



# **NOTICE ANNUAL HOA MEETING**

Wednesday, May 4<sup>th</sup>, 2011  
7:00 pm – 8:00 pm

**La Plata Public Library**

2 Garrett Avenue  
La Plata, Maryland 20646

**(Proxy Vote on reverse side)**



## PROXY VOTING FORM

In accordance with the Jamestowne Homeowner's Association Bylaws, Article 3.5,  
**Proxies:**

“At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary of the Association. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.”

The Jamestowne Homeowner's Association must have a record of the Member's eligibility for a proxy to be counted. A proxy is a power of attorney given by one person to another to vote in his/her place. The HOA charter requires at least 10 percent of the homeowners to be present or represented by proxy vote at the Annual meeting for any election/vote to be valid. If you cannot attend, please return this form, signed and dated, to one of the HOA Board Members listed below, or a homeowner who intends to attend.

Present this proxy to the Jamestowne HOA Board secretary/acting secretary for each voting Member not in attendance.

I, \_\_\_\_\_ give my proxy to \_\_\_\_\_,  
(Jamestowne Homeowner) (Designated HOA Board Member or Homeowner)

to be presented at the Jamestowne Homeowner's Association meeting to be held on Wednesday, May 4, 2011 (7:00 p.m.) at the La Plata Public Library.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Jamestowne Homeowner)

Homeowner Address of the Proxy Voter:

\_\_\_\_\_  
\_\_\_\_\_

Note: You may submit your signed and scanned proxy form to the HOA Secretary at:  
[secretary@jamestownehoa.org](mailto:secretary@jamestownehoa.org)



## 2011 HOA Newsletter

### Current Jamestowne HOA Board Members

<i>President:</i>	Justin McCright	<i>Board Member:</i>	Harold Montilla
<i>Vice President:</i>	Timothy Berres	<i>Board Member:</i>	William Koday
<i>Secretary:</i>	Steven Benton	<i>Treasurer (contractor):</i>	Dennis Hope of ThreeSixteen Accounting Services

### **2011 Annual Board Meeting**

Wednesday, May 4, 2011, at the La Plata Library (7:00 p.m.-8:00 p.m.)  
(Located at 2 Garrett Avenue, La Plata, Maryland 20646)

**If you cannot attend, please return a signed Proxy Vote to one of the current Board Members.**

Agenda for the Annual Meeting includes:

- Treasurer's Report
- President's Report
- Introduction of Board/Committee Members
- Open Forum (Questions and Answers session with homeowners)
- Election of new Board Members

### **Request for Nominations for 1 HOA Board Seat**

In 2011, one Board member seat is up for election. If you would like to become a member of the HOA Board, please submit your name for nomination. The Board acts as the elected representatives of the Jamestowne community. As such, it is important to have active participation by the homeowners in the community. To qualify, you must be a homeowner, current on HOA dues, who is able and willing to attend most HOA monthly meetings and help the Board serve the Jamestowne community. Please send your name, address, phone number to Jamestowne HOA, PO Box 68, La Plata, MD 20646 or by e-mail at [hoaboard@jamestownehoa.org](mailto:hoaboard@jamestownehoa.org).

### **Request for Volunteers for Social or Beautification Committees**

If you would like to become a member the HOA Social or Beautification Committees, please submit your name for nomination to one or both of those committees. To qualify, you must be a homeowner, current on HOA dues, who is able and willing to attend some HOA monthly meetings and help serve the Jamestowne community. Send your name, address, phone number to Jamestowne HOA, PO Box 68, La Plata, MD 20646 or by e-mail at [hoaboard@jamestownehoa.org](mailto:hoaboard@jamestownehoa.org).



## **Message from the Board**

Over the past year the Board has worked to successfully maintain a balanced budget. In an effort to control costs and improve service, the Board recently opened the lawn maintenance contract to bids and signed Denison Landscaping as the new provider of lawn maintenance of the common grounds within Jamestowne. Additionally, the Board had determined that there was a need to have professional help with respect to the Treasurer position on the Board. It therefore decided to hire ThreeSixteen Accounting in 2009 to act as the Treasurer for the HOA for a negotiated fee. ThreeSixteen Accounting acts on behalf of the HOA to collect the annual dues (\$250 payable February 1<sup>st</sup> of each year) including following up on delinquent payments, maintaining the books of the HOA, filing the HOA income taxes, providing professional advice on budgeting and pursuing delinquent homeowner dues, and providing reports each month to the Board at its monthly meeting. (Note: while ThreeSixteen maintains the books of the HOA, it does not have access to the HOA's bank accounts only the President and Vice President of the Board can write checks on behalf of the HOA). Through these and other efforts the Board has managed to meet our community's needs while not increasing the annual homeowner's dues (\$250 per year due on February 1<sup>st</sup> of each calendar year) and hopes to continue to do so for the foreseeable future. Not having these funds prevents the HOA Board from doing improvements to the community such as improve playgrounds, beautification of the community monuments (brick signs) at the entrances to Jamestowne and common areas.

However, in light of the economic downturn, it has become more challenging to maintain a balanced budget due to a drop in income resulting from an increase in delinquent homeowners payments of their annual HOA dues (\$250). Regarding the increase in delinquent HOA dues, the Board understands that with the economic downturn, some homeowners are struggling to balance their own finances. The Board, through its accounting contractor ThreeSixteen Accounting Services, has sent letters and updated statements to those delinquent homeowners requesting payment and offering to allow a payment plan over six months if the homeowner agrees to pay that late amount over time. For some homeowners this was successful in helping to settle their dues. However, some long-term delinquent homeowners have not paid their dues for years.

For those long-term delinquent homeowners, the Board has placed a lien on each delinquent property in the hope that the homeowner would pay to release the lien, or at the very least, once the property is sold, the HOA would recoup the late dues, including late fees and interest. As of March 2011, the HOA has placed liens on 6 properties with an aggregate amount of dues, late fees, interest (accrued monthly at an interest rate of 18 percent per annum) and filing fees totaling \$9,016. The Board has determined that the delinquent amount justifies pursuing legal action in small claims court to recoup those funds. It is the view of the board, that the delinquent dues act as a loan by the HOA where the majority of the homeowners are unfairly financing the community benefits (lawn maintenance, trees, monument signs, lights, etc.) of a few homeowners. There are costs associated with this remedy including the cost of a lawyer and court fees, but it is the Board's understanding that such costs can be recouped (in addition to the amount owed by the delinquent homeowners) should the court decide in the HOA's favor.



## **Summary of 2010 Board Activities**

- Maintained HOA functions within the 2010 budget.
  - Opened common ground lawn maintenance contract to bids in an effort to control costs and improve services for 2011 and forward. Selected a new contractor, Denison Landscaping and Nursery.
  - Window Warranty for Homeowners—Some homeowners have noted that their windows in their houses have fogged up or have had other defects that may be covered under the home warranty. If you have experienced these problems please contact the HOA board members via the [www.jamestownehoa.org](http://www.jamestownehoa.org) website to obtain contact information to see if your windows are covered by the 10-year warranty.
- Board members cleaned-up pond on Oriole Lane to remove trash and vegetation.
- Board members treated roads and sidewalks for grass and weeds.
- Updating HOA website [www.jamestownehoa.org](http://www.jamestownehoa.org)
  - Would like homeowners to submit an e-mail address that can be used by the board to notify homeowners of events or concerns within Jamestowne.
  - Please send an e-mail from the account that you would like to be notified at with your name and home address to [secretary@jamestownehoa.org](mailto:secretary@jamestownehoa.org)
- Co-sponsored a community shredding event with Quailwood and Hawthorne Greene that recycled 3,920 pounds of paper. It was mostly funded from money awarded by the Town of La Plata's La Verde Mini Grant.
- Working with the Town of La Plata to repair sidewalks within Jamestowne.

## **Summary of 2011 Board Initiatives**

- Increase number of Social and Beautification Committee members.
- Improve community communication via the Jamestowne HOA website and e-mail notification (see updating HOA website above).
- Recoup delinquent HOA dues to help maintain its balanced budget.

## **Neighborly Reminders!!!**

- Homeowners, please be mindful to secure your trash and recyclables, especially on windy days. We have had numerous complaints about unsecured trash/recyclables being blown around trash day. Thank you!
- Notice from the La Plata Police Department! Several communities within La Plata have had an increase in the number of thefts from vehicles. All of these vehicles had bags or items of value in plain view. Some of the cars had the doors unlocked, others that did have the doors locked had a window broken. It appears that vehicles parked on the street are targeted more than vehicles parked in a driveway, but those are vulnerable too. Please report any suspicious activity, no matter how small. These reports are not a bother to the police. La Plata Police (301-934-1500), Charles County Sheriff's Office (301-932-2222).



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