

**WAKEFIELD HOA ANNUAL MEETING**  
**2/18/20, 6:30PM**

- I. Meeting Opened: Introduction of Current Board
- II. Introduction of PMI Meridian Management
  - A. Ken & Jessica Britt, owners
  - B. Phil Freeman, manager
  - C. Overview of Management responsibilities
- III. Overview of Board Responsibilities
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
  - E. Members at Large
- IV. Opportunities to Propose Neighborhood Projects (open comments taken)
- V. "To Do" list for members
  - A. Request for updated contact information
  - B. Reminder about annual dues
- VI. 2019 Year in Review
  - A. Mailbox sale
  - B. Financial bottom line
- VII. 2019 Financial Report (available in separate document)
- VIII. 2020 Budget Report (available in separate document)
  - A. Expected income \$88,725 (same as 2019)
  - B. Largest expenses:
    - 1. Lawn care 48%
    - 2. Management fee 16%
    - 3. Utilities 9%
  - C. Q&A
- IX. 2020 Plans
  - A. Neighborhood yard sale (June)
  - B. Sewer project (awaiting information)
  - C. Additional trees for front pond
  - D. Proposed neighborhood picnic (June 27)
  - E. Mailbox sale (April)

- X. Architectural Change Request Procedures
  - A. All forms available on website
  - B. Covenants, rules & regulations under "Governance Documents"
  
- XI. Review of Covenant Violation Categories
  - A. Home & yard upkeep
  - B. Mailboxes
    - 1. Available through Otto's
    - 2. Sale April 13-17
  
- XII. Home Sale Tips
  
- XIII. Review of Covenant Amendment Procedure
  
- XIV. Review of Common Courtesy Items
  
- XV. Election of New Board Members
  - A. Steve, Rob, Paul up for re-election
  - B. Jim Graham volunteered to serve
  - C. All four voted in unanimously
  
- XVI. Meeting Closed 8:16PM