

Emerald Hills Home Owners Association Inc.

PROXY

for the
2017 ANNUAL MEETING
Monday, September 11, 2017

I/We, _____, owner(s) of
unit _____ in good standing, hereby appoint [] the Emerald Hills Homes Owners
Association President **or** [] _____ as Proxy to cast my (our) vote
as directed below and to represent me (us) and vote on any other matter that may be properly presented at
the 2017 Annual Meeting of the Emerald Hills Home Owners Association as I (we) would be entitled to
vote if personally present at the 2017 Annual Meeting. This proxy revokes any other proxy prior to this
date.

**Please note that for this proxy to be valid this form must be completed in its entirety and be signed
by each owner of record. Further, this Proxy may be withdrawn by me (us) at the meeting.**

Instructions (if any):

(1st Owner's Name-- Please Print Name)

(2nd Owner's Signature)

(Date)

(2nd Owner's Name-- Please Print Name)

(2nd Owner's Signature)

(Date)

Please complete and mail or email to:

Association & Property Management Services, LLC
Attn: Terry Weaver
P. O. Box 2182
Harrisonburg, VA 22801
office@apmsva.com

(Proxy's Signature – To Be Obtained At the Annual Meeting)

(Date)

Emerald Hills Home Owners Association, Inc
Policy for complaints by members or citizens

Complaint procedures shall be distributed using the association's established reasonable, effective, and free method, appropriate to the size and nature of the association. The complaint procedures will also be included as an attachment in the association disclosure packet. Members of the association will be reminded annually of the complaint procedures by the method of communication established pursuant to §§55-79.75:1 and 55-510.2 of the Code of Virginia.

All complaints must be in written form, utilizing the Association's complaint form, and addressed to the Association, and mailed by regular or certified mail, return receipt requested, or emailed to the Association Manager or member of the Board or Advisory Committee.

A complaint shall concern a matter regarding the action, inaction, or decision by the governing board, managing agent, or association inconsistent with applicable laws and regulations. Complaints must be submitted using the approved Association complaint form. Complaints will provide reference to the applicable law or regulation applicable to the complaint.

Complaints will be acknowledged in writing within seven (7) days. Receipt shall be acknowledged by hand delivery or regular or certified mail, return receipt requested, to the complainant at the address requested, or by electronic means provided the sender retains sufficient proof of the electronic delivery.

The Board or Advisory committee will respond to the complaint within fourteen (14) days of acknowledgement of receipt of complaint. The Association may ask for additional information from the complainant. The Board or Advisory committee will provide a final determination within 14 days upon receipt of additional information requested from the complainant. Receipt shall be acknowledged by hand delivery or regular or certified mail, return receipt requested, to the complainant at the address requested, or by electronic means provided the sender retains sufficient proof of the electronic delivery. The complaint will be disposed of if additional information is not received within 7 days of the request for additional information.

The final determination shall be dated as of the date of issuance and include specific citations to the applicable association governing documents, laws, or regulations that led to the final determination, as well as the registration number of the association. If applicable, the name and license number of the common interest community manager shall also be provided. Complainants will receive written notification of final determination within seven (7) days of decision.

Upon written receipt of the final decision from the Board, the complainant may file a written request for appeal within 7 days of notice.

Requests for appeal will be acknowledged in writing within seven (7) days. Receipt shall be acknowledged by hand delivery or regular or certified mail, return receipt requested, to the complainant at the address requested, or by electronic means provided the sender retains sufficient proof of the electronic delivery.

The Board or Advisory committee will respond to the request for appeal within seven (7) days. The Board or Advisory committee will provide a final determination within seven (7) days from the date of acknowledgment of receipt of request for appeal. Final determination shall be delivered by hand delivery or regular or certified mail, return receipt requested, to the complainant at the address requested, or by electronic means provided the sender retains sufficient proof of the electronic delivery.

Upon receipt of adverse final determination from the Association, the complainant may file a notice of final adverse decision to the Office of the Common Interest Community Ombudsman. The complainant shall file the notice within 30 days of the date of the final adverse decision, in writing, and include: name and contact information of complainant, name, address, and contact information of the association, applicable association governing documents, and date of final adverse decision.

The notice shall include a copy of the association complaint, the final adverse decision, reference to the laws and regulations the final adverse decision may have violated, any supporting documentation related to the final adverse decision, and a copy of the association complain procedure. The notice shall be accompanied by a \$25 filing fee or a request for waiver pursuant to 18VAC 48-70-100. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
804/367-2491
CICOmbudsman@dpor.virginia.gov

Emerald Hills Home Owners Association, Inc

PO Box 2182

Harrisonburg, VA 22801

Association Complain Form

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors of Emerald Hills Home Owners Association, Inc has established this complaint form for use by persons who wish to file written complaints with the Association regarding the action, inaction or decision by the governing board, managing agent or association inconsistent with applicable laws and regulations.

Legibly describe the complaint in the area provide below, as well as the requested or resolution of the issues described in the complaint. Please include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint.

Sign, date, and print your name and address below and submit this completed form to the Association at the address listed above.

Printed Name	Signature	Date
Mailing address		
Lot/Unit Address		
E-Mail Address	Phone Number	Contact Preference

If, after the Board’s consideration and review of the complaint, the Board issues a final decision adverse to the complaint, you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed with 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman, shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
804/367-2491
CICOmbudsman@dpor.virginia.gov

**Emerald Hills Home Owners Association
Annual Meeting
September 19th, 2016**

The annual meeting was held at 6:30 p.m. at the Yancey Fire Station, Fishersville, Va. Terry Weaver, representing APMS called the meeting to order at 6:39p.m. Members of the Board attending, were President, Nicole Baucom, Vice President, John Muire, Treasurer, Jack Cameron, and Secretary, Mona Troensegaard.

Property owners attending:

Eugene Higgs	S. Reese Smith	King Troensegaard
Robert Argiro	Melynela Pachs	Laura Leduc
Laura Trenbeath	Webb Thomas	Starke Smith

Minutes of the meeting of Sept. 14th, 2015 were reviewed. Motion to approve the minutes was made by Gene Higgs and seconded by King T. Motion carried.

Reports of Officers:

Terry Weaver reviewed the income and expense report for period ending 8/31/2016. His report showed that we have \$38,187.44 in total assets. He projected that after all expenses it would be approximately \$37,000.00 at end of year. Year to date total income was \$9,002.14; of which \$8,129.60 is from assessments. Budget for the year is close to target with the cost of the Liability Insurance being under budgeted. Amount budgeted was \$860.00, actual amount billed was \$1,197.00. The amount budgeted for the year was \$8,550.00.

EHHOA treasurer, Jack Cameron, gave his financial report, explaining that he had sold three separate CD's and put them into the savings account. Jack informed us that the dues would need to be raised by \$5.00 this year, in order to maintain our targeted reserve of \$35,000. This led to a discussion from the floor of the need for this reserve. Jack and other board members offered examples of possible uses. Starke Smith moved to approve the financial reports, seconded by Laura Trenbeath.

Terry Weaver reported that the annual drive through of the neighborhood would take place in October. At that time any violations of the covenants would be noted, and violation notices given. At this time Starke Smith, Architectural Review Committee member addressed the need for maintenance requirements in the covenants.

New Business: Jack reported on the erosion problems that had occurred within Section 4, lots 167 & 168. With the help of our Board of Supervisors member, Wendell Coleman, it has been ascertained that the County is responsible for the maintenance of the drainage areas, and will repair the eroded areas.
EHHOA Annual Meeting Sept.19, 2016 Continued

APMS representative, Terry Weaver addressed the need for the revision of our covenants to bring them in line with Virginia laws. He suggested that we use a lawyer that has expertise in HHOA's. There was extensive discussion from the floor concerning the need to revise the covenants. Concern was expressed that we were going to make many new restrictions. The board reassured members that

**Emerald Hills Home Owners Association
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changes would have to be voted on and approved by a majority of the homeowners. It was determined that the board has the authority to engage an attorney for the proposed revisions.

Robert Argiro, expressed his concerns about vandalism in Emerald Hills, and possible ways of addressing it, such as a Neighborhood Watch.

Webb Thomas, has an issue with trees and shrubs at the entrance that were actually planted on their property. Mona suggested that we visit the site and assess the situation.

King Troensegaard moved to adjourn the meeting, seconded by Starke Smith.

Starke then made a motion that we continue to make our yearly contributions to the Yancey Fire Hall and the Fishersville library for the amount of \$250.00 each. Mona seconded the motion. Motion carried.

Respectfully submitted by:

Mona J. Troensegaard
Secretary, EHHOA

Period 07/31/2017

Emerald Hills HOA

Operating

	07/2017	07/2016	Difference
Assets			
Operating Escrow-First Bank	0.00	6,090.01	(6,090.01)
Operating Escrow-Alliance	3,652.30	0.00	3,652.30
First Bank Savings	0.00	346.73	(346.73)
Maintenance Reserve-Alliance	29,667.73	0.00	29,667.73
CD1	0.00	10,166.22	(10,166.22)
CD2	0.00	10,166.22	(10,166.22)
CD3	0.00	10,166.22	(10,166.22)
<u>Total</u>	<u>33,320.03</u>	<u>36,935.40</u>	<u>(3,615.37)</u>
<i>Total Assets</i>	<u>33,320.03</u>	<u>36,935.40</u>	<u>(3,615.37)</u>
Liabilities & Equity			
Prior Years Retained Earnings	37,168.45	37,754.82	(586.37)
<u>Total</u>	<u>37,168.45</u>	<u>37,754.82</u>	<u>(586.37)</u>
Equity			
Net Income	(3,848.42)	(819.42)	(3,029.00)
<u>Total Equity</u>	<u>(3,848.42)</u>	<u>(819.42)</u>	<u>(3,029.00)</u>
<i>Total Liabilities & Equity</i>	<u>33,320.03</u>	<u>36,935.40</u>	<u>(3,615.37)</u>

Emerald Hills HOA

Budget Comparison Standard Annual

Period 1/1/2016 To 12/31/2016 11:59:00 PM

	Current Period Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
4200 Homeowners/Condo Ass	8,828.60	9,100.00	(271.40)	8,828.60	9,100.00	(271.40)	9,100.00
5702 Disclosure Packet Fee	770.00	400.00	370.00	770.00	400.00	370.00	400.00
5706 Maintenance Reserve In	172.73	180.00	(7.27)	172.73	180.00	(7.27)	180.00
5800 Late Fee	16.80	100.00	(83.20)	16.80	100.00	(83.20)	100.00
TOTAL	9,788.13	9,780.00	8.13	9,788.13	9,780.00	8.13	9,780.00
4810 Advanced Payments	251.00	0.00	251.00	251.00	0.00	251.00	0.00
TOTAL	251.00	0.00	251.00	251.00	0.00	251.00	0.00
TOTAL Income	10,039.13	9,780.00	259.13	10,039.13	9,780.00	259.13	9,780.00
Expense							
6210 Repairs	0.00	200.00	200.00	0.00	200.00	200.00	200.00
6250 Electrical and Lightiing M	342.16	200.00	(142.16)	342.16	200.00	(142.16)	200.00
6260 Landscape Maintenance	3,600.00	4,770.00	1,170.00	3,600.00	4,770.00	1,170.00	4,770.00
6262 Landscaping-Shrubbery,	1,170.00	0.00	(1,170.00)	1,170.00	0.00	(1,170.00)	0.00
6300 Management Fees	2,640.00	2,880.00	240.00	2,640.00	2,880.00	240.00	2,880.00
6311 Electricity	672.96	850.00	177.04	672.96	850.00	177.04	850.00
6322 Liability Insurance	1,197.00	1,300.00	103.00	1,197.00	1,300.00	103.00	1,300.00
6502 Advertising & Promotion	0.00	60.00	60.00	0.00	60.00	60.00	60.00
6556 Printing/Copying/Postage	188.39	200.00	11.61	188.39	200.00	11.61	200.00
6570 Website Maintenance	81.00	150.00	69.00	81.00	150.00	69.00	150.00
6615 Taxes & Licenses	46.95	200.00	153.05	46.95	200.00	153.05	200.00
6701 Miscellaneous Expense	54.46	0.00	(54.46)	54.46	0.00	(54.46)	0.00
6702 Legal Fees	100.00	200.00	100.00	100.00	200.00	100.00	200.00
7630 Federal and State Incom	32.58	50.00	17.42	32.58	50.00	17.42	50.00
7640 Donations	500.00	500.00	0.00	500.00	500.00	0.00	500.00
TOTAL	10,625.50	11,560.00	934.50	10,625.50	11,560.00	934.50	11,560.00
TOTAL Expense	10,625.50	11,560.00	934.50	10,625.50	11,560.00	934.50	11,560.00
Excess Revenue / Expense	(586.37)	(1,780.00)	1,193.63	(586.37)	(1,780.00)	1,193.63	(1,780.00)