

The Village at Bentley Park Homeowners Association

Board of Directors Special Meeting Minutes October 13, 2025

Meeting Location	Bentley Park Cabana
Board Member Attendees	Tommy Mattingly, Bob O'Connell, Joe Sproule, Dan Randazzo and Pam Easton
Board Member Absentees	none
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Meeting - Called to Order/Adjourned	6:06 PM / 6:53 PM
Minutes Prepared By	Pam Easton
Next Meeting	October 13, 2025 06:00 PM

► **CALL TO ORDER** – Tommy called the meeting to order at 6:06 PM.

► **PROOF OF NOTICE OF THE MEETING** – the meeting notice was posted, emails were sent and also posted on the website

► **QUORUM** – A Quorum was established with all Board Members being present.

► **PRESENTATION OF DRAFT OF 2026 BUDGET** – Joe Sproule addressed the attendees and advised that he serves as the Treasurer of the HOA. The meeting is to review the draft of the 2026 proposal. In consideration of the 2026 budget, the process began at the beginning of the year with appointing a Finance Committee to serve as a point in assisting with the development of the budget. Included in the Finance Committee was Carol Kitchen, Seless Emanuels, Bob O'Connell as member of the board and prior to his service as board member, Dan Randazzo. Beginning around January, the committee considered the guidelines with consideration of framing the budget proposal and along the way, discussed and reviewed with the primary contractors the scope of the services provided. Along with discussing the scope, the finances were also discussed, however, not for negotiation purposes. Along the way, we carried on communication with the Board of Directors. The Finance Committee also interacted with a number of professionals with whom the association does business with as well as our insurance advisor who serves on our behalf. Additionally, interacted with the professional who assisted with the reserves study and the certified public accountant having completed our audit for this year with positive comments regarding our finances.

A Budget Workshop was also held with the Board of Directors and the Financial staff of AmeriTech. A combination of our budget draft and getting their feedback and analysis represents the basis of the proposed budget draft. The draft is being presented primarily for the purposes of your observations and thoughts to result in a final document to be presented to the board in preparation for the annual meeting which is December 8th.

Based on what is being presented, the document will show that the fee will remain flat or close to it for the coming year. The first document presented was the budget guidelines that represent the development and framework of the 2026 guidelines. The guidelines include the intent to avoid special assessments, containing HOA fees, prioritizing capital and/or maintenance projects, improving curb appeal and implementing the plan for funding and use of reserve funds to name a few. Based on the completion of the reserve study, the Board of Directors will consider and decide if some projects can be completed in 2025. At the suggestion of the CPA and our expert in insurance, a portion is to be added to the Reserves to cover the \$30,000 deductible for Insurance. The Budget was reviewed from the point of view of current needs as well as looking down the road for the next several years.

The proposed budget was presented with some specific line items being highlighted such as a 10% reduction in insurance, landscaping, irrigation, fertilization, trees, general building maintenance and sewer and water. A surplus of \$12,000 was found in fertilization and pest control and it is anticipated approximately \$20,000 in sewer and water. This surplus provides an option for the Board to consider possibly undertaking some projects in 2025. For the coming year, we are also in a good position. The Reserves have funds on a pooled basis and if a line item goes beyond what is budgeted for in that line, then funds can be pulled for another line item. There remains to be work in terms of having a line item for an insurance deductible to be included within the reserves.

➤ **RESIDENTS' FEEDBACK/DISCUSSION –**

Question: Homeowner asked to confirm if Reserves will increase from \$53,000 to \$78,000 this year Answer: Yes, with no increase to monthly fees

Question: Homeowner states that the bylaws indicate that every year could be raised by 7%, correct? So you are not going to raise it? Answer: Correct, not this year.

Homeowner states would like to have that 7% cushion there. However, it was advised that certain expenses cannot be controlled and projected such as water and sewer, repairs and electricity. Each item has been reviewed line by line and several conversations have been held with the insurance company in terms of risk management and reduce risks. A cushion is currently built into the insurance expense. Additionally, Spectrum will be providing a rate decrease which will provide savings and incoming revenue from a door fee per unit. The current document does not reflect this incoming revenue for the coming year, but the cushion is there. Homeowner suggested putting the incoming revenue from Spectrum into Discover or another high-yield interest rate account.

Question: Homeowner asked why Reserves are listed as \$42,993 as of January 2026? Answer: It was advised that a review of this number should be done because it is believed to be incorrect.

Question: Another homeowner asked what the \$78,000 was for. Answer: The combination is \$53,000 and the difference of \$25,000 is the money that will be put into reserves with a separate line item for insurance in the event of a catastrophic situation. This is a one-time \$25,000 payment into the reserves.

Question: homeowner asked if there is a surplus, why is the monthly fee not being decreased. Answer: If the fee is dropped only a few dollars a month, there may still be expenses and the goal is to avoid having special assessments.

➤ **BOARD DISCUSSION –** Nothing to report

➤ **ADJOURNMENT –** Tommy made a **MOTION** to adjourn the meeting at 6:53 pm, Pam seconded, All were in favor. **MOTION** carried.