



In accordance with the Bylaws of Crenshaw Manor HOA, the Annual Meeting will be held on the 2<sup>nd</sup> Tuesday in January primarily for the purpose of electing directors and approving a budget for 2016.

**Date/ Time: Tuesday, January 12<sup>th</sup> at Time: 7:00pm**

**Location:**

HOPE LUTHERAN CHURCH

3525 Rogers Road

Wake Forest, NC 27587

The meeting will be held upstairs in Room 301





**Crenshaw Manor Homeowner's Association**

**PO Box 1842**

**Wake Forest, NC 27588**

**Crenshaw Manor Homeowner's  
Association**

**Annual Report of the Board of Directors**

## **Report of CMHOA Board for 2015**

**Annual Meeting – January 12, 2016**

### **President's Report**

In 2015, the Crenshaw Manor HOA Board operated with 5 volunteers holding 6 positions. The Board held 3 open forum, quarterly meetings with the 4<sup>th</sup> upcoming as the Annual Meeting on January 12<sup>th</sup>, 2015. We followed the plan set forth at the start of the year and the front entrance enhancement project, among other accomplishments.

In 2015, home values in our zip code are estimated to have risen 5% outpacing the state average of 3%. The forecast for 2016 is a continued increase, though at a slightly slower rate of 4%. The favorable home value index is consistent with how swiftly homes have recently sold in Crenshaw Manor.

It has been my pleasure to serve as President of the Board the past 3 years, however, I have decided not to continue in 2016. Some of the remaining officers on the CMHOA board may remain the same in 2016, as some members have graciously decided to continue in the new year. The board will present a slate of 3 candidates for directors at the annual meeting, which is listed at the end of this report. The bylaws state the Board can operate with a minimum of 3 members and we are seeking volunteers to exceed the minimum and fill the open positions. At the annual meeting nominations can be offered from the floor for any office or feel free to contact me directly prior to the meeting.

I would like to thank all of the board members, as well as, the Architectural Control Committee for being diligent with their contributions and generous in volunteering their time.

A special thanks to Rik Rasmussen for managing our website, the neighborhood Yahoo Group, and leading our Nextdoor website to keep us connected with each other, the Town, and other neighborhoods. Also, thank you to all those sharing their time and opinions to ensure we continue to live in a terrific neighborhood!

### **Communication Report**

In 2015 the Communication chair produced the minutes of the annual meeting held January 13, as well as, board meetings on April 16, July 21 and November 9. These minutes were submitted for Board approval and will be posted on the CMHOA website.

### **Membership Committee Report**

The membership committee delivers gift baskets to neighbors for newborns, weddings, death in the family, welcome to the neighborhood, and other significant events. This year we were happy to welcome four new families to the neighborhood. Welcome gifts were delivered to:

944 Jones Wynd	Alan & Tracy Pfisterer
991 Jones Wynd	Gary & Joanne Black
1006 Jones Wynd	Nicholas & Jennifer Landais
1403 Crenshaw Point	Richard & Carmen Gorman

A neighborhood directory update will be updated again in 2016. In the meantime, if you would like a copy of the directory e-mailed to you, please contact Monika Tuenker at [mtwynd@nc.rr.com](mailto:mtwynd@nc.rr.com).

### **Architectural Control Committee Report**

Crenshaw Manor saw continued improvement in 2015, including completion of the front entrance enhancement project and updated holiday lighting.

There were numerous applications for removal of trees, new roofs, storage sheds, screened porches, and other general property improvements.

### **Treasurer's Report**

In addition to the attached Budget for 2016, the Treasurer's report would like to note a Commercial Savings account was opened to earn interest on annual dues collected and held for eventual repair & refurbishment of the front entrance and traffic islands. As planned, we transferred \$2,000 to this account and will transfer another \$2,000 this year and budget to continue this transfer annually.

Respectfully submitted,

Dianne Buschine, Communications Chair, Corporate Secretary

Monika Tuenker, Membership Chair

Derek Bateson, Chair – ACC

Teresa Black, Treasurer

Frank Krebs, Board Vice President

Scott Saul, Board President

**Crenshaw Manor Home Owners Association  
2015 Revenue & Expense Analysis, Final  
and 2016 Proposed Budget  
as of December 31, 2015**

	12/31/2015	2015	Variance	2016
Revenue	Actual	Budget	(Over) / Under Budget	Budget
Carry forward from prior year	\$ 8,554	\$ 9,030	\$ 476	\$ 4,105
Member payments received 2015	\$ 18,993	\$ 19,236	\$ 243	\$ 18,100
Other Income	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 27,547</b>	<b>\$ 28,266</b>	<b>\$ 719</b>	<b>\$ 22,205</b>
<b>Expenses</b>				
Utilities (water & electric)	\$ 580	\$ 1,000	\$ 420	\$ 900
Insurance	\$ 910	\$ 720	\$ (190)	\$ 960
Landscape Maintenance	\$ 6,727	\$ 6,000	\$ (727)	\$ 8,000
Meeting Exp	\$ 50	\$ 50	\$ -	\$ 100
Professional Fees	\$ 4,942	\$ 4,000	\$ (942)	\$ 5,000
Neighbor Gifts	\$ 337	\$ 400	\$ 63	\$ 400
Yard Sale	\$ 117	\$ 50	\$ (67)	\$ 50
Directory/Office Expense/Postage/Printing	\$ 212	\$ 400	\$ 188	\$ 400
PO Box Renewal	\$ 66	\$ 65	\$ (1)	\$ 70
Neighborhood Improvements:				
Entrance Design Work	\$ -	\$ 2,000	\$ 2,000	\$ -
Landscape Improvements				\$ 1,500
New Entrance Signage	\$ -	\$ 580	\$ 580	\$ -
Low Voltage Lighting	\$ 7,500	\$ 7,500	\$ -	\$ -
Book Exchange Box				\$ 500
<b>Total Expenses</b>	<b>\$ 21,442</b>	<b>\$ 22,765</b>	<b>\$ 1,323</b>	<b>\$ 17,880</b>
Transfer to reserves fund	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
<b>Cash Balance, end of the year</b>	<b>\$ 4,105</b>	<b>\$ 5,501</b>	<b>\$ (604)</b>	<b>\$ 2,325</b>

**Notes:**

- Professional Fees budgeted for Tax Preparation and Attorney Fees to prepare for covenant expiration in 2018
- Cash Balance in Checking budgeted to be \$2,325 at end of 2016
- Reserves Fund currently holds \$8,000 with \$2,000 to be added in 2016

**Proposed Slate of Officers for CMHOA for 2015**

President – *Requesting Volunteer*

Vice President – Frank Krebs – 1027 Jones Wynd

Treasurer – Teresa Black – 1021 Jones Wynd

Communications Chair – *Requesting Volunteer*

Corporate Secretary – *Requesting Volunteer*

Membership Chair – Monika Tuenker – 952 Jones Wynd

ACC Committee:

Derek Bateson – Chair

Open Position #1 – *Requesting Volunteer*

Open Position #2 – *Requesting Volunteer*

**CMHOA Annual Meeting:**

**Hope Lutheran Church, Wake Forest**

**Room 301**

**January 12, 2016 – 7 PM**

**Proxy: [Back of this Page](#)**

**If you cannot make the meeting and wish to file a proxy, please fill out the form, have a witness sign, and give it to someone you know will be going to the meeting, or to any board member. Please do this twenty-four hours prior to the meeting and provide the proxy to the recorder at the entrance to the meeting that evening.**

**CRENSHAW MANOR HOMEOWNERS ASSOCIATION, INC.**

**Know all persons by these presents that the undersigned member of CRENSHAW MANOR HOMEOWNERS ASSOCIATION, INC. hereby constitutes and appoints**

**\_\_\_\_\_ the attorney and proxy of the undersigned to annual and special meeting of the Members of CRENSHAW MANOR HOMEOWNERS ASSOCIATION, INC., at which I am not present, until the Secretary of the Association receives from me a letter revoking this proxy and for and on behalf of the undersigned to vote as the undersigned would be entitled to vote if personally present, hereby ratifying and confirming all that said attorney and proxy shall do in the premises, and giving and granting unto said attorney and proxy full power of substitution and revocation.**

**The proxy shall not be revoked except by written notice delivered to the person presiding over the meeting of the Association. This proxy terminates one year after its date, unless a shorter time is specified.**

**Dated: \_\_\_\_\_, 2 \_\_\_\_\_**

**Member Name Printed: \_\_\_\_\_**

**Member Signature: \_\_\_\_\_**

**Witness: \_\_\_\_\_**