

The Townes

at

Saddlebrook



**The Townes at Saddlebrook
Annual Meeting of the Owners
Meeting Minutes
Thursday, July 31, 2025 | 6:00pm
Location: Via Zoom Videoconference**

Board Attendees: Katie Stephens & Michelle Kelly

Board Absentees: Chad Branson

Other Attendees: Tony Ray – Owner

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Katie)
 - a. Per the Bylaws, 25% of owners must be represented either by attending the meeting or by proxy, which is 3 units. We have 3 units in attendance via Zoom and 2 represented via proxy, which gives us a total of 5; quorum has been established.
- 2. Proof of Notice:** Annual meeting notices and proxies were sent via SignWell and by USPS if no email was available.
- 3. Review and approve of previous meeting minutes from July 11, 2024:** Katie motions to approve the minutes as written, Tony seconds, motion carries.
- 4. Financial Review (YTD, June 30th):** Through the end of June, we have a total operating income of \$9,182.45 and a total operating expense of \$9,980.82.
 - a. The discrepancy is from snow removal and roof repairs.
- 5. Manager's Report:**
 - a. Dues Increase: Dues were increased to \$143 per month as of July 1, 2025.
 - b. Delinquency: There is currently one owner that is past due, but they are making payments regularly towards their balance.
 - c. 2024 Reserve Study: There were not any substantial changes on the updated reserve study that was completed last year, and the association is tracking OK towards the study.
 - i. Per the study, updated capital projects are scheduled for 2030 (shingles) and 2031 (asphalt).
- 6. President's Report:** None.

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7. New Business:

- a. Town of Mt. Crawford Sign: The town reached out to us with a proposed sign location, which was directly in front of the monument sign for the association.
 - i. We recommended placing the sign on the strip of grass between the sidewalk and Route 11.
- b. Shutters: Michelle asks if the association can reach out to a vendor to see if there can be a group rate to replace the townhome shutters.
 - i. Bernard mentions that in a different community, a plastic restorer was applied to the shutters, and that the Board can choose to have this done.
 - ii. The Board agrees to have Rocktown obtain pricing for this and send to them for approval.

8. Board of Directors Election: Tony Ray motions to re-elect the current Board, Katie seconds, the motion carries.

9. Member Input: None.

10. Adjournment: 6:21pm (Katie)