Prosperity Heights Homeowners Association

2020 Annual Meeting

Agenda

- Registration
- Introduction of Board of Directors
- Proof of Notice of Meeting
- Confirmation of a Quorum (10% of 208 homeowners)
- Recent Activities, Status Updates / Reminders, and Future Events
- 2020-2021 Budget
- Election of Directors (3)
- Open Forum
- Adjournment

Recent Activities

- Congratulations high school seniors!
- Refreshed <u>website</u>*
- 2020 summer newsletter
- New playground mulch
- Food trucks









^{*}www.prosperityheights.org

Status Updates / Reminders

- Board to Conduct Business Electronically
- Exterior Alteration Request Process
- Lawsuit Settled
- HOA Modernization

Conducting Business Electronically

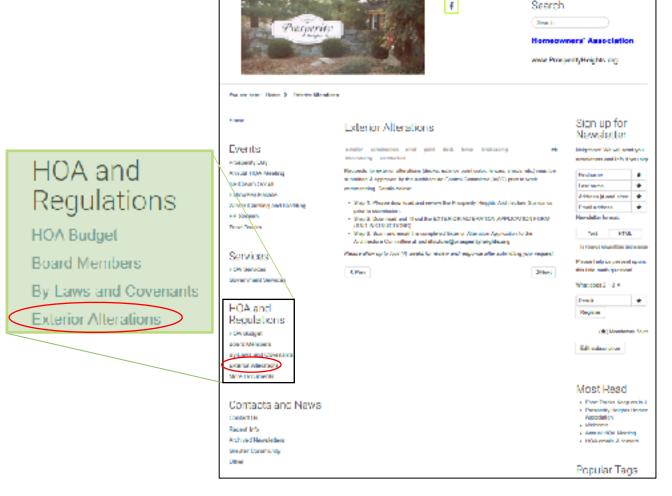
The Board, by default, will conduct business using electronic means

- Our goal is to promote communication and collaboration while saving money and resources
- Please sign up at <u>www.prosperityheights.org</u> for info. to be e-mailed to you
- Homeowners may opt-out of electronic means of communication
 - To do so, please e-mail <u>Board@prosperityheights.org</u> or drop off a note to the Board's mailing address, 3340 Monarch Ln
 - If you opt out, you'll receive info. by first-class mail, unless otherwise specified, so a record is created and maintained by the Association

Exterior Alteration Request: Info. Location

The exterior alteration request process is located here:

www.prosperityheights.org/index.php/exterior-alterations



Exterior Alteration Request: Application Process

Requests for exterior alterations must be submitted and approved by the Architecture Control Committee (ACC) prior to work commencing (e.g., decks, exterior paint, fences, sheds, etc.)

Step 1: Download and review the Prosperity Heights Architecture Standards prior to submission

Step 2: Download and fill out the Exterior Alteration Application Form

Step 3: Scan & e-mail completed application to the ACC at architecture@prosperityheights.org

Please allow up to 4 weeks for ACC review and decision

	GHTS HOMEOWNERS ASSOCIATE RAUTERATION APPLICATION	ION	
Homeowner's Information Nume(s):	Diagram & Details of Project Include property lines, plat Jandscape practi	ing, dimensions (height, width, inegab) supplicable. Please attach nosts such as wireless, deers, real saleging, or althing with specific	
Street Address:		es un cummente pou may have regunding nour project here.	
Contact Phone II:		PROSPERITY HEIGHTS HOMEOWNERS ASSOCIATION	
Email Address:	EXTERIOR ALTERATION APPLICATION APPLICATE SHOULD READ EACH TEMBELOW REFORE SEGUEN		
Applicants Information (Losve blank if son			
Name/Company: Email Address:		 Nothing borein contained shall be construed to represent that alteration to land or building in accordance with these glass shall not votate any at the provisions or building browing codes of Fairfair Causts, to which the property is object. Further, withing havein nortained shall be construed. 	
ContactPhone 6:		as a waiver or modification of any said restriction. 2. The Building Ordinance of the Fairfax County Building Department requires that you file plans with the	
Brefy state theproposed drange:		Building Inspector for construction requiring a building permit. 3. I understand and agree that no work untils requests fall cummers over limition approval to given by the Prospect's Heights Architectural Control Committee (ACC) at, in the case of appeals, by the Prosperity Heights Architectural Control Roand of Cirectors, I understand the ACC requires 4 weeks notification prior to work commencing.	
Essimated AlvekStartDates Essimated Duration of Project (in days):		 I understand that any construction or exterior alteration undertaken by me or or my behalf before express of this application is not allowed, and that if alterations are made, I man be required to exter the property to its former condition it my own expense inthis application is disapproved whonly or in 	
List Materials for Project & Specify Colors		part, and that I may be required to pay all legal expenses incurred by the HDA. 3. I understand that receivers of the NCL are permitted by enter system or project any reasonable time for the purpose of inspecting the steroff the proposed project, the project in progress, and the complated project and that such entry does not contribute a treeper.	
		I understand that any again and is canding est quantum direction on alteration being completed in a workman-like mannet. 7. I am aware of and understand the Prosperity Meight: Architectural standards concerning this proposed.	
Location of Change on the Property: Please check any applicable items:		project and agree to ablee by those standards. 8. Any alteration or modification of this application by anyone other than the ACC will deem this application year.	
☐ Meighburs Evise of Change ☐ Digging Required (JA 811) ☐ Urgani Sequest (selety lose)		 Any changes by the applicant or homeowner to the scope of work must be submitted to the ACC for review. 	
If progosed change is major - such as now are to be filed with Rain		oplicans Ugnasue: Cote:	
Please submit completed form to <u>architec</u>	ne	esse submit completed form to <u>credit charall prospecity being to op</u> . Power submissions will not be occupied	
	ry ro ao for	provide Privates you prospect with the NUC's decision on this propert, you may appear it to the irrespersy neights beneavers Association Board of Directors. A written appeals notice must be filled within 15 days of the Diffection. If such notice is not filled within the IS-fair period, the applicant will be decimed to have related his/her right to appeal. Appeals must be accepted to board distribution, or glating with the spinal application, pagers submissions will not be accepted.	

Exterior Alteration Request: Decision Form

The Decision form is completed by the ACC, and sent to the homeowner, documenting whether the exterior alteration application is:

- Approved;
- · Denied; or
- Conditionally Approved

If you disagree with the decision, you may appeal it to the Prosperity Heights HOA Board of Directors. A written appeal notice must be filed within 15 days of ACC's decision



Lawsuit Settled

- Lawsuit and order dismissing same are matters of public record
- Summary of Lawsuit: Michael Hayes vs. Prosperity Heights HOA
 - In 2020, the HOA settled a lawsuit out of court. A dispute arose between a homeowner and the HOA regarding the homeowner's exterior alteration request for an improvement on the homeowner's property.
 - The HOA worked diligently to address the matter in a neighborly fashion without incurring any costs, but could not resolve the issue to the homeowner's satisfaction. The homeowner sued the HOA and the HOA's insurance carrier arranged for the HOA's defense.
 - Upon careful and deliberate consideration, and after extensive consultation with the insurance defense counsel, the HOA Board decided that it was in the HOA's best interest to settle the matter. The amount of the settlement payment paid to the homeowner was \$6,000, which was the amount of the homeowner's attorney's fees.
 - A settlement and release agreement was executed by the parties and the case was thereafter dismissed with prejudice.

HOA Modernization: Objectives

Board is seeking opportunities to modernize the HOA's operating model, including:

- People: Increase capacity to focus on strategic initiatives while managing day-today operations, provide sustainability, and collaborate with and educate homeowners on HOA activities, by-laws, and covenants matters
- Processes: Provide a consistent homeowner experience through development and continuous improvement of standard operating procedures and ensure compliance with state and federal requirements
- Technology: Increase efficiency, enhance reporting, and promote greater transparency through use of a common set of tools to manage HOA operations

Benefits: Best-in-class HOA operations resulting in greater homeowner satisfaction, aesthetically pleasing homes, and increased home values

HOA Modernization: Analysis of Alternatives

- Considering alternatives to achieve objectives, including:
 - Status quo,
 - Solicit homeowner volunteers, or
 - Use of a third party contractor to provide operational and advisory support (the Board will maintain decision authority over all HOA matters)
- Performing research and will present findings to community upon completion of analysis of alternatives and identification of any recommendations

HOA Modernization: Preliminary Vendor Research

- Outreach: Contacted 7 vendors and received 2 proposals to-date
- Vendor Capabilities:

Sample Services					
 Business Administration 	 Education and Training 	Physical Property			
Covenants Administration	Communications	Management			
 Records Management 	 Financial Management 	 Capital Improvements 			
Contract Management	Preventative Maintenance	Energy Management			

Anticipated Costs: Approximately \$10-15 per home per month

Future Events

- Ice Cream Social: Targeting late August
- Prosperity Day: TBD if event will take place this year
- Regular Meeting of Board of Directors*: 7pm start time
 - September 2, 2020

January 6, 2021

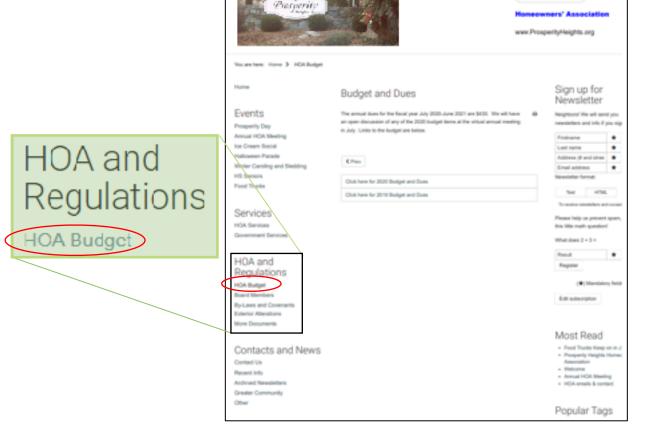
November 4, 2020

- March 3, 2021
- Next Annual Board Meeting*: April 21, 2021 at 7pm

2020-2021 Budget

- Annual dues are \$430
- Payment due no later than September 1, 2020
- Detailed budget located here:

www.prosperityheights.org/index.php/hoa-budget



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Search

Election of Directors

• 3 expiring terms for election; board increase from 7 to 9 team members

Candidates		Expiring Terms	Ongoing Terms ('20-21)
Giang Thiet Gina North Levenie Hughes Dave Dresser Mark Westerfield Monica Duggal	Steve Boveri Sachin Telhan Michael Hayes Andrew Frank	Gina North (Secretary) Giang Thiet (Director) Levenie Hughes (Director)	Brad Wilhelm (President) Rich Cober (Vice President) Keith Fulk (Treasurer) Kaye Lee (Director)

- To vote*, please send an e-mail to Ami Pape (Legal Counsel) by no later than 10:30pm EST today to apape@chesapeake-law.com, including:
 - Your Name (First and Last)
 - Your Home Address
 - Whether or not you're the homeowner (if not, specify)
 - Your vote for a maximum of 5 candidates
- Ami to compile and share results by 5:30pm EST on July 14th

^{*}Any votes that do not follow the submission instructions may be excluded from consideration

Open Forum