

# CINNAMON RIDGE CONDOMINIUM ASSOCIATION

## ANNUAL MEETING NOTICE

**November 9, 2022**

The Board of Directors cordially invite you to attend the **2022 Annual Meeting** of the Cinnamon Ridge Condominium Association, to be held on **Wednesday, November 30<sup>th</sup>, 2022, at 6 p.m. at the Fieldstone Apartments Clubhouse, located at 4451 Love Lane, Beavercreek, Ohio 45430.** Directions from Cinnamon Ridge, turn right at the stop light at County Line Road, go to the next light, which is Weber, turn right; Fieldstone Apartments are on your right.

**The purpose of the meeting is to elect owners to the Board of Directors.**

### AGENDA

- Roll call
- Proof of notice of meeting or waiver of notice
- Reading of minutes of 2021/2022 meeting
- Reports of officers
- Election of inspectors of election
- Election of directors
- Unfinished business
- New business
  - Two (2) Directors will be elected. Two vacant seats are available.
- Adjournment

Two positions will be filled at the Annual Meeting. Any owner wishing to nominate an owner can contact Towne Properties manager Tricia Swallow at (937) 222-2550 as soon as possible, to have their name placed on the voting ballot for the day of the meeting. Director nominations will also be accepted from the floor the night of the Annual Meeting. If you're interested in running for a Board position, please complete the enclosed Board Interest Form and return to Towne Properties, 6540 Centerville Business Parkway, Centerville, Ohio 45459 or to Tricia Swallow at [triciaswallow@towneproperties.com](mailto:triciaswallow@towneproperties.com).

If you are unable to attend, please complete and sign the proxy enclosed with this notice and give it to an attending neighbor, a Board Member, or send it to Towne Properties, [TriciaSwallow@towneproperties.com](mailto:TriciaSwallow@towneproperties.com).

**Please be reminded that the Annual Meeting is for Owners of Record only. Land Contracts and Lessors are not permitted to attend without representation via an assigned proxy from an eligible Owner of Record.**

**Your Board of Directors urges you to attend this very important meeting!**

**Cinnamon Ridge Condominium Owners Association, Inc.**  
*Annual Meeting Minutes*  
Fieldstone Clubhouse – Monday, November 8, 2021

**ATTENDANCE:**

Board members present: Krystal LaMarca (KL), Tawrence Swan (TS), Andrew Gilmore (AG), Ileana Marin (IM)

Board members absent: N/A

Property Mgmt present: Tricia Swallow (TRS) - Towne Properties (TP)

Note: Association's law firm, Kaman & Cusimano, LLC, is referenced in these minutes as "K&C"

**CALL TO ORDER:** KL called meeting to order at 6:05pm

**QUORUM**

- A 2015 by-law amendment filed with Greene County sets the quorum requirement at the annual meeting to be those owners in attendance. Quorum requirements have been met.

**WAIVER OF READING THE MINUTES:**

> Motion to waive the reading of the meeting minutes from the Thursday December 12, 2019 annual meeting.

- Unit 4291 moved, Unit 4338 seconded, motion carried – all in favor.

**APPROVAL OF ANNUAL MEETING MINUTES:**

> Motion to approve the meeting minutes from the Thursday December 12, 2019 annual meeting.

- Unit 4291 moved, Unit 4338 seconded, motion carried – all in favor.

**OFFICER'S YEAR IN REVIEW:**

- KL provided a review of the events that are relevant to Cinnamon Ridge that have occurred since the last annual meeting, which was in 2019. Meeting was not held in 2020 due to COVID limitations and precautions. Topics included the following:

- New Property Manager: Travis Watson resigned; we now have Tricia Swallow
- COVID-19 discussion: During 2020, worked closely with our legal team at Kaman to navigate the uncharted territory of a pandemic. If you remember, we did not open the pool in 2020 because of the cost to do so (cleaning requirements) and liability associated with it.
- Reserve Study: Reserve Study update completed. Once it was completed, we did ask them to rerun the numbers and put all roof replacement costs in 2020.
- Roof Update: There is lots of roof damage. Notification that the board hired Feazel (motion made on 31 Jul 2020) to replace all the roofs. Due to the significant storm damage, we did file an insurance claim. We are in the middle of trying to get State Farm to reevaluate our claim. We've also hired a lawyer to engage with State Farm on the claim. Until that is sorted out, Feazel is temporarily fixing roofing issues at no additional cost to us.
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- Up until recently, we had been continuing to invest funds into CD's to earn interest consistent with the reserve study recommendations. Lately, since the rates are so low, and we don't know how much cash we'll need on hand for roof replacement, we've kept them out until a decision is made with State Farm.

- Property Walk Thru with TP: Property walk thru with TP was held where we identified areas that needed some attention with regards to landscaping. Working with TP to address those concerns.
- Retaining wall – has been completed
- Community Website: Andrew developed a website for the community. [Cinnamonridgehoa.org](http://Cinnamonridgehoa.org)
- Includes:
  - o Rules and Regulations
  - o Bylaws
  - o Declarations
  - o Newsletter
  - o Graph that shows how the budget is allocated

**INTRODUCTION OF THE BOARD & MANAGEMENT:**

- TP introduced the Board members and property manager (TRS) to the group.

**FINANCIAL REPORT:**

- TP discussed 2021 financial results and provided overview of the draft 2022 Budget
- Discussion was held, continue to follow reserve study guidelines. No unresolved issues/concerns

**COMMENTS OF THE OWNERS:**

- N/A, other than above on budget

**INTRODUCTION OF CANDIDATES FOR BOARD POSITIONS:**

- TRS discussed the board positions to be voted on. Current board members KL position term was up.

**NOMINATIONS FROM THE FLOOR:**

- TRS opened the meeting for additional nominations from the owners in attendance.
- KL self-nominated
- No other nominations were submitted, and TRS closed the nominations from the floor.

**APPOINT INSPECTORS TO COLLECT & TALLY VOTES:**

- Nominations included KL from the open nominations.

**ANNOUNCE ELECTION RESULTS:**

- KL was elected to serve a two-year term, expiring in 2023
- One board positions remain open

**ADJOURNMENT:** KL adjourned meeting at 6:26pm

- Next Annual Meeting: TBA

# PROXY

(I) (We), \_\_\_\_\_ of \_\_\_\_\_  
Unit Owner Street Address

being a member of Cinnamon Ridge Condominium Association, under the provisions of the duly recorded legal instruments governing said community; do hereby grant (my) (our) proxy to:

\_\_\_\_\_ of \_\_\_\_\_  
Unit Owner-If left blank, the Board will vote on your behalf Street Address

This proxy which is executed for the Annual Meeting scheduled for 2022 carries with it the full right to the proxy holder to cast his/her vote(s) as he/she sees fit.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please submit your signed proxy even if you plan to attend the meeting. This way, should an unexpected emergency arise preventing your attendance; a vote can be cast on your behalf. If you attend the meeting, your proxy will be returned to you when you sign in.**

**Please return this proxy to:**

Cinnamon Ridge Condominium Association  
c/o Towne Properties  
ATTN: Tricia Swallow  
6540 Centerville Business Parkway  
Centerville, OH 45459