

Peacock Hill Community Association, Inc
c/o Real Property Inc
1500 Amherst Street
Charlottesville, VA 22903
(434) 823-4407
lacy@realpropertyinc.com

November 7, 2013

NOTICE

GENERAL MEMBERSHIP MEETING

Thursday, November 21, 2013 7:00 PM
Virginia L. Murray Elementary School Cafeteria
3251 Morgantown Road
Charlottesville, VA


The Annual Membership Meeting of Peacock Hill Community Association, Inc. will begin promptly at 7:00 PM, in the cafeteria at V.L. Murray Elementary School on November 21, 2013.

The purpose of the meeting shall include:

- Review of 2013 Association Activities
- Approval of November 1, 2012 Meeting Minutes
- Election of Board of Directors for 2014
- Presentation of the Approved 2014 Budget

Proxy: All owners are strongly urged to attend this meeting; if you are unable to attend, ***please be certain to assign your Proxy so that a quorum can be attained and official business can be conducted at the annual meeting.*** A proxy form is enclosed with this notice. Please remember that your proxy must be assigned to someone who will be attending the meeting.

Sincerely,



Lacy Wilbur, CMCA®
Association Management
lacy@realpropertyinc.com
(434) 823-4407
(434)971-5514 (fax)

DUE Date: TODAY *please don't wait any longer – every vote is needed*

To cast your vote you can do one of the following:



Mail this page to:

PHCA c/o
Real Property Inc.

1500 Amherst Street

Charlottesville, VA 22903-5158



Fax this page to: (434) 971-5514



Email your vote to: lacy@realpropertyinc.com

Please include your name, address, number of lots owned, and how you want to vote.

PHCA Proxy Voting Card

PHCA General Membership Meeting November 21, 2013

I _____ hereby authorize Lacy Wilbur, Association Manager, to cast my vote on the matters listed below, at the annual meeting to be held on the above date, as I am unable to attend. **RETURN BY NOVEMBER 20, 2013**

Of Lot(s) Owned _____

Signed: _____

(One vote per lot owned)

Date: _____

Voting Matters:

- 1) Approval of November 1, 2012 Meeting Minutes _____ Yes _____ No
- 2) I cast my vote for four (4) of the following persons nominated to the PHCA Board of Directors for 2013-2014 to serve for the terms indicated (check four).
 - a. Greg Lohr (3 year term) _____
 - b. Jacqui Koenig (3 year term) _____
 - c. Jan Dutton (3 year term) _____
 - d. Susan Klug (3 year term) _____
 - e. _____ (3 year term) _____ (write in vote)

Instructions

If you are signing in a representative capacity, please give full title as such. If the property is owned by a corporation, please sign in full corporate name by president or other authorized officer. If the property is owned by a partnership, please sign in partnership name by authorized partner(s). If the property is owned by an LLC, please sign in the LLC's name and indicate your capacity as a member, or manager if applicable. If the proxy is signed by an entity representative, that person represents that he has authority to sign this Proxy, and in no event, however, shall the Association be liable in the event the proxy is signed by someone without authority to do so.

Either deliver your proxy to another owner who will be attending the meeting, OR mail the completed proxy to Lacy Wilbur, Real Property, Inc., 1500 Amherst Street Charlottesville, VA 22903. If you choose to mail your proxy to Lacy, it must be received no later than noon on November 20, 2013 in order to be included with the votes.

You may revoke a submitted proxy prior to the start of the meeting in one of two ways. Either submit your revocation to Lacy Wilbur, the Managing Agent, in writing to the address above or by email to lacy@realpropertyinc.com no later than noon on November 20, 2013; or you may attend the meeting in person and notify one of the election officials during registration that you wish to revoke your submitted proxy.

PLEASE NOTE: If you do not plan to attend the Annual Membership Meeting, it is **imperative** that you return your proxy for establishment of a quorum.

**Annual General Membership Meeting
Of The Peacock Hill Community Association
Thursday, November 21, 2013
Virginia L. Murray Elementary School Cafeteria
Morgantown Road, Ivy, Virginia
7:00 pm-8: 30pm**

Agenda

1. Please Sign In.
2. Welcome – Board President Tom Leonard
3. Establishment of Quorum
4. **Voting Matter #1: Approval of November 1, 2013 Membership Meeting Minutes - All**
5. Peacock Hill Manager’s Report – Lacy Wilbur
6. Nominations of New Board Members – Tom Leonard
7. **Voting Matter #2: Election of 2014 Board Members – All**
8. Peacock Hill Service Company Report – Cynthia Schnaitmann
9. Environmental Preservation Board Report – Charles Molhoek
10. New Business – All
11. Adjournment

Refreshments will be served

2012-2013 Remaining PHCA Board Of Directors

Tom Leonard – 2011
Maureen Minor – 2011
Ryan McDonald – 2012
Charles Molhoek – 2012
Laura Schundler – 2012

Slate of Nominees for 2013-2014

Jacqui Koenig (3 Year Term)
Greg Lohr (3 Year Term)
Jan Dutton (3 Year Term)
Susan Klug (3 Year Term)

There are four positions to be filled. Nominations may be made from the floor or written in on proxy. Should anyone wish to make any such nominations, please consult with the prospective nominee beforehand to ascertain his/her willingness to serve if elected. Nominations may be made in advance by submitting the nomination to the Manager by email to lacy@realpropertyinc.com.

**ALL MEMBERS OF THE ASSOCIATION ARE ENCOURAGED TO ATTEND
Mark your Calendar**

**THE ANNUAL GENERAL MEMBERSHIP MEETING
THURSDAY, NOVEMBER 21, 2013
V.L. MURRAY ELEMENTARY 7:00 PM – 8:30 PM**

If you cannot attend, you are strongly urged to fill out, sign and return the enclosed proxy card by November 20, 2013.

Or you may fax your proxy card to 434-971-5514 or e-mail your proxy to lacy@realpropertyinc.com

Respectfully submitted,

Lacy Wilbur
Association Management

Real Property Inc.
1500 Amherst Street
Charlottesville, VA 22903-5158
(434) 823-4407

Enclosures:

1. Proxy Voting Card
2. PHCA General Membership Meeting Minutes November 1, 2012
3. PHCA 2014 Budget
4. PHCA Year End Financials for 2012 and Year-to-date Financials are available on the Real Property Website and can be made available electronically upon request.

Peacock Hill Community Association, Inc.
General Membership Meeting Minutes
November 1, 2012

Called to Order: Tom Leonard 7:06 PM
Virginia L. Murray Elementary School Cafeteria
Attending RPI Staff: Ben Wilson, Community Manager

Minutes

- I. Association President Tom Leonard welcomed all members present and called the meeting to order at 7:06 PM.
- II. The Manager tallied the number of proxies and members in attendance and announced that quorum was reached with 54 members present in person or by proxy.
- III. The membership reviewed the 2011 Annual Meeting Minutes. A motion was made to approve the minutes by Jahan Ramazani. That motion was seconded by Ryan MacDonald and approved by all members.
- IV. Annual Report of the Board of Directors – given by Board President Mr. Tom Leonard. Mr. Leonard highlighted the following items completed during the course of the 2012 year.
 - a. The Association completed a Reserve Study Analysis with an engineering firm – Miller Dodson – to assess the capital components and features of the neighborhood. The Reserve Study develops a plan for the association to accumulate funds sufficient to the long term maintenance and replacement cost of common assets.
 - b. The June 29th Derecho storm caused significant damage within Peacock Hill. There is considerable damage to trees which are still being resolved. Owners are encouraged to report any potentially threatening or dangerous trees to the Manager so the Board can best determine remedy.
 - c. Landscaping and Grounds maintenance continues to be handled by Country Touch Landscaping with Nancy & W.C. Morris. Some issues in regards to timeliness of mowing were presented throughout the year, but all were addressed with the landscaping company.
 - d. There was considerable dam maintenance found needed during a recent inspection completed by F&R, Inc. the engineering firm used to advise the Board regarding the dam. This maintenance has been deferred to 2013. The Association applied for and received approval for a state grant which matches funds spent on Dam Maintenance.
 - e. Tennis Court repairs were noted as necessary during 2012, but funds were not available to complete the work. This maintenance has been deferred to early 2013.
 - f. Snow removal continues to be addressed by the management company, with assistance from Country Touch Landscaping.
 - g. The 2012 Road re-pavement project was completed by Virginia Asphalt Company. Blue Rock Ridge, Deer Crest Heights, Grey Dove Lane and ½ of Gilliam’s Mountain Road were repaved in late 2012. The Board plans to continue this project in 2013 with the remaining portion of Gilliam’s Mountain Road, Gilliam’s Mountain Court, Gilliums Mountain Lane, Gooseneck Lane and Apple Lane slated for asphalt re-pavement.
 - h. The Board had recently been contacted by neighbors regarding an issue with Dominion Virginia Power lines which were found to have sparked and caused a small fire in the woods at the end of Turkey Ridge Road. The Board will be working with the owners and monitoring this situation to ensure Dominion investigates this situation.

- V. The Manager discussed with the Association the approved 2013 Budget highlighting several key components and aspects:
 - a. The dues will be increased in 2013 by 15% as a result of the required Dam Work (engineering and labor estimated at \$24,000) and the continued Road Re-pavement project. Operating costs were actually planned to be lower in 2013 than prior year, however reserve contributions to cover the above projects were significant and necessitated the increase.
 - b. Operating costs planned for 2013 were \$75,710.25;
 - i. Management costs increase 2% per the contract with the management company.
 - ii. Trash removal costs remain steady at \$1,700 per month.
 - iii. Landscaping and Grounds cost are estimated at \$16,250.
 - iv. Lake Treatments are anticipated at \$4,500.
 - v. Snow Removal costs are anticipated at \$3,500.
 - c. 2013 Proposed Dam Work is projected at \$24,866.93;
 - d. The 2013 portion of the Road Re-pavement project is \$101,706.50
 - e. The reserve assessments planned for 2013 are \$35,811 in General Reserves and \$87,364 for the Special Road Assessment.
 - f. Projected General Reserves at the end of 2013 are \$22,686.
 - g. The Association will also start a "Road Reserve Fund" in 2013 and this balance is expected to hold \$9,894.17 at the close of 2013.
- VI. The manager also discussed the content of the Reserve Study completed in 2012. The major assets identified in the study are:
 - a. Roads (reported cost of replacement \$322,884, with an anticipated life of 18 years)
 - b. Walking Trails and Paths
 - c. Monument Sign
 - d. Pond Maintenance and Dam Repairs
 - e. Tennis Court (anticipated cost of replacement \$30,000 for resurfacing every 20 years; \$5,000 for recoloring every 10 years)
 - f. Playground.
- VII. Voting Matters:
 - a. General election for three vacant Board positions. Nominees for the positions were Ryan MacDonald, Charles Molhoek and Laura Schundler, each to serve 3 year terms.
 - b. There was a call for nominations from the floor; there were none.
 - c. Ballots were collected and tabulated and the three nominees for positions on the Board were approved.
- VIII. The Peacock Hill Service Company reported on the state of affairs related to water distribution and financial stability of the water company.
- IX. A report was provided from EPB chairperson Charles Molhoek.
- X. There were several items addressed by members present, including the following:
 - a. Neighbors from Big Oak reported concerns of hunting in the area and within close proximity to homes; one neighbor reported a tree stand found on Peacock Hill property.
 - i. The manager was asked to post "No Hunting" signs along the property line in the area and identify the location of the tree stand.
 - b. Ms. Linda Scandore addressed concerns with orange water which were addressed to members of the Water Company present.
- XI. With no further business, the meeting was adjourned at 8:44 PM.


Peacock Hill Community Association, Inc - 2014 BUDGET WORKSHEET
OPERATING BUDGET

	Y-T-D ACTUAL	YEAR-END PROJECTED	2013 BUDGET	2014 PROPOSED
REVENUE				
--MEMBER ASSESSMENTS - OPERATIONS--				
41000 ASSESSMENTS - OPERATING (HOUSES)	\$ 54,617.11	\$ 72,823.09	\$ 72,823.93	\$ 78,504.42
41000 ASSESSMENTS - OPERATING (LOTS)	\$ 2,164.70	\$ 2,886.28	\$ 2,886.31	\$ 3,111.46
TOTAL MEMBER ASSESSMENTS - OPERATIONS	\$ 56,781.81	\$ 75,709.37	\$ 75,710.25	\$ 81,615.88
TOTAL REVENUE	\$ 56,781.81	\$ 75,709.37	\$ 75,710.25	\$ 81,615.88
EXPENSES				
--ADMINISTRATIVE EXPENSES--				
51000 ACCOUNTING FEES	\$ 425.00	\$ 425.00	\$ 400.00	\$ 425.00
51250 AUDIT EXPENSE	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
51700 CAPITAL RESERVE STUDY	\$ -	\$ -	\$ -	\$ -
53000 LEGAL FEES	\$ 966.25	\$ 966.25	\$ 600.00	\$ 1,000.00
53500 LICENSES	\$ 25.00	\$ 145.46	\$ 145.46	\$ 132.07
54000 MANAGEMENT FEES	\$ 12,597.48	\$ 21,595.68	\$ 21,595.64	\$ 22,027.59
54500 MEETING EXPENSE	\$ -	\$ 115.00	\$ 150.00	\$ 150.00
55000 OFFICE EXPENSE	\$ 1,700.24	\$ 2,152.04	\$ 1,000.00	\$ 2,350.00
56200 SOCIAL ACTIVITIES	\$ -	\$ -	\$ 100.00	\$ -
TOTAL ADMINISTRATIVE EXPENSES	\$ 15,713.97	\$ 27,899.43	\$ 26,491.10	\$ 28,584.66
--UTILITY EXPENSES--				
61500 ELECTRICITY	\$ 207.82	\$ 354.18	\$ 430.00	\$ 431.27
62500 INTERNET SERVICE	\$ -	\$ 9.95	\$ 9.95	\$ 9.95
64500 TRASH COLLECTION	\$ 11,905.00	\$ 20,405.00	\$ 20,400.00	\$ 20,400.00
TOTAL UTILITY EXPENSES	\$ 12,112.82	\$ 20,769.13	\$ 20,839.95	\$ 20,841.22
--INSURANCE EXPENSES--				
66350 INSURANCE - GENERAL	\$ 101.00	\$ 1,377.00	\$ 1,429.20	\$ 1,440.00
TOTAL INSURANCE EXPENSES	\$ 101.00	\$ 1,377.00	\$ 1,429.20	\$ 1,440.00

--REPAIRS & MAINTENANCE--

71050 FIRE/CASUALTY LOSS/DAMAGE	\$	18,353.20	\$	18,353.20	\$	-	\$	-
71800 TENNIS COURT MAINT & REPAIR	\$	69.00	\$	1,656.00	\$	1,000.00	\$	500.00
TOTAL REPAIRS & MAINTENANCE	\$	18,422.20	\$	20,009.20	\$	1,000.00	\$	500.00

--GROUNDS REPAIRS & MAINTENANCE--

75400 LANDSCAPING - NON-CONTRACT	\$	4,410.00	\$	14,410.00	\$	15,000.00	\$	15,000.00
75500 LIGHTING - EXTERIOR	\$	-	\$	-	\$	250.00	\$	250.00
75600 MISCELLANEOUS GROUNDS	\$	559.89	\$	1,059.89	\$	1,000.00	\$	1,000.00
75650 PLAYGROUND MAINTENANCE	\$	1,507.47	\$	1,507.47	\$	200.00	\$	200.00
75700 POND & LAKE	\$	-	\$	1,150.00	\$	4,500.00	\$	3,800.00
75800 SIGNAGE	\$	-	\$	-	\$	-	\$	-
75900 SNOW REMOVAL	\$	503.72	\$	1,503.72	\$	3,500.00	\$	3,500.00
76000 TREES & SHRUBS	\$	-	\$	1,000.00	\$	1,500.00	\$	6,500.00
TOTAL GROUNDS REPAIRS & MAINTENANCE	\$	6,981.08	\$	20,631.08	\$	25,950.00	\$	30,250.00

TOTAL OPERATING EXPENSES	\$	53,331.07	\$	90,685.84	\$	75,710.25	\$	81,615.88
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EXCESS OF REVENUE OVER EXPENSES	\$	3,450.74	\$	(14,976.47)	\$	(0.00)	\$	-
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RESERVES BUDGET

	\$	36,570.32	\$	36,570.32	\$	36,570.32	\$	33,695.45
REVENUE							\$	9,894.17
--MEMBER ASSESSMENTS - RESERVES--								
41500 MISCELLANEOUS CAPITAL INCOME	\$	-	\$	-	\$	4,372.50	\$	-
49100 ASSESSMENTS - COMMUNITY (HOUSES)	\$	26,858.47	\$	35,811.04	\$	35,811.04	\$	30,130.55
49100 ASSESSMENTS - COMMUNITY (LOTS)	\$	1,064.51	\$	1,419.34	\$	1,419.34	\$	298.55
42001 ROAD MAINTENANCE ASSESSMENT	\$	72,614.22	\$	96,818.72	\$	96,818.72	\$	57,330.70
TOTAL MEMBER ASSESSMENTS - RESERVES	\$	100,537.20	\$	134,049.10	\$	138,421.60	\$	87,759.80
EXPENSES								
--DISBURSEMENTS FROM RESERVES--								
81000 BUILDING IMPROVEMENTS	\$	-	\$	-	\$	-	\$	-
81700 DAM IMPROVEMENTS	\$	-	\$	25,001.00	\$	24,866.93	\$	-
82000 DRAINAGE	\$	-	\$	-	\$	-	\$	-
82250 FENCING REPLACEMENT	\$	-	\$	-	\$	-	\$	-
82500 LANDSCAPE IMPROVEMENTS	\$	-	\$	-	\$	-	\$	-
82800 LIGHTING IMPROVEMENTS	\$	-	\$	-	\$	-	\$	-
83000 MISC COMMON AREA IMPROVEMENTS	\$	-	\$	-	\$	-	\$	-
83250 PLAYGROUND IMPROVEMENT	\$	-	\$	-	\$	-	\$	-
84500 STREETS	\$	5,232.50	\$	96,946.50	\$	112,287.00	\$	57,220.00
85000 TENNIS COURT IMPROVEMENTS	\$	1,587.00	\$	-	\$	-	\$	-
TOTAL DISBURSEMENTS FROM RESERVES	\$	6,819.50	\$	121,947.50	\$	137,153.93	\$	57,220.00
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EXCESS OF RECEIPTS OVER DISBURSEMENTS	\$	93,717.70	\$	12,101.60	\$	1,267.67	\$	30,539.80
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NET FROM OPERATIONS & RESERVES	\$	97,168.44	\$	(2,874.87)	\$	1,267.67	\$	30,539.80
						\$		23,734.91
	\$	130,288.02	\$	33,695.45	\$	37,837.99	\$	40,500.34

QUARTERLY DUES SUMMARY

COMMUNITY		
\$	119.67	2014 OPERATING DUES
\$	45.93	2014 RESERVES
\$	165.60	TOTAL

LOTS		
\$	59.84	2014 OPERATING - LOTS
\$	22.97	2014 RESERVES - LOTS
\$	82.80	

ANNUAL ROAD MAINTENANCE ASSESSMENT			
		Total Road Assess	Combined Quarterly Payment
Gilliams Mountain Road	\$	97.75	\$ 190.04
Peacock Drive (corner of TRR - Heron)	\$	2,657.50	\$ 829.98
Deer Crest Heights	\$	60.76	\$ 180.79
Gooseneck Lane	\$	78.17	\$ 185.14
Apple Lane	\$	118.46	\$ 195.22
Peacock Drive (past well 8)	\$	2,996.67	\$ 914.77
Gilliams Mountain Court	\$	81.67	\$ 210.46
Gillums Mountiain Lane	\$	194.83	\$ 214.31
Grey Dove Lane	\$	144.60	\$ 201.75
Shady Lane	\$	142.94	\$ 201.34
Acorn Lane	\$	112.62	\$ 193.76
Heron Lane	\$	68.93	\$ 182.84
Blue Rock Ridge	\$	68.83	\$ 182.81

BUDGET NOTES PURSUANT TO CODE OF VIRGINIA §55-514.1

1. THE CURRENT ESTIMATED REPLACEMENT COST, ESTIMATED REMAINING LIFE AND ESTIMATED USEFUL LIFE O THE ASSOCIATION'S CAPITAL COMPONENTS ARE CONTAINED IN THE RESERVE PLAN.
2. THE PROJECTED CASH RESERVES FOR REPAIR AND REPLACEMENT OF CAPITAL COMPONENTS AS OF 12/31/2012 IS \$30,186.99. CAPITAL CONTRIBUTIONS FOR FISCAL YEAR 2012 ARE \$35,811.04
3. CASH RESERVES BALANCES ARE UPDATED ON A MONTHLY BASIS AND PRESENTED ON THE ASSOCIATION'S FINANCIAL REPORTS IN THE "MEMBER'S EQUITY" SECTION OF THE BALANCE SHEET IN RESERVES FUNDS,