

North Crossing Community Association, Inc.

c/o Clagett Management
7540 N. Market Street, Frederick, Maryland 21701

Re: Annual Meeting Notice

Dear Homeowner(s):

The Annual Meeting for North Crossing Community will be held on **November 30, 2021 @ 6:00pm virtually**. **All homeowners are encouraged to attend. Residents who are interested in attending the meeting may do so by joining the information below.**

In accordance with Chapter 295, Article – Real Property, Section 11B–112.2 Annotated Code of Maryland, the draft 2022 budget for North Crossing Community is enclosed. At this meeting, the board will officially adopt the 2022 annual budget. **The monthly assessment will increase by 3%.**

If you cannot attend, please complete and return the enclosed proxy. If a quorum is not achieved by the members (homeowners) represented in person or by proxy (**10% or 49 unit owners**), this meeting will be adjourned. Per the new Maryland Law, if we do not have quorum, we must adjourn the meeting and hold a second meeting 15-60 days from the date of this meeting. Members at that meeting will constitute quorum.

Three (3) Board of Director positions are up for election. We strongly urge you to volunteer for a position as we only meet bi-monthly, so it is not a time-consuming position and you do influence decisions made on behalf of all homeowners.

<https://global.gotomeeting.com/join/302091013>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3112

- One-touch: tel:+15713173112,,302091013#

Access Code: 302-091-013

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/302091013>

Please let me know if you have any questions and I hope to see you at the meeting.

Sincerely,

Kista Clagett, CMCA

Association Manager

240-651-3078(office)

kclagett@clagett.com

Enclosed: 2022 Budget, Proxy, Nomination Form

North Crossing Community Association, Inc.
Annual Meeting

November 30, 2021 @ 6:00pm
Location: GoToMeeting Virtual Conference

Agenda

I. Call to Order; Establish Quorum (10% or 49 unit owners):

The meeting was called to order at _____ p.m. by _____.
Present proof of meeting notice and proxies.

	Present	Absent
Craig Longcor, Vice President (11/23)	_____	_____
Colin O'Dell, Treasurer (11/21)	_____	_____
Cyrus Chenoy, President (11/21)	_____	_____
Theresa Tillman, Secretary (11/22)	_____	_____

Others Present: _____

If Quorum not met adjourn the meeting. Wait 5 minutes-Call the meeting back to order. Is everyone present in agreeance to continue the Annual Meeting?(majority rules)

YES/NO _____

II. Community Update:

III. Approval of Minutes:

Minutes from the 2020 annual meeting are included for review and approval.

Motion _____ Second _____

Action _____

IV. Financial Review:

A comparison of 2020 versus 2021 financials are included for review.

V. Adoption of 2022 Budget:

Motion _____ Second _____

Action _____

VI. Completed Items:

- New roof on pool house
- New gutters on pool house
- Several common area trees trimmed
- Having 3 trash cans installed in community
- Epoxy floors in pool house
- Pool house painted

VII. Old Business:

VIII. New Business:

IX. Nomination of New Board of Director(s) (*1 open position*):

X. Homeowner Forum:

XI. Adjournment:

A motion to adjourn the meeting was made at _____ p.m. by

_____ with a second by _____. All were in favor of adjourning the meeting with no objections.

North Crossing Community Association, Inc.

Financial Comparison 2020-2021

As of November 30, 2021:

OPERATING CASH:

Alliance – Operating	\$13,587.12
Alliance – Petty Cash	<u>\$547.26</u>

TOTAL OPERATING CASH **\$14,134.38**

RESERVE CASH & INVESTMENTS:

Alliance – Capital Reserve	\$139,863.65
Alliance – Contingency Reserve	\$57,826.70
CD – Alliance Cap Reserve 8/4/22	<u>\$100,462.99</u>

TOTAL RES CASH & INVESTMENTS **\$298,135.34**

Delinquencies: \$30,434.80

As of November 30, 2020:

OPERATING CASH:

Alliance – Operating	\$76,891.96
Alliance – Petty Cash	<u>\$199.20</u>

TOTAL OPERATING CASH **\$77,091.16**

RESERVE CASH & INVESTMENTS:

Alliance – Capital Reserve	\$127,425.81
Alliance – Contingency Reserve	\$73,249.53
CD – Alliance Cap Reserve 7/4/21	\$99,887.20

TOTAL RES CASH & INVESTMENTS **\$300,562.54**

Delinquencies: \$28,350.14

North Crossing Homeowners Association

2022 Budget

Code	Line Item	Actual/Projected as of 8/31/2021	Budget	Or Under	Budget	Notes
===== =====	===== =====	===== =====	===== =====	===== =====	===== =====	===== =====
	INCOME (actual accrued billed not actual collected)					
4101	Assessment Income SFH \$315x136	30,000.00	42,840.00	-12,840.00	44,125.00	1)
4102	Assessment Income TH \$435x335	130,000.00	145,725.00	-15,725.00	150,096.00	2)
4104	Assessment Income (Beaver Pond Alley) \$498x15	7,470.00	7,470.00	0.00	7,694.00	3)
4400	Late Fees	2,000.00	0.00	2000.00	0.00	4)
4404	Recaptured Legal Fees	298.00	0.00	298.00	0.00	5)
4405	Violation Fine Income	0.00	0.00	0.00	0.00	
4501	Reserve Transfers	5,274.00	0.00	5274.00	0.00	
4950	Reserve Interest	<u>800.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>	6)
	TOTAL INCOME	175,842.00	196,035.00	-20,193.00	201,915.00	
	LESS:					
8005	Capital Reserve Deposit	17,500.00	17,500.00	0.00	12,375.00	7)
8010	Contingency Reserve Deposit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	8)
	Total Capital/Contingency Deposits	17,500.00	17,500.00	0.00	12,375.00	
	Net Income Before Expenses	158,342.00	178,535.00	-20,193.00	189,540.00	
	EXPENSES					
	ADMINISTRATIVE EXPENSE					
5002	Bad Debt Expense	0.00	5,000.00	5,000.00	5,000.00	9)
5101	Bank Charges	20.00	0.00	-20.00	0.00	
5104	Website Maintenance	152.64	140.00	-12.64	140.00	10)
5113	Insurance (Liability/D&O & Fidelity)	5,940.45	4,400.00	-1,540.45	5,940.00	11)
5125	General Office	600.00	550.00	-50.00	550.00	12)
5128	Postage Expense	1,525.00	1,525.00	0.00	1,525.00	13)
5132	Printing & Reproduction	1,400.00	1,200.00	-200.00	1,200.00	14)
5137	Taxes-Fed/State	-470.00	0.00	470.00	0.00	
5140	Real Estate Taxes	469.00	125.00	-344.00	125.00	15)
5200	Accounting/Taxes	500.00	625.00	125.00	625.00	16)
5210	Management Fee	36,211.00	36,211.00	0.00	37,297.00	17)
5220	Legal Expense - Collections	0.00	1,500.00	1,500.00	1,500.00	18)
5310	Social & Recreational Committee	<u>1,407.00</u>	<u>0.00</u>	<u>-1,407.00</u>	<u>1,500.00</u>	
	Total Administrative	47,755.09	51,276.00	3,520.91	55,402.00	
	UTILITIES					
5403	Electric (Beaver Pond Alley)	<u>300.00</u>	<u>300.00</u>	<u>0.00</u>	<u>300.00</u>	19)
	Total Utilities	300.00	300.00	0.00	300.00	
	POOL & CLUB HOUSE					
5501	Pool Management	47,938.00	41,410.00	-6,528.00	48,000.00	20)
5536	Pool Maintenance, Utilities, and Supplies	<u>16,473.00</u>	<u>11,000.00</u>	<u>-5,473.00</u>	<u>12,000.00</u>	21)
	Total Pool & Club House	64,411.00	52,410.00	-12,001.00	60,000.00	
	GROUNDS & LANDSCAPING					
6602	Maintenance Contract	24,585.00	24,585.00	0.00	24,585.00	22)
6605	Landscape Replacement	15,530.00	15,000.00	-530.00	15,000.00	23)
6660	Snow Removal	<u>33,000.00</u>	<u>20,253.00</u>	<u>-12,747.00</u>	<u>20,253.00</u>	24)
	Total Grounds & Landscaping	73,115.00	59,838.00	-13,277.00	59,838.00	
	REPAIRS & MAINTENANCE					
6801	Other Repairs	4,100.00	9,711.00	5,611.00	9,000.00	25)
6703	Bulk Trash Removal	<u>5,845.00</u>	<u>5,000.00</u>	<u>-845.00</u>	<u>5,000.00</u>	27)
	Total Repairs & Maintenance	9,945.00	14,711.00	4,766.00	14,000.00	
	Reserve Expenses & Interest					
9110	Contingency Reserve Expenditures	15,525.00	0.00	15,525.00		
9100	Capital Reserve Expenditures	5,274.00	0.00	-5,274.00	0.00	
9499	Reserve Interest	<u>800.00</u>	<u>0.00</u>	<u>-800.00</u>	<u>0.00</u>	

	Total Reserve Expenses	6,074.00	0.00	-6,074.00	0.00
	TOTAL EXPENSES	201,600.09	178,535.00	-23,065.09	189,540.00
	NET CASH FLOW	-43,258.09	0.00	-43,258.09	0.00
	<u>AS OF 8/31/2021:</u>				
	OPERATING CASH				
	Alliance - Operating	\$26,863.49			
	Alliance - Petty Cash	<u>\$1,916.83</u>			
	RESERVE CASH & INVESTMENTS				
	Alliance - Cont Res MM	\$57,812.21			
	Alliance - Cap Res MM	\$139,828.59			
	CD - Alliance	\$100,387.48			
Note:	cannot increase assessment fee more than 5% per governing documents				
1)	Assessment Income SFH: 3% increase for 2022; 136 SFH at \$324/ea. (increase \$9);Due annually on Jan. 1st				
2)	Assessment Income TH: 3% increase for 2022; 335 Townhomes @ \$448/ea. (increase \$13); Due annually on Jan. 1st				
3)	Assessment Income (Beaver Pond Alley): 3% increase for 2022; 15 Townhomes on Beaver Pond Alley @513/ea. (increase \$15) Due annually on Jan. 1st				
4)	Late Fees: Considered late if received after March 31st at which time 1.5% interest will be charged				
5)	Recaptured Legal Fees: Attorney collections on delinquent accounts. Whitford & Taylor is the associations attorney.				
6)	Reserve Interest: Interest earned on money in reserve account(s)				
7)	Capital Reserve Deposit: Savings account(s); used for improvement/replacement projects				
8)	Contingency Reserve Deposit: This line item removed in 2020. The association still has use of the funds in the operating account.				
9)	Bad Debt Expense: Money written off as uncollectible				
10)	Website: www.northcrossing.org				
11)	Insurance (Liability/D&O): Nationwide Agent Darrell Karlen 301-698-1686, Policy #51-727-33351; Fidelity: Connie Phillips 301-662-5717				
12)	General Office: Inc. stuff & mail, prepare/send certified letters & filing legal documents				
13)	Postage Expense: Cost to mail statements, newsletters, violation letters, ARC approval letters, welcome letters, etc.				
14)	Printing & Reproduction: Cost to print the above				
15)	Minimum amount charged by Frederick County				
16)	Accounting/Taxes: Governing documents require an annual audit; Board approved doing every 3 years until amendment is made				
17)	3% increase per management agreement				
18)	Legal Expense-Collections: Attorney collections on delinquent accounts				
19)	Electric (Beaver Pond Alley): street lights				
20)	Pool Management: Contract price for pool management				
21)	Pool Supplies: Everything pool related (verizon, water/sewer, repairs, electric, passes, new umbrellas, etc)				
22)	Landscape Maintenance Contract: Contract price for landscape maintenance of common areas				
23)	Landscape Replacement: Everything landscape related that is not covered in the contract (i.e. replacing dead trees, etc.)				
24)	Snow Removal: for common areas - Savings from the pool closure/snow removal will be applied to a Snow Removal Contingency Fund.				
25)	Other Repairs: Maintenance repairs for common areas (i.e. playground, flags, etc.)				
26)	GL eliminated in 2020. All expenses will be coded to another appropriate line item.				
27)					

PROXY

For the annual meeting scheduled for: November 30, 2021 at 6:00pm

Location: Teleconference

I/we _____ being a member in good standing of North Crossing Community, and the owner(s) of _____, Frederick, MD 21702, do hereby give my proxy to: (This “proxy” is a ballot to represent you if you cannot attend the meeting).

Choose one:

_____ North Crossing Community Resident attending the meeting in my absence

Or

_____ Bryan Rexroad, Managing Agent, North Crossing Community

Your signature Date

Signature of proxy holder Date
(North Crossing Community Homeowner attending the meeting)

Please note that if you assign this proxy to Bryan Rexroad, Managing Agent, it will only be used to obtain quorum for the meeting to take place (49 homeowners required); it cannot be used for the purpose of voting on any matter at the annual meeting. If you sign and return this proxy, but then also attend the annual meeting, this will be returned to you.

The holder of this proxy can present it at the annual meeting or it can be mailed, emailed or faxed to the contact information provided below prior to November 30, 2021 at 3:00 PM:

North Crossing HOA
c/o Clagett Management
7540 N. Market St.
Frederick, MD 21701
brexroad@clagett.com

**North Crossing Community Association, Inc.
2021 Board of Director Candidate Nomination Form**

I hereby submit my name for election to the Board of Directors of the North Crossing Community Association for a three (3) year term. I further attest that I have read and understand the duties and responsibilities of Directors as described by Article IV, Section 2 of the Community By-Laws.

Candidate Information

Name: _____

North Crossing Address: _____

Best Contact Number(s): _____

E-mail address: _____

****Please note that the contact information above will be whited out when distributed to the community****

****Please write legibly as the information below will be distributed to residents for review****

Please provide a brief summary of your background and experience you feel will lend to the Association and its Board.

Reason for interest in serving on the Board of Directors

Are you currently a Board Member?

Yes No

By signing this candidate nomination form, you agree to have your name printed on the proxy and ballot for the 2021 Annual Meeting for North Crossing Community Association for the annual meeting scheduled for November 30, 2021, as a candidate for the Board of Directors to serve a three-year term. All candidates must be in good financial standing to serve on the Board of Directors. Any person nominated by another person must acknowledge their willingness to serve.

Signature of Nominee: _____

Date: _____

Signature of Nominator (if applicable): _____

Date: _____

This form must be received no later than November 30, 2021 by 1:00pm to be valid. Please return the completed form by email kclagett@clagett.com or by mail to:

North Crossing Community Association
c/o Clagett Management – Kista Clagett
7540 N. Market St.
Frederick, MD 21701