# THE HICKORY GROVE VILLAGE CONDOMINIUM NOTICE OF ANNUAL MEMBERSHIP MEETING

The Annual Membership Meeting and Board Election for The Hickory Grove Village Condominium will be held on Thursday November 7, 2019 at 6:30 p.m. at the South Line Fire Company located at 1049 French Road, Cheektowaga 14227.

The purpose of the meeting is to **elect three (3) Members to the Board of Managers**, and to transact such other business as may come before the Board at this Annual Meeting. Nominations will also be taken from the floor during the meeting. Official ballots will be distributed at the meeting. The three (3) members receiving the highest number of votes will be elected to a two-year term.

PLEASE FOLLOW THE DIRECTIONS BELOW REGARDING THE ABSENTEE BALLOT AND PROXY ENVELOPE ONLY IF YOU ARE <u>UNABLE</u> TO ATTEND THE ANNUAL MEMBERSHIP MEETING. THIS IS NECESSARY TO HELP REACH QUORUM REQUIREMENTS AND FOR THE VOTE CAST BY YOUR PROXY TO BE VALID.

	-ABSENTEE BALLOT-
Gary Frost	17 Blossom Wood Lane
Jim Guy	93 Blossom Wood Lane
Richard Jachimiak	72 Blossom Wood Lane
Frances Fiscus	27 Hickory Grove Lane
Kurt (Skip) Oertelt	28 Hickory Grove Lane
Joanne Pry	32 Hickory Grove Lane
	(WRITE-IN) (WRITE-IN) (WRITE-IN)
	DIRECTIONS

If you wish to make your own voting decisions, but cannot attend:

- 1. Indicate only three (3) choices on the absentee ballot.
- 2. Place the absentee ballot in the enclosed proxy envelope.
- 3. Indicate "yes" at the bottom of the proxy envelope and insert the proxy envelope into a regular envelope. Mail to:

SECRETARY, HICKORY GROVE VILLAGE CONDOMINIUM P. O. BOX 614 WEST SENECA, NY 14224

- 4. Absentee ballot and proxy must be received by noon, on November 7, 2019. You must sign the outside of the proxy envelope for it to be valid.
- Or do exactly as above, but have your proxy representative bring the sealed proxy envelope with Absentee ballot enclosed, to the meeting.

If you wish to have someone else make your voting decisions for you: <u>Do not use the absentee ballot</u>. Complete only the proxy envelope and indicate "no" on the bottom portion of the proxy. Have your proxy representative bring your completed proxy envelope to the meeting.

ENVELOPE:

# **PROXY**

No, I will not be in attendance at our annual membership median in the season of the s	ember in good standing of the Community Association, at my Proxy to (insert name) mber in good standing of the community. This Proxy is the it the full right of the Proxy holder to cast his/her vote as
NAME:	DATE:
SIGNATURE:	ADDRESS:
BE SURE YOUR DESIGNATED PROXY HOLDER Y ABSENTEE BALLOT ENCLOSE	

# THE HICKORY GROVE VILLAGE CONDOMINIUM ANNUAL MEMBERSHIP MEETING AND ELECTION NOVEMBER 7, 2019 - AGENDA -

1.	Call Meeting to Order: (Management)
2.	Welcome and Introduction: (Management)
	Management - Harmon Homes Realty, Inc Mike Harmon
	Roll Call: (Secretary) OPTION A - Call attendance from Roll Call Option A SIGN-IN SHEET OPTION B - Call attendance from Roll Call Option B by UNIT # (indicates attendance in Person or by Proxy)
4.	Certification of Quorum: (Secretary) - (1/2 = 38 members present in person or by proxy, are necessary to meet quorum requirements). "As Board Secretary for the Association, I,, certifing that members are present in person or by proxy, and it shall be reflected as such in the Minutes
5.	Motion to Approve the Annual Meeting Agenda: (Management Directs Board)
6.	Proof of Mailing the Meeting Notice: (Management Directs Secretary)  Let the Minutes reflect that as Board Secretary, I,, certify that a copy of this memorandum, dated October 15, 2019, was mailed to all unit owners of record as of that date".
	Reading of Previous Annual Meeting Minutes : ( Secretary ) OPTION A – MOTION to dispense with the reading of last year's minutes and accept for filing. OPTION B- MOTION to read last year's minutes, Motion to Approve
	Report of Officers: a) President's Report ( <i>President</i> ) b) Financial Report ( <i>Treasurer and/or Management</i> )
	Election of Board Members:  a) Explain Election Procedure & description of Board Member duties (Management)  b) Call for Additional Nominations from the Floor (Management directs Board)  c) Motion to close nominations (Management directs Board)  d) Introduce Candidates - allow each candidate time to speak (President)  e) Appoint Election Inspectors (Management directs Board)  f) Pass out official ballots as member names are called from roster (Management)  g) Collect and tabulate ballots (Inspector duty)  h) Announce results (Inspector duty)
10	New Business and/or Questions and Answers (Board, Members, Management)

10. New Business and/or Questions and Answers (*Board, Members, Management,* 

11. Motion for Adjournment *(President)* - "Thank you and good night to the Membership on behalf of the Board" (Secretary to note adjournment time in the minutes)

HARMON HOMES REALTY, INC. - P O BOX 614, WEST SENECA, NY 14224

### HICKORY GROVE VILLAGE COMDOMINIUM

#### ANNUAL MEMBERSHIP MEETING AND ELECTION MINUTES

# **NOVEMBER 15, 2018**

- 1. Meeting called to order by Darcy Young at 6:34 pm
- 2. Welcome and Introduction: Darcy Young
- 3. Roll Call: (Mike Harmon) Decision made to follow option "A", call attendance from sign-in sheet. Motion to approve by 44 HGL, seconded by 125 BWL, all in favor, motion carried.
- 4. Certification of Quorum: (Mike Harmon) "I, Mike Harmon, certify that 61 members are present in person or by proxy, and it shall be reflected as such in the Minutes".
- 5. Approve the Annual Meeting Agenda: (Mike Harmon) Motion to approve by 109 BWL, seconded by 75 HGL, all in favor, motion carried.
- 6. Mailing of the Meeting Notice: (Mike Harmon) "Let the Minutes reflect that as Property Manager, I, Mike Harmon, certify that a copy of this memorandum, dated October26, 2018, was mailed to all unit owners of record as of that date".
- Previous Annual Meeting Minutes: (Mike Harmon) Motion to dispense with the reading of last year's minutes and accept for filing. Motion approved by 56 HGL, seconded by 133 BWL, all in favor, motion carried.
- 8. Report of Officers:

# Darcy Young:

- Definition of community living
- No overnight street parking is permitted. Homeowners must park automobiles in their garage or driveway
- Speed limit is 20 MPH, please slow down
- Be mindful of snow sticks, many broken or out of ground
- Yellow signs from seasonal can be removed after 24 hours
- Homeowners must complete and submit an Application for Approval of Architectural Change prior to ANY modifications to the exterior of their home or landscaping of their unit. No work is to be done without approval by the board.
- Homeowners are to call Mike Harmon's office with any issues regarding contractors. Homeowners are not to call contractors directly.
- Any Homeowner with a complaint is to contact Mike Harmon's office by phone or submit a formal written complaint. Mike Harmon is on-call for emergencies.

 During construction of the community areas were referred to as "phase one and phase two". Now that the community is complete all are reminded that we are "one" community.

# Gary Frost:

• The western fence line repairs are complete. 4 posts have been repaired.

# Jim Guy:

 Review of current tree removal options to date. Board will continue to investigate options and follow up with community prior to deciding on what option we will proceed with.

Financial Report: Budget reviewed by Mike Harmon

### 9. Election of Board Members:

- Explanation of election procedure: Mike Harmon
- Call for Additional nominations from the floor: None
- Close nominations: Motion to close by 105 BWL, seconded by 29 BWL, all in favor, motion carried.
- Introduction of candidates:
  - o Darcy Young
  - o Connie Chojnacki-Grasso
  - o Gary Frost
  - o Sam Guida
  - o Joanne Pry
  - o Kurt (Skip) Oertelt -withdrew
- Election inspectors appointed:
  - o Donna Guy
  - o Fran Fiscus
- Ballots distributed as member names are called by roster
- · Ballots collected and tabulated
- Results announced:

# Two year term winners:

- o Darcy Young (per board will continue as President)
- o Connie Chojnacki-Grasso
- o Sam Guida (per board will continue as Secretary)

# One year term winner:

o Gary Frost (per board will continue as Treasurer)

10. New Business and/or Questions and Answers:

# Darcy Young:

- Holiday party invitations distributed
- Pond will be cleaned up next year
- Driveway sealing will now be done every three years
- Mulch will no longer be done by association
- Landscaping contractor is done for the year

# Jim Guy:

- Letter read to all regarding slanderous statements that were said about him at last year's annual meeting by two homeowners
- 11. Motion for adjournment at 8:22pm by Darcy Young, seconded by Connie Chojnacki-Grasso

# HICKORY GROVE VILLAGE ORNAMENTATION POLICY

Annual flowers and bulbs may be planted in gardens without restriction. Please Remember that the homeowner is responsible for the maintenance of all plantings installed by the homeowner. This includes deadheading and removal of spent flowers/plants.

Any outdoor use of artificial flowers except on door decorations is prohibited.

Border lighting and bed decorations are acceptable as long as they do not impede lawn mowing and snow removal. All lighting must be placed in beds.

CONTRACTORS WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL ITEMS THAT ARE NOT PLACED IN APPROVED AREAS ON THE LOT.

Bird feeders installed on any part of the lot is <u>prohibited</u>.

Failure to comply with the ornamentation policy will result in further action by the Board of Managers.

Holiday decorations MUST be removed no later than 30 days after such Holiday.

The Board of Managers has the obligation to maintain the look and integrity of the community and anything that is deemed inappropriate, excessive or questionable must be removed.

Amended May 17, 2016- Distributed May 19, 2016
Amended September 25, 2019- Distributed October 15, 2019

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

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#### INDEPENDENT ACCOUNTANT'S REVIEW REPORT

anl of Man Hickory Grove Village Condominium Association, Inc.

We have reviewed the accompanying financial statements of Hickory Grove Village Condominium Association, Inc., which comprise the balance sheet as of December 31, 2018, and the related statements of revenues, expenses and changes in fund balances and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the linancial statements that are free from material misstatement whether due to fraud or error.

#### Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the ALCPA. Those stendards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our recording reprocedures consider prescribed by the first procedure are modified to the states of America. procedures provide a reasonable basis for our conclusion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

1325 Union Rend + West Seneen, NY 14224 + www.enhepas.com + office 716.674.4459 fix 716.674.0570

Board of Managers Hickory Grove Village Condominium Association, Inc.

#### Summarized Comparative Information

We previously reviewed Hickory Grove Village Condominium Association, Inc. 2017, financial statements and in our conclusion, dated March 2, 2018, stated that based on our review, we were not aware of any material modifications that should be made to the 2017 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended December 31, 2017, for it to be consistent with the reviewed financial statements from which it has been derived.

# Required Supplementary Information

Accounting principles, generally accepted in the United States of America, require that the information about future major repairs and replacements of common property be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Such information is the responsibility of management. On page 11, management has presented required supplementary information about Schedule of Changes in Reserve Fund Balance. We have not audited, reviewed or compiled the required supplementary information and do not express an option, a conclusion, nor provide any assurance on it. Menagement has omitted presentation of required supplementary information about Supplementary information on Future Major Repairs and Replacements.

Clark + Nihill LLP

Certified Public Accountants February 20, 2019

#### HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

# BALANCE SHEETS

# DECEMBER 31, 2018 (With Comparative Totals for 2017)

		Operating Fund		Reserve Fund		2018 Total		2017 Total
ASSETN:								
Cash and cash equivalents Assessments receivable Prepaid expenses Interfund balances	\$	(305) 350 (936)	\$	20,745	s	20,440 350	\$	12,755 1,100 566
TOTAL ASSETS	\$	(891)	\$	21,681	_ s_	20,790	s	14,421
LIABILITIES:								
Accounts payable Prepaid assessments Income tax payable	\$	1,327 3,007 4	s 	. :	s 	1,327 3,007 4	\$ 	3,569 3,345
TOTAL LIABILITIES		4,338		-		4,338		6,914
FUND BALANCES		(5,229)		21,681		16,452		7,507
FOTAL LIABILITIES AND FUND BALANCES	S	(891)	s	21,681	S	20,790	. s	14,421

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

# STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES

### FOR THE YEAR ENDED DECEMBER 31, 2018 (With Comparative Totals for 2017)

	Operating Fund		Reserve Fund		Z018 Total		2017 Total
REVENUES: Assessments	S 151,760	\$	7,840	S	159,600	s	159,600
Interest and other income	864	_	211	-	1,075		357
TOTAL REVENUES	152,624		8,051		160,675		159,957
EXPENSES:							
General and Administrative					16,416		15,768
Management	16,416		-		5,607		5,307
Insurance	5,607				1.005		926
Professional	1,005		-		771		1.805
Miscellaneous	771		-		9		. 3,207
Income property and taxes	9_			-	,		. 3,207
Total General and Administrative	23,808	_		_	23,808		27,013
Utilities							
Electricity	6,024		-		6,024		6,396
Water	15,416	_			15,416	-	13,561
Total Utilities	21,440	_		-	21,440	-	19,957
Muintenance							
Landscaping	48,914		-		48,914		56,582
Snow removal	46,801		-		46,801		43,290
Repairs and maintenance	10,767		-	_	10,767	-	13,671
Total Maintenance	106,482	_		_	106,482		_113,543

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

# STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES

# FOR THE YEAR ENDED DECEMBER 31, 2018 (With Comparative Totals for 2017)

	Operating Fuud	Reserve Fund	2018 Total	2017 Total
Reserves			-	5,720
Road resurface		-	-	2,061
Reseal			-	3,620
Contingency				
Total Reserves			-	11,401
TOTAL EXPENSES	151,730		151,730	171,914
EXCESS (DEFICIENCY) OF				
REVENUES OVER				
EXPENSES	89-1	8,051	8,945	. (11,957)
FUND BALANCES			141	10.051
-heginning of year	(6,123)	13,630	7,507	18,964
DEVELOPER				550
CONTRIBUTIONS				500
FUND BALANCES				
end of year .	\$ (5,229)	S 21,681	\$ 16,452	S7,507

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

# STATEMENTS OF CASH FLOWS

### FOR THE YEAR ENDED DECEMBER 31, 2018 (With Comparative Totals for 2017)

		Operating Fund		Reserve Fund		2018 Total		2017 Total
EXCESS (DEFICIENCY) OF REVENUES OVER								
EXPENSES	S	894	\$	8,051	5	8,945	\$	(11,957)
Adjustments to Reconcile Excess (Deficiency) of Revenues over Expenses to Net Cash Provided by Operating Activities:								
(Increase) Decrease in:								
Assessment receivable		750		-		750		(790)
Prepaid expenses		561				561		215
Increase (Decrease) in:		(2.012)				(2,242)		(3,576)
Accounts payable		(2,242)		-		(338)		615
Prepaid assessments Income tax payable		(338)	_			9	_	(32)
Net Cash Proved (Used) by								
Operating Activities		(366)	-	8,051	-	7,685	-	(15,525)
Financing Activities: Inter-fund balances Developer contributions		1,711		(1,711)		_ :		500
Net Cash Provided (Used) by Financing Activities		1,711		(1.711)		-		500

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

# STATEMENTS OF CASH FLOWS

# FOR THE YEAR ENDED DECEMBER 31, 2018 (With Comparative Totals for 2017)

	Operating Fund	Reserve Fund	2018 Total	2017 Total
Net Increase (Decrease) in Cash and Cash Equivalents	1,345	6,340	7,685	(15,025)
Cash and Cash Equivalents -beginning of year	(1,650)	14,405	12,755	27,780
Cash and Cash Equivalents -end of year	S (305)	\$ _20,745	\$ 20,440	\$ 12,755
Supplemental Disclosure: Income taxes paid			S	\$ 50

### HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

#### NOTES TO FINANCIAL STATEMENTS

#### **FEAR ENDED DECEMBER 31, 2018**

#### A. Nature of Organization:

Hickory Grove Village Condominium Association, Inc. (the Condominium) was incorporated on July 28, 2010, in the State of New York. The Condominium is responsible for the operation and maintenance of the corumon property within the development. The development consists of 76 residential units located in Cheektowaga, New York.

#### B. Summary of Significant Accounting Policies:

#### 1. Fund Accounting:

The Condominium's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the financial statements reflect accounts using fund accounting methods. Financial resources are classified for accounting and reporting purposes in the following funds according to their nature and purpose:

Operating Fund – This fund is used to account for financial resources available for the general operations of the Condominium. Disbursements from the fund are generally at the discretion of the Board of Managers.

Reserve Fund – This fund is used to accumulate financial resources designated for future major repairs and replacements. Disbursements from the fund may be made only for their designated purposes.

Inter-fund Balances – These balances generally arise when cumulatively through the balance sheet date one fund pays expenses or receives revenue of another or has, otherwise, borrowed from the other.

#### 2. Use of Estimates:

The preparation of financial statements, in conformity with generally accepted accounting principles, requires the Condominium to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# YEAR ENDED DECEMBER 31, 2018

HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

# Summary of Significant Accounting Policies (continued): Cash and Cash Equivalents:

Cash and eash equivalents include currency on-hand and demand deposits with banks or other financial institutions.

#### 4 Common Property:

Real property and common areas acquired from the developer and related improvements to such property are not recorded in the Condominium's financial statement, in accordance with industry practice.

#### Member Assessments:

Condominium members are subject to monthly assessments to provide funds for the Condominium's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments and the anomal budget are determined by the Board of Directors. Any excess assessments at year-end are retained by the Association for use in future years. The monthly assessments were \$175 for the year ended December 31, 2018.

#### 6. Income Taxes:

The Condominium has elected to file as a Homeowner's Association in accordance with Internal Revenue Section 528. Under this section, the Condominium excludes from taxation exempt function income, which generally consists of revenue from uniform assessments to owners. Investment, and other non-exempt income of the Condominium, is subject to Pederal and New York State income tax. The Condominium is no longer subject to U.S. Federal and New York State income tax examinations by authorities for the years ented before December 31, 2015.

#### C. Future Major Repairs and Replacements:

The Condominium's governing documents require funds to be accumulated for future major repairs and replacements. Accumulated funds aggregate \$21,681, at December 31, 2018, are held in separate accounts and generally are not available for operating purposes.

# HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION. INC.

#### NOTES TO FINANCIAL STATEMENTS

# YEAR ENDED DECEMBER 31, 2018

# C. Future Major Repairs and Replacements (continued):

The Board is funding for major repairs and replacements of the estimated useful lives of the components considering amounts previously accumulated in the reserve fund.

Funds are being accumulated in the reserve based on estimates of future needs for repairs and replacements of common property. Actual expenditures may vary from estimated amounts, and the variations may be material. Therefore, amounts accumulated in the reserve fund may not be adequate to meet all future needs for major repairs and replacements. The Condominium has the right to increase regular replacement fund assessments or levy special assessments for major repairs and replacements if additional funds are needed.

#### D. Subsequent Events:

Events that occur after the balance sheet date, but before the financial statements were available to be issued, must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events, which provide evidence about conditions that existed after the balance sheet date, require disclosure in the accompanying notes. The Condominum has evaluated the activity of the Company, through February 20, 2019, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

#### HICKORY GROVE VILLAGE CONDOMINIUM ASSOCIATION, INC.

#### SCHEDULE I -

# SCHEDULE OF CHANGES IN RESERVE FUND BAJANCE

#### DECEMBER 31, 2018

Description		Beginning Fund Balance		Additions to Fund Balance		Charges to Fund Balance		Other		Ending Fund Balance
Interest	S	749	S	211	8		S	-	S	960
Road resurface		9,005		2,000		-		-		11,005
Sewer/water		5,172		650		-		-		5,822
Sidewalk		1,170		850		-		-		2,020
Asphalt reseal		(2,884)		1,203		-		-		(1,681)
Contingency		418		800		-				1,218
Fence		-		504		-				504
Pond		•		833		-				833
Trees			-	1,000		-				1,000
TOTAL:	\$_	13,630	_ s	8,051	_ s		_ \$_	-	_ s_	21,681