

June 1, 2020

Dear Charleston Place HOA member,

The annual meeting for the Charleston Place HOA is quickly approaching. While we will be holding the annual meeting in person, safety of all members is our top priority. Please utilize the mail in ballot if you do not plan on attending in person. While a vast amount of business is being conducted electronically due to current events, the Charleston HOA By-Laws state *"Members of the Association may vote either in person or by proxy provided that all proxies shall be in writing, signed by the Member and filed with the Secretary..."*.

Enclosed you will find a copy of the annual budget, voting ballot, and letter from the President of the Board. We encourage you to utilize the included self-addressed, stamped envelope to return your ballot at your earliest convenience. All votes must be received no later than 5:00 pm on July 7th in order to be counted in preparation for the annual meeting.

Unpaid Accounts

If you carry a balance of unpaid dues for 2020, a copy of a current statement is enclosed. Unpaid accounts will be referred to a collection team for processing if the account remains unpaid as of July 31st, 2020. If you are in need of an arrangement, we are happy to establish a payment plan for you. Please contact our office at 208-387-0004 to request a payment arrangement prior to July 31st, 2020.

AppFolio and Home Owner Portals

We have been made aware that some members are experiencing difficulties when accessing or requesting activation for their new homeowner portal via AppFolio.com. We want to ensure that this program enhances your experience as a homeowner and we want to make using the features as easy as possible.

To activate or access your portal, please visit realtyassetmanagement.appfolio.com/connect. It is important to avoid entering "www" before your website address to avoid issues connecting to the site. If you have not set up your portal or if your email is not recognized in our system, please visit the references website and fill out the activation request to notify management. You will be sent a portal link to your email within 24 business hours.

Common Area Trees – As prepared by the Tree Committee lead by Rich Satterthwaite, Jack Holmes, and Marc Carpenter

Currently we are in the third year of the 5 year tree removal/replacement. The board is happy to announce year to date, we have received \$30,000 from the annual dues. We have spent \$16,995 in removal of trees along Carolina, as well as many of the Mugo shrubs that were overgrown on to the sidewalks and truly an eye sore. The last shrub was removed on Mossy Cup and will be finished in the next month or so, with the stump completely removed, ground cover put down and rock placed to match the others throughout.

May has been a busy month for LawnCo as they work hard to maintain the common areas while working around the rain; they were able to plant 12 trees throughout the subdivision, with nine trees on

Carolina. The trees chosen and planted to mix with the other trees are the Autumn Blaze, Purple Ash, Honey Locust, and plum trees. There were two trees planted by the playground. These trees will grow tall and fast to project shade over the playground to help keep the equipment from becoming too hot for the children to use. Additionally, with the trees planted in the flat area, the root system will not encumber homeowners or grow up under the playground equipment. The trees close to the playground, will need to be removed as their root system is overcoming home owners property and the branches are intruding into their back yards as well. Currently, there is no time-line set for the removal. The last tree was planted in the common area on Antietam to cast shade over the grassy area to help keep the grass from burning up in the summer due to the direct sunlight. The total cost to plant these 12 trees is \$6,900.00. The balance in the tree fund is currently \$13,345.00. During our latest storm, a tree on Mitchell fell and damaged the HOA's fence, all repairs have been completed and the board agreed to pay for the repairs out of the tree funds, since it was a tree that caused the damage.

The board will be holding a meeting within the next month to discuss the removal of some trees on Mitchell Street, between Mossy Cup and Victory. Many of the pine trees over the years have required being cut back off the sidewalk and are now exposing the dead branches and can no longer be managed and still look nice. Others are leaning towards home owners property and should be removed. Some are raising the sidewalks, and if replacement is needed, this would be HOAs expense, which the board is working hard to keep the expenses to down to preserve the lower HOA dues.

Please do not hesitate to reach out to our office at 208-387-0004, communicate with us via your AppFolio Home Owner Portal, or email us at charlestonhoaboise@gmail.com with any questions or concerns.

Best Regards,

Charleston Place HOA

Realty Asset Management, Inc.

Letter from the President

Hi neighbors,

What a year it has been so far! We have only read about things like this pandemic in the history books, and it seemed so distant, so...unlikely to happen to us. With the current conditions that we are operating under, we have to devise new ways to do things as well as take advantage of the extra at home time.

One of the things to do in a new way is to hold our annual meeting. Taking a cue from the political election process, we are hoping to receive enough ballots via mail in order to meet quorum for this year's meeting on the first attempt. This will help avoid a large group gathering in the park while keeping the process safe and convenient for all members. The good news is our only major business that we have is to adopt the budget.

We are also paying our HOA fees through a different method - AppFolio. For the first time we are able to pay our HOA fees online through our new HOA management application. Given the current conditions, we understand that families may need to make arrangements for payment of the HOA fee.

Have you noticed how busy the home improvement stores are with the stay-at-home in place? How about new roofs being installed throughout the neighborhood? It is clear that with people staying home that list of procrastinated home projects is getting taken care of. It's a good opportunity to make sure to add those projects that your neighbors may care about to the list too: Fence maintenance and repair, bushes that overhang the sidewalks, yard maintenance (one of my least favorites), weeds, etc.

With the irrigation already on for the year, I thought I'd include some information on the pressurized irrigation system that we have in the neighborhood. Our system is maintained by the Nampa Meridian Irrigation District (NMID) - adapted to the canal system that was put in place in the early 1900's (earliest subdivision water rights dates start around 1900). The system pumps water from the pumphouse on the edge of the vacant school district lot on Carolina, throughout our subdivision to the back of your house - typically to a red handled valve. The NMID is responsible for the system up to and including the valves. The water comes from the river through the Ridenbaugh canal system, so everyone should use a filter on your system to keep weed seeds and debris out of your sprinklers. If you do have problems with the valve on your property or water delivery, contact NIMD directly for help at 208-466-7861 or by visiting their website at www.nmid.org.

The tree committee has been working with the landscape maintenance crews to replace the trees that need to be replaced. The attached update from the tree committee will cover where we are in the process and what is planned for this year.

I hope that everyone and their families are staying safe and sound during these historic times. This year for sure is one that will for sure go down in the history books - or Facebook/YouTube as it is today.

From your Board.

Cory Reche
HOA President

CHARLESTON PLACE HOMEOWNER'S ASSOCIATION, INC.
NOTICE OF ANNUAL MEETING

TO BE HELD ON Wednesday, July 8th, 2020 AT: 6:00 PM Mountain Standard Time (Idaho)
BY: Complete Property Management & Investment Realty, Inc.
Located At: Charleston Place HOA Park Boise, Idaho 83709

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Charleston Place Homeowners' Association, Inc. will be held at the Charleston HOA Park on Wednesday July 8th, 2020, starting at 6:00 PM for the following purpose:

- Discuss and hold vote for approval of the 2021 Annual Budget

Due to the COVID-19 pandemic, in lieu of attending the annual meeting in person, we strongly urge you to sign this proxy/ballot and return by mail in the enclosed self-addressed stamped envelope. This mail-in ballot is a perfect solution for our community members who are continuing to practice social distancing. Please help us meet quorum and limit the amount of members attending the meeting.

Signed Tricia Callies
(Secretary or Management Agent)

The Association's bylaws require a 60 percent vote of the members (228 homes) to conduct official business.

You may designate any person you wish to serve as your proxy. If you wish to appoint a proxy and do not have a specific person in mind, you may appoint Tricia Callies, Complete Property Management & Investment Realty, or any other member of the HOA to serve as a proxy. In that event, you may authorize your proxy to vote at his or her discretion on any or all matters subject to vote of the membership at the meeting or you may include instructions as to how you would like your proxy to be voted. If you submit a proxy and then attend the Annual Meeting, you may vote in person, after revoking your proxy.

If you will not be attending the meeting, **PLEASE SIGN, DATE AND RETURN THE ENCLOSED PROXY/BALLOT.** After you vote below, you are done voting. **ALL PROXIES/BALLOTS ARE DUE BY 5:00PM JULY 7TH, 2020.**

PROXY/BALLOT

PLEASE INSERT YOUR NAME, CAREFULLY REVIEW EACH CHOICE, AND SELECT A PROXY CHOICE (ONLY) ONCE UNDER A, B, OR C by making an "X" or checkmark in the space indicated. Then sign at the bottom. Improper blank selections will count only for meeting quorum requirements. Please return your ballot in the self-addressed stamped envelope enclosed.

A. I [] appoint our acting manager, Tricia Callies, to vote on my behalf as she desires, unless otherwise indicated below (approval or disapproval). (You are finished voting) OR

B. I [] hereby appoint _____ (print name of proxy-can be a board member or anyone you choose-they do not have to live in the subdivision) to vote as he or she thinks best on these issues. This person must attend the meeting. (You are finished voting) OR

C. I [] appoint Tricia Callies or _____ as my proxy for meeting quorum purposes only and direct my appointed proxy to vote as follows (you are telling Tricia or any other proxy you appoint how you want them to vote on your behalf-make your choice below the you are finished voting):

_____ I APPROVE the Charleston Place HOA Budget for 2021

_____ I DISAPPROVE/OPOSE the Charleston Place HOA Budget for 2021

Signed and acknowledged:

(Date)

(Signed by owner)

Charleston Place HOA Budget 2021

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Annual	May '19 - April '20 Actuals
Income														
Association Dues	23,275.00	23,275.00	23,275.00	11,637.50	11,637.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,100.00	95,728.64
Interest Earned	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	264.00	260.92
Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc. Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reimburse Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	23,297.00	23,297.00	23,297.00	11,659.50	11,659.50	22.00	22.00	22.00	22.00	22.00	22.00	22.00	93,364.00	95,989.56
Expense														
Tax Preparation	0.00	261.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261.00	261.00
Bank Service Charges	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00	12.75
Board Meeting Expense	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00
Checks	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00
Electricity	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	69.17	830.04	829.97
Fence Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	270.00
Insurance	0.00	0.00	0.00	0.00	0.00	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	2,645.00
Trash Clean Up - Common Areas	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	67.00	804.00	755.00
Pet Stations Cleaning	325.00	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	325.00	325.00	2,437.50	2,437.50
Pet Station Maintenance	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	150.00	117.50
Pet Station Supplies	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	500.00	830.78
Pest Control - Common Area	0.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	225.00	175.00
Lawn Maintenance Contract	0.00	0.00	4,538.30	4,538.30	4,538.30	4,538.30	4,538.30	4,538.30	4,538.30	4,538.30	4,538.30	0.00	40,844.70	38,756.70
Landscape Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,075.00
Weed Control - Curbing	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
Tree Trimming	0.00	0.00	0.00	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,360.00
Legal Fees	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	1,000.00	4,313.50
HOA Violations - Mailing	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	223.30
Lighting (Bulbs)	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	100.00	0.00
Management Fees	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00	7,800.00
Annual Playground Equipment Inspection	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
Playground Repair/ Equipment/ Mulch	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	12,089.30
Asphalt Slurry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Printing	1,216.00	45.00	45.00	45.00	1,665.65	100.00	200.00	45.00	45.00	45.00	45.00	45.00	3,541.65	5,021.76
Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	314.48
Software (\$.80 per door)	304.80	304.80	304.80	304.80	304.80	304.80	304.80	304.80	304.80	304.80	304.80	304.80	3,657.60	1,844.00
Sprinkler Repairs	0.00	0.00	250.00	500.00	500.00	500.00	500.00	500.00	500.00	250.00	0.00	0.00	3,500.00	3,923.93
Website	49.95	49.95	49.95	49.95	49.95	49.95	49.95	49.95	49.95	49.95	65.12	49.95	614.57	615.57
State Taxes	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00
Irrigation Taxes	0.00	0.00	0.00	0.00	0.00	1,560.00	0.00	0.00	0.00	0.00	0.00	1,560.00	3,120.00	3,118.77
Total Expenses	2,958.92	1,721.42	6,213.72	6,988.72	9,559.37	11,478.72	11,243.72	6,413.72	6,413.72	6,788.72	6,141.39	3,097.92	79,020.06	93,925.81
Tree Removal/Replacement	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	14,430.00
Net Income	20,338.08	21,575.58	7,083.28	4,670.78	2,100.13	-11,456.72	-11,221.72	-6,391.72	-6,391.72	-6,766.72	-6,119.39	-3,075.92	4,343.94	-12,366.25
Dues are currently \$245.00 per year per home through December 31, 2022.														
Bank balances at April 30th, 2020														
HOA holds a Checking Account in the amount of \$46,132.62														
HOA holds a Money Market Account in the amount of \$29.31														
HOA holds a Certificate of Deposit in the amount of \$36,050.47														
HOA holds a Tree Removal/Replacement Reserve Account in the amount of \$13,345.00 (total reserves to date: \$30,000.00 less \$16,655.00 that has already been spent)														
Notes:														
Landscape Design actuals included installation of weed barrier and rock in 10 rock beds in park areas.														
Playground Repair actuals include repairs made per the annual inspection in July 2019 as well as the addition of new mulch throughout playground area.														
Software actuals are lower than the annual budget as the reported actuals are for the reporting period of May 2019-April 2020. Software services began in December 2019.														