

Charon Pines Homeowners Association  
Annual Meeting

5:30 PM Via

**2) Repair and Maintenance Report**

1. Turner Morris notes attached regarding icicle buildups. The heat tape will not completely prevent icicle buildup and ice dams but does help alleviate some of the roof leaks with ice dams. There was no drywall damage in anyone's unit this past winter. #1118 said they had a leak in their entry, but just paint damage.
- I. Call to Order; Confirm Quorum
- II. Minutes of Annual Meeting April 2, 2024
2. #1116 Back Deck rebuild to be done August/September 2025. Brian Juchno and has scheduled this and is confirming the work with the engineer.
- III. Manager's Report and Current Financials as of Dec 31, 2024.
- IV. Old Business.
3. Driveway crack sealed?
- V. Siding repairs and touch paint to be done this summer.
5. Extinguishers to be inspected
6. Chimneys to be cleaned and inspected. This was done in 2022, but do not see a record of occurring in 2024.
- VI. Weedyhacking summer
- Future Maintenance Items
- VII. Election of Board of Directors and Officers
- VIII. Adjourn

**Charon Pines Homeowners Association  
Annual Meeting  
Tuesday, April 2, 2024  
5:30 PM Zoom Meeting  
Minutes**

**I. Call to Order; Confirm Quorum** – Pursuant to timely notice of the meeting having been given, Abbie Cobb, President, deferred to Carol Cannon, Managing Agent, Bliss Property Management, Inc., to run the meeting. Carol called the meeting to order at 5:35 PM. Quorum is a majority. Eight unit owners were in attendance via Zoom, so a quorum was met. In attendance were, Andrew Delligatti #54, Don and Patty Grady #58, Brent Vaughn #48, Andrew Carpenter #50, Kiki Zaist #56, Abbie Cobb #62, Lynnette and Robert Will #46, Anne and Dick Rask (proxy for Steve Rask #60).

**II. Approve Minutes of the last Annual Meeting** – Carol asked if there were any changes to the 2023 Annual Meeting Minutes. There were none. Approve the minutes of the July 25, 2023, Annual Meeting Minutes. M/S/P Kiki/Brent.

**III. Manager’s Report and Current Financials as of Dec 31, 2023** – Carol presented the 2023 Repairs and Maintenance and the Financials as of December 31, 2023.

**Financials as of 12/31/2023**

Operating Account = \$ 33,378

Reserve Account = \$43,642

No Units more than one month Past Due

Carol reviewed Year-End 2023 Balance Sheet, Profit and Loss Budget vs Actual Financial Reports as presented. Members present approved the 2023 Financials. M/S/P Lynette/Abbie.

Carol reviewed the recent 2023 Repairs and Replacements (determined at the Special 2022 Membership Meeting and funded by the \$16,000 per unit assessment) and the proposed 2024 Repairs and Replacements.

| Year | Project Description   | Cost                                 | Project Status |
|------|---|--------------------------------------|----------------|
| 2023 | Front Deck Waterproofing remaining units  | \$3,120 (#62 still needs to be done) | Completed 2024 |
| 2023 | Fire Mitigation – weed whacking   | \$900                                | Completed      |
| 2023 | Fireplace inspections   | \$2,000                              | Completed      |
| 2023 | Roof Replacement  | \$89,000                             | Completed      |
| 2023 | Siding Repairs - back and steps   | \$1,000 estimate                     | 2024           |
| 2023 | Paint remaining front and back of both buildings, garage doors and all windowsills and trim | \$28,500                             | Completed      |
| 2023 | Driveway sealcoat and crack sealing   | \$3,900                              | Completed      |
| 2024 | Fire Mitigation – weed whacking   | \$1,000                              | August 2024    |
| 2024 | Heat tape repairs – replace old heat tape And gutter repairs                                | \$5,000                              | 2024           |
| 2024 | Fireplace inspections   | \$1,000                              | September 2024 |

Carol explained Turner Morris performed extensive heat tape replacement and gutter repair fall, 2023 was necessary due to leaking behind the gutters and original non-commercial grade heat tape failing.

**IV. Proposed Operating Budget 2024 Discussion and Vote to Ratify** – Carol reviewed the Proposed 2024 Budget spreadsheet. The Membership requires vote to ratify the budget. Carol reviewed each line item, noting the dues would increase \$50/mth/unit beginning May 1, 2024.

Dick Rask suggested the dues be increased more than the proposed \$50/mth to cover operating costs. The Board said they did not want to increase dues too much following the \$16,000 assessment last year. The Board will continue to review dues increases for the future. Carol said the expenses for heat tape replacement and siding repairs would be expensed from the Reserve Account, not the Operating Account.

Andrew Carpenter suggested the Reserve Account be in a higher interest-bearing money market account. Carol will implement this. Andrew C also asked if the Comcast expense can be researched. Some owners do not use cable any longer and stream channels. Some owners prefer to have cable. Carol and the Board will research this further and compare cost savings.

The Board is researching other plow companies to determine cost savings vs. service improvement. Carol said the current plow company’s contract price will remain the same in 2024-2025 season.

After the New Business and Financial discussions, the Membership approved the Proposed 2024 Budget as presented with the Comcast/cable line item still to be researched. M/S/P / Dick /Abbie

**V. Old Business** – Discussion began regarding the updated Rules and Regulations. Carol explained these rules were revised by the lawyer in 2023. The Board recently approved them, but still requests input from the membership. Abbie suggested a committee be formed to review the regulations. Members present felt parking rules and enforcement, especially, need to be reviewed. Carol asked any members who are interested in being on this committee please stay on the Zoom after this meeting to set up another meeting to discuss Rules and Regulation updates. Andrew C, and Dick said they would be interested in participating. This committee along with Board, will meet to review the Rules and Regulations.

Carol asked if there was any other Old Business. There was none.

**VI. New Business** – Exterior Deck Maintenance – Dick Rask requested the Board determine if painting and sealing the concrete pads on the decks be an owner repair and responsibility or an HOA expense. Carol said decks are considered limited common area, so each owner is normally responsible for their own deck repairs. The Board will discuss this.

Lynette began a discussion asking if anyone is interested in switching out their old gas fireplaces for newer models, to save money if multiple units are done at once. Multiple owners were interested. Please contact Lynette at 412-656-3326 or [balas19@hotmail.com](mailto:balas19@hotmail.com).

Carol asked if there was any other new business. There was none.

**VII. Election of Board of Directors and Officers** –The current 2023 Board is Abbie Cobb, Kiki Zaist, and Brent Vaughan. Carol asked if any other members would like to serve on the Board. Andrew Delligatti volunteered to be on the Board. Brent Vaughan said he would step down if there were enough members. All other current Board members agreed to serve another 1-year term. The 2024 Board of Directors is Abbie Cobb, Kiki Zaist and Andrew Delligatti.

**VII. Adjourn** - Motion made to adjourn at 6:30 PM M/S/P Lynette/Abbie.

The Board of Directors met immediately following the Annual Meeting and elected the following officers for 2024: Kiki Zaist—President; Abbie Cobb – Vice President; Andrew Delligatti —Treasurer/Secretary;

All Board members, plus the Rules and Regulations Committee - Andrew C. (Dick Rask was not present) - agreed to meet at Kiki's unit on May 1, 2024 at 4:30 to discuss updating the Rules and Regulations. This group asked Carol to send out a notice requesting membership feedback and comments regarding the current Rules and Regs, including parking ideas.

All present would like to thank Brent Vaughan very much for his many years on the Board.

**Adjourn** - Motion made to adjourn Board Meeting at 6:45 PM M/S/P Lynette/Abbie.

Respectfully Submitted by:  
Carol Cannon, Managing Agent  
Bliss Property Management, Inc.  
April 3, 2024

**Charon Pines 2025 Annual Meeting  
Manager's Report**

**Major Repair and Maintenance Items 2023-2025 Future Repairs**

| Year | Project Description   | Cost   | Project Status |
|------|---|--|----------------|
| 2023 | Front Deck Waterproofing remaining units  | \$ 3120 (#62 still needs to be done)           | Completed      |
| 2023 | Fire Mitigation – weed whacking   | \$ 900   | Completed      |
| 2023 | Fireplace inspections   | \$ 2,000                                       | Completed      |
| 2023 | Roof Replacement  | \$89,000                                       | Completed      |
| 2023 | Repair back porches, siding, and steps  | Will get new estimate                          | 2025           |
| 2023 | Paint remaining front and back of both buildings, garage doors and all windowsills and trim | \$28,500                                       | Completed      |
| 2023 | Driveway sealcoat and crack sealing   | \$ 3900  | Completed      |
| 2024 | Fire Mitigation – weed whacking   | \$ 800   | Completed      |
| 2024 | Heat tape repairs – replace old heat tape #44-#52   | \$8840 incl some gutter and downspouts repairs | Completed      |
| 2024 | Fireplace inspections   | \$ 1000  | Completed      |
| 2024 | Cut down trees – fire mitigation  | \$4600   | Completed      |
| 2024 | Stain front decks (annually)  | \$3200   | Completed      |
| 2025 | Heat tape repairs – replace old heat tape   | \$2000 #56                                     | 2025           |
| 2025 | Fireplace inspections   | \$ 1000  | 2025           |
| 2025 | Fire Mitigation – weed whacking   | \$ 800   | 2025           |
| 2025 | Repair back porches, siding, and steps  | \$500 estimate                                 | 2025           |
| 2025 | Stain front decks (annually)  | Skipping 2025 as a test                        |                |
| 2025 | Repair back porches, siding, and steps  | Will get new estimate \$1000                   | 2025           |
|      |   |  |                |
|      |   |  |                |

**Financials as of 12/31/2025**

Operating Account = \$ 9217

Reserve Account = \$54,303

No Units more than one month Past Due

**Proposed Budget Discussion** – The Board has approved the Budget. The Membership needs to vote on it to ratify the budget.

Budget Notes

Accounting – same

Bank Service Charges – same

Maintenance and Replacement – Increase for heat tape repairs

Cable and Internet – Increased rates

Fire Prevention – Increased rates

Insurance – Lower Rates

Legal Fees – -0- HOA docs updated

Management fees – increased \$100/month

Snow Removal – increased rates - tbd

Trash – Increased rates

Utilities – Cancelled charges

Sewer – Increased rates

Reserve Contribution – Reserve Contribution to save for capital projects

Charon Pines Condominium Association

**Balance Sheet**

As of December 31, 2024

Accrual Basis

|                                       | <u>Dec 31, 24</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| 100 · Charon Pines Operating Account  | 9,217.10                |
| 109 · First Internet Bnk Reserve      | 40,585.94               |
| 110 · CP Alpine Bank Reserve          | 13,716.66               |
| Total Checking/Savings                | <u>63,519.70</u>        |
| Total Current Assets                  | <u>63,519.70</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>63,519.70</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| 283 · Reserve Equity                  | 30,870.57               |
| 30000 · Opening Balance Equity        | -25,474.41              |
| 340 · Retained Earnings               | 71,173.88               |
| Net Income                            | -13,050.34              |
| Total Equity                          | <u>63,519.70</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>63,519.70</u></b> |

2:29 PM

03/08/25

Accrual Basis

**Charon Pines Condominium Association**  
**Profit & Loss Budget vs. Actual**  
 January through December 2024

|  | Jan - Dec 24 | Budget    | \$ Over Budget | % of Budget |
|--|--------------|-----------|----------------|-------------|
| <b>Ordinary Income/Expense</b>                 |              |           |                |             |
| <b>Income</b>                                  |              |           |                |             |
| 111 · Interest on MM Account                   | 98.92        | 0.00      | 98.92          | 100.0%      |
| 112 · Interest on FIBank                       | 585.94       |           |                |             |
| 305 · Dues                                     | 58,000.00    | 58,000.00 | 0.00           | 100.0%      |
| <b>Total Income</b>                            | 58,684.86    | 58,000.00 | 684.86         | 101.2%      |
| <b>Gross Profit</b>                            | 58,684.86    | 58,000.00 | 684.86         | 101.2%      |
| <b>Expense</b>                                 |              |           |                |             |
| 405 · Accounting/Tax Prep                      | 445.00       | 375.00    | 70.00          | 118.7%      |
| 409 · Postage/Office Expenses                  | 170.00       |           |                |             |
| 410 · Bank Service Charges                     | 40.47        | 120.00    | -79.53         | 33.7%       |
| 415 · Maintenance and Replacement              |              |           |                |             |
| 415.2 · Heat tape replace/repair               | 8,840.45     |           |                |             |
| 415.5 · Waterproof Decks                       | 455.00       |           |                |             |
| 416 · Exterior Painting                        | 3,294.00     | 0.00      | 3,294.00       | 100.0%      |
| 419.5 · Trees cut down                         | 4,600.00     |           |                |             |
| 415 · Maintenance and Replacement - Other      | 500.00       | 2,000.00  | -1,500.00      | 25.0%       |
| <b>Total 415 · Maintenance and Replacement</b> | 17,689.45    | 2,000.00  | 15,689.45      | 884.5%      |
| 420 · Cable and Internet Expenses              | 10,311.31    | 9,780.00  | 531.31         | 105.4%      |
| 427 · Fire Prevention                          | 2,023.65     | 2,200.00  | -176.35        | 92.0%       |
| 435 · Insurance                                | 15,865.77    | 19,000.00 | -3,134.23      | 83.5%       |
| 445 · Legal Expense                            | 0.00         | 500.00    | -500.00        | 0.0%        |
| 455 · Management Fees                          | 9,600.00     | 9,600.00  | 0.00           | 100.0%      |
| 470 · Snow Removal                             | 3,300.00     | 3,300.00  | 0.00           | 100.0%      |
| 475 · Trash                                    | 6,058.48     | 6,000.00  | 58.48          | 101.0%      |
| 485 · Utilities                                | 167.07       | 75.00     | 92.07          | 222.8%      |
| 491 · Sewer - Breck Sanitation                 | 6,264.00     | 6,100.00  | 164.00         | 102.7%      |
| 492 · IN/OUT                                   | 0.00         |           |                |             |
| <b>Total Expense</b>                           | 71,935.20    | 59,050.00 | 12,885.20      | 121.8%      |
| <b>Net Ordinary Income</b>                     | -13,250.34   | -1,050.00 | -12,200.34     | 1,261.9%    |
| <b>Other Income/Expense</b>                    |              |           |                |             |
| <b>Other Expense</b>                           |              |           |                |             |
| 499 · Reserve Contribution                     | 0.00         | 1,000.00  | -1,000.00      | 0.0%        |
| <b>Total Other Expense</b>                     | 0.00         | 1,000.00  | -1,000.00      | 0.0%        |
| <b>Net Other Income</b>                        | 0.00         | -1,000.00 | 1,000.00       | 0.0%        |
| <b>Net Income</b>                              | -13,250.34   | -2,050.00 | -11,200.34     | 646.4%      |

**Charon Pines 2024 Annual Meeting**  
**Annual Meeting March 19 2025**  
**2024 Expenses and Proposed Budget 2025**  
(Fiscal Year Calendar Year )

|   | Actuals<br>Jan 1, 2024-<br>Dec 31 2024 | 2024<br>Budget | (Under)<br>Over<br>Budget | Operating<br>Proposed<br>2025<br>Budget | (Decrease)<br>Increase<br>Per Year |  |
|---|--|----------------|---------------------------|---|------------------------------------|--|
|   |  |                |                           | PROPOSED                                |                                    |  |
| <b>INCOME</b>                           |  |                |                           |   |                                    |  |
| Dues                                    | \$58,000                               | \$58,000.00    | \$0                       | \$60,000                                |                                    | Dues at \$500/mth                                |
| Interest Income                         | \$685                                  | =====          | =====                     | \$660                                   |                                    | beginning May 1 2024                             |
| Total Income                            | \$58,685                               | \$58,000.00    | \$0                       | \$60,660                                | \$0.00                             |  |
| <b>EXPENSES</b>                         |  |                |                           |   |                                    |  |
|   |  |                |                           | Annual                                  |                                    |  |
| 405 Accounting Tax Prep                 | 445.00                                 | \$375.00       | 0                         | \$450                                   | \$75.00                            | increase fees                                    |
| 410 Bank Service Charges                | 41.00                                  | \$120.00       | (\$79)                    | \$40                                    | (\$80.00)                          | lowered fees                                     |
| 409 Office/Postage Expenses             | 170.00                                 |                | \$170                     | \$770                                   | \$770.00                           | increase - PO Box,Website, zoom subscrip         |
| Maintenance                             |  |                | \$0                       |   |                                    | acctg software recategorized                     |
| 415.5 Waterproof Decks RESERVE          | 455.00                                 | \$0.00         | \$455                     | \$0                                     | \$0.00                             | RESERVE  |
| 416 Exerior Painting deck stain         | 3,294.00                               | \$0.00         | \$3,294                   | \$0                                     | \$0.00                             | skip a year tryout                               |
| 418.5 Siding Repairs RESERVE            | 0.00                                   | \$0.00         | \$0                       | \$1,000                                 | \$1,000.00                         | increased RESERVE                                |
| 419 Heat Tape and Gutter repair RESERVE | 8,840.00                               | \$0.00         | \$8,840                   | \$5,000                                 | \$5,000.00                         | RESERVE  |
| 419.5 Trees Cut Down RESERVE            | 4,600.00                               | \$0.00         | \$4,600                   | \$0                                     | \$0.00                             |  |
| 415 Misc Maintenance and Replacement    | 500.00                                 | \$2,000.00     | (\$1,500)                 | \$500                                   | \$500.00                           | decreased - recategorized                        |
| 420 Cable and Internet                  | 10,311.00                              | \$9,780.00     | \$531                     | \$10,320                                | \$540.00                           | increased due to increased rates                 |
| 427 Fire Prevention                     | 2,023.65                               | \$2,200.00     | (\$176)                   | \$2,000                                 | (\$200.00)                         | decrease due to actuals                          |
| 435 Insurance                           | 15,865.77                              | \$19,000.00    | (\$3,134)                 | \$16,080                                | (\$2,920.00)                       | decreased rates                                  |
| 445 Legal Expense                       | 0.00                                   | \$500.00       | (\$500)                   | \$0                                     | (\$500.00)                         | decreased due to completed                       |
| 455 Management Fees                     | 9,600.00                               | \$9,600.00     | \$0                       | \$10,800                                | \$1,200.00                         | increased due to increased rates                 |
| 470 Snow Removal                        | 3,300.00                               | \$3,300.00     | \$0                       | \$3,300                                 | \$0.00                             | no change  |
| 475 Trash                               | 6,058.00                               | \$6,000.00     | \$58                      | \$6,000                                 | \$0.00                             | no change  |
| 405 Utilities                           | 167.00                                 | \$75.00        | \$92                      | \$0                                     | (\$75.00)                          | decreased due to capping the meter               |
| 491 Sewer Breck Sanitation              | 6,264.00                               | \$6,100.00     | \$164                     | \$6,280                                 | \$180.00                           | increased rates                                  |
| TO RESERVE                              |  | \$1,000.00     |                           | \$1,000                                 | \$0.00                             |  |
|   | =====                                  | =====          | =====                     | =====                                   | =====                              | =====  |
| TOTAL                                   | 71,934.42                              | \$60,050       | \$12,814                  | \$63,540                                | \$5,490                            | overall 2024-54 budget change                    |
| RESERVE EXPENSES 2024                   | 13,885.00                              |                |                           | \$57,540                                |                                    | DEDUCT \$6000 FOR RESERVE EXPS                   |
|   | 58,050.42                              |                |                           | \$3,120                                 |                                    | <b>UNDER BUDGET (no deck staining this year)</b> |

03/18/25

**Charon Pines Condominium Association**  
**Profit & Loss Budget Overview**  
 January through December 2025

|   | Jan - Dec 25 |
|---|--------------|
| Ordinary Income/Expense                   |              |
| Income                                    |              |
| 111 · Interest on MM Account              | 120.00       |
| 112 · Interest on FIBank                  | 540.00       |
| 305 · Dues                                | 60,000.00    |
| Total Income                              | 60,660.00    |
| Gross Profit                              | 60,660.00    |
| Expense                                   |              |
| 405 · Accounting/Tax Prep                 | 450.00       |
| 409 · Postage/Office Expenses             | 770.00       |
| 410 · Bank Service Charges                | 40.00        |
| 415 · Maintenance and Replacement         |              |
| 415.1 · Stain Decks (Annually)            | 0.00         |
| 415.2 · Heat tape replace/repair          | 5,000.00     |
| 419 · Siding Repairs                      | 1,000.00     |
| 415 · Maintenance and Replacement - Other | 500.00       |
| Total 415 · Maintenance and Replacement   | 6,500.00     |
| 420 · Cable and Internet Expenses         | 10,320.00    |
| 427 · Fire Prevention                     | 2,000.00     |
| 435 · Insurance                           | 16,080.00    |
| 455 · Management Fees                     | 10,800.00    |
| 470 · Snow Removal                        | 3,300.00     |
| 475 · Trash                               | 6,000.00     |
| 485 · Utilities                           | 0.00         |
| 491 · Sewer - Breck Sanitation            | 6,280.00     |
| Total Expense                             | 62,540.00    |
| Net Ordinary Income                       | -1,880.00    |
| Other Income/Expense                      |              |
| Other Expense                             |              |
| 499 · Reserve Contribution                | 1,000.00     |
| Total Other Expense                       | 1,000.00     |
| Net Other Income                          | -1,000.00    |
| Net Income                                | -2,880.00    |