

Charon Pines Homeowners Association
Annual Meeting
5:30 PM Via
[Zoom Link](#)

AGENDA

- I. Call to Order; Confirm Quorum
- II. Approve Minutes of Annual Meeting April 2, 2024
- III. Manager's Report and Current Financials as of Dec 31, 2024
- IV. Proposed Operating Budget 2025
- V. Old Business
 - New fireplaces – member coordination
 - Comcast – no change
 - No grills or firepits on decks
- VI. New Business
 - 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.

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)	Skippping 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

Accrual Basis

As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
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
	<u>63,519.70</u>
Total Checking/Savings	63,519.70
Total Current Assets	<u>63,519.70</u>
TOTAL ASSETS	<u>63,519.70</u>
LIABILITIES & EQUITY	
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
	<u>63,519.70</u>
Total Equity	63,519.70
TOTAL LIABILITIES & EQUITY	<u>63,519.70</u>

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
Ordinary Income/Expense				
Income				
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%
Total Income	58,684.86	58,000.00	684.86	101.2%
Gross Profit	58,684.86	58,000.00	684.86	101.2%
Expense				
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%
Total 415 · Maintenance and Replacement	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			
Total Expense	71,935.20	59,050.00	12,885.20	121.8%
Net Ordinary Income	-13,250.34	-1,050.00	-12,200.34	1,261.9%
Other Income/Expense				
Other Expense				
499 · Reserve Contribution	0.00	1,000.00	-1,000.00	0.0%
Total Other Expense	0.00	1,000.00	-1,000.00	0.0%
Net Other Income	0.00	-1,000.00	1,000.00	0.0%
Net Income	-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 Jan 1, 2024- Dec 31 2024	2024 Budget	(Under) Over Budget	Operating Proposed 2025 Budget	(Decrease) Increase Per Year	
INCOME						
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	
EXPENSES						
				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 Exterior 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			<u>\$3,120</u>		UNDER BUDGET (no deck staining this year)

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