom)</td> <td>1,508.37</td> </tr> <tr> <td>■ Bookkeeping Service (QB &amp; AppF)</td> <td>3,567.67</td> </tr> <tr> <td>■ Common Area Maintenance</td> <td>17,125.04</td> </tr> <tr> <td>■ Common Ownership Reg.</td> <td>1,989.00</td> </tr> <tr> <td>■ Insurance Expense</td> <td>1,788.00</td> </tr> <tr> <td>■ Picnic (Spring &amp; Fall)</td> <td>10,896.34</td> </tr> <tr> <td>■ Pond Maintenance</td> <td>2,511.48</td> </tr> <tr> <td>■ Quickbook charge</td> <td>2.34</td> </tr> <tr> <td>■ Repairs (bench &amp; Playground)</td> <td>314.41</td> </tr> <tr> <td>■ Scanning records</td> <td>1,632.00</td> </tr> <tr> <td>■ Signs</td> <td>333.30</td> </tr> <tr> <td>■ Survey Monkey</td> <td>279.84</td> </tr> <tr> <td><b>Total Expense</b></td> <td><b>41,947.79</b></td> </tr> <tr> <td>Less interest</td> <td>- 12.51</td> </tr> <tr> <td><b>Total</b></td> <td><b>41,935.28</b></td> </tr> </table> | ■ Administrative – inc. zoom) | 1,508.37 | ■ Bookkeeping Service (QB & AppF) | 3,567.67 | ■ Common Area Maintenance | 17,125.04 | ■ Common Ownership Reg. | 1,989.00 | ■ Insurance Expense | 1,788.00 | ■ Picnic (Spring & Fall) | 10,896.34 | ■ Pond Maintenance | 2,511.48 | ■ Quickbook charge | 2.34 | ■ Repairs (bench & Playground) | 314.41 | ■ Scanning records | 1,632.00 | ■ Signs | 333.30 | ■ Survey Monkey | 279.84 | <b>Total Expense</b> | <b>41,947.79</b> | Less interest | - 12.51 | <b>Total</b> | <b>41,935.28</b> |
| Dues Collected thru 2023  | 73,822.21                |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Dues Collected for 2023   | 8,836.88                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Bad check   | 35.00                    |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Resale Packages   | 500.00                   |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| <b>Income</b>   | <b>83,194.09</b>         |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Administrative – inc. zoom)   | 1,508.37                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Bookkeeping Service (QB & AppF)   | 3,567.67                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Common Area Maintenance   | 17,125.04                |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Common Ownership Reg.   | 1,989.00                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Insurance Expense   | 1,788.00                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Picnic (Spring & Fall)  | 10,896.34                |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Pond Maintenance  | 2,511.48                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Quickbook charge  | 2.34                     |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Repairs (bench & Playground)  | 314.41                   |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Scanning records  | 1,632.00                 |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Signs   | 333.30                   |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| ■ Survey Monkey   | 279.84                   |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| <b>Total Expense</b>  | <b>41,947.79</b>         |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Less interest   | - 12.51                  |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| <b>Total</b>  | <b>41,935.28</b>         |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| <p><b><u>Reserves</u></b></p> <table> <tr> <td>Opening Balance (1/1/23)</td> <td>133,275.67</td> </tr> <tr> <td>Interest collected</td> <td>13.64</td> </tr> <tr> <td>Reserve CD</td> <td>80,000.00</td> </tr> <tr> <td>Closing Balance (12/31/23)</td> <td>53,289.31</td> </tr> <tr> <td><b>Total in Reserve (12/31/23)</b></td> <td><b>133,302.95</b></td> </tr> </table> | Opening Balance (1/1/23) | 133,275.67 | Interest collected      | 13.64    | Reserve CD | 80,000.00 | Closing Balance (12/31/23) | 53,289.31 | <b>Total in Reserve (12/31/23)</b> | <b>133,302.95</b> | <p><b><u>Collections still owed for past dues</u></b></p> <p>Dues for years prior to 2023 \$5,921.69<br/>Includes 1 home that hasn't paid for several years (3 judgments/liens) and owes over \$2,200.00.</p>   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Opening Balance (1/1/23)  | 133,275.67               |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Interest collected  | 13.64                    |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Reserve CD  | 80,000.00                |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| Closing Balance (12/31/23)  | 53,289.31                |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |
| <b>Total in Reserve (12/31/23)</b>  | <b>133,302.95</b>        |            |                         |          |            |           |                            |           |                                    |                   |   |                               |          |                                   |          |                           |           |                         |          |                     |          |                          |           |                    |          |                    |      |                                |        |                    |          |         |        |                 |        |                      |                  |               |         |              |                  |

## 10. Appointment of Inspectors of Election

Need 2 homeowners and 1 board member

Caroline Jordan, JL Staudeman volunteered as inspectors.

JS volunteered for the board

## 11. Introduction of Audit Committee Candidates for 2023 and Call for Additional Members

Puja Rathor, Mary Bell, Chris Saah are current members and volunteered to serve again. BF made a call for additional audit committee members.

BG volunteered as a write-in. BG is current board members but term is ending so he is eligible, said he's not running for the board again.

## 12. Prospective Board Member Candidate Forum

LF is retiring from the board and retiring as Readwood editor. BG and PW are also departing the board.

### a. Call for Write-In Candidates

BF made a call for nominees.

Current nominees for the board are

Moira Davenport

Donna Freshwater

Angel Manzur

Ashok Prajapati

### b. Candidate Introductions

Moira, has been in community for 37 years and has raised 4 children here. Retired 8 years ago. Interest in native plants, habitat loss. Enjoys gardening and local wildlife. Got involved when she heard about board's plan to renew front common area. Working with Roger rasnake on coordinating the effort to encourage

Donna Freshwater: Been here since 92/93.

Angel Manzur: Originally from Mexico City, 2 kids in DuFief ES. Wanted to know more about the community and see how they could help.

Ashok Prajapati: Moved in 11 years ago.

Bios for all candidates were made available on the dufief.org website.

**c. Homeowner Questions**

BF called for homeowner questions.

**13. Discussion of Election Process**

**5**

**a. Vote to Elect Board Members for a 3-Year Term and**

**14. Vacant 2 Year Board Member Term**

BF stated that since there were four candidates and four nominees they had the option to accept the election without a vote.

Motion by RR to accept 4 directors. Caroline Jordan seconded. Motion carried.

BF indicated we need to reviewed proxies to confirm there were no additional write in nominations. RE asked if there was a possibility this could be challenged. BF stated that we had checked with the CCOC. No additional nominations were found on the returned proxy forms. Motion to accept the 4 candidates approved by community.

Motion by Ken Carslon to accept 4 audit committee members JL to second. Voice vote held. Motion carried.

**15. Vote on Proposed 2024 Budget**

**5**

BF presented budget.

Question from JJ regarding if there were specific common area expenses planned.

RE noted we had reduced the allocation for legal

CJ

Questio from BG about how hard it was to take money out of the CD.

Roger moved, JJ seconded to accept proposed 2024.

None oposed. Motion carried.

**16. Committee Reports**

**a. ARC Report**

**10**

WW: ARC Chair presenting

Said we need new members. Started year with 6 members, now down to 2.5.

Since we moved to Appfolio system things have become easier, but some of the members with expertise have left th3e team. Please do contact the ARC if you encounter any issues.

48 applications since last Feb. 44 were applications, 1 was arc report, 1 was question, 1 was just a repair, 1 pending completion. Still using physical color board. ARC still likes to have physical samples.

Question from a homeowner about whether there was guidance for ARC decisions, how do you learn from past cases/approvals? WW indicated we previously used our paper records but they had been scanned and were currently not fully broken out.

RE indicated we do have records scanned and that records that were previously in files for homes were stored in Appfolio, but there were some records which hadn't been filed which had placed in a Share Drive. The system can still be improved but we have some OCR to assist in searching.

**b. Readwood**

LF spoke about change in editorship. Passing on after 17 years. Sandi Shapiro agreed to do this. Hoping the Readwood will continue since it's a nice feature of the community. Spoke about someone she had met from France that she was writing about the DuFief family, and was looking for info about the part of the family which had moved to the US. Discussed that the names of parcels of lands distributed to the family were used by the community developer as the street names.

**c. Welcoming Committee**

No members present.

**d. Audit Committee**

Presentation of audit committee report by BF. Mary can answer questions. Mary says Brian presents records month by month. Sometimes there are questions about expense items are, takes about an hour and a half.

**e. Nominating Committee**

BF made Call for nominating committee members. Noted that we are supposed to appoint members for next year's committee at this meeting. No volunteers.

**f. Green Team**

Roger Rasnake presenting. Board looked at survey results and saw there were some results about environment concerns and front entrance. Moira has thoughts about what to do there. Team has been designated as "green team". Term has been used for teams dealing with sustainability. Green team in DuFief is keeping modest goals. Noted our special location in proximity to Muddy Branch and our history as "Park Life DuFief". Moira, Roger, Vin are involved. Envision Green team as supporting common areas, environmental issues, dealing with invasives, holding community workshops. Will be sharing plans in the Readwood. Is open to all.

Maira: presented a trifold. Have several initiatives. New landscaping on front entrance. BF noted the area is an easement HOA is required to maintain. Discussed some of the native plants we would be using in the landscaping. Have looked for deer resistant plants.

Question whether plants are available in local nurseries. RR indicated many are not available at all stores. Were hoping could get some from county nurseries.

**g. President's report**

FM not present, BF read a statement. Highlights of last year include:

- Appfolio transition
  - scanning of records
  - community survey
  - community events
  - Readwood now on quarterly cycle
  - budget security/CDs
  - asked 311 to fix curbs
  - increased board transparency
- 2024 would include
- testing Appfolio
  - baseline review of ARC records
  - social events
  - neighbors helping neighbors
  - committees continuing
  - members only section on website
  - possibly updating governing documents
  - competitive review of contracts

**h. Secretary Report/AppFolio Portal Discussion**

RE discussed how Appfolio is now being used to support the HOA. 85% of homeowners now have portals open in the system. These are being used for payments and managing ARC requests. Legacy Arc records have been scanned and are being stored within Appfolio and a share drive, work on this will continue in 2024. Meeting minutes are also being stored and should be accessible as shared files through homeowner portals.

**17. Community Survey Update and Discussion**

SM presented results. Full results were displayed on a poster board, and an update including summary of written responses will be posted to the community website.

JJ asked if there were highlights.

JS said people were positive about upkeep. Many people want to keep things generally as they are.

60% favored “conformity”. General opposition to regulating yard art or holiday decorations. More community activities are favored. Not much support for renaming community unless the county renames the local streets.

**18. New Business**

**a. Opportunity for Community to Raise Concerns**

Discussion about vehicles found driving down to pond and possible solutions to keep vehicles out of the common area.

**b. Community Events**

RR discussed muddy branch alliance has an education program “*Wild Wanderers plant finder challenge*”.

**19. Adjourn**

CC motion to adjourn. Lori Levine seconded. Motion carried.